

# Chapter 105 General Permit e-permitting Frequently Asked Questions

PA Department of Environmental Protection  
Bureau of Waterways Engineering and Wetlands

## General

### 1. What is e-permitting for Chapter 105?

e-permitting is an online account system where for Chapter 105 you can submit certain permit types. (Currently it is only available to General Permit Registrations) e-permitting uses online forms, and integrated system requirements to assist users in submitting a complete application to DEP, and to integrate and stream-line data entry and administrative tasks.

### 2. What is different with e-permitting?

e-permitting is different than the traditional process where an application or registration is submitted to DEP based on a paper or PDF form. The system is account based. Like many other online accounts, communications, drafts, past history, etc. will be available. Therefore, the account manager will need to manage the applicant/owner account for all submissions, not just one submission.

### 3. Where do I create my online account?

Create a DEP [GreenPort](#) account online. After completing this, you can register with multiple DEP applications/program areas, including e-permitting for Chapter 105 General Permits.

### 4. What are the different account registration types for the Ch. 105 e-permitting system?

There are two e-permitting enrollment types, Electronic Filing Administrator (EFA) and Users. All applicants must have at least one (1) user register as an Electronic Filing Administrator (EFA). Consultants and other users, including employees of the applicant who are not authorized to manage applications, must register as just a User for each applicant they are working under. A User can work for multiple EFA's if they have permission from each EFA. See the sections below and the detailed step-by-step user guides on the [Chapter 105 e-permitting Webpage](#) on how to register as a EFA or User.

### 5. What is an Electronic Filing Administrator (EFA)?

EFA's administer the electronic system on behalf of the applicant. As with all accounts, the applicant must enroll in their 'account'. The EFA is responsible for managing the applicant submission, responses, and access to electronic General Permit Registrations. EFA's grant and remove access to other Users (consultants, users, employees, etc.).

### 6. What is a 'User' that is not an EFA?

A User is an individual who submits data and drafts applications on behalf of an EFA. This includes employees of organizations and consultants working for applicants. Users can work for as many applicants as they wish.

### 7. Can I register for e-permitting on behalf of someone else?

No. Your DEP [GreenPort](#) accounts are for you as an individual and are not allowed to be shared. When you register for Ch. 105 GP e-permitting, you are registering as yourself, not someone else. The signatures you provide represent your official electronic signature. You are not allowed to share your GreenPort account or register in e-permitting under someone else's name or register on behalf of an organization to which you don't belong. The exception to this is a person who has written permission to be the EFA for someone who does not have computer access (See Consultant for Individual option)

### 8. I am an employee/member of an organization that wants to apply for a 105 General permit. Can I be the EFA?

YES, as long as you have the authority within the organization to manage the electronic permitting data and users. Follow the [online instructional videos](#) and the [Operator/Consultant User Guide](#) (Found on the 105 e-permitting webpage) and registration process. Depending on the type of organization, documentation of your authority may be required.

**9. Can a person enroll as an EFA for one applicant and just as a User for a different applicant?**

Yes. A person can enroll with different roles, even EFA roles, with different applicants.

**10. How are eligibility deficiencies, responses, and decision notifications handled when using e-permitting?**

All correspondence letters, eligibility deficiency notices, responses, and final decisions are handled within e-permitting. When DEP sends a notice, such as a correction notice, the EFA and consultant are notified via e-mail to log into the system to see the items. This is also true for all decision documents. EFAs and users can then make changes to their submission and re-submit within the system. NOTE: depending on user permission roles set by the EFA, a User may not be able to re-submit and the EFA may need to perform this action.

## **Electronic Filing Administrator / Applicant**

**11. How do I enroll as an Electronic Filing Administrator?**

After creating your [GreenPort](#) account, you must log in and request access to e-permitting, and one in e-permitting, enroll with the program area using the Enrollment Dashboard. The basic steps are outlined in the [online instructional videos](#) or you can watch the enrollment videos available on the Chapter 105 e-permitting webpage. Follow the step-by-step instructions and screenshots in the [EFA User Guide](#). Also, review the [Chapter 105 e-permitting Webpage](#) for other helpful information.

**12. What do I need in order to register as an Electronic Filing Administrator?**

If you are an individual, you will need basic information about yourself (name, contact info, etc.). If you are registering for an organization, you will need to have the authority within the organization to manage the electronic permitting data and users. Also, follow the steps in the [EFA User Guide](#) or instructional videos for enrollment on the webpage. If you are registering as a consultant for an individual, you will need to upload to the enrollment signed permission by the owner authorizing you to be the EFA for them.

**13. Can there be more than one EFA per applicant.**

Yes. An organization can have more than one EFA.

**14. How do I register as a “Consultant for Individual” for those individuals who do not have a computer or those who do not use computers?**

This is a specific type of EFA registration that was created to provide a method *for those individuals who do not have a computer or those who do not use computers*. This requires a person assisting the applicant (known as the consultant) to be the EFA and use their GreenPort account, as the EFA, for an applicant. However, for this process you must:

- Be sitting with the applicant at the time the form is completed. There is a place for both the applicant/owner and their consultant, EFA, to electronically sign. Both parties must read, acknowledge, and sign the EFA agreement online.
- Upload documentation of contracting authority for the EFA whose GreenPort account is being used, that is signed by the applicant/owner. There is not a template for this document; however, it should clearly indicate that the EFA individual is authorized to act as the EFA, submit permits and responses on behalf of the applicant owner through e-permitting.
- This is not for consultants working for an organization which is the applicant
- Also, follow the steps in the [EFA User Guide](#) or the online enrollment videos on the Chapter 105 e-permitting webpage.

**15. How do I approve users (employees, consultants, etc.) to work for me within e-permitting?**

EFAs manage user enrollment from the Enrollment Dashboard within e-permitting. There they can see any pending user enrollments, review the request, accept or reject the enrollment, and set the initial security

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permissions of the user. The process is explained in detail in the [EFA User Guide](#) or in the enrollment videos on the Chapter 105 webpage.

**16. Where do I find the Access ID to give to a user or consultant?**

The access ID is found on your Bureau of Waterways Engineering and Wetlands Dashboard where it says Access ID. It is the 3-4 digit number present beside the applicant name.

**Consultant/User** (includes non-EFA employees of an organization)

**17. How do I register to work with an EFA?**

After creating your [GreenPort](#) account, you will need to obtain the Access ID from the EFA so you may request access within e-permitting to draft applications on the EFA's behalf. The basic steps are outlined in the [user guides and online instructional videos found on the webpage](#).

**18. Can I work on or submit data for multiple EFA's?**

Yes, you can, if you have the EFA's access ID and have been authorized by that EFA to submit data to the department on their behalf.

**19. Can I start working on a Draft Permit before obtaining the Access ID or before the EFA is fully enrolled?**

YES. Go to the Enrollment Dashboard and click on 'Start New Enrollment'. Begin the enrollment process by selecting the "Bureau of Waterways Engineering and Wetlands", click Next. On the next screen you are prompted for the access ID, but it gives instructions that you can go back to your dashboard and start a draft in the meantime.

**20. Can consultants be the EFA?**

Generally No. Since this is an account bases system the applicant is responsible for maintaining their account and users. The EFA has access to all permits past, present and future. An exception would be for those individuals without computer access, see Consultants For Individual EFA option.