



e-permitting Electronic Filing Administrator User's Guide

Prepared by: Business Support Services
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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 (DEP).

Change History

Version	Date	Revision Description
1.0	October 4, 2018	Version Finalized
2.0	November 7, 2018	Modifying Security Roles Note added, Revision to role definitions.
3.0	July 17, 2019	Modify based on new functionality and Bureau requested updates.
4.0	February 6, 2020	Modified access for consultants
5.0	March 18, 2020	Updated GreenPort information
5.0	January 28, 2021	Versioning Added
6.0	April 27, 2021	Update New Greenport Screens
7.0	December 15, 2021	Removed Greenport screens for new enrollment process
8.0	February 3, 2022	Updated Module screens
9.0	April 4, 2022	Updated preparer permissions

Purpose

Welcome to the guide to user administration for the e-permitting website via the DEPGreenPort website.

This guide provides information on how to successfully administer Chapter 105 General Permits users on the DEPGreenPort website and use the functions available through the e-permitting Application.

Business Support Help Desk Team

Help Desk Support Line

Number: (717) 787-HELP (4357)

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

Business Support Help Desk Team

The Applications Support Help Desk Team includes helpdesk specialists, trainers, web masters, on-line help developers, and testing engineers working together to provide complete end-user support for eFACTS and other applications.

Business Support Help Desk Team's Services

- Applications Training
 - Formalized Classroom Training
 - Small Group Training
 - One-on-One Training

- Participate in meetings to provide application guidance
- Telephone Support Help Desk
- Application Web Page Development and Maintenance
- Publish articles identifying solutions to common problems
- Application Testing
- Documentation Development
- Application On-Line Help Development and Maintenance

e-permitting user submission

To submit for this program you must first have a Greenport username and password, and be enrolled in e-permitting. Please reference the 'Username Password Enrollment' guide and 'BWEW Enrollment' guide for assistance.

On submission of the New User Registration form, the user will be navigated to their e-permit homepage.

After a user submits the New Client Registration, the submission will display within the Submitted tab of the Dashboard. The user will have view access, but not edit capabilities.

ePermit Dashboard					
					Submission Type
					ALL
Submitted (1)					
Submitted Date	Permit Number	Submission Type	Request Type	Last Submitted Date	View
07/24/2019		New Client Registration	NEW	07/24/2019	View

The user will have the ability to create a draft 105 registration. Once the draft has been created, it will then display within the Draft tab of the Dashboard.

Once the application has been created within e-permitting, the user will have the ability to select the View Application link. Once the View Application link has been selected, the e-permit Authorization Over Page will display.

Included ¹	Go To	Status	Completed
<input checked="" type="checkbox"/>	Applicant Information	✓	2/6/2016
<input checked="" type="checkbox"/>	Consultant Information	✓	2/6/2016
<input checked="" type="checkbox"/>	Project Information	✓	2/6/2016
<input type="checkbox"/>	Resource Identification	✗	2/6/2016
<input type="checkbox"/>	PNDI	✓	2/6/2016
<input type="checkbox"/>	GP-1 – Fish Habitat Enhancement Structures	✗	2/6/2016
<input type="checkbox"/>	GP-2 – Small Docks and Boat Launching Ramps	✗	2/6/2016
<input type="checkbox"/>	GP-3 – Bank Rehabilitation, Bank Protection and Gravel Bar Removal	✓	
<input type="checkbox"/>	GP-4 – Intake and Outfall Structures	✗	
<input type="checkbox"/>	GP-5 – Utility Line Stream Crossings	✗	
<input type="checkbox"/>	GP-6 – Agricultural Crossings and Ramps	✓	
<input type="checkbox"/>	GP-7 – Minor Road Crossings	✗	
<input type="checkbox"/>	GP-8 – Temporary Road Crossings	✗	
<input type="checkbox"/>	GP-9 – Agricultural Activities	✗	
<input checked="" type="checkbox"/>	GP-10 – Abandoned Mine Reclamation	✗	
<input type="checkbox"/>	GP-11 – Maintenance, Testing, Repair, Rehabilitation or Replacement of Water Obstructions and Encroachments	✗	
<input checked="" type="checkbox"/>	GP-15 – Private Residential Construction in Wetlands	✗	
<input type="checkbox"/>	Waived Activities	✓	
<input type="checkbox"/>	Certification	✗	

The user will complete all required portions of the application. Once all required portions of the application have been completed, the user is able to submit their application. However, a full review of the application will not begin until the New Client Registration has been approved.

Approving / Denying an Enrollment Request

The e-permitting application has been integrated with the DEPGreenPort website to provide a single portal sign-on for users to access. Users have the ability to enroll in the e-permitting application to complete Authorization Applications electronically.

e-permitting Electronic Filing Administrators (EFAs) for an applicant have the ability to grant access for any user requesting access to prepare, view, or submit authorization requests electronically. EFAs may approve, deny, or revoke access for each user. Please refer to the 'How to Review Consultant Enrollment' user guide for those steps.

Create and Edit/Modify Access for a User

e-permitting EFAs have the ability to modify individual access for any user that the EFA has access to. Modifying access can be completed on a role by role basis so that granular user administration can be completed and is done within the e-permitting Application itself.

e-permitting User Roles

e-permitting EFAs have the ability to modify individual access for any user that the EFA has access to. Modifying access can be completed on a role by role basis so that granular user administration can be completed and is done within the e-permitting Application itself.

Master Preparer – Any user who will have access to any draft permit, correction required permit, or previously submitted permit for the license they are associated with. The Master Preparer will also have the ability to create new draft permits.

Preparer – Any user who will require individual access to draft permits, or correction required permits for the license they are associated with. Once a draft permit is created, a Preparer must be given access to the submission before they are able to work on it.

Any user who has Master Preparer or Preparer access to an application has the ability to 'Submit & Pay', update the fee module, and a user cannot submit without paying.

Note: If the applicant is a 3rd Party Submitter, the existing GreenPort process will remain as it is already being done today, at the discretion of the company giving access to the consultant. Once the consultant is assigned to an application, they will have access to that application throughout the entire submission lifecycle.

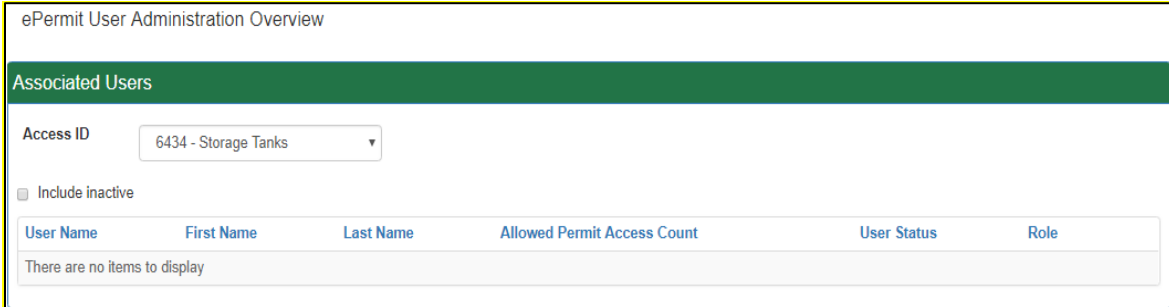
e-permitting will allow the consultant continuous access to applications they have submitted - including handling any corrections/returns that may come up throughout the submission process - until final issuance (or denial) of the permit has occurred.

Modifying Security Roles

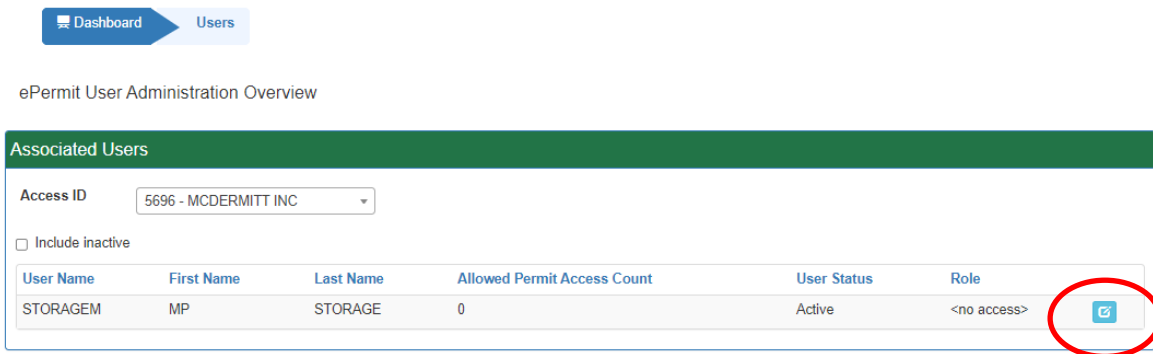
1. Navigate to e-permitting <https://www.ahs.dep.pa.gov/e-permitting>
2. Enter username and password.
3. From the e-permitting homepage, access the BWEW dashboard.
4. Select the Admin button in the blue bar at the top of the page.



5. The e-permit User Administration Overview page will display.



6. To Edit the Access of any user, click the Edit button.



7. The e-permit User Maintenance Page will display.

ePermit User Maintenance

SHANNON TESTER [TESTERSHANN]

Status: Active

Role

Role	Role	Role Description
<input checked="" type="radio"/>	Master Preparer	Master Preparer
<input type="radio"/>	Preparer	Preparer - BWEW

Allowed Authorization Types

Select Authorization Types allowed for editing by this user and indicate if user may create a new authorization.

Authorization Type	Allow Create New
<input checked="" type="checkbox"/> Ch 105 GP Registration	

Save Back to Administration Overview

8. Select the appropriate Role by clicking the Radio button next to the desired Role.
9. Select the Allowed Authorization Types by clicking the checkbox next to the type, in addition select if the user is authorized to create new draft authorizations of this type.
10. Click the Save button.

By selecting the box under "Allow Create New", the user is granted access to create those designated applications. In order to grant the user access to an application currently in draft, return to the Dashboard and select the "Grant Authorization Access" button.

11. Set the Status to Inactive for a user that needs to be deactivated).

ePermit User Maintenance

SHANNON TESTER [TESTERSHANN]

Status: Active

Role

Role	Role	Role Description
<input checked="" type="radio"/>	Master Preparer	Master Preparer
<input type="radio"/>	Preparer	Preparer - BWEW

Allowed Authorization Types

Select Authorization Types allowed for editing by this user and indicate if user may create a new authorization.

Authorization Type	Allow Create New
<input checked="" type="checkbox"/> Ch 105 GP Registration	

Save Back to Administration Overview

Limiting Access to Modules for a User

e-permitting EFAs have the ability to limit individual access for certain modules within the e-permitting Application.

Any user given Master Preparer and Preparer access will have access to all modules by default. If you want to limit the access, then restrictions must be placed on each module.

Modifying Module Restrictions

1. From within the e-permitting Application, access the e-permit User Maintenance page for a user that will require module restrictions.
2. Select the Authorization Type from the Allowed Authorization Type checkbox.

SHANNON TESTER [TESTERSHANN]

Status: Active

Role

Role	Role	Role Description
<input type="radio"/>	Master Preparer	Master Preparer
<input checked="" type="radio"/>	Preparer	Preparer - BWEW

Allowed Authorization Types

Select Authorization Types allowed for editing by this user and indicate if user may create a new authorization.

Authorization Type	Allow Create New
<input checked="" type="checkbox"/> Ch 105 GP Registration	

Module Restrictions

Allowed Authorization Type(s): Ch 105 GP Registration

Add Module Restriction

Select Module to Restrict: Applicant Information Restrict to: READONLY Add

Restriction	Module
There are no items to display	

Save Back to Administration Overview

3. Select the module that Access Restrictions need to be placed against from the dropdown list.
4. Select the Access Level to Restrict the Access.
5. Click the Add button.
6. Click the Save button.

e-permit Dashboard









e-permitting users access the e-permit Dashboard to create, view, modify and/or delete draft registrations or previously submitted registrations 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. Open Microsoft Edge browser.
In the URL Address Bar type in <https://www.ahs.dep.pa.gov/e-permitting>
2. Enter username and password.
3. The Welcome to e-permitting Homepage will display.
4. Click the 'Bureau of Waterways, Engineering, and Wetlands'.
5. 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.
Authorized users will see various links based on the programs they have been given access to.

Note: If users only have access to one program, this page is skipped and the user is taken directly to their dashboard for that program.

The screenshot shows the ePermit Dashboard interface. At the top, there is a navigation bar with 'Home', 'Create Authorization', and 'Admin' options, and the 'MADARARY' logo. Below the navigation bar, the 'ePermit Dashboard' title is displayed. There are two dropdown menus: 'Access ID' set to '3 - LONDONDERRY TWP DAI' and 'Submission Type' set to 'Ch 105 GP Registration'. Below these are five tabs: 'Drafts (4)', 'Submitted (28)', 'Correction Required (1)', 'Approved (1)', and 'Withdrawn/Denied (1)'. The 'Drafts (4)' tab is active, showing a table with the following data:

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	Grant Authorization Access	 
09/12/2018	Operator Test Site Lancaster	Ch 105 GP Registration	New Application	MADARARY	09/12/2018	Grant Authorization Access	 
09/12/2018	Operator Test Site Lancaster	Ch 105 GP Registration	New Application	MADARARY	09/12/2018	Grant Authorization Access	 
09/10/2018	Test Site 1	Ch 105 GP Registration	New Application	MADARARY	09/10/2018	Grant Authorization Access	 

Working Through a Draft Registration

Authorized e-permitting users have the ability to create draft authorizations by completing modules and saving them at any time within the e-permitting Application.

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: Site Information

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:

Entering Data into Your Draft Registration

The e-permitting Application 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 registration in the e-permitting application, click the link for an unfinished module.
2. Complete all data fields in the module, including all required fields.

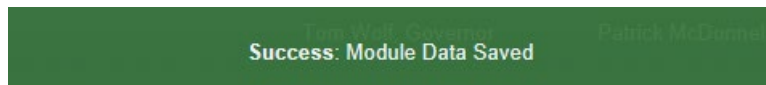
Required fields: A required field is indicated by an asterisk * to the right of the field title. The module will not be considered complete until all required fields have been completed.

3. 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.
4. You may encounter an error message when saving a module if something was entered incorrectly.

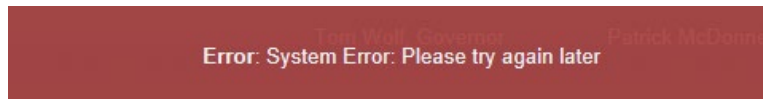
Email*

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

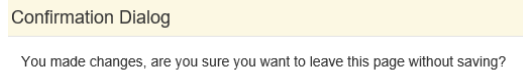
5. You will see a message indicating if the module was saved successfully or not.




or



6. Click the 'Completeness Check' button to verify all required information has been completed for the module. If a module is not complete, you will see a list of items that need to be finished before the module can be considered complete.
7. Click the button to return to the overview. If changes were made without saving and you attempt to return to the overview, a message will display asking if you wish to return without saving your changes.



8. Click the 'Save' button.
9. Click the button.
10. The completed module will be indicated with a  to the right of the facility name under the Status heading.

Uploading Attachments

Several modules within the e-permitting application 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 window titled "Upload Attachment" with a close button in the top right corner. The window contains the following fields and controls:

- Document Type ***: A dropdown menu with the text "--select a value--" and a downward arrow.
- File To Upload ***: A file input field with a "Browse..." button and a blue circular icon.
- Document Name**: A text input field.
- Description**: A text input field.

At the bottom of the window, there are two buttons: "Upload and Save" and "Reset". A red asterisk note "* fields are required." is located at the bottom right.

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

Note: Users may click the 'Reset' button to clear the contents of all fields and start over.

Submitting a Registration/Payment

Authorized e-permitting users have the ability to submit registrations after completing all the appropriate required and non-required/optional modules.

Submitting Permit Registrations

1. From within the e-permitting application, complete all required and selected optional modules.

Ch 105 GP Registration - New Application
[View All Modules](#)

Included	Go To	Status	Completed	Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Applicant Information	⊘		<input type="checkbox"/>	GP6 - Agricultural Crossings and Ramps	⊘	
<input checked="" type="checkbox"/>	Consultant Information	⊘		<input type="checkbox"/>	GP7 - Minor Road Crossings	⊘	
<input checked="" type="checkbox"/>	Project Information	⊘		<input type="checkbox"/>	GP8 - Temporary Road Crossings	⊘	
<input checked="" type="checkbox"/>	Resource Identification	⊘		<input type="checkbox"/>	GP9 - Agricultural Activities	⊘	
<input checked="" type="checkbox"/>	PNDI	⊘		<input type="checkbox"/>	GP10 - Abandoned Mine Reclamation	⊘	
<input type="checkbox"/>	GP1 - Fish Habitat Enhancement Structures	⊘		<input type="checkbox"/>	GP11 - Maintenance, Testing, Repair, Rehabilitation or Replacement General Pmt	⊘	
<input type="checkbox"/>	GP2 - Small Docks and Boat Launching Ramps	⊘		<input type="checkbox"/>	GP15 - Private Residential Construction in Wetlands	⊘	
<input type="checkbox"/>	GP3 - Bank Rehabilitation, Bank Protection and Gravel Bar Removal	⊘		<input type="checkbox"/>	Chapter 105 Waived Activity Impacts	⊘	
<input type="checkbox"/>	GP4 - Intake and Outfall Structures	⊘		<input checked="" type="checkbox"/>	Certification	⊘	
<input type="checkbox"/>	GP5 - Utility Line Stream Crossings	⊘		<input type="checkbox"/>	Application Fee	⊘	

General Attachments(1)
[Download All](#)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
09/12/2018	Chapter 105 Fee Worksheet			✎	🗑	📄


[Upload New Attachment](#)

[Save](#)
[Final Completeness Check](#)
[Submit](#)
[Back](#)

2. After all modules have been completed, complete the Application Fee module to submit the registration for payment.

Pay by Telecheck

You will now be taken to the 'Payeezy' page to enter your payment information. When finished, click the 'Pay with Your Credit Card' button.



Review Your Order

Total Amount: USD 2450.00

Choose Payment Option

MasterCard VISA DISCOVER JCB Telecheck

Pay With Your Check

Customer Name

ABA/Bank Routing No.

Bank Account Type
Personal

Account Number

Check Number

Address

City

State/Province
Alabama

ZIP/Postal Code

Country
United States

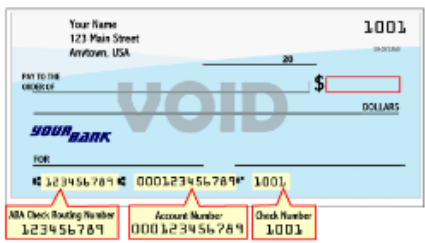
Phone
Home

Email

ID Details
Driver's License

If using a driver's license as ID, please also include the state, e.g: TX123456789
If using a Tax ID/Tin, please omit any dashes or spaces, e.g: 789654121

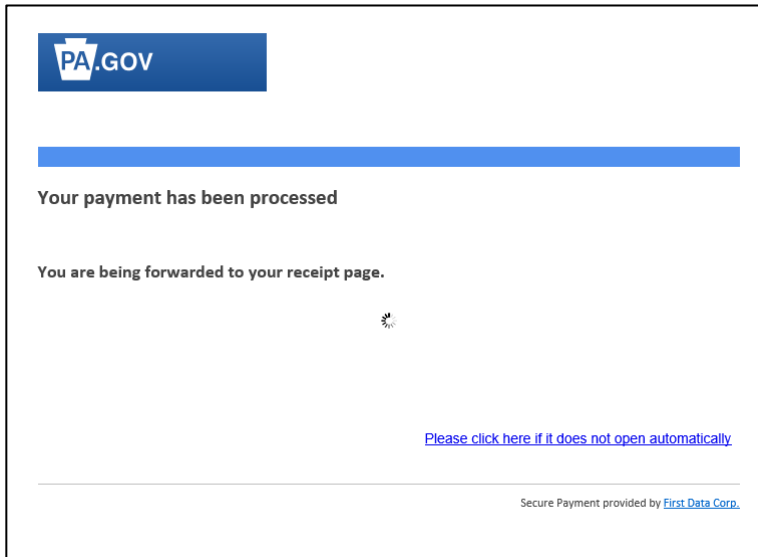
Check Description



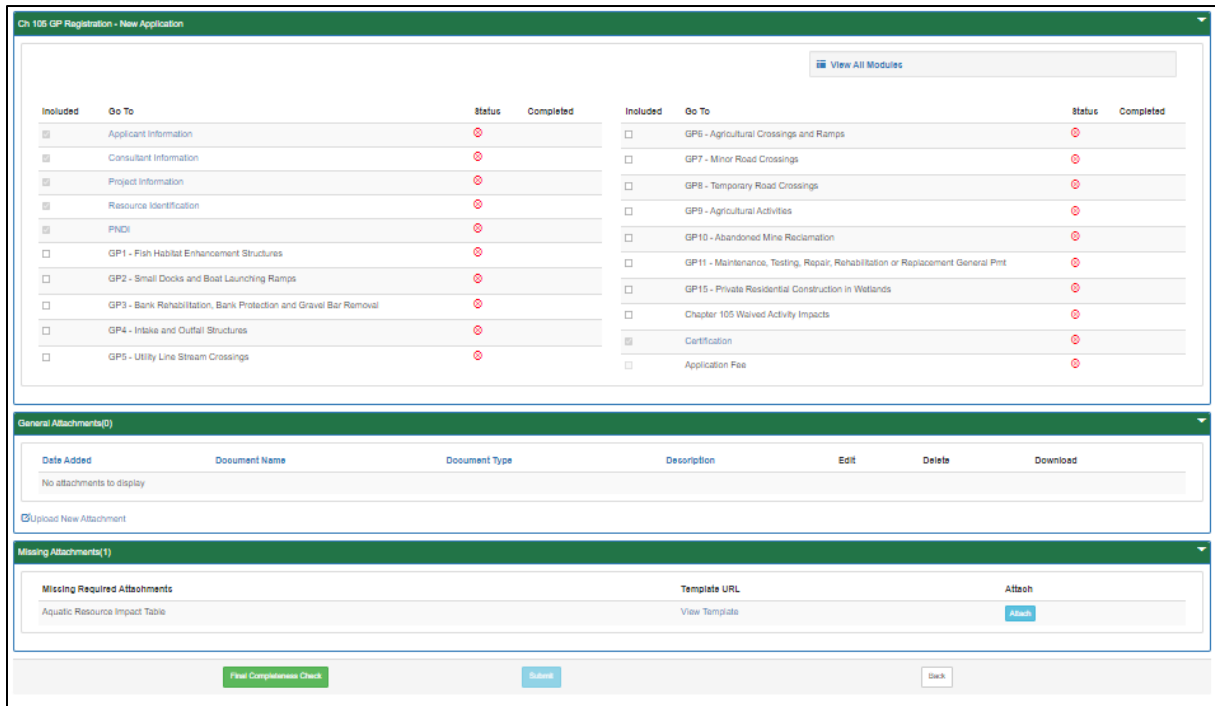
- ABA/Bank Routing No.
- Account Number
- Check Number - (Optional)

Upon completion of the Payment Information page, the Consent page will be displayed; you will be asked to consent to the electronic funds transfer.

If payment is accepted, the user will receive a message indicating the payment is processed successfully and the user will be returned to the e-permit Dashboard.



If payment is **not** successful, a message will display on the 'Payeezy' screen indicating the payment was **not** processed. The user will then be returned to the 'e-permit Authorization Overview' screen.



Reviewing and Modifying a Correction Required Registration

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

Reviewing and Completing a Correction Required Registration

1. From within the e-permitting application, click the Correction Required tab on the e-permit Dashboard page to display the list of correction notices.

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.

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 e-permit Authorization Overview.
6. Click the Corrections Required tab from the e-permit 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', 'Admin', and 'MADARARY'. 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'. Below these are five tabs: 'Drafts (4)', 'Submitted (28)', 'Correction Required (1)', 'Approved (1)', and 'Withdrawn/Denied (1)'. The 'Correction Required (1)' tab is active. A table below the tabs shows a single record with the following data:

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	View Document	09/14/2018	Grant Access	Edit	Withdrawal

Once the updates are complete, the user will select the 'Final Completeness Check'. Once the modules have been verified the 'Submit' button will become available to the end user.

Viewing Different Versioning of Registration

E-Permitting users have the ability to view different versions of a registration, which required a Correction Notice

1. From within the e-permitting application, click the appropriate tab on the e-permit Dashboard page to view the registration.
2. The user will select the "View" button to view the registration.
3. The user will click on the dropdown box to select the Version they wish to review.

The screenshot displays the 'Ch 105 GP Registration - New Application' interface. At the top, a green header bar contains the title. Below it, a dropdown menu is open, showing two options: 'Version - 2-12/10/2020' and 'Version - 1-12/10/2020', with the latter highlighted in blue. Below the dropdown, a navigation bar includes tabs for 'Overview', 'Corrections', 'All Attachments', and 'Notifications'. The main content area features a table with columns for 'Included', 'Go To', 'Status', and 'Completed'. A 'View All Modules' button is located in the top right of this section.

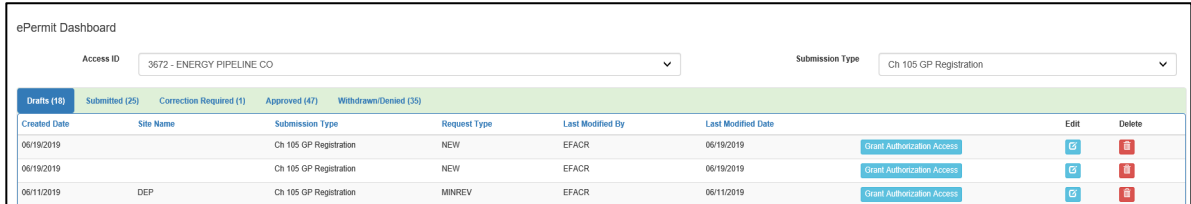
Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	PNDI	✔	12/10/2020
<input checked="" type="checkbox"/>	GP1 - Fish Habitat Enhancement Structures	✔	12/10/2020
<input checked="" type="checkbox"/>	Certification	✔	12/10/2020
<input type="checkbox"/>	Application Fee	✘	

Viewing a Previously Submitted Registration

e-permitting users have the ability to view previously submitted registrations.

Viewing Submitted Registrations

1. From within the e-permitting application, click the Submitted tab on the e-permit Dashboard page.
2. The user will select the 'Edit' button to view the registration.



The screenshot shows the 'ePermit Dashboard' interface. At the top, there are two dropdown menus: 'Access ID' with the value '3672 - ENERGY PIPELINE CO' and 'Submission Type' with the value 'Ch 105 GP Registration'. Below these is a navigation bar with tabs: 'Drafts (10)', 'Submitted (25)', 'Correction Required (1)', 'Approved (47)', and 'Withdrawn/Denied (3)'. The 'Submitted (25)' tab is active. The main content is a table with the following columns: 'Created Date', 'Site Name', 'Submission Type', 'Request Type', 'Last Modified By', 'Last Modified Date', 'Grant Authorization Access', 'Edit', and 'Delete'. There are three rows of data in the table.

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	Grant Authorization Access	G	E
06/19/2019		Ch 105 GP Registration	NEW	EFACR	06/19/2019	Grant Authorization Access	G	E
06/11/2019	DEP	Ch 105 GP Registration	MINREV	EFACR	06/11/2019	Grant Authorization Access	G	E