



pennsylvania

DEPARTMENT OF ENVIRONMENTAL
PROTECTION

ePermitting Asbestos Notification User's Guide

Prepared by: Applications Support Help Desk
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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

Version	Date	Revision Description
1.0	March 1, 2018	Version for user review
3.0	January 11, 2021	Update for Pay and Submit button

Purpose

Welcome to the guide to user administration for the ePermitting website via the DEPGreenPort website.

This guide provides information on how to successfully administer eDMR users on the DEPGreenPort website and use the functions available through the ePermitting Application.

Applications Support Help Desk Team

Help Desk Support Line:

Number: (717) 787-HELP (4357)

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

Applications 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.

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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Creating a GreenPort Login

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](#)

[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.

1. Go to www.depgreenport.state.pa.us
2. The DEPGreenPort login screen will display.
3. Click the 'Click here to self-register' [Click here to self-register](#) button, the "Self Registration Name" page will display.
4. Click the User Guide link and follow the steps to complete the set-up of your GreenPort user account.

GreenPort user account.

DEP Home

patrick McDonnell, Secretary

Tom Wolf, Governor

DEP Home

User Guide

FAQ

DEP GreenPort

DEPARTMENT OF ENVIRONMENTAL PROTECTION

New Account - User Profile

Email * [Get Verification Code](#)

Email Verification Code *

First Name * Last Name *

Phone * Extension

Address * City *

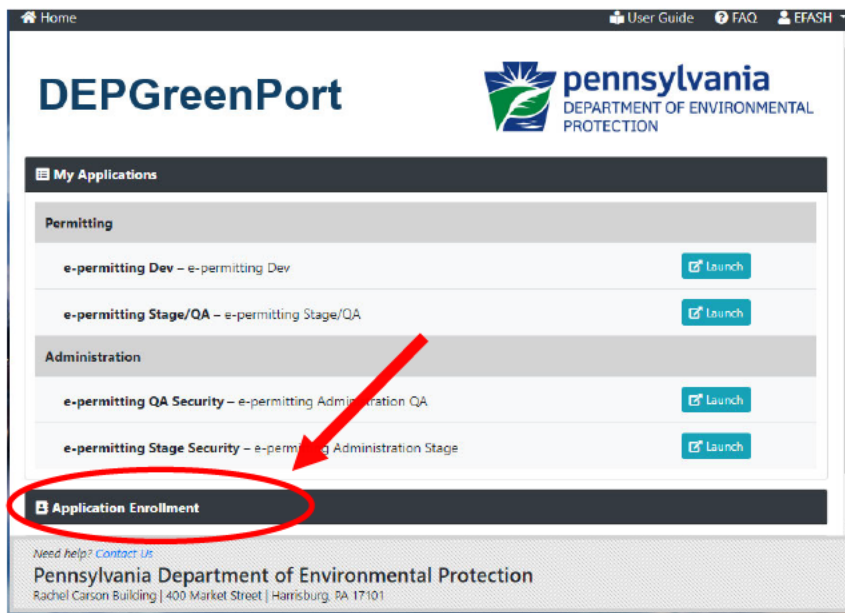
State * Zip *

[Need help? Contact Us](#)

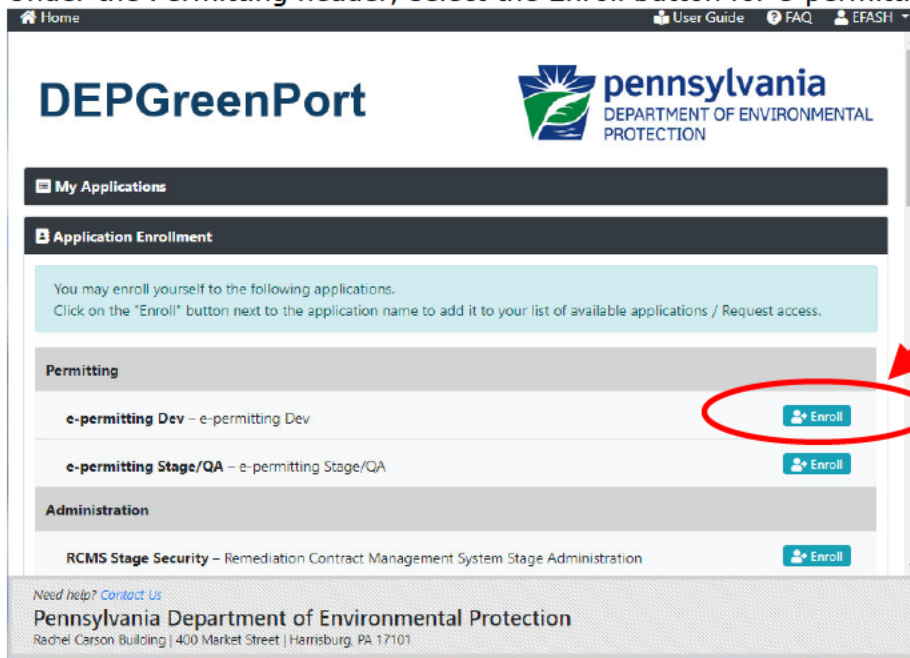
Enrolling into the ePermitting application as a User

After a user is registered, the user must sign in to the GreenPort to Enroll into the e-permitting Application.

1. Select the Application Enrollment header.



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



4. The user must select "Asbestos" in the Program Area dropdown list

Program Area

Are you working for yourself or someone else?

Working for yourself

Working for someone else

5. The user must select if they are working for themselves or for someone else and press submit.

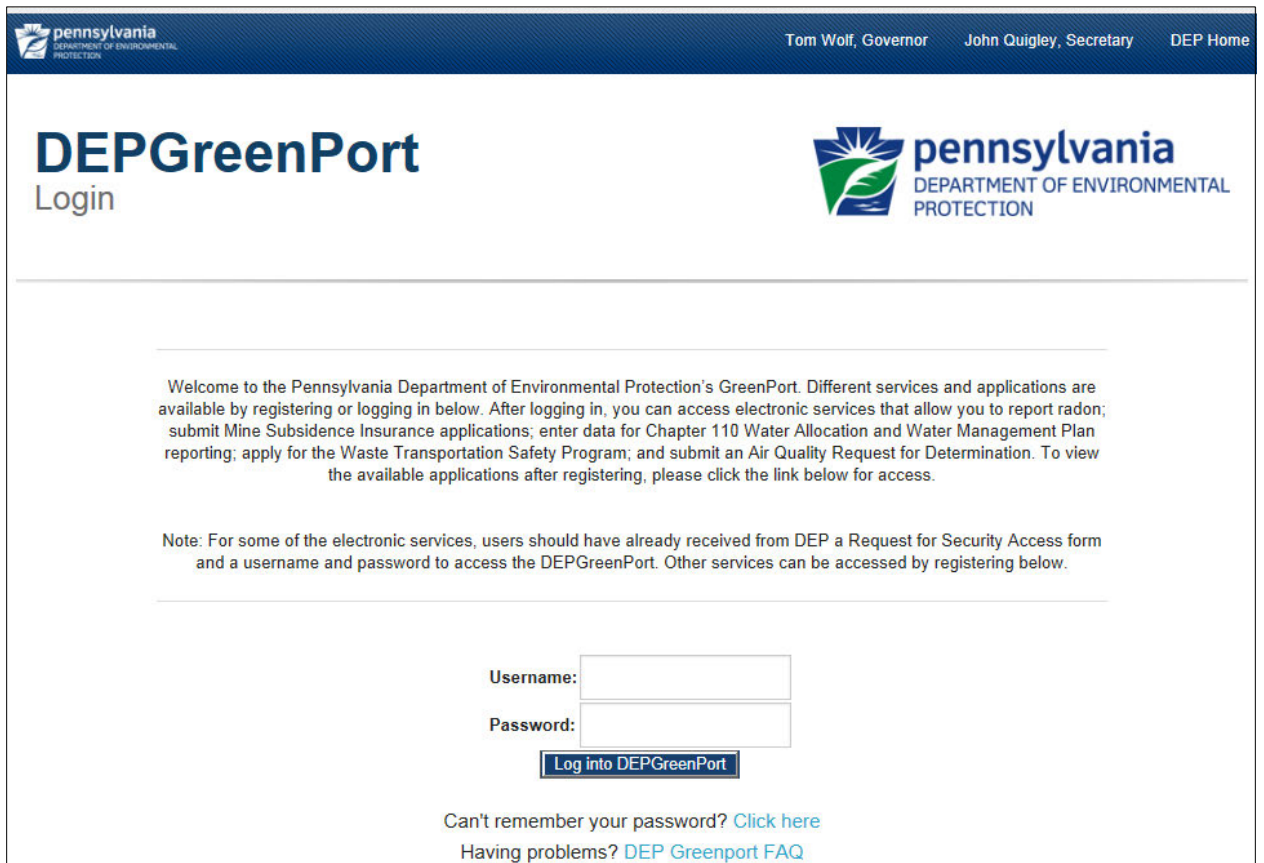
Note: If the user selects "working for someone else", the user is prompted to provide the ID number provided in the email sent after creating a GreenPort login.

ePermit Dashboard

ePermitting users access the ePermit Dashboard to create, view, modify and/or delete draft authorization applications or previously submitted authorizations and notifications based on security roles given by the Electronic Filing Administrator (EFA). Users can view applications that are Draft or Received by DEP.

Accessing the ePermit Dashboard

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



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.

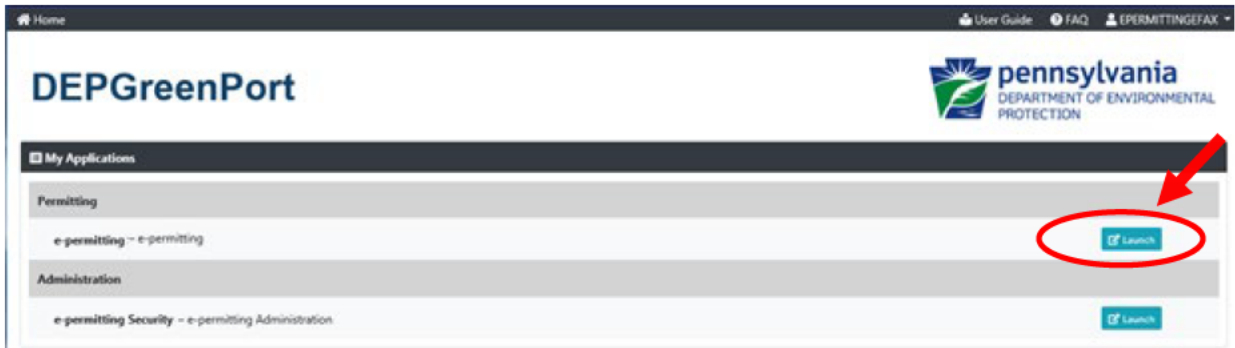
Username:


Password:

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

Having problems? [DEP Greenport FAQ](#)

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



8. Click the 'ePermitting' button.
9. From within the ePermitting application, the ePermit Dashboard is the "home" page.
It can be accessed at any time by clicking the 'Home'  button.
10. Authorized users will see various tabs based on the applications that they have been given access to.



Welcome to ePermitting

Select a program below:



-  Storage Tanks
-  Air Quality - Asbestos

***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.**



ePermit Dashboard

Access ID: 164801 - Air Quality - Asbestos
 Authorization Type: Asbestos Notification

Drafts (3)		Received By DEP (1)						
Created Date	Facility Name	Facility Address	Submission Type	Request Type	Last Modified By	Last Modified Date	Edit	Delete
03/01/2018	Attachments test		Asbestos Notification	Initial - New Notification	SIMPLES	03/01/2018		

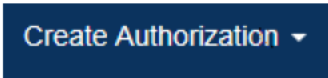
Creating a Draft Notification

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

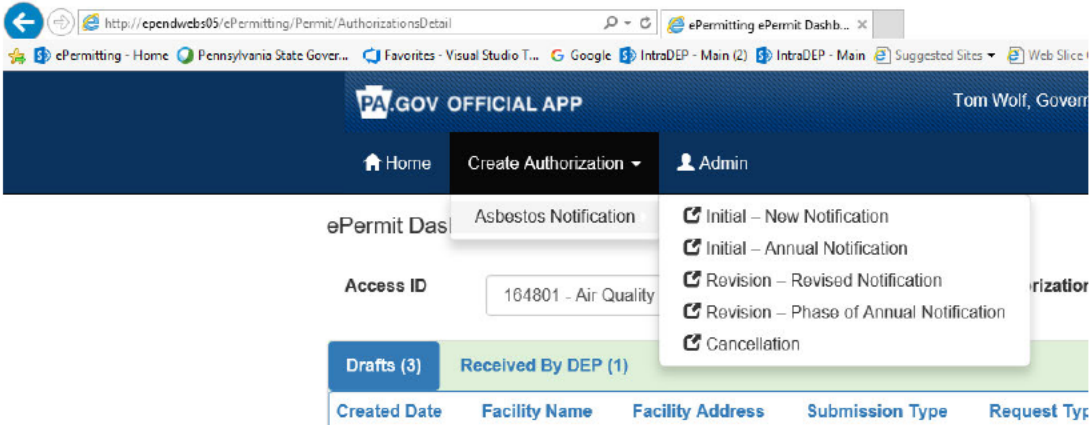
Creating a Draft Notification

1. From within the ePermitting Application, access the ePermit Dashboard page.

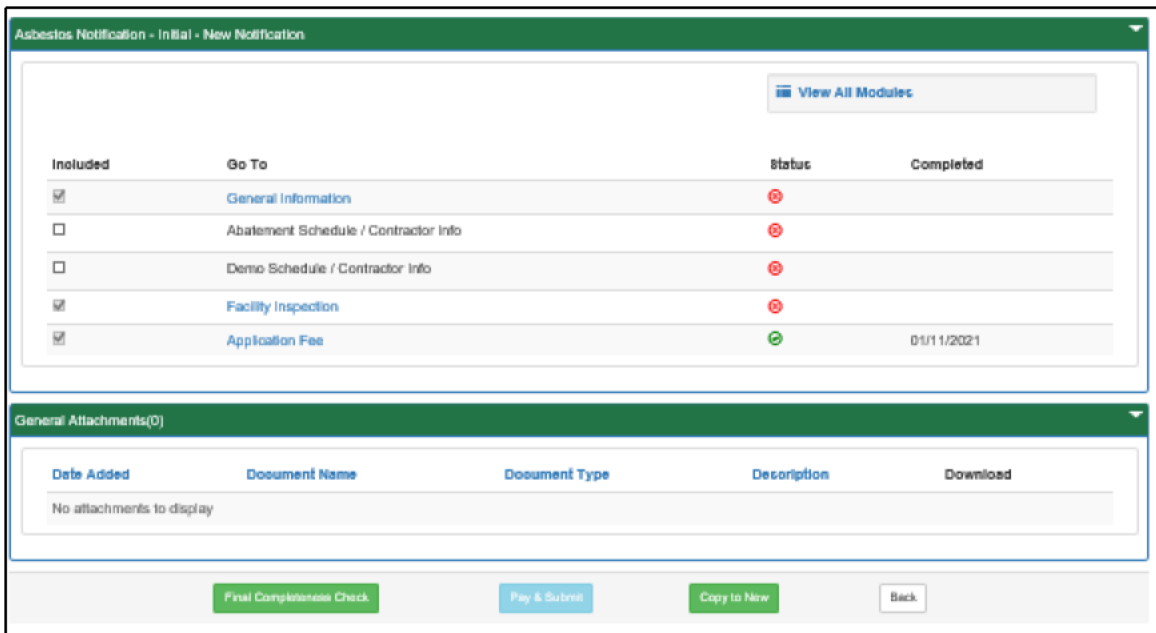
2. Click the Create Authorization button:




3. Mouse over the notification type and select the appropriate notification:



4. The ePermit Authorization Overview page will display:



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 Notification

Authorized ePermitting users have the ability to create draft notifications by completing modules and saving them at any time within the ePermitting Application.

Types of Data Fields

Users will encounter several different types of data field types when working through their applications. 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: Denied

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

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

1. From the Authorization Overview page for a draft permit in the ePermitting application, click the checkbox beside the optional module under the Included column to unlock the module.
2. Click the 'Save' 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 ePermitting 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 application in the ePermitting 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. Upload all required attachments.

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

Missing Required Attachments	Template URL	Attach
Demolition Documentation		Attach
Fire Training Application		Attach

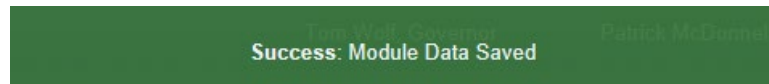
Save Completeness Check Back

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

Email* 717123333

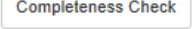
Invalid Email address e.g. info@cloudcms.com

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

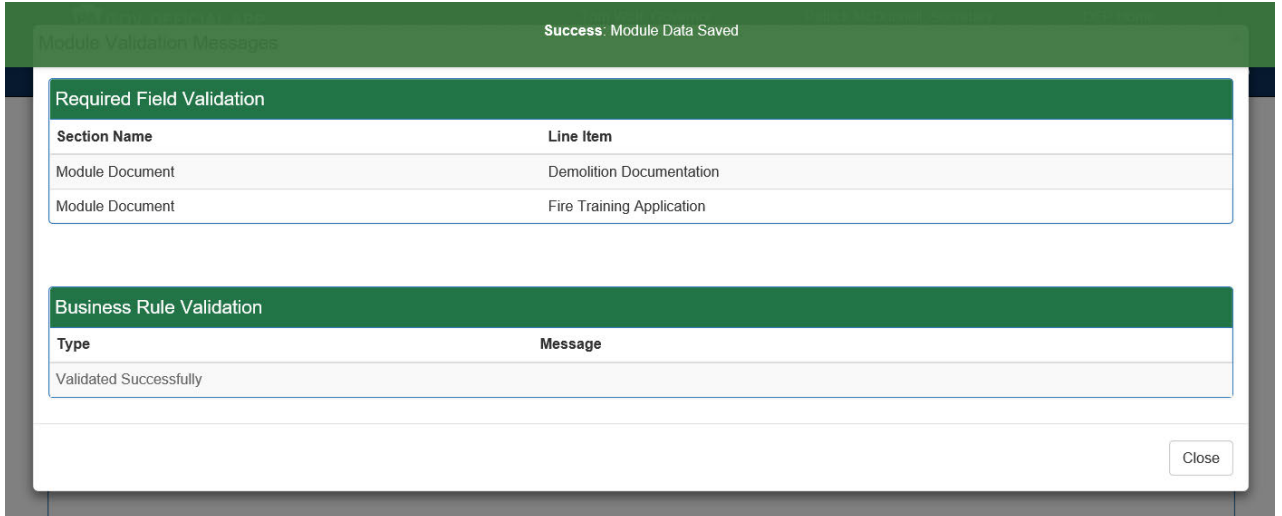


or

Tom Wolf, Governor Patrick McDermott
Error: System Error. Please try again later




7. Click 'Completeness Check'  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	Demolition Documentation
Module Document	Fire Training Application



Business Rule Validation	
Type	Message
Validated Successfully	

8. Click 'Close'  .
9. Click 'Back'  to return to the Authorization Overview page.
10. When the module is complete, a green check in a circle  will be next to the module name under the Status heading.

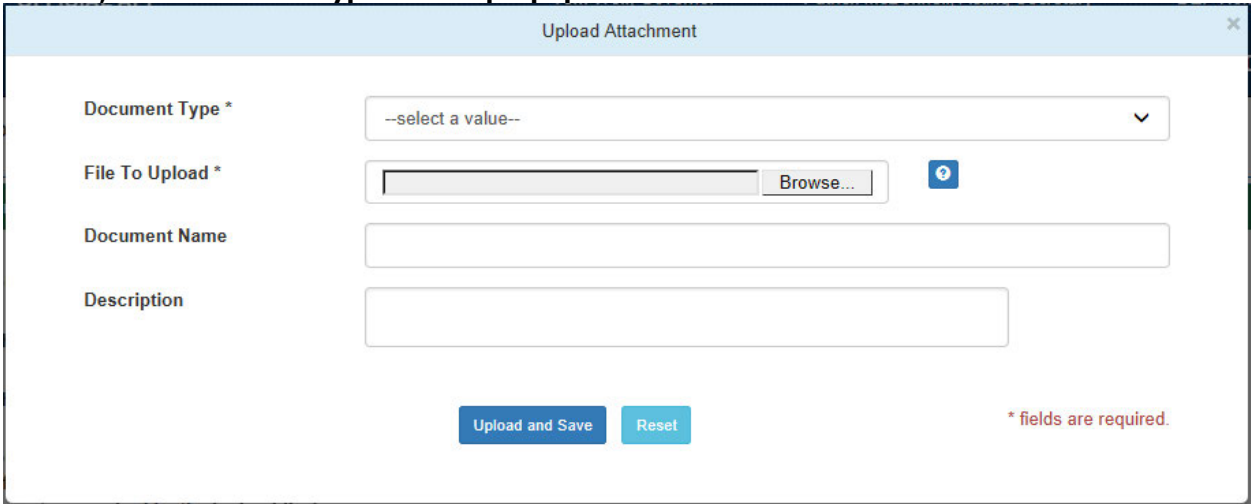
Uploading Attachments

Several modules within the ePermitting 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 'Upload New Attachment'  [Upload New Attachment](#) in the General Information Attachments section or 'Attach'  in the "Missing General Attachments" section.
2. The Upload Attachment window opens.

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



Upload Attachment

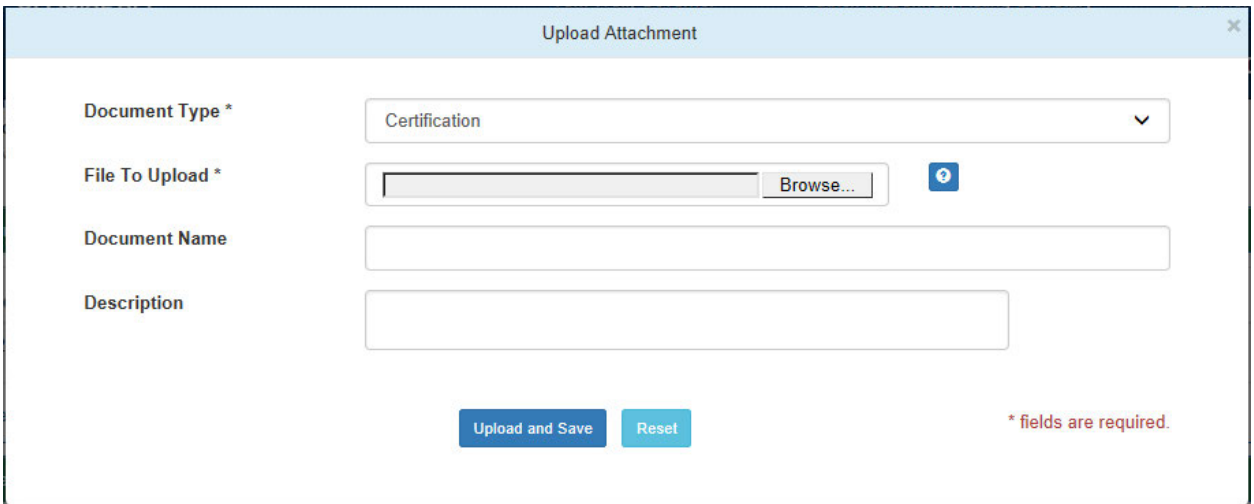
Document Type * --select a value--

File To Upload * Browse... 

Document Name


Description

* fields are required.



Upload Attachment

Document Type * Certification

File To Upload * Browse... 

Document Name

Description

* fields are required.

3. Select the attachment type from the Document Type dropdown menu.
4. Select 'Browse' 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 'Upload and Save' .
7. Users may click 'Reset' to clear the contents of all fields and start over.

Submitting a Notification

Authorized ePermitting users have the ability to submit notifications after completing all the appropriate required and non-required/optional modules.

Submitting Notifications

1. From within the Asbestos Notification overview page, complete all required and selected optional modules.

Asbestos Notification - Initial - New Notification

[View All Modules](#)

Included	Go To	Status	Completed
<input type="checkbox"/>	General Information		01/11/2021
<input checked="" type="checkbox"/>	Abatement Schedule / Contractor Info		01/11/2021
<input checked="" type="checkbox"/>	Demo Schedule / Contractor Info		01/11/2021
<input type="checkbox"/>	Facility Inspection		01/11/2021
<input type="checkbox"/>	Application Fee		12/04/2020

General Attachments(0)

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

[Upload New Attachment](#)

2. After all modules have been completed, you will need to complete the Application Fee module to submit the application for payment.

Paying and Submitting the Application

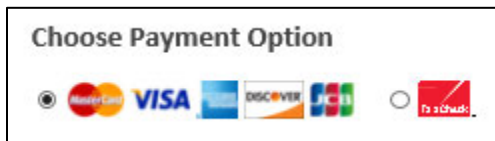
1. Click the 'Application Fee' module.

Application Fees

Application Fee		
Item	Fee	Totals
Application Fee	\$ 300	\$300
Total		\$300


Back to Overview ← Previous

2. Click the 'Back to Overview' button.
3. Select the 'Final Completion Check' button to verify that all modules are complete.
4. Select the 'Pay and Submit' button on the Authorization Overview screen to submit the notification.
5. Click the 'Pay & Submit' button to display the payment page.
6. Choose Payment Option will be displayed on this page. The default is to pay with credit card. Pay by Telecheck is also available.



Pay by Credit Card

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








Air Quality Payment

Review Your Order

Total Amount: USD 300.00





Choose Payment Option

Pay With Your Credit Card

Cardholder Name



Credit Card Number

Expiry Date (MMYY)

Security Code
 Present

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.


 

Email

A confirmation email will be sent to this address.

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.




Air Quality Payment

Review Your Order

Total Amount: USD 2450.00

Choose Payment Option

MasterCard VISA DISCOVER JCB 

Pay With Your Check

Customer Name

ABA/Bank Routing No.

Bank Account Type

Account Number

Check Number

Address

City

State/Province

ZIP/Postal Code

Country

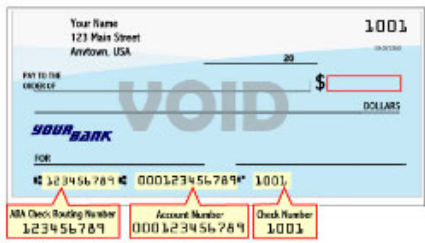
Phone
Home

Email

ID Details

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

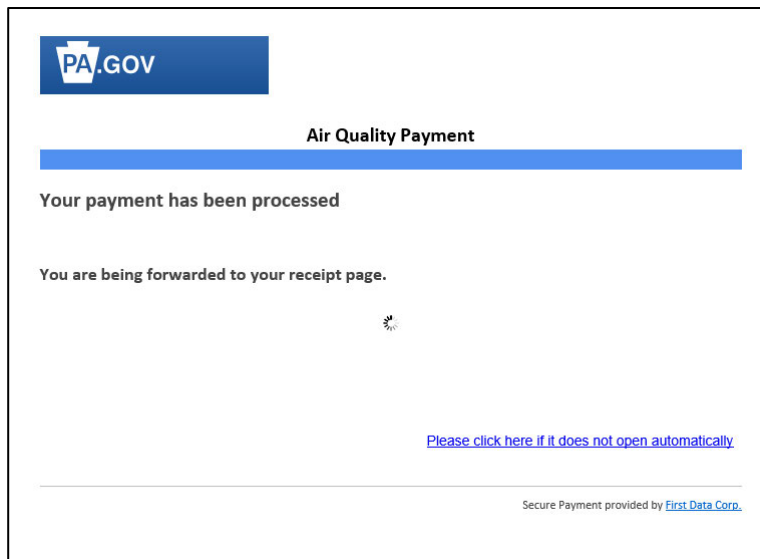
Check Description



- 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 ePermit 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 'ePermit Authorization Overview' screen.

Viewing a Previously Submitted Permit Application

ePermitting users have the ability to view previously submitted Notifications.

Viewing Submitted Notifications

1. From within the ePermitting application, click the Received by DEP tab on the ePermit Dashboard page.

Drafts (1)		Received By DEP (1)				
Received Date	Facility Name	Submission Type	Request Type	Notification Id	View	
03/02/2018	Shannon 21 Test Facility	Asbestos Notification	Initial – New Notification	2018-00027	 	

2. Click the 'View'  button to view the permit.