



**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

# eDMR GreenPort Registration User's Guide

Prepared by: Applications Support Help Desk  
Version: 1.0  
Date: November 23, 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 23, 2015	Version for user review

### Purpose

Welcome to the guide to registering for an Electronic Discharge Monitoring Report (eDMR) account on the DEPGreenPort website.

This guide provides information on how to successfully register for an account on the DEPGreenPort website that can be used to access the eDMR 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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## Registering for eDMR via GreenPort

The eDMR application has been integrated with the DEPGreenPort website to provide a single portal sign-on for users to access. Operators will have the ability to enroll in the eDMR application to complete reports for the requested Facility.

Users may request security for one or multiple facilities. If a new user does NOT have a DEPGreenPort username and password, please follow the "Creating a GreenPort Login" section to create one. If a DEPGreenPort user name and password are known, please skip to the "Enrolling in the eDMR Application" section to request access.

### Creating a GreenPort Login

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.

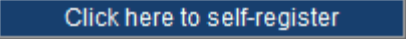
Username:

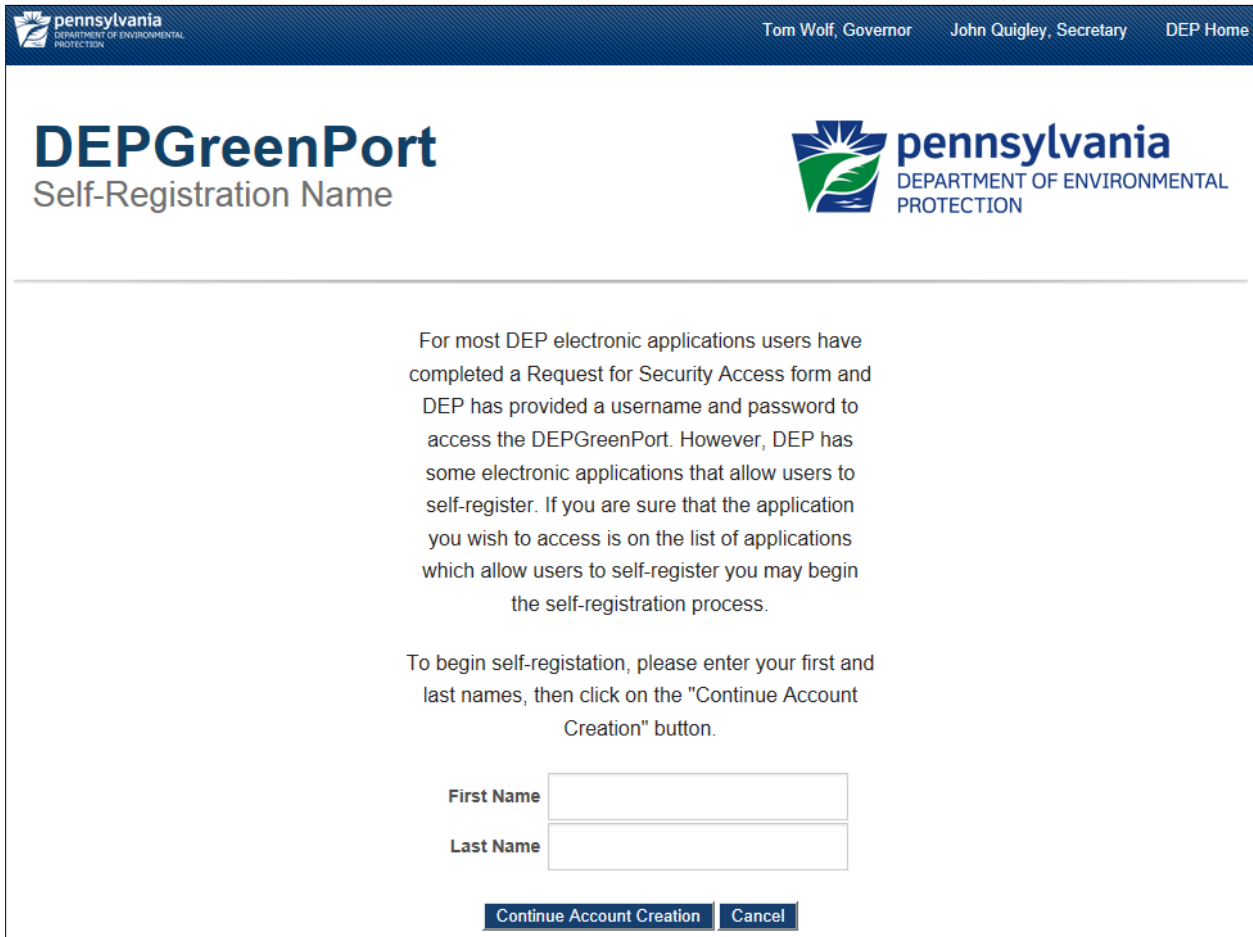
Password:

[Log into DEPGreenPort](#)

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

Having problems? [DEP Greenport FAQ](#)

- Click the  button to start the account creation process.
- The Self-Registration Name page will display:



For most DEP electronic applications users have completed a Request for Security Access form and DEP has provided a username and password to access the DEP GreenPort. However, DEP has some electronic applications that allow users to self-register. If you are sure that the application you wish to access is on the list of applications which allow users to self-register you may begin the self-registration process.


To begin self-registration, please enter your first and last names, then click on the "Continue Account Creation" button.

First Name

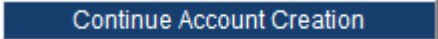
Last Name

- Enter your first name in the the *First Name* field.
- Enter your last name in the *Last Name* field.


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 **Note:** Enter *YOUR* first name and *YOUR* last name, not the name of your company or institution.

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- Click on the  button.

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 **Note:** If you single click the *CANCEL* button, it will return you to the main DEP GreenPort webpage and cancel the self-registration process.

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9. The Create Account page will display:

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# DEP GreenPort

Create Account

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User Name DOCUMENTS

Full Name SAMPLE DOCUMENT

E-mail

Phone

Street

City

State

Zip

Password Hint

Password Hint Answer

\*Password

\*Confirm Password

\* Passwords must be at least 8 characters long  
\* Passwords must contain at least 1 number  
\* Passwords must contain at least 1 upper case letter  
\* Passwords must contain at least 1 lower case letter



**Note:** The User Name and Full Name portion of the Create Account page will automatically populate based on the First and Last Name you entered into the Self-Registration Name page.

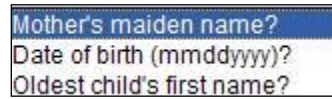


**Caution:** It is strongly recommended that you **record your User Name** and keep it in an easily accessed and remembered location. Your User Name is half of what is required to log in to the GreenPort website. If you forget your User Name, you must call the Applications Support Help Desk to retrieve it.

10. Enter your e-mail address in the *E-mail* field.
11. Enter your telephone number in the *Phone* field.
12. Enter your street address in the *Street* field.
13. Enter your city in the *City* field.
14. Enter your state in the *State* field.
15. Enter your zip code in the *Zip* field.

16. Choose a Password Hint from the *Password Hint* drop down menu.

The Password Hint menu options are:



17. Enter the answer to your Password Hint question in the *Password Hint Answer* field.  
Enter the answer to the question selected in Step 16.

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△ **Caution:** *The Password Hint question is used in case you forget your password. In the event that you forget your password, you can click on the "Can't remember your password? Click here" link on the main GreenPort login page, answer the question you selected, and have a new password e-mailed to you. For this reason, double check that your email address is entered correctly.*

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18. Enter your password in the *Password* field.

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△ **Note:** *You may enter any password you want into this field, but it **MUST conform to the following standards:***

- \* Passwords must be at least 8 characters long
- \* Passwords must contain at least 1 number
- \* Passwords must contain at least 1 upper case letter
- \* Passwords must contain at least 1 lower case letter

**Passwords that do not conform to these standards will not be accepted, and you cannot continue with your self-registration process until an appropriate password is entered. The text you enter into this field will display as a string of stars (\*\*\*\*) for security purposes.**

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19. Re-enter your password from Step 18 in the *Confirm Password* field.

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△ **Caution:** *If the password you enter into this field does not match the password you entered into Step 18 exactly, you cannot continue with the self-registration process until they do match. The text you enter into this field will display as a string of stars (\*\*\*\*) for security purposes.*

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20. Click the  button when all fields have been completed.

21. The following message will be displayed to indicate that the account creation was successful and an email sent confirming the account information.

**Your DEPGreenPort account has been created with the username  
DOCUMENTATION.**

An e-mail with your username and password has also been sent to e-mail address

You may log into the DEPGreenPort using that username and the password you  
chose for yourself when you registered.

- 
-  **Note:** *Your Username and the e-mail address you entered during account creation will display. Double check that the displayed e-mail address is correct. If you forget your password, this is the e-mail address GreenPort will send a new password to if you correctly answer your Password Hint question.*
-  **Caution:** *It is strongly recommended that you **record your Password** and keep it in an easily accessed and remembered location with your User Name. Your Password is half of what is required to log in to the GreenPort website. If you forget your Password and cannot retrieve it using the "Can't remember your password? Click here" link, you must call the Applications Support Help Desk to reset it. The Applications Support Help Desk cannot view your current password and can only change it upon request.*
- 

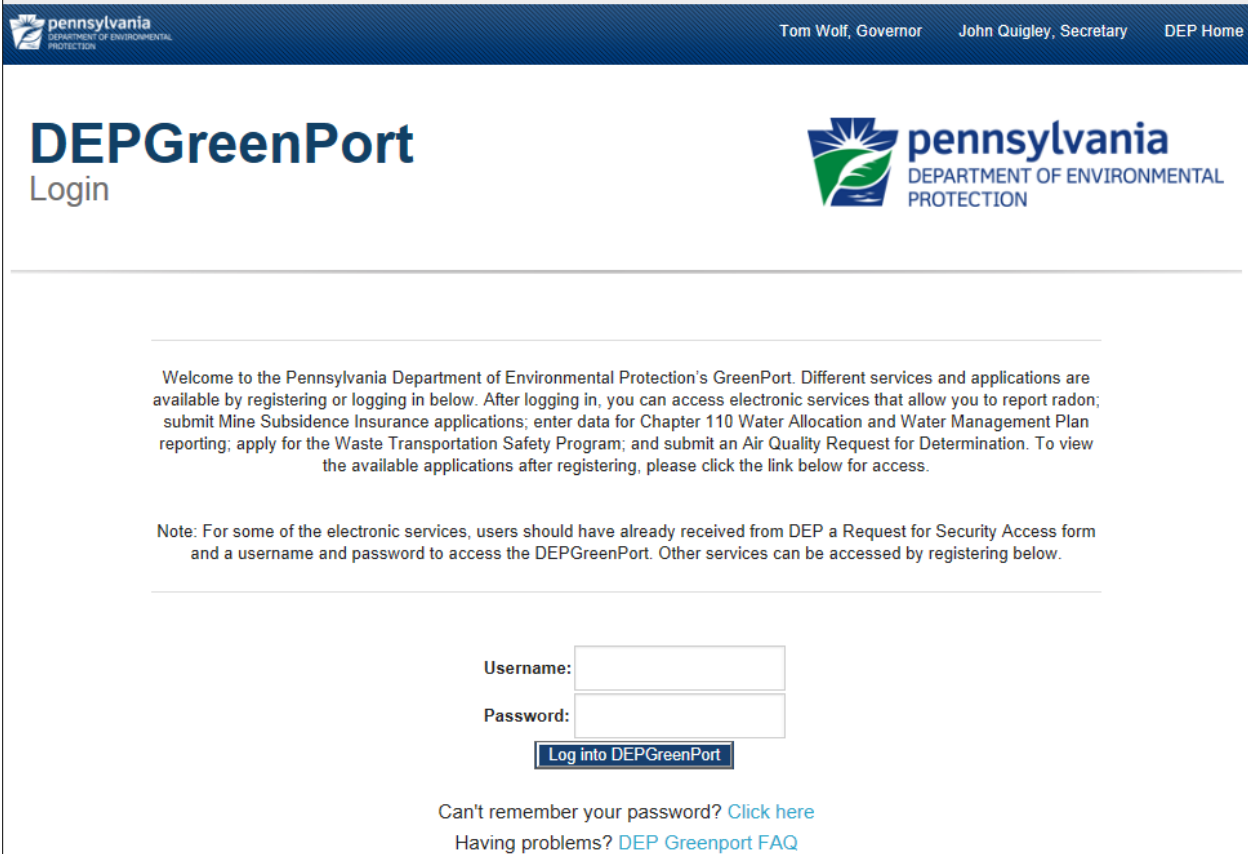
22. The user name and password created can now be used to access the DEPGreenPort website. Continue to the topic "Enrolling in the eDMR Application."




## Enrolling in the eDMR Application for New Users

The first time you login to the GreenPort website, you must enroll in the eDMR application and request security for one or more facilities. Once your security request has been approved, you can enter in your report data.

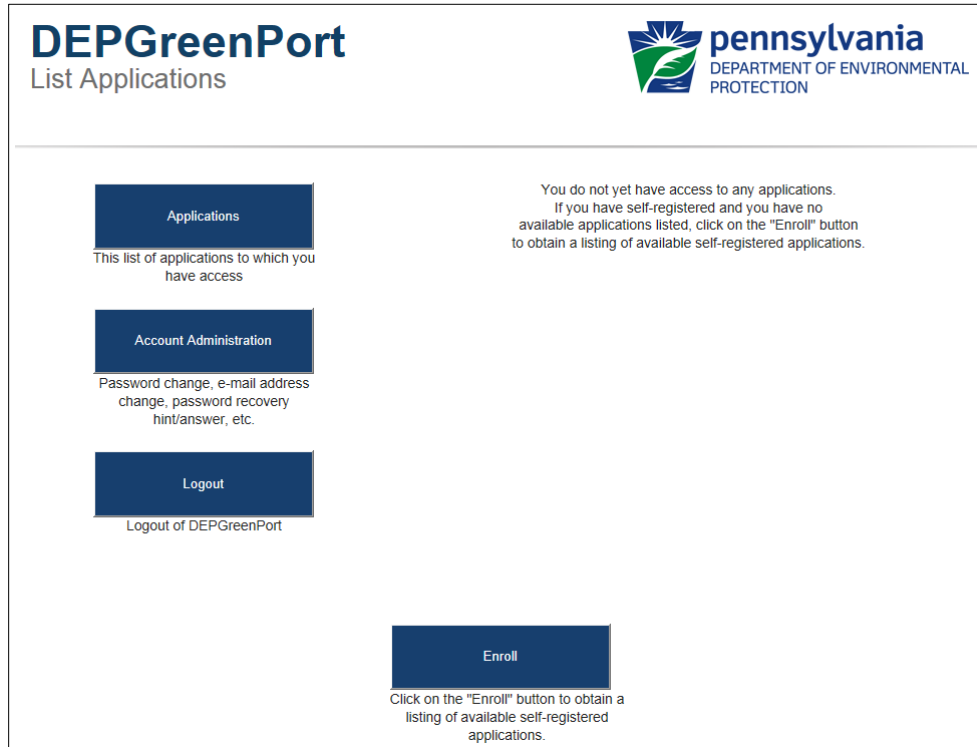
1. Open Internet Explorer.
2. In the URL Address Bar type in <https://www.depgreenport.state.pa.us>.
3. The DEPGreenPort website will display:



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 message 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 the password field 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](#)".

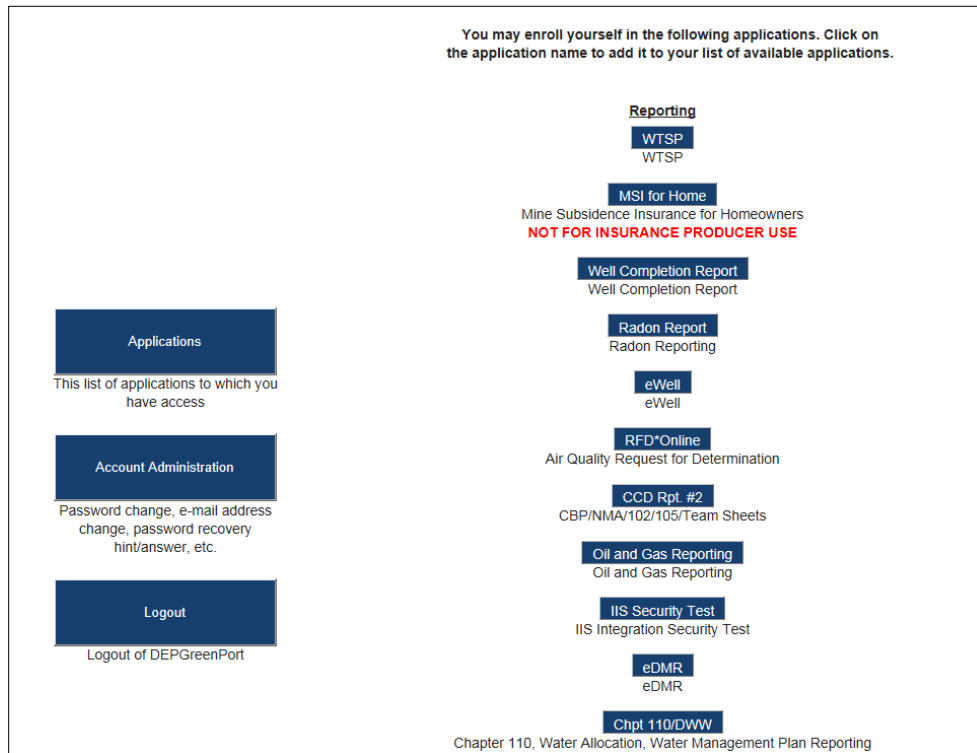
4. Enter your username into the *Username* field.
5. Enter your password into the *Password* field.
6. Click the  button.

7. The List Application screen will display:



8. Click the  button.

9. The Self-Registered Available Applications webpage will display:



10. Click the  button.

11. The Additional Data Required for access to eDMR webpage will display:

In order to Enroll in the eDMR application you must first provide the Permit # you wish to access. Once your request is reviewed and approved an e-mail will be sent to your account and you will then be able to access the eDMR application. If you request is rejected you will also receive an e-mail containing an explanation of why the request was rejected.


**OR**

If you were previously a user of the E2 application you can enter your E2 username and password instead of requesting access to a specific Permit #. In this case your existing IDs will be retrieved from the E2 application and requests for access to those IDs will be submitted on your behalf.

You e-mail address is **c-johudak@pa.gov** If this e-mail address is incorrect please press the "Cancel" button and then click on the "Account Administration" button on the left-hand side of the next screen to edit your account information so that you can change your e-mail address.

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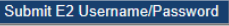
Requesting Access to eDMR for Permit #

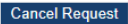


**OR**

E2 Username


E2 Password






12. Enter a permit number in the *Requesting Access to eDMR for Permit #* field.

Requesting Access to eDMR for Permit #




13. Click the  button to submit the enrollment request.


 Tom Wolf, Governor John Quigley, Secretary DEP Home

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**DEPGreenPort**  
Self-Registered Available  
Applications




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14. The Self-Registered Available Applications registration confirmation page will display.

15. Click the  button to return to the List Application Screen.

 **Note:** The request will now be awaiting approval. You will receive an email when the request has been processed. The List Applications Page will display the eDMR application when your security request has been approved.

 **Note:** From the List Applications page, you can change your password or update profile information by clicking the Account Administration button. To logout click the Logout button.

## Enrolling in the eDMR Application for Existing E2 Users

The first time you login to the GreenPort website, you must enroll in the eDMR application and request security for one or more facilities. If you have previously used the E2 eDMR system, you can transfer you existing security to the new system.

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

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# DEPGreenPort

Login

pennsylvania  
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PROTECTION

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 Application screen will display:

8. Click the  button.

9. The Self-Registered Available Applications webpage will display:

10. Click the  button.

11. The Additional Data Required for access to eDMR webpage will display:

In order to Enroll in the eDMR application you must first provide the Permit # you wish to access. Once your request is reviewed and approved an e-mail will be sent to your account and you will then be able to access the eDMR application. If you request is rejected you will also receive an e-mail containing an explanation of why the request was rejected.

**OR**

If you were previously a user of the E2 application you can enter your E2 username and password instead of requesting access to a specific Permit #. In this case your existing IDs will be retrieved from the E2 application and requests for access to those IDs will be submitted on your behalf.

You e-mail address is **c-johudak@pa.gov** If this e-mail address is incorrect please press the "Cancel" button and then click on the "Account Administration" button on the left-hand side of the next screen to edit your account information so that you can change your e-mail address.

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Requesting Access to eDMR for Permit #

**Submit Request for eDMR Access**

**OR**

E2 Username

E2 Password

**Submit E2 Username/Password**

**Cancel Request**

12. Enter your existing E2 Username into the *E2 Username* field

13. Enter your existing E2 Password into the *E2 Password* field


E2 Username

E2 Password

**Submit E2 Username/Password**


14. Click the  button to submit the enrollment request.

15. The Self-Registered Available Applications registration confirmation page will display:

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**DEPGreenPort**  
Self-Registered Available  
Applications

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**Your request for access to the eDMR application has been submitted.**

16. Click the  button to return to the List Application Screen.

17. The eDMR button is available from the List Application Screen

**DEPGreenPort**  
List Applications

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**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

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

**Reporting**  
eDMR  
eDMR



**Note:** From the List Applications page, you can change your password or update profile information by clicking the Account Administration button. To logout click the Logout button.