



**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

# Chapter 102 ePermit Operator User Guide

**This User Guide is intended for those individuals the Applicant/EFA desires to have work on Chapter 102 ePermit Applications (e.g., Consultants, employees of the Applicant's Company)**

**This guide is NOT to be used by the Applicant's EFA (see the Chapter 102 ePermit EFA User Guide)**

Prepared by: Business Support Services,  
Bureau of Clean Water

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## ***Disclosure Information***

The information in this document may not be changed without the express written agreement of the Department of Environmental Protection.

## ***Change History***

<b>Version</b>	<b>Date</b>	<b>Revision Description</b>
1.0	January 25, 2021	Original

## ***Purpose***

This user guide explains the processes necessary for an operator (i.e., consultant or employee of an applicant) to utilize the Chapter 102 ePermit System through DEP's GreenPort website.

## ***Help Resources***

### **Business Support Help Desk**

Contact the Business Support Help Desk if you encounter technical problems with GreenPort or the ePermit System:

Phone Number: (717) 787-HELP (4357)

Hours: Monday to Friday 7:30 am to 5:00 pm

Contact via Web: <https://www.depgreenport.state.pa.us/gpl/home/contactus>

### **Bureau of Clean Water**

Contact DEP's Bureau of Clean Water if you have program-specific questions:

Email: [RA-EPCHAPTER102@pa.gov](mailto:RA-EPCHAPTER102@pa.gov)

## GreenPort Self-Registration and Enrollment


All ePermit users will need to register for a GreenPort account at <https://www.depgreenport.state.pa.us> in order to access the ePermit System. Users must also submit the User Registration and Security Agreement Form to the Electronic Filing Administrator (EFA) before they can use the ePermit System:

- [User Registration and Security Agreement Form](#) (Word)
- [User Registration and Security Agreement Form](#) (PDF)

### Creating a DEP GreenPort Self-Registration Account

1. Go to the <https://www.depgreenport.state.pa.us> website.
2. The DEP GreenPort Login screen will display.  
**Note:** Steps below are for users who already have created GreenPort accounts. If you do not yet have a GreenPort account, please see the [GreenPort User Guide](#) for steps to create your GreenPort account.

**DEPGreenPort**  
Login



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Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below.

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Username:

Password:

[Log into DEPGreenPort](#)

Can't remember your password? [Click here](#)  
Having problems? [DEP Greenport FAQ](#)

[See the current list of self-register applications](#)

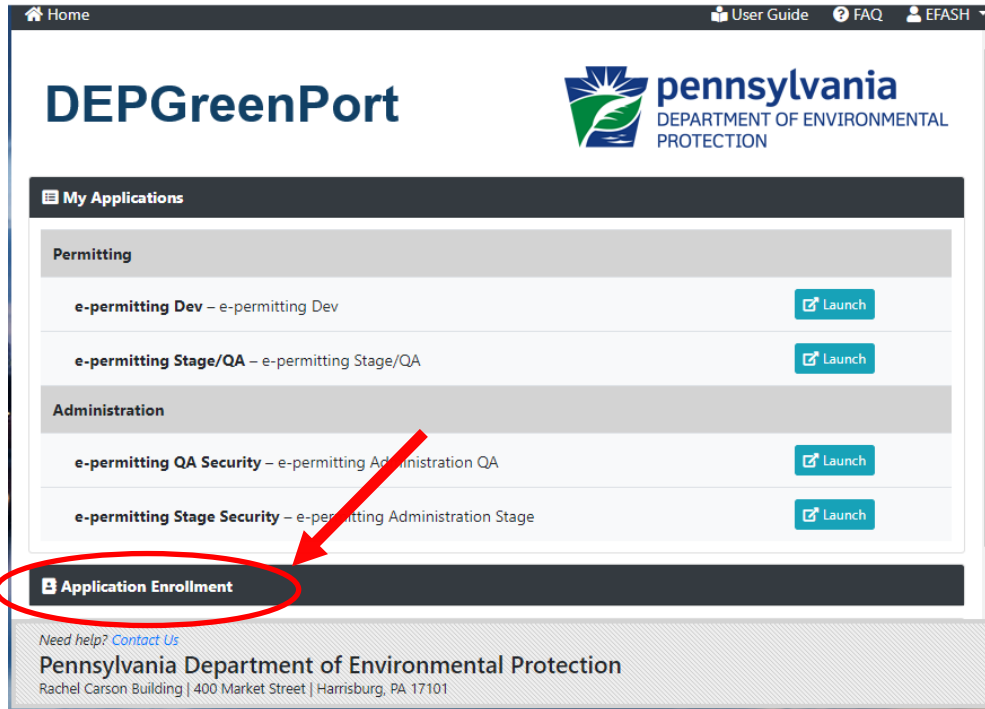
[Click here to self-register](#)

After completing the self-registration form, users will be provided with a username and password.  
Please note that this username and password will only grant access to those electronic applications that are associated with self-registration.

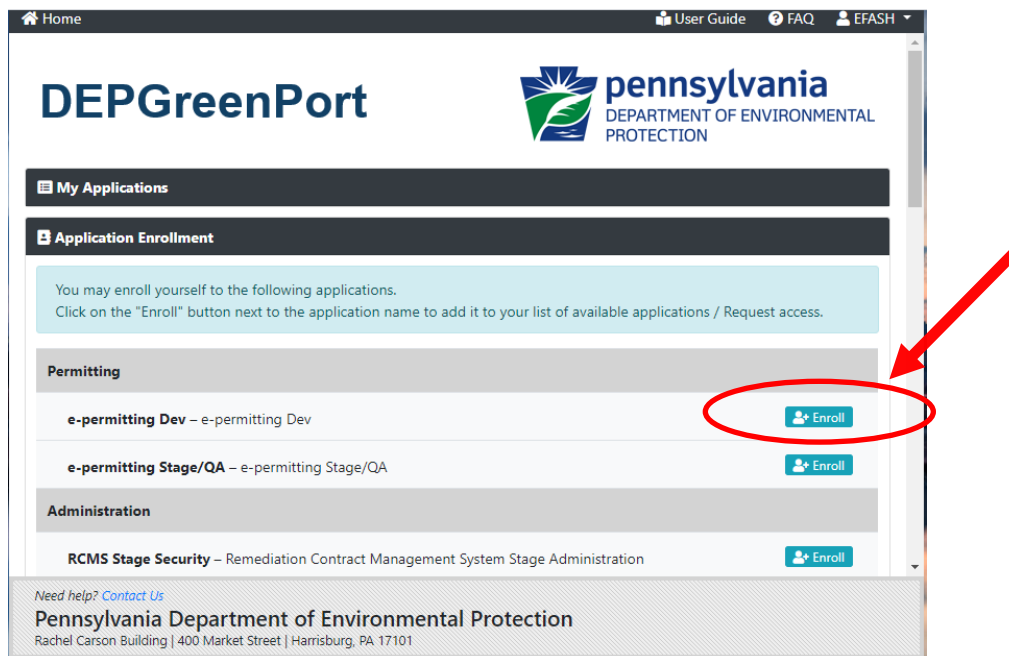
## Enrolling in the ePermit System

After a user has created his/her GreenPort account, the user must sign into DEP GreenPort to Enroll into the e-permitting Application.

1. After signing into GreenPort, select the Application Enrollment header.



2. The DEP GreenPort List Applications screen will display.
3. Under the Permitting header, select the Enroll button for ePermitting.



The user will be taken to the DEP GreenPort Additional Data Required for access to ePermitting screen.

GreenPort Application Enrollment  
Additional Data Required for access to e-permitting Stage/QA

In order to Enroll in the e-permitting Stage/QA application you must first tell us a bit about the type of permit application you wish to submit.

DEP has some electronic applications which you can access immediately while other electronic applications require you to first provide us with the Access ID you wish to access. If you are requesting access to an application which requires you to provide an Access ID then once your request is reviewed and approved an e-mail will be sent to your account and you will be able to access the e-permitting Stage/QA application. If your request is rejected you will also receive an e-mail containing an explanation of why the request was rejected.

Your e-mail address is **shandove@gmail.com**. If this e-mail address is incorrect, please press the "Cancel Request" button. Then click on the Edit Profile option to edit your account information and update your e-mail address.

Program Area: Waterways Engineering and Wetlands

What is your relationship to DEP?: What is your relationship to DEP?

Submit

Cancel Request

4. Select Clean Water from the Program Area drop-down list.
5. Select one of the following options under "What is your relationship to DEP?" to act as an Operator:
  - a. I am an employee or member of an organization that needs a permit but DO NOT HAVE signature authority. I will be working with the organization's EFA.
  - b. I am a consultant or Other User who is working for/assisting an Applicant.

**Note:** The user must enter the Access ID # for the Operator that they are requesting to work on behalf of and click the Submit button. The EFA for whom you are working will provide this number to you.

**Note:** The questions asking about your ability to submit applications is referring to your authority to sign as the applicant.

6. Select the Submit Button.
7. An electronic request will be sent to the EFA for the Operator. Once the User Application & Security Agreement Form has been completed and submitted to the EFA, the electronic request can be approved, and the user will be notified that their account has been given access to the e-permitting system.

**Note:** New users (i.e. consultant) who were approved in Greenport must wait until the next business day before they are visible to the EFA in the 'Associated Users' list.

## User Registration & Security Agreement Form

Users who wish to work in the Chapter 102 ePermit System on behalf of an EFA must first go to <https://www.depgreenport.state.pa.us> and follow the previous instructions in this manual to create a GreenPort account and request enrollment into ePermitting.

Users must then complete and submit a User's Registration and Security Agreement for ePermit. This form is to be completed and submitted to the EFA before the user is granted access to the Chapter 102 ePermit System to work on behalf of the EFA.

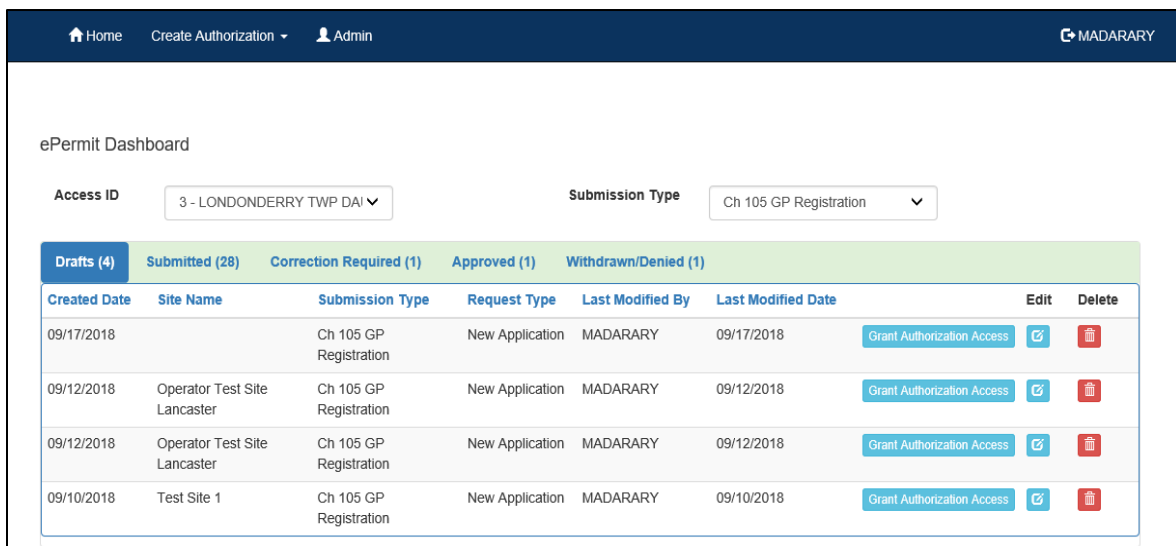
## ePermit Dashboard

ePermit users access the ePermit Dashboard to create, view, modify and/or delete draft applications or previously submitted applications based on security roles given by the Electronic Filing Administrator (EFA). Users can view registrations that are Draft, Submitted, Correction Required, Approved and Withdrawn/Denied.

### Accessing the e-permit Dashboard

1. Log into GreenPort. You will see e-permitting from your list of available applications.
2. Click the 'e-permitting' button.
3. From within the e-permitting application, the e-permit Dashboard is the "home" page. It can be accessed at any time by clicking the 'Home' button.
4. Authorized users will see various tabs based on the registrations that they have been given access to.

**Note:** Not all tabs may be viewable. They are only displayed when applications have been submitted that fall into the specific tab category.



The screenshot shows the ePermit Dashboard interface. At the top, there is a navigation bar with 'Home', 'Create Authorization', and 'Admin' options, and a user profile for 'Admin'. The main content area is titled 'ePermit Dashboard' and includes filters for 'Access ID' (3 - LONDONDERRY TWP DA) and 'Submission Type' (Ch 105 GP Registration). Below the filters are tabs for 'Drafts (4)', 'Submitted (28)', 'Correction Required (1)', 'Approved (1)', and 'Withdrawn/Denied (1)'. The 'Drafts (4)' tab is active, displaying a table with columns for 'Created Date', 'Site Name', 'Submission Type', 'Request Type', 'Last Modified By', 'Last Modified Date', 'Edit', and 'Delete'. The table contains four rows of draft applications, all submitted by 'MADARARY'.

Created Date	Site Name	Submission Type	Request Type	Last Modified By	Last Modified Date	Edit	Delete	
09/17/2018		Ch 105 GP Registration	New Application	MADARARY	09/17/2018	<a href="#">Grant Authorization Access</a>		
09/12/2018	Operator Test Site Lancaster	Ch 105 GP Registration	New Application	MADARARY	09/12/2018	<a href="#">Grant Authorization Access</a>		
09/12/2018	Operator Test Site Lancaster	Ch 105 GP Registration	New Application	MADARARY	09/12/2018	<a href="#">Grant Authorization Access</a>		
09/10/2018	Test Site 1	Ch 105 GP Registration	New Application	MADARARY	09/10/2018	<a href="#">Grant Authorization Access</a>		

## Creating a Draft Permit Application

Authorized ePermit users can create a new draft application from the ePermit Dashboard page within the ePermit System.

## Creating a Draft Permit Application

1. From within the ePermit System, access the ePermit Dashboard page.
2. Click the 'Create Authorization' button.
3. Mouse over the Authorization Type and click on New Application.
4. The Authorization Overview page will display.

Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Permit Eligibility	✔	05/29/2020
<input checked="" type="checkbox"/>	Client Information	✘	
<input type="checkbox"/>	Operator Information	✘	
<input checked="" type="checkbox"/>	Consultant Information	✘	
<input checked="" type="checkbox"/>	Site Information	✘	
<input checked="" type="checkbox"/>	Project Information	✘	
<input checked="" type="checkbox"/>	County and Municipal Notifications	✘	
<input checked="" type="checkbox"/>	PNDI Information	✘	

Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Cultural Resource Notice	✘	
<input checked="" type="checkbox"/>	Erosion and Sediment Control Module	✘	
<input checked="" type="checkbox"/>	Riparian Buffer	✘	
<input checked="" type="checkbox"/>	Post Construction Stormwater Management (PCSM) / Primary Stage Site Restoration (SR) Module	✘	
<input checked="" type="checkbox"/>	Compliance History and Certification	✘	
<input checked="" type="checkbox"/>	Project/Permit Coordination	✘	
<input checked="" type="checkbox"/>	Application Fee	✔	05/29/2020

General Attachments(0)

Date Added	Document Name	Document Type	Description	Download
No attachments to display				

Upload New Attachment

5. Click the Link for the Module you wish to open and work on.
6. When finished working on the module, click the 'Save' button.

## Working Through a Draft Application

Authorized ePermit users have the ability create draft permit applications by completing modules and saving them at any time within the ePermit System.

### Types of Data Fields

Users will encounter several different types of data field types when working through their registrations. Some samples of these types of data fields are below.

1. **Checkbox** – a checkbox is clicked to select the value next to it. You may click it a second time to deselect it.

Example:  Coal Preparation Plant

2. **Text Box** - a textbox is a box where users can enter text manually or paste text that was copied from another registration.

Example: City\*

3. **Radio Button** – a radio button is used to select one item from a series of items. Only one button in the grouping can be selected.




Example: **Is the above information accurate?\***

Yes  No

4. **Dropdown menu** – a dropdown menu is a menu you click on to display a list of items. You will click the item you wish to select from the list for it to display as the selected item from the list.


Example: State\*  

5. **Button** – a button is used to operate the command shown on the button. In the example below, the Save button saves the data that had been entered onto the screen.

Example: 

## ***Unlocking Non-Required/Optional Modules***

The ePermit System allows authorized users the ability to add additional, non-required information to the registration by “unlocking” optional modules from the Authorization Overview page.

1. From the Authorization Overview page for a draft application, click the  beside the optional module under the Included column to unlock the module.
2. Click the  button.
3. Click the name of the module under the Go To column to view and complete the module.

## ***Entering Data into Your Draft Application***

The ePermit System is a dynamic application which means it can change based on the information entered into it. Users may notice that, depending on the answers given in some areas, the application will add additional questions or perhaps even require additional modules.

1. While working in a draft application in the ePermit System, click the link for an unfinished module.
2. Complete all data fields in the module, including all required fields.

**Required fields** – a required field is indicated by an asterisk \* to the right of the field title. The module will not be considered complete until all required fields have been completed.

3. Upload all required attachments.


**Missing Required Attachments** – certain modules require attachments to be uploaded to the registration. They will be listed in the “Missing General Attachments” grid.

Missing GP-5 General Application Information Attachments (2)		
Missing Required Attachments	Template URL	Attach
General Information Form	<a href="#">View Template</a>	<a href="#">Attach</a>
Map Checklist		<a href="#">Attach</a>

- Click the 'Save' button to save your changes at any time while working on the module. You can return to the module to complete it at another time.
- You may encounter an error message when saving a module if something was entered incorrectly.

Email\*

717123333

-  Invalid Email address e.g. info@cloudcms.com

You will see a message indicating if the module was saved successfully or not.

Success: Module Data Saved

or

Error: System Error: Please try again later

- Click the 'Completeness Check' button to verify all required information has been completed for the module.

**Note:** If a module is not complete, you will see a list of items needed to be finished before the module can be considered complete.

Required Field Validation	
Section Name	Line Item
Module Document	General Information Form
Module Document	Map Checklist

Business Rule Validation	
Type	Message
GP-5 General Application Information	You need to provide a minimum of a Permit Contact.

Details Validation
<input checked="" type="checkbox"/> All detail modules are completed

[Close](#)

- Click the 'Close' button.
- Click the 'Back' button to return to the Authorization Overview page.
- Click the next module on which you would like to work until all required and selected modules have been completed.

## Uploading Attachments

Several modules within the ePermit System require attachments to be included with the submission. Authorized users will need to include these attachments for the module to be considered complete. Authorized users are also able to add additional, non-required attachments to their submission.

1. Click the 'Upload New Attachment' button in the General Information Attachments section or the 'Attach' button in the "Missing General Attachments" section.
2. The Upload Attachment window opens.

**Note:** If the user selected the 'Attach' button in the Missing General Attachments section, the Document Type field is prepopulated with the name of the document.

The screenshot shows a web form titled "Upload Attachment". It includes the following elements:

- Document Type \***: A dropdown menu with the text "--select a value--".
- File To Upload \***: A text input field with a "Browse..." button and a blue circular icon.
- Document Name**: A text input field.
- Description**: A text input field.
- Buttons**: "Upload and Save" and "Reset".
- Footer**: A red asterisk note "\* fields are required."

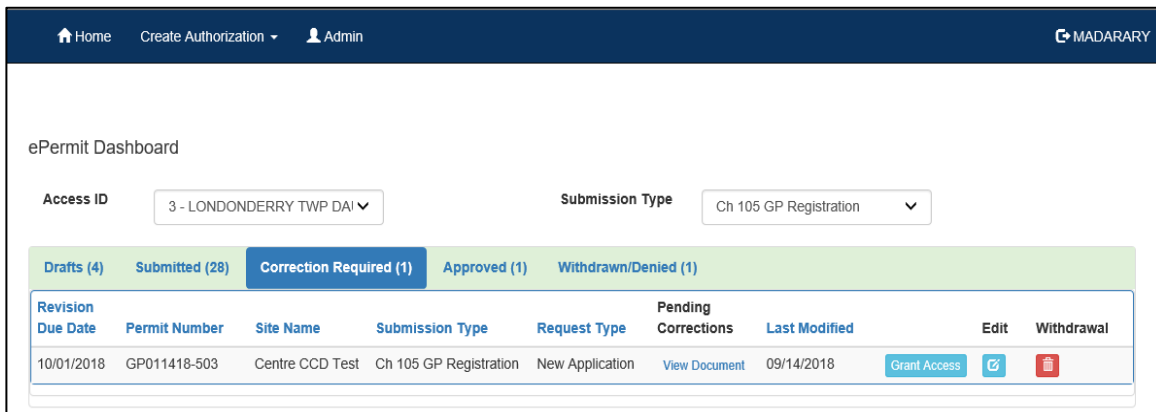
3. Select the Attachment Type from the Document Type dropdown menu.
4. Select the 'Browse' button to open a Windows Explorer window to browse to and select the file.
5. Users may enter a Document Name and Description if they so choose.
6. Click the 'Upload and Save' button.  
Users may click the 'Reset' button to clear the contents of all fields and start over.

## Reviewing and Modifying a Correction Required Application

Authorized ePermit users will see a Correction Required tab on the ePermit Dashboard page if a previously submitted registration is in need of a correction(s).

## Reviewing and Completing a Correction Required Application

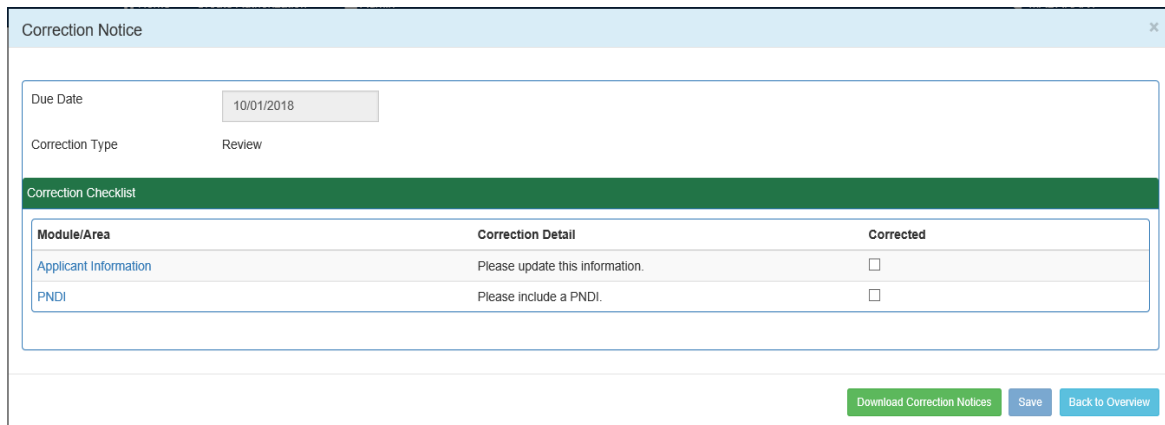
1. From within the ePermit System, click the Correction Required tab on the ePermit Dashboard page to display the list of correction notices.



The screenshot shows the ePermit Dashboard interface. At the top, there is a navigation bar with 'Home', 'Create Authorization', 'Admin', and 'MADARARY'. Below this, the 'ePermit Dashboard' section contains filters for 'Access ID' (3 - LONDONDERRY TWP DAI) and 'Submission Type' (Ch 105 GP Registration). A horizontal menu highlights the 'Correction Required (1)' tab. Below the menu is a table with columns: Revision, Due Date, Permit Number, Site Name, Submission Type, Request Type, Pending Corrections, Last Modified, Edit, and Withdrawal. The table contains one entry with a 'View Document' link under the 'Pending Corrections' column.

Revision	Due Date	Permit Number	Site Name	Submission Type	Request Type	Pending Corrections	Last Modified	Edit	Withdrawal
	10/01/2018	GP011418-503	Centre CCD Test	Ch 105 GP Registration	New Application	<a href="#">View Document</a>	09/14/2018	<a href="#">Grant Access</a>	<a href="#">Edit</a> <a href="#">Withdrawal</a>

2. Click the View Document link under the Pending Corrections heading.
3. Click the item under Module/Area you wish to work on. You will be taken to the appropriate Module/Area.



The screenshot shows the 'Correction Notice' form. It includes fields for 'Due Date' (10/01/2018) and 'Correction Type' (Review). Below these is a 'Correction Checklist' table with columns: Module/Area, Correction Detail, and Corrected. The checklist has two items: 'Applicant Information' and 'PNDI', both with unchecked checkboxes. At the bottom right, there are buttons for 'Download Correction Notices', 'Save', and 'Back to Overview'.

Module/Area	Correction Detail	Corrected
Applicant Information	Please update this information.	<input type="checkbox"/>
PNDI	Please include a PNDI.	<input type="checkbox"/>

4. Correct the indicated items, and click the 'Save' button.
5. Click the 'Back to Overview' button to return to the ePermit Authorization Overview.
6. Click the Corrections Required tab from the ePermit Dashboard to mark the item(s) as Corrected.
7. Click the checkbox, to the item(s) that you have corrected.
8. Click the 'Save' button.

9. Select to Edit the record, by selecting the 'Edit' button.

The screenshot shows the ePermit Dashboard interface. At the top, there is a navigation bar with 'Home', 'Create Authorization', and 'Admin' options, along with the 'MADARARY' logo. Below the navigation bar, the dashboard title 'ePermit Dashboard' is displayed. There are two dropdown menus: 'Access ID' set to '3 - LONDONDERRY TWP DAI' and 'Submission Type' set to 'Ch 105 GP Registration'. A horizontal bar contains tabs for 'Drafts (4)', 'Submitted (28)', 'Correction Required (1)', 'Approved (1)', and 'Withdrawn/Denied (1)'. The 'Submitted' tab is active. Below this, a table lists application records. The first record is for 'Centre CCD Test' with a 'Due Date' of '10/01/2018', 'Permit Number' 'GP011418-503', 'Submission Type' 'Ch 105 GP Registration', and 'Request Type' 'New Application'. It includes a 'View Document' link, a 'Last Modified' date of '09/14/2018', and three action buttons: 'Grant Access', 'Edit' (a blue square with a white pencil icon), and 'Withdrawal' (a red square with a white trash icon).

## Viewing a Previously Submitted Application

ePermit users have the ability to view previously submitted registrations.

### Viewing Submitted Applications

1. From within the ePermit System, click the Submitted tab on the ePermit Dashboard page.

The screenshot shows the ePermit Dashboard with the 'Submitted' tab selected. The 'Access ID' is '3672 - ENERGY PIPELINE CO' and the 'Submission Type' is 'Ch 105 GP Registration'. The dashboard shows a summary bar with 'Drafts (18)', 'Submitted (25)', 'Correction Required (1)', 'Approved (47)', and 'Withdrawn/Denied (35)'. Below this is a table of submitted applications. The table has columns for 'Created Date', 'Site Name', 'Submission Type', 'Request Type', 'Last Modified By', 'Last Modified Date', 'Grant Authorization Access', 'Edit', and 'Delete'. Three records are visible:

Created Date	Site Name	Submission Type	Request Type	Last Modified By	Last Modified Date	Grant Authorization Access	Edit	Delete
06/19/2019		Ch 105 GP Registration	NEW	EFACR	06/19/2019	<a href="#">Grant Authorization Access</a>	<a href="#">G</a>	<a href="#">D</a>
06/19/2019		Ch 105 GP Registration	NEW	EFACR	06/19/2019	<a href="#">Grant Authorization Access</a>	<a href="#">G</a>	<a href="#">D</a>
06/11/2019	DEP	Ch 105 GP Registration	MINREV	EFACR	06/11/2019	<a href="#">Grant Authorization Access</a>	<a href="#">G</a>	<a href="#">D</a>