

Chapter 102 ePermit System Enrollment Guide

This user guide will explain how to enroll in Chapter 102 ePermit system for the Bureau of Clean Water. This guide is for users who have already created a Greenport username and password. If you need to create a Greenport username and password, please reference the GreenPort User Guide.

A. Logging in to e-permitting

1. Navigate to e-permitting <https://www.ahs.dep.pa.gov/ePermitting>.
2. Enter GreenPort/PA Keystone ID username and password.

B. Enrolling in e-permitting

1. From the e-permitting homepage access the Enrollment Dashboard.
2. Click 'Start a New Enrollment' button at the top of the screen.
3. Select the Bureau of Clean Water, select the Continue button.
 - a. Select your role: Electronic Filing Administrator (EFA) or Other User.
Please note: Applicants of Chapter 102 permits that wish to use the ePermit System are required to have an Electronic Filing Administrator (EFA). The EFA is the applicant or an employee or member of an organization who has permission to manage applications and users on the organization's behalf within the Chapter 102 ePermit System.
 - b. For an EFA submitter, continue to [Section D Continuing as an EFA](#).
 - c. If you are not the EFA submitter, continue to [Section C Continuing enrollment as an Other User](#).

C. Continuing enrollment as an Other User (e.g. Consultant, employee who is not an EFA)

1. In Step 3 Identify the Company, enter the Access ID for the entity you would like access to. Then select the Continue button.
2. In Step 4 Verify your Information, fill in the required fields, and select continue.
3. Proceed to [Section E Review and Sign Security Agreement](#) of this user guide.

D. Continuing enrollment as an EFA

1. Fill in the information for Step 3. The required fields will change depending if you indicate you are submitting as an owner/applicant, member of an organization or assisting an individual who is the Applicant who does not have or use computers. Once all required fields are entered select the Continue button.
2. Proceed to [Section E Review and Sign Security Agreement](#) of this user guide.

E. Review and Sign Security Agreement

1. Review the Security Agreement and select the Continue button.
2. Sign the Security Agreement and select the Continue button.

F. Submit Enrollment

1. Select the HERE link to review the information you've entered prior to submitting. If you are ready to submit, select the Submit button and you will be returned to your e-permitting Homepage.
2. The Bureau of Clean Water dashboard icon will be on your homepage and you can begin draft applications while you wait for the enrollment submission to be verified.
3. User information from the EFA enrollment will require DEP verification, and the proper connections will be made from the user's GreenPort account to existing records (if any) in DEP's eFACTS data system. This typically takes 1-2 business days and you will receive an e-mail when this is completed.

Need help?

Below are contact information for DEP's help desk as well as specific contact information for each program area.

Help Desk Support Line:

Number: (717) 787-HELP (4357)

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

e-permitting Program Contacts

Chapter 102 Clean Water-General, Individual, E&S, ESCGP3 (coming February 2022)

- RA-EPChapter102@pa.gov