



**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

# eDMR GreenPort User Administration User's Guide

Prepared by: Applications Support Help Desk  
Version: 1.0  
Date: November 30, 2015

## Disclosure Information

The information in this document may not be changed without the express written agreement of both TreCom Systems Group, Inc. and the Department of Environmental Protection.

## Change History

Version	Date	Revision Description
1.0	November 30, 2015	Version for user review

## Purpose

Welcome to the guide to user administration for the Electronic Discharge Monitoring Report (eDMR) website via the DEPGreenPort website.

This guide provides information on how to successfully administer eDMR users on the DEPGreenPort website.

## Applications Support Help Desk Team

### Help Desk Support Line:

Number: (717) 705-3768

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

Email: ep-efactshelpdeskteam@pa.gov

### Applications Support Help Desk Team:

The Applications Support Help Desk Team is composed of members from TreCom Systems Group, Inc. and the DEP. The Applications Support Help Desk Team includes help desk specialists, trainers, web masters, on-line help developers, and testing engineers working together to provide complete end-user support for eFACTS and other applications.

### Applications 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

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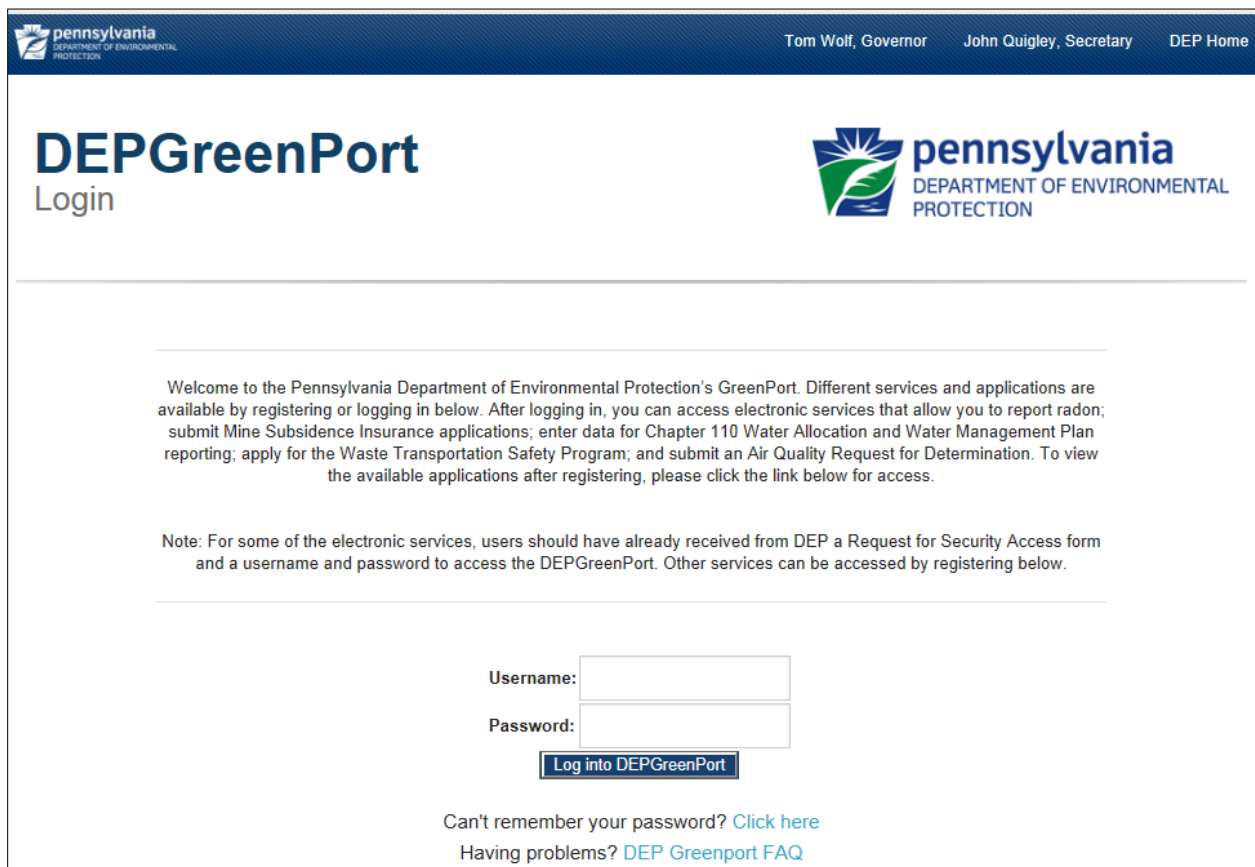
## Approving / Denying an Enrollment Request

The eDMR 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 eDMR application to complete reports for the requested Facility.

eDMR Administrators for a Facility have the ability to grant access for any user requesting access to prepare or view reports via the eDMR website. Administrators may approve, deny, or revoke access for each user.

### Approving an Enrollment Request

1. Open Internet Explorer.
2. In the URL Address Bar type in <https://www.depgreenport.state.pa.us>.
3. The DEPGreenPort website will display:



**DEPGreenPort**  
Login

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.


Username:

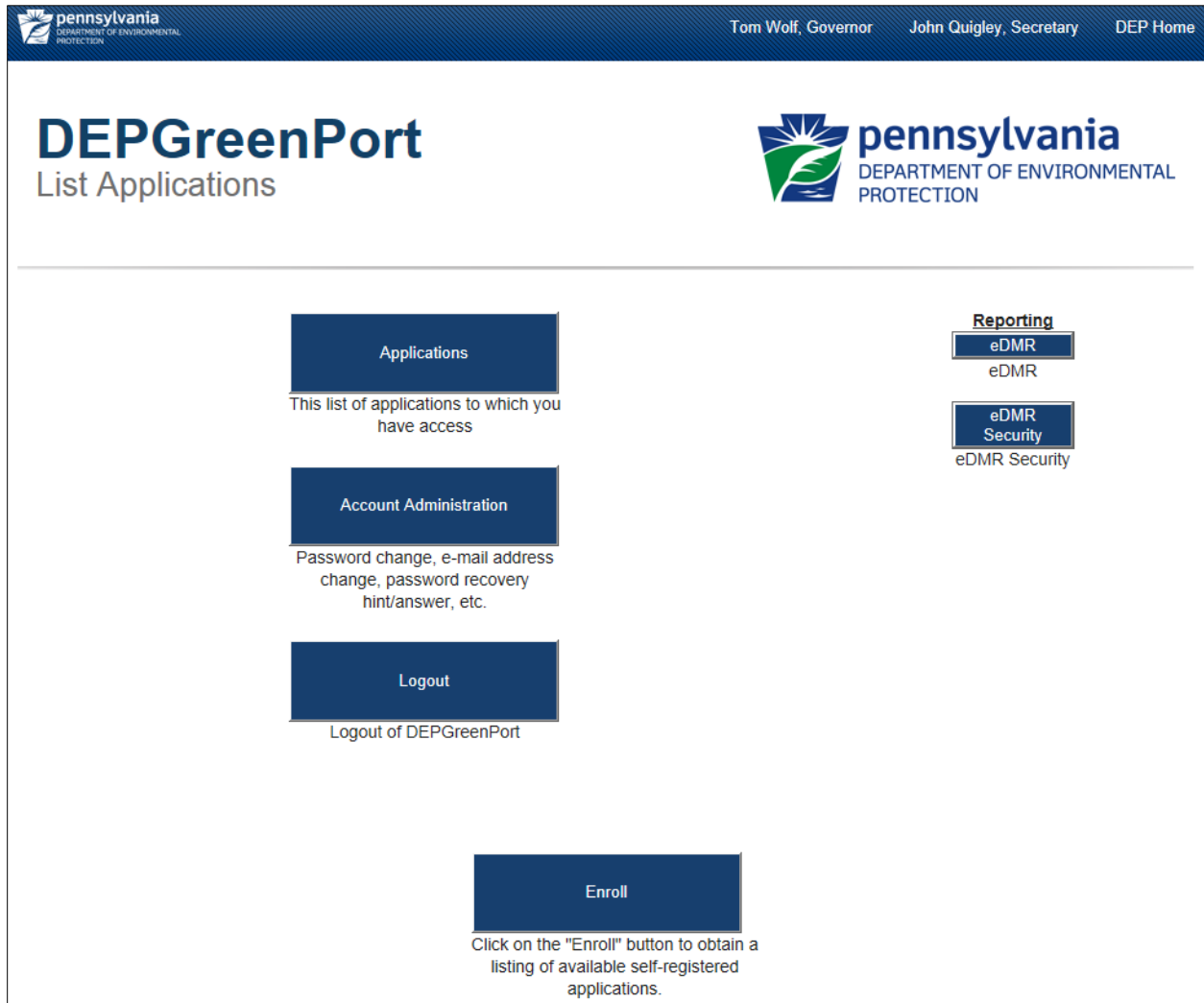
Password:

[Log into DEPGreenPort](#)

Can't remember your password? [Click here](#)

Having problems? [DEP Greenport FAQ](#)

4. Enter your username into the *Username* field.
5. Enter your password into the *Password* field.
6. Click the  button.
7. The List Applications Screen will display.



**DEPGreenPort**  
List Applications

**Applications**  
This list of applications to which you have access

**Account Administration**  
Password change, e-mail address change, password recovery hint/answer, etc.

**Logout**  
Logout of DEPGreenPort

**Reporting**  
**eDMR**  
eDMR

**eDMR Security**  
eDMR Security

**Enroll**  
Click on the "Enroll" button to obtain a listing of available self-registered applications.

8. Click the  button.

9. The eDMR Security Pending User Request webpage will display:

This screen shows a list of requests which have been made by users requesting access to the eDMR application. The list of users which is shown is limited to only those users for whom you have ability to grant access. You can approve or reject a user's request by choosing the appropriate privilege(s) in the "Grant Access for Request" field. After you have made decisions for each of the requests press the "Submit" button to activate those decisions.

**Enrolled User Requests**

Also include Approved + Revoked + Rejected Requests  (Refresh)

Username ▲	Date Requested	Full Name	ID Requested	Grant Access for Request	Reject Request / Reason for Rejecting Request
TESTEDS31	04/19/2015	Eds Test	PA0009733	<input type="checkbox"/> Viewer <input type="checkbox"/> Preparer	<input type="checkbox"/> Reject this request for the following reason: Reason: <input type="text"/>

row(s) 1 - 3 of 3

**Submit**

10. Select the security options to be granted for the desired user in the Grant Access for Request column.

**Grant Access for Request**

Viewer

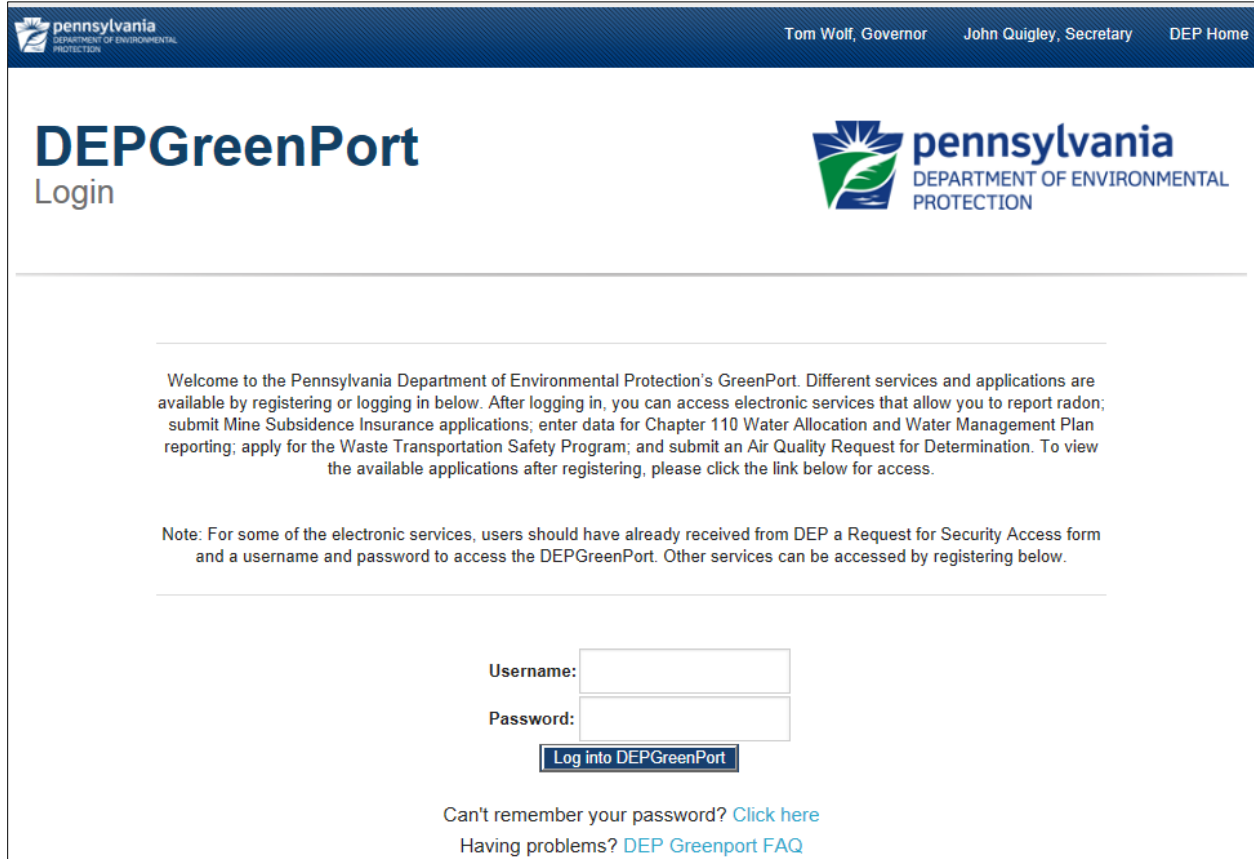
Preparer

11. Click the **Submit** button to confirm the selection.


12. The user requesting access will receive an email stating that the enrollment for the requested Permit number was successful.

## Denying an Enrollment Request

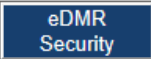
1. Open Internet Explorer.
2. In the URL Address Bar type in <https://www.depgreenport.state.pa.us>.
3. The DEPGreenPort website will display:



The screenshot shows the DEPGreenPort login page. At the top, there is a dark blue header with the Pennsylvania Department of Environmental Protection logo on the left and the text "Tom Wolf, Governor", "John Quigley, Secretary", and "DEP Home" on the right. Below the header, the page features the "DEPGreenPort Login" title on the left and the Pennsylvania Department of Environmental Protection logo on the right. A horizontal line separates the header from the main content area. The main content area contains a welcome message, a note about security access forms, and a login form with "Username:" and "Password:" labels, two input fields, and a "Log into DEPGreenPort" button. Below the form are two links: "Can't remember your password? [Click here](#)" and "Having problems? [DEP Greenport FAQ](#)".

4. Enter your username into the *Username* field.
5. Enter your password into the *Password* field.
6. Click the  button.

7. The List Applications Screen will display:

8. Click the  button.



9. The eDMR Security Pending User Request webpage will display:

This screen shows a list of requests which have been made by users requesting access to the eDMR application. The list of users which is shown is limited to only those users for whom you have ability to grant access. You can approve or reject a user's request by choosing the appropriate privilege(s) in the "Grant Access for Request" field. After you have made decisions for each of the requests press the "Submit" button to activate those decisions.

**Enrolled User Requests**

Also include Approved + Revoked + Rejected Requests  (Refresh)

Username ▲	Date Requested	Full Name	ID Requested	Grant Access for Request	Reject Request / Reason for Rejecting Request
TESTEDS31	04/19/2015	Eds Test	PA0009733	<input type="checkbox"/> Viewer <input type="checkbox"/> Preparer	<input type="checkbox"/> Reject this request for the following reason: Reason: <input type="text"/>

row(s) 1 - 3 of 3

**Submit**

10. Click the Checkbox for the appropriate user to be rejected.

**Reject Request / Reason for Rejecting Request**

Reject this request for the following reason:

Reason:

11. Enter a rejection reason in the *Reason* field.

12. Click the **Submit** button to confirm the selection.

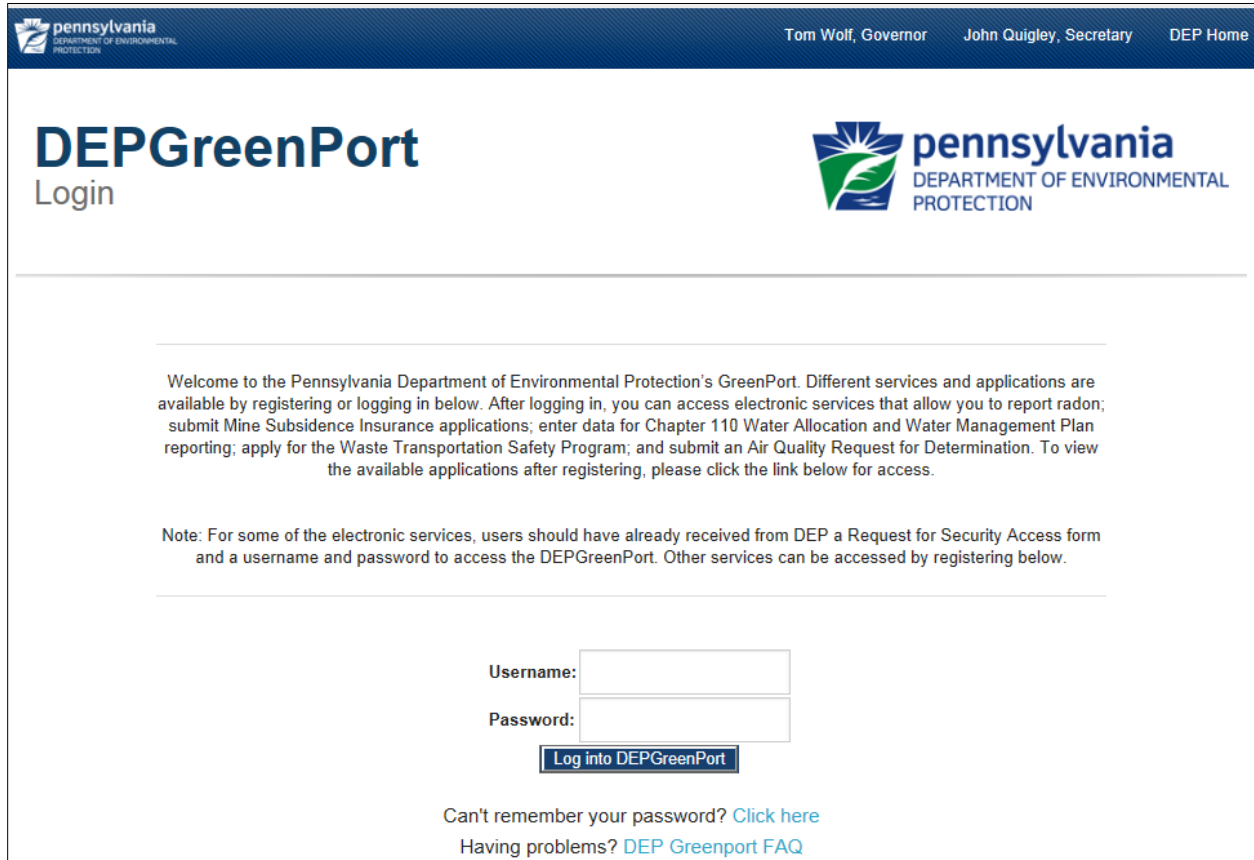
13. The user requesting access will receive an email stating that the enrollment request has been rejecting and provide the reason that the administrator entered.

## Modifying Access for a User


eDMR Administrators have the ability to modify access for any user that the Administrator has access to. Modifying access can be completed on a role by role basis so that granular user administration can be completed.

### Revoking Security Roles

1. Open Internet Explorer.
2. In the URL Address Bar type in <https://www.depgreenport.state.pa.us>.
3. The DEPGreenPort website will display:



The screenshot shows the DEPGreenPort login page. At the top, there is a blue navigation bar with the Pennsylvania Department of Environmental Protection logo on the left, and the text "Tom Wolf, Governor", "John Quigley, Secretary", and "DEP Home" on the right. Below the navigation bar, the page features the "DEPGreenPort Login" heading on the left and the Pennsylvania Department of Environmental Protection logo on the right. The main content area contains a welcome message: "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." Below this is a note: "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." The login form consists of two input fields: "Username:" and "Password:". Below these fields is a blue button labeled "Log into DEPGreenPort". At the bottom of the form, there are two links: "Can't remember your password? [Click here](#)" and "Having problems? [DEP Greenport FAQ](#)".

4. Enter your username into the *Username* field.
5. Enter your password into the *Password* field.
6. Click the  button.

7. The List Applications Screen will display:

8. Click the  button.

9. The eDMR Security Pending User Request webpage will display:

Username	Date Requested	Full Name	ID Requested	Grant Access for Request	Reject Request / Reason for Rejecting Request
TESTEDS31	04/19/2015	Eds Test	PA0009733	<input type="checkbox"/> Viewer <input type="checkbox"/> Preparer	<input type="checkbox"/> Reject this request for the following reason: Reason: <input type="text"/>

row(s) 1 - 3 of 3

10. Click the **Go to Approved Users** button.

11. The eDMR Security Approved webpage will display:

Approved Users

Username	Full Name	Security ID	Grant / Revoke Access	Reason for Revoking Access
TESTEDS30	Eds Test	PA0037150	<input type="checkbox"/> Viewer <input checked="" type="checkbox"/> Preparer	
TESTEDS31	Eds Test	PA0037150	<input checked="" type="checkbox"/> Viewer <input type="checkbox"/> Preparer	

12. To revoke a security role, uncheck the checkbox next to the security role in the Grant/Revoke Access column that corresponds to the user and the role to be revoked.

13. Click the **Submit** button.

14. A confirmation message will display at the top of the screen that the record has been processed. The user requesting access will receive an email stating that the access for the selected role has been revoked.

## Restoring User Access

1. Open Internet Explorer.
2. In the URL Address Bar type in <https://www.depgreenport.state.pa.us>.
3. The DEPGreenPort website will display:

username pennsylvania DEPARTMENT OF ENVIRONMENTAL PROTECTION Tom Wolf, Governor John Quigley, Secretary DEP Home

# DEPGreenPort

Login

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.

Username:

Password:

[Log into DEPGreenPort](#)

Can't remember your password? [Click here](#)

Having problems? [DEP Greenport FAQ](#)

4. Enter your username into the *Username* field.
5. Enter your password into the *Password* field.
6. Click the [Log into DEPGreenPort](#) button.

7. The List Applications Screen will display:

8. Click the  button.

9. The eDMR Security Pending User Request webpage will display:

Username	Date Requested	Full Name	ID Requested	Grant Access for Request	Reject Request / Reason for Rejecting Request
TESTEDS31	04/19/2015	Eds Test	PA0009733	<input type="checkbox"/> Viewer <input type="checkbox"/> Preparer	<input type="checkbox"/> Reject this request for the following reason: Reason: <input type="text"/>

10. If there are no pending requests, a message will be displayed that indicates “no data found”. Otherwise, you may see pending requests listed on the screen above.
11. Click the checkbox.

<b>Also Include Approved + Revoked + Rejected Requests</b>	<input type="checkbox"/>	<b>( Refresh )</b>
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12. Click the **( Refresh )** button to refresh the user list and to display historical approvals and rejections.
13. Select the security roles next to the appropriate security roles to be granted for the desired user in the Grant Access for Request column.

Grant Access for Request
<input type="checkbox"/> Viewer
<input type="checkbox"/> Preparer

14. Click the **Submit** button to confirm the selection.
15. The user requesting access will receive an email stating that the enrollment for the requested Permit number was successful.