

EFA's Guide to process Access Requests & User Permissions

This user guide will explain how an Electronic Filing Administrator (EFA) will review another user's enrollment request, such as a consultant or employee of the organization.

Review a Consultant Access Request

Login

1. Navigate to e-permitting <https://www.ahs.dep.pa.gov/ePermitting>
2. Enter in username and password

Review Enrollment

1. Access the Enrollment Dashboard by clicking the 'Enrollment Dashboard' icon.
2. In the Enrollment Review grid, select the enrollment you wish to review by selecting the Review link.

Welcome to the self-enrollment Registration Dashboard!

[Start a New Enrollment](#)

If you are here, you have successfully created your Keystone/Greenport login and you are now requesting access to an application. This enrollment process will either allow the agency to link you to your client information or allow a company that does business with the agency to grant you access to do work on their behalf.

Requested Enrollment in	Program Area	Client	Requestor	Requestor Company	Review
e-Permitting	Office of Oil and Gas Management	BETHENERGY MINES INC	Consultant, Sam	Sam's OilGas Co	Review
e-Permitting	Bureau of Air Quality Program	WILLIAMS FLD SVC CO LLC	Consultant, Sam		Review
e-Permitting	Bureau of Air Quality Program	EXCO APPALACHIA MIDSTREAM LLC	Consultant, Sam		Review
e-Permitting	Office of Oil and Gas Management	CONSOL GAS CO	Instant, Sam		Review
e-Permitting	Bureau of Air Quality Program	EXCO APPALACHIA MIDSTREAM LLC	Consultant, Sam		Review

3. Review the Enrollment information submitted by the user (e.g. consultant or employee).
4. Select the 'HERE' link to review the signed security agreement for the individual. In this view you may also save and/or print the submission for your records.
5. Select 'Continue' once done reviewing.
6. Grant or Reject access for this user by selecting the appropriate radio button. To Grant Access continue to Step 7. To Reject Access skip to Step 11.
7. Select 'Grant Access' button.
8. Select the appropriate role/permissions for the user. Please be sure to read the role descriptions presented on the system screen.
 - a. Preparer-role allows the user access to only the applications/NOIs you specifically indicate.
 - i. These users may contribute to the application/NOI and are able to submit it, but are not able create new applications/NOIs on your behalf unless permission is given.

- ii. Once selecting this option, the follow up will display allowable authorizations to give the consultant access to, along with the Allow Create New checkbox.
- iii. Check the Authorization Type and Allow Create New checkbox when applicable.
- iv. You can also Grant Access to specific authorizations in the Draft Status on your dashboard, if desired.
- v. Example: In the below screenshot, the user can create New CDOW applications, has access to ESCGP3 applications but CANNOT create new, and has access to two authorizations in the Draft Status.

e-permitting Enrollment Review

Step 5: Setup Access Permissions
Select the role for this Consultant.

PREPARER: The PREPARER role would allow this consultant access to only the submissions you specifically indicate. These users may contribute to the submission but may not create new submissions unless permission is given.

MASTER PREPARER: The MASTER PREPARER role would allow this consultant to create, complete, and submit submissions on behalf of your company. The MASTER PREPARER role would also allow access to all of your applications and permits within the system.

Select the Submission Types this Consultant may have access to and if this Preparer can create new submissions.

Authorization Type	Allow Create New
<input checked="" type="checkbox"/> CDOW	<input checked="" type="checkbox"/>
<input type="checkbox"/> CDOWR	<input type="checkbox"/>
<input checked="" type="checkbox"/> ESCGP3	<input type="checkbox"/>
<input type="checkbox"/> UDOW	<input type="checkbox"/>
<input type="checkbox"/> UDOWR	<input type="checkbox"/>
<input type="checkbox"/> naik	<input type="checkbox"/>

From your dashboard in e-permitting, you can grant access to specific applications for the PREPARER at any time. Below is a list of your submissions in DRAFT or CORRECTION if you would like to grant access to any of those submissions now.

Created Date	Site Name	Farm Name	Submission Type	Request Type	Grant Access
07/20/2021	shell	Sunoco 1	CDOW	NEW	<input checked="" type="checkbox"/>
08/28/2021			UDOW	NEW	<input checked="" type="checkbox"/>
05/17/2021			UDOW	NEW	<input type="checkbox"/>
03/17/2021			UDOW	NEW	<input type="checkbox"/>
01/28/2021			CDOW	NEW	<input type="checkbox"/>
12/30/2020			ESCGP3	NEW	<input type="checkbox"/>

- b. Master Preparer-the consultant can create, complete, and submit submissions on behalf of the company.
 - i. The Master Preparer has access to all of your applications/NOIs and permits within the system and can create new drafts.
 - ii. In the below example, you can see the Master Preparer option has no other follow up selections.

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The MASTER PREPARER role would allow this consultant to create, complete, and submit submissions on behalf of your company. The MASTER PREPARER role would also allow access to all of your applications and permits within the system.

9. Select the 'Grant Access Request' button once the appropriate role has been selected.
10. A success message will display and you will be returned to the enrollment dashboard. The user enrollment will no longer be in the Enrollment Review grid. The user will be sent an email.
11. To Reject Access, select the 'Reject Access' button. Then select Continue.
12. Provide comments in the comments box for the user.
13. Select 'Reject Access Request' and the enrollment will be denied. The user will be sent an email, and you will be returned to your enrollment dashboard. The request will no longer be displayed in the Enrollment Review dashboard.

Adjusting a consultant's permissions once they've been granted access

1. From the e-permitting homepage, access the program area dashboard (e.g. Bureau of Clean Water)
2. Select 'Admin' in the blue bar at the top of the page.
3. From the Associated Users page, select the appropriate 'Access ID', and select Edit for the specific user. Note: To search for inactive users, select the checkbox beside 'Include Inactive', and inactive members will be displayed.

ePermit User Administration Overview

Associated Users

Access ID:

Include inactive

User Name	First Name	Last Name	Allowed Permit Access Count	User Status	Role	
c-johudak	Joshua	Hudak	0	Active	<no access>	
DRABECKM	Mona	Drabeck	All	Active	Master Preparer	
HANNANRI	Richard	Hannan	7	Active	Preparer	
MATINKOT	Teresa	Matinko	All	Active	Master Preparer	

4. In the user maintenance area, you may select to make a user Active or Inactive, adjust role settings, and select allowable authorization types. This will look similar to the permissions section of the enrollment process noted in the steps above.
 - a. Marking a user as Inactive will remove the Access ID from this user's dashboard. They will no longer be able to see anything related to this Access ID/Applicant but their submissions will still remain on the EFA's dashboard.

5. Select 'Save' to save any changes, then 'Back to Administrative Overview' to complete the changes.

Need help?

Below are contact information for DEP's help desk as well as specific contact information for each program area.

Help Desk Support Line:

Number: (717) 787-HELP (4357)

Hours: Monday to Friday 8:00 am to 4:30 pm

e-permitting Program Contacts

Chapter 102 Clean Water-General, Individual, E&S, ESCGP3 (coming February 2022)

- RA-EPChapter102@pa.gov