

# Getting Started in Chapter 102 ePermit System

## USER GUIDE SUMMARY

*See the EFA User Guide and the Operator User Guide for more detailed explanations and screenshots.*

### The EFA Steps (applicant / client)

1. Create GreenPort account via self-registration  
<https://www.depgreenport.state.pa.us>
  - a. Receive confirmation email
2. Log into GreenPort account
3. Enroll in Chapter 102 ePermitting as an EFA  
**Note** - See *Enrolling into the ePermit System* in [EFA User Guide](#)
4. Complete DEP New Client Registration  
**Note** – See *DEP New Client Registration* in EFA User Guide. **If not utilizing Operators Skip to Step 10.**
5. Receive completed [User form](#) from Operator
6. Provide Access ID to Users  
**Note** – See *Approving/Denying an Enrollment Request* in EFA User Guide **to find your Access ID**  
**Note** - Users are those people you wish to allow access to your Chapter 102 application
  - Employees/co-workers of your company.
  - Consultants working on your behalf.
7. Wait for User to enroll into ePermitting and request to perform work from EFA
8. Approve / Deny Enrolled User Requests in GreenPort  
**Note** – See *Approving/Denying an Enrollment Request* in EFA User Guide
  - a. Email sent to User from GreenPort
  - b. Overnight wait needed for updates to take effect
9. Create / Edit security of user in ePermitting  
**Note** – See EFA User Guide for instructions. Master Preparers can view/edit all of EFA applications and Pay and Submit, Preparers can only see applications to which they are granted access and cannot pay and submit.
10. Prepare ePermit application
11. Pay & Submit

### The Operator/Preparer Steps (consultant / employee)

1. Create GreenPort account via self-registration  
<https://www.depgreenport.state.pa.us>
  - a. Receive confirmation email
2. Log into GreenPort Account
3. Wait for EFA to complete EFA process
4. Wait for EFA to Enroll and create Client Registration
5. Provide completed [User form](#) to EFA
6. Receive Access ID from EFA  
**Note** – See [Operator User Guide](#) for instructions
7. Enroll in ePermitting & request access from EFA  
**Note** - Requires Access ID from EFA Step 6  
**Note** – See Operator User Guide for instructions
8. Wait for EFA to approve/deny enrollment request
  - a. Overnight wait needed for updates to take effect
9. Wait for EFA to create/edit security in ePermitting  
**Note** - Requires overnight update after Step 8
  - a. User will have immediate access
10. Prepare ePermit application
11. Those granted Master Preparer access can pay and submit, Preparers cannot pay and submit.