



**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

# Chapter 102 ePermit Electronic Filing Administrator (EFA) User Guide

Prepared by: Business Support Services,  
Bureau of Clean Water

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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 (DEP).

## ***Change History***

<b>Version</b>	<b>Date</b>	<b>Revision Description</b>
1.0	January 25, 2021	Original
1.1	April 1, 2021	Update Roles
1.2	June 7, 2021	Added new GreenPort screenshots and removed EFA Signature requirements
1.3	July 27, 2021	Clarified that the Consultant for Individual Role is now acceptable

## ***Purpose***

This user guide explains the processes necessary for an electronic filing administrator (EFA) to utilize the Chapter 102 ePermit System through DEP's GreenPort website.

## ***Help Resources***

### **Business Support Help Desk**

Contact the Business Support Help Desk if you encounter technical problems with GreenPort or the ePermit System:

Phone Number: (717) 787-HELP (4357)

Hours: Monday to Friday 7:30 am to 5:00 pm

Contact via Web: <https://www.depgreenport.state.pa.us/gpl/home/contactus>

### **Bureau of Clean Water**

Contact DEP's Bureau of Clean Water if you have program-specific questions:

Email: [RA-EPCHAPTER102@pa.gov](mailto:RA-EPCHAPTER102@pa.gov)

## DEP GreenPort Self-Registration


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.


### Creating a DEP GreenPort Self-Registration Account


1. Go to the <https://www.depgreenport.state.pa.us> website.
2. The DEP GreenPort Login screen will display.

**Welcome to the new GreenPort powered by the PA Keystone Login!**


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Department of Environmental  
Protection

  
Department of Conservation and Natural  
Resources

  
Pennsylvania Department of Agriculture




#### All GreenPort Users

Existing DEP GreenPort users who do not have Keystone login and new users must register and create a new account. Don't worry, you will be able to import your old GreenPort Account Profile in the new system!

#### Newly Registered GreenPort Users or Keystone Login Users

You may use your New GreenPort or existing PA Keystone Login account to login to the new GreenPort.



**Login to your account**

---

**Note: Do not use your Old DEP GreenPort account created before 03/20/2021.**


Username

Password

**Login**

What is GreenPort?  
Forgot Username?  
Forgot Password?  
Need your account unlocked?

  
PA Keystone Login FAQ  
Do you think you already have a Keystone Login account?


**Register a new GreenPort account**


---

**Register**

**When you register a new GreenPort account, you automatically create a new Keystone Login account.**

PA Keystone Login is an account management system for commonwealth online services. You can use your PA Keystone Login username and password to log into any online service that participates in PA Keystone Login.

  
PA Keystone Login FAQ

  
PA Keystone Login FAQ

3. Login to your GreenPort Account. If you do not yet have a GreenPort account, please visit [https://greenport.pa.gov/gplnotification/index\\_live.html](https://greenport.pa.gov/gplnotification/index_live.html) for steps to create your GreenPort account.

## Enrolling in the ePermit System

After a user is registered, the user must sign into GreenPort to Enroll in the ePermit System.

1. Enter user name and password.

### Login to your account

**Note: Do not use your Old DEP GreenPort account here.**

Username

Password

**Login**

[What is GreenPort?](#)  
[Forgot Username?](#)



2. Select Request Access button:

### Request DEP Web Applications

You can request any of our web applications anytime simply through the request access process. You can electronically enroll or use paper forms to request access.

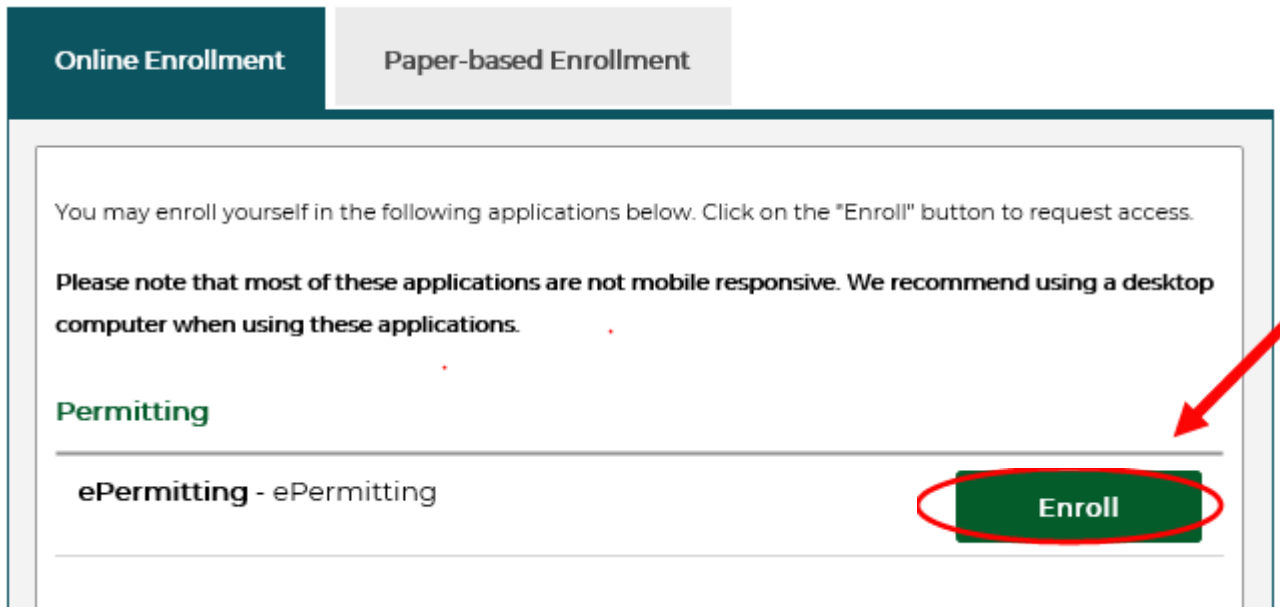
#### New web-based applications

[CCD - CDFAP - CCD Reporting - CDFAP](#)  
[CCD Rpt. #2 - CBP/NMA/102/105/Team Sheets](#)


#### Most common online enrollments

**Request Access**

3. Select the Enroll button for ePermitting.



4. The ePermitting Application Enrollment will display:



**ePermitting Application Enrollment**  
EPERMIT

In order to Enroll in the ePermitting application you must first tell us a bit about the type of permit application you wish to submit.

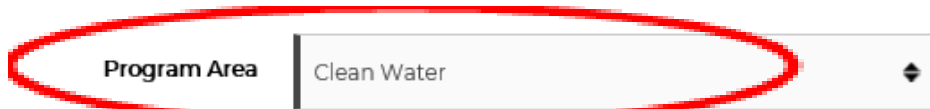
DEP has some electronic applications which you can access immediately while other electronic applications require you to first provide us with the Access ID you wish to access. If you are requesting access to an application which requires you to provide an Access ID then once your request is reviewed and approved an e-mail will be sent to your account and you will be able to access the ePermitting application. If your request is rejected you will also receive an e-mail containing an explanation of why the request was rejected.

Your e-mail address is **llw@dep.com**. If this e-mail address is incorrect, please e-mail the  
Page Break

5. Select **Clean Water** from the Program Area drop-down list.

DEP has some electronic applications which you can access immediately while other electronic applications require you to first provide us with the Access ID you wish to access. If you are requesting access to an application which requires you to provide an Access ID then once your request is reviewed and approved an e-mail will be sent to your account and you will be able to access the ePermitting application. If your request is rejected you will also receive an e-mail containing an explanation of why the request was rejected.

Your e-mail address is **c-lkaufman@pa.gov**. If this e-mail address is incorrect, please press the "Cancel" button. Then click on the Edit Profile option to edit your account information and update your e-mail address.

A screenshot of a web form. The 'Program Area' dropdown menu is highlighted with a red oval. The selected option is 'Clean Water'. To the right of the dropdown is a small downward-pointing arrow icon.

**Select your role regarding a Chapter 102 General Permit Registration**

Each Permit Registration requires the Owner/Registrant/Applicant to be an Electronic Filing Administrator (EFA). See FAQ document and User Guides for assistance.

- I am an Applicant that needs a Permit**  
Example: I am a developer who is seeking a Chapter 102 permit.  
You will register as an EFA.
- I am an employee or member of an organization that needs a permit AND I have signature authority to sign documents on behalf of my organization to DEP**  
Documentation may be necessary, see webpage for assistance.  
Example 1: I am a senior project manager of company that is seeking a Chapter 102 permit.  
Example 2: I am a Manager of a Township that is seeking a Chapter 102 permit.  
You will register as an EFA.
- I am an employee or member of an organization that needs a permit but DO NOT**

6. Select one of the following roles to act as an EFA:

- a. 'I am an Applicant that needs a Permit'
- b. 'I am an employee or member of an organization that needs a permit AND I have signature authority to sign documents on behalf of my organization to DEP.' **\*Please note: Having signature authority is no longer required to act as an EFA for an organization. However, the individual needs to have permission on behalf of an organization to act as the EFA and manage applications and users within the ePermit system.**
- c. 'I am assisting an individual who is the Applicant who does not have or does not use computers and they are physically sitting with me.' **\*Please note: At this time The Bureau of Clean Water (BCW) is evaluating this option and is currently not accepting this method. If you have a client that does not have a computer or use computers, you can still submit via paper.**

7. Select the Submit button.

- a. The user will be taken to the Client Registration form to be associated to an existing eFACTS client, or to create a new client.

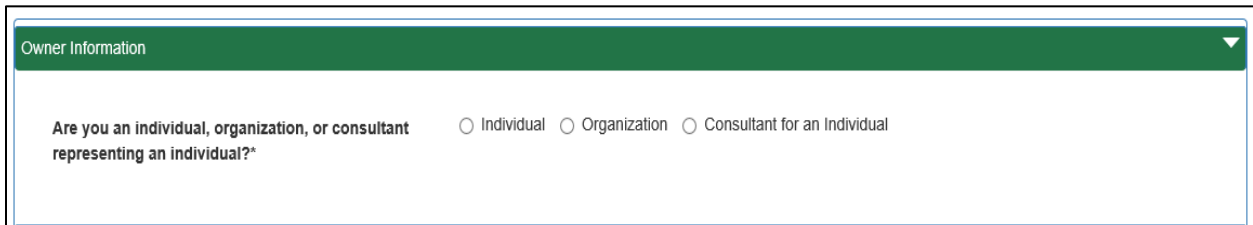
- b. The applicant can begin preparing the permit application immediately after filling out the Client Registration form.
- c. The Client Registration form can be reviewed while the applicant is working on their application.

### ***DEP New Client Registration***

When an applicant has requested access to the Chapter 102 ePermit System and they do not have an eFACTS ID, they will be routed to the New Client Registration screen.

#### **Owner Information**

The details entered into the Owner Information section of this form will display varying fields based on the responses provided by the applicant as per the Client Type selected. Fields that display with an asterisk are deemed required and must be filled out prior to the submission of this form.



The screenshot shows a form section titled "Owner Information" with a green header bar. Below the header, there is a question: "Are you an individual, organization, or consultant representing an individual?\*" followed by three radio button options: "Individual", "Organization", and "Consultant for an Individual".



## Individual

Owner Information

Are you an individual, organization, or consultant representing an individual?  Individual  Organization  Consultant for an Individual

Owner First Name\*

Owner Middle Name

Owner Last Name\*

Mailing Address\*

Address Line #2

City\*  State\* Pennsylvania  Zip code\*

Telephone\*

Email

Please provide any known eFACTS Client IDs which may have been associated to your organization

Please provide any other previous names which may have been associated to your organization

## Organization

Owner Information

Are you an individual, organization, or consultant representing an individual?  Individual  Organization  Consultant for an Individual

Organization Name\*

Registered Fictitious Name

Client Type\*

Headquarters Address\*

Address Line #2

City\*  State\* Pennsylvania  Zip code\*

Headquarters Telephone\*

Email

Please provide any known eFACTS Client IDs which may have been associated to your organization

Please provide any other previous names which may have been associated to your organization

## Consultant for an Individual

**NOTE:** Consultant for Individual is meant to assist individuals, not organizations, without computer access. An example would be a child assisting a parent. It is not intended for a consultant preparing an application on behalf of an applicant. Signed delegation of the authority to submit on their behalf is required to be uploaded.

Owner Information

Are you an individual, organization, or consultant representing an individual?  Individual  Organization  Consultant for an Individual

Owner First Name\*

Owner Middle Name

Owner Last Name\*

Mailing Address\*

Address Line #2

City\*  State\* Pennsylvania  Zip code\*

Telephone\*

Email

Please provide any known eFACTS Client IDs which may have been associated to your organization

Please provide any other previous names which may have been associated to your organization

## Security Agreement for Owner and EFA

The applicant is required to review and sign a Security Agreement. The Security Agreement will vary based on the type of owner.

Security Agreement for Owner and EFA
<p>For purposes of this Security Agreement, the use of the terms "you" and "your" includes both the Owner and the EFA when appropriate</p> <p>Your access to the Department of Environmental Protection's (DEP) e-permitting System is a privilege and not a right. Access for your employees, agents or assignees to engage in electronic reporting is at the sole discretion of DEP and may be terminated at any time and without notice even over your objections</p> <p>Access to the DEP e-permitting System, for purposes of this agreement alone, is limited to the time that an individual is either a) your employee or b) an independent contractor, agent or assignee working on your behalf pursuant to your contract with DEP. The EFA and Users must be required to submit data to DEP as an essential duty pursuant to their designation under either 2(a) or 2(b) of this Security Agreement.</p> <p>You are ultimately responsible for the security repercussions of the Users approved by you, the decisions and actions of your EFA and the use by Users of their user name and password. User names and passwords are not to be shared with any other individual at any time during the course of this Security Agreement. Failure to adhere to this provision may result in the immediate termination of access as to a specific individual or to all of your approved Users with possible legal action by DEP for any direct, indirect or consequential damages that the breach of security caused.</p> <p>You agree that all electronic filings made by you and your Users pursuant to this designation will be in the manner prescribed by DEP.</p> <p>DEP reserves the right, at its expense, to audit your records pertaining to the evaluation, granting and monitoring of all security credentials granted to Users under this Security Agreement and you agree to cooperate with any such audit including access to all related records and individuals.</p> <p>You understand and agree that everything that is filed electronically must be submitted only by the EFA or User approved to the assigned GreenPort account. You, the EFA or the Users have no authority to delegate access to any third party that results in more than one person utilizing the same GreenPort user name and password. Failure to adhere to this provision may result in the immediate termination of a specific User or your access with possible legal action by DEP for any direct, indirect or consequential damages that this breach of security caused.</p> <p>Access to and use of DEP's e-permitting System will be according to the designated and approved use: read only, submit or edit only.</p> <p>You agree to engage in no activities during this Security Agreement that would be knowingly incompatible with the software, equipment, or electronic filing system of DEP.</p> <p>You will not knowingly permit or instruct the filing of false or erroneous data or documents by any individual with access to the DEP e-permitting System during the term of this Security Agreement.</p> <p>You agree that all electronic access and filings shall be in accordance with all Federal laws and the laws of the Commonwealth of Pennsylvania.</p> <p>You agree to immediately provide to DEP changes to any information requested as part of the security verification process for your EFA, and all of your approved Users, once known or should have reasonably been known. Failure to do so within thirty days of receipt as to any update may result in the termination of your access.</p> <p>In performing the services required by this Security Agreement, User is an independent Contractor and not an employee or agent of DEP or the Commonwealth of Pennsylvania and this Security Agreement shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania.</p> <p>If for any reason you terminate the access of the EFA, or any of your approved Users whether it be voluntarily or involuntarily, you are to notify DEP within 24 hours and provide an explanation as to your decision to terminate access.</p> <p>DEP reserves the right to request additional information from the Owner and/or EFA prior to approval of access to the DEP e-permitting System.</p> <p>In the event that the EFA is also a User, the EFA by digitally signing this agreement incorporates as if set forth in full, and agrees to, the additional obligations cited within the User Security Agreement.</p> <p>The Owner and EFA shall hold DEP and the Commonwealth harmless from and indemnify DEP and the Commonwealth against any and all claims, demands and actions, including attorney's fees and costs, based upon or arising out of any activities performed by the Owner, EFA and its employees and agents under this Security Agreement including all approved Users.</p> <p>You agree to immediately provide to DEP any changes as to any information that has been requested of the EFA and/or the Owner as part of the security verification process within thirty (30) days of any change. Failure to do so may result in the immediate termination of your access.</p>

## Electronic Signature Details

Following the Security Agreement is an electronic signature section that must be signed. The electronic signature varies by the type of owner.

Electronic Signature
<p>I agree that the use of my GreenPort password to submit data and records to DEP constitutes an electronic signature. I understand that an electronic signature is taking place every time I use my password to submit data and records to DEP.</p> <p>I intend to be bound by my electronic signature. I authenticate the electronic data and record and attest to the statements contained within. I understand that my electronic signature is fully binding and has the same legal effect as an original, handwritten signature under the Electronic Transactions Act, 73 P.S. § 2260.101. I understand that submitting another individual's electronic signature or attesting to false statements in an electronic record may be subject to substantial civil and criminal penalties, including, but not limited to, 18 P.S. § 4904 relating to Unsworn Falsification to Authorities. If I discover that information I have submitted is incorrect, I will notify the DEP immediately.</p> <p>I/We understand and agreed to the terms outlined within this Security Agreement.* <input type="checkbox"/></p>

## DEP New Client Registration Attachments

The applicant will have the ability to upload documentation as required.

Once the form has been submitted, an email notification will be sent to the email address entered when setting up the DEP GreenPort Self-Registration account indicating to the user that the request has been submitted and is pending review.

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
There are no items to display						

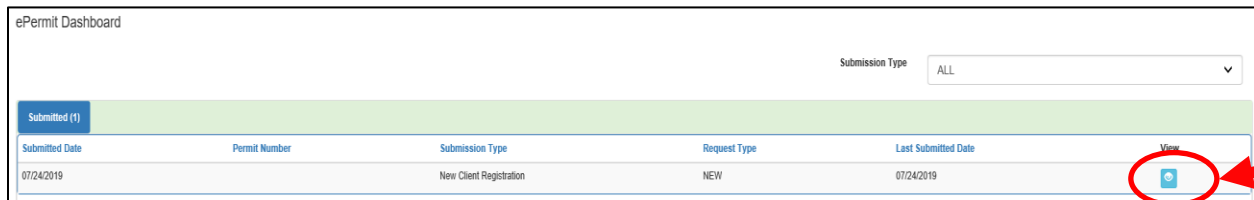
[Upload New Attachment](#)

**Consultant for Individual:** Documentation supporting delegation of contracting authority must be provided and attached to the client registration. This documentation is an attachment of a signed statement by both you, the consultant for the individual, and the applicant in which the applicant gives the consultant permission to submit the application(s) to DEP on their behalf. It should generally include, at a minimum, names of the consultant and applicant, and state that the applicant will be present and review the application, and that the applicant gives permission to consultant to submit ePermitting applications to DEP. The statement should be signed by both parties.

## ePermitting User Submission


On submission of the New User Registration form, the user will be navigated to their ePermit Dashboard.

After a user submits the New Client Registration, the submission will display within the Submitted tab of the Dashboard. The user will have view access, but not edit capabilities.



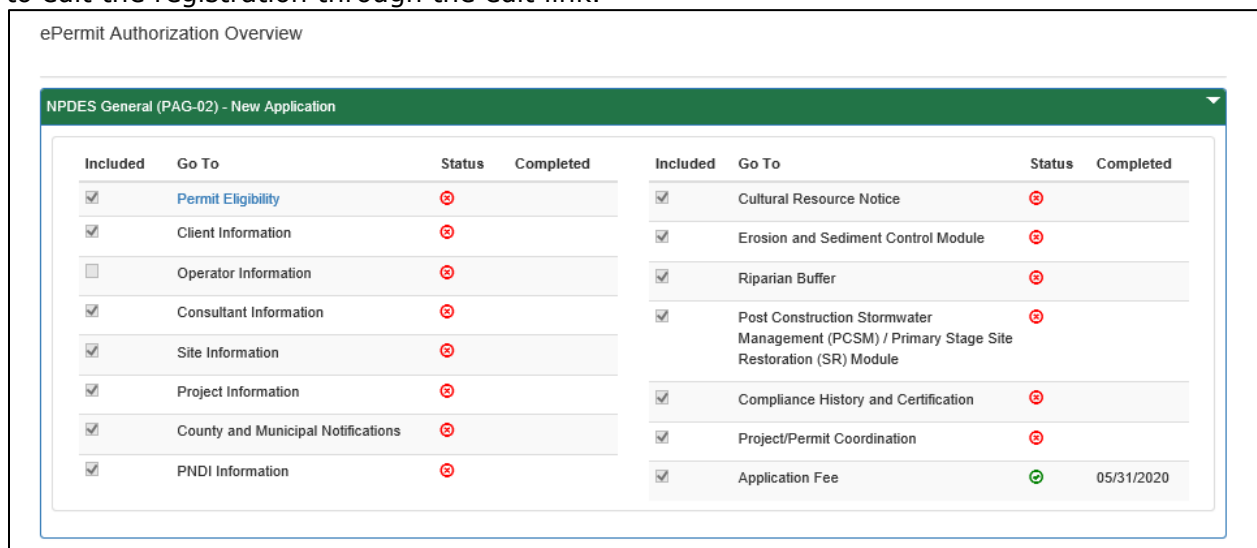
ePermit Dashboard

Submission Type: ALL

Submitted (1)					
Submitted Date	Permit Number	Submission Type	Request Type	Last Submitted Date	View
07/24/2019		New Client Registration	NEW	07/24/2019	
















The user will have the ability to create a draft Chapter 102 ePermit application. Once the draft has been created, it will then display within the Draft tab of the Dashboard.

Once the application has been created within the ePermit System, the user will have the ability to edit the registration through the edit link.



ePermit Authorization Overview

NPDES General (PAG-02) - New Application

Included	Go To	Status	Completed	Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	<a href="#">Permit Eligibility</a>			<input checked="" type="checkbox"/>	Cultural Resource Notice		
<input checked="" type="checkbox"/>	Client Information			<input checked="" type="checkbox"/>	Erosion and Sediment Control Module		
<input type="checkbox"/>	Operator Information			<input checked="" type="checkbox"/>	Riparian Buffer		
<input checked="" type="checkbox"/>	Consultant Information			<input checked="" type="checkbox"/>	Post Construction Stormwater Management (PCSM) / Primary Stage Site Restoration (SR) Module		
<input checked="" type="checkbox"/>	Site Information			<input checked="" type="checkbox"/>	Compliance History and Certification		
<input checked="" type="checkbox"/>	Project Information			<input checked="" type="checkbox"/>	Project/Permit Coordination		
<input checked="" type="checkbox"/>	County and Municipal Notifications			<input checked="" type="checkbox"/>	Application Fee		05/31/2020
<input checked="" type="checkbox"/>	PNDI Information						

The user will complete all required portions of the application. Once all required portions of the application have been completed, the user is able to submit their application. However, a full review of the application will not begin until the New Client Registration has been approved.

## ***Approving / Denying an Enrollment Request Using the ePermitting Security Application***

The Chapter 102 ePermit System has been integrated with the DEP GreenPort website to provide a single portal sign-on for users to access. Users have the ability to enroll in the ePermit System to complete applications electronically.

Electronic Filing Administrators (EFAs) for an applicant have the ability to grant access for any user requesting access to prepare, view, or submit authorization requests electronically. EFAs may approve, deny, or revoke access for each user by using the ePermitting Security Application.

**Note:** Before you can approve an enrollment request, the user (e.g., consultant) must first request access using your Access ID (see the *Chapter 102 ePermit Operator User's Guide for instructions*). Yours is the number listed on the Access ID line, visible on the ePermit Dashboard.



## ***Approving/Denying an Enrollment Request***

1. Open Microsoft Edge or Google Chrome. In the URL Address Bar type <https://greenport.pa.gov/gpl>
2. The GreenPort website will display.



## The New GreenPort is here!



Transitioning to the New GreenPort is easy! Please follow these step by step instructions for Current DEP GreenPort Users, New GreenPort Users, and Users with PA Keystone Login Account.

[Learn More](#)

## Welcome to the new GreenPort powered by the PA Keystone Login!



Department of Environmental Protection



Department of Conservation and Natural Resources



Pennsylvania Department of Agriculture



### All GreenPort Users

Existing DEP GreenPort users and new users must register and create a new account. Don't worry, you will be able to import your old GreenPort Account Profile in the new system!

### Newly Registered GreenPort Users or Keystone Login Users

You may use your New GreenPort or existing PA Keystone Login account to login to the new GreenPort.



### Login to your account

Username

Password

[Login](#)

[What is GreenPort?](#)

[Forgot Username?](#)

[Forgot Password?](#)

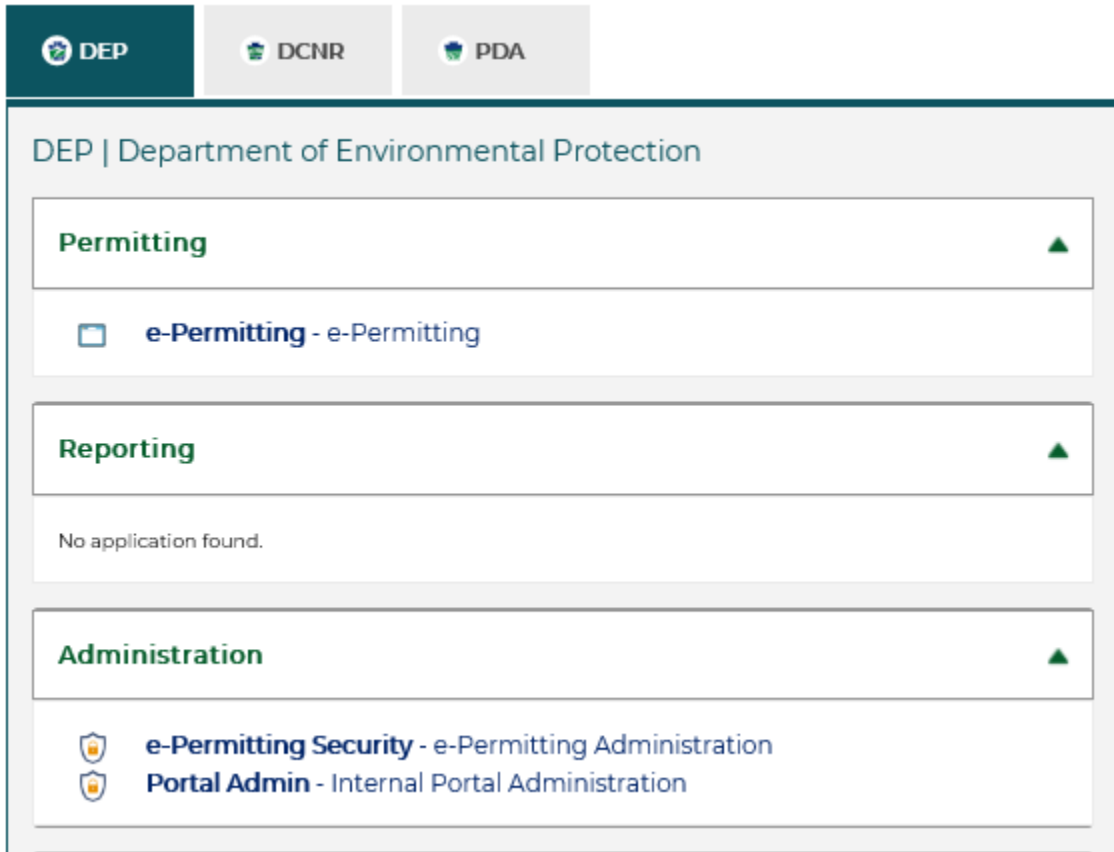
[Need your account unlocked?](#)



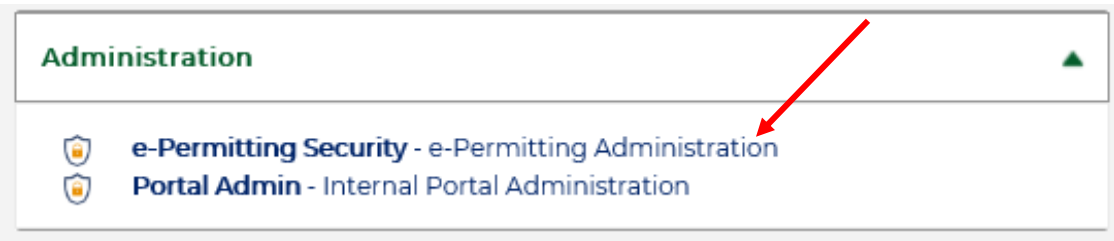
[PA Keystone Login FAQ](#)

[Do you think you already have a Keystone Login account?](#)

3. Enter your User Name into the User Name field.
4. Enter your Password into the Password field.  
The GreenPort dashboard is displayed.



5. Under Administration, click on "**e-Permitting Security - e-Permitting Administration**" to be taken to the User Enrollment screen.



6. Click the "User Guide" link at the top of the screen for step by step instructions to approve or deny a user request.



User Enrollment Administration

Electronic Filing Administration (EFA) - User Enrollments

Application Name: \* e-Permitting Administration

Designee ID: \* Select

- Pending
- Rejected
- Active
- Revoked

User Name: C-MIBAIG  
Date Requested: 2/26/2021  
Full Name: MIRZA BAIG  
Designee ID: 3199  
Access Roles:  
 PREPARE  
 VIEW

Reject Comments:

Actions:  
Reject Approve

DEPGreenPort

Home User Guide FAQ EPERMITTINGEFA

My Applications

Permitting

e-permitting - e-permitting Launch

Administration

e-permitting Security - e-permitting Administration Launch

## ***Create and Edit/Modify Access for a User Inside ePermitting***

EFA's have the ability to modify individual access for any user that the EFA has access to. Modifying access can be completed on a role by role basis so that granular user administration can be completed and is done within the ePermit System itself.

**Note: New users (e.g., Consultants) who were approved in Greenport will still be unable to access the ePermit System until the EFA sets up the individual permissions within the ePermit System.**

### ***ePermitting User Roles***

**Master Preparer** – Any user who will have access to any draft application, correction required application, or previously submitted application for the permit they are associated with. The Master Preparer will also have the ability to create new draft applications. **This means that the Master Preparer will have access to all of the Chapter 102 applications for an EFA.**

**Preparer** – Any user who will require individual access to draft applications, or correction required applications for the permit they are associated with. Once a draft application is created, a Preparer must be given access to the submission before they are able to work on it. **Preparers can only access the specific application to which they are granted access.**

**Submit and Pay** - Master Preparers and Preparers are able to "Submit and Pay" for a Chapter 102 application. However, certification of the Chapter 102 application needs to be completed by the applicant or a representative of the applicant with appropriate signatory authority with the appropriate module.

**Note:** If the applicant is a 3<sup>rd</sup> Party Submitter, the existing GreenPort process will remain as it is already being done today, at the discretion of the company giving access to the consultant. Once the consultant is assigned to an application, they will have access to that application throughout the entire submission lifecycle.

The ePermit System will allow the consultant continuous access to applications they have submitted - including handling any corrections/returns that may come up throughout the submission process - until final issuance (or denial) of the permit has occurred.

### ***Modifying Security Roles***

1. Open Microsoft Edge or Google Chrome. In the URL Address Bar type in <https://greenport.pa.gov/gpl>
2. The DEP GreenPort website will display.



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Department of Environmental Protection



Department of Conservation and Natural Resources



Pennsylvania Department of Agriculture



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#### Newly Registered GreenPort Users or Keystone Login Users

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#### Login to your account

Username

Password

[Login](#)

[What is GreenPort?](#)

[Forgot Username?](#)

[Forgot Password?](#)

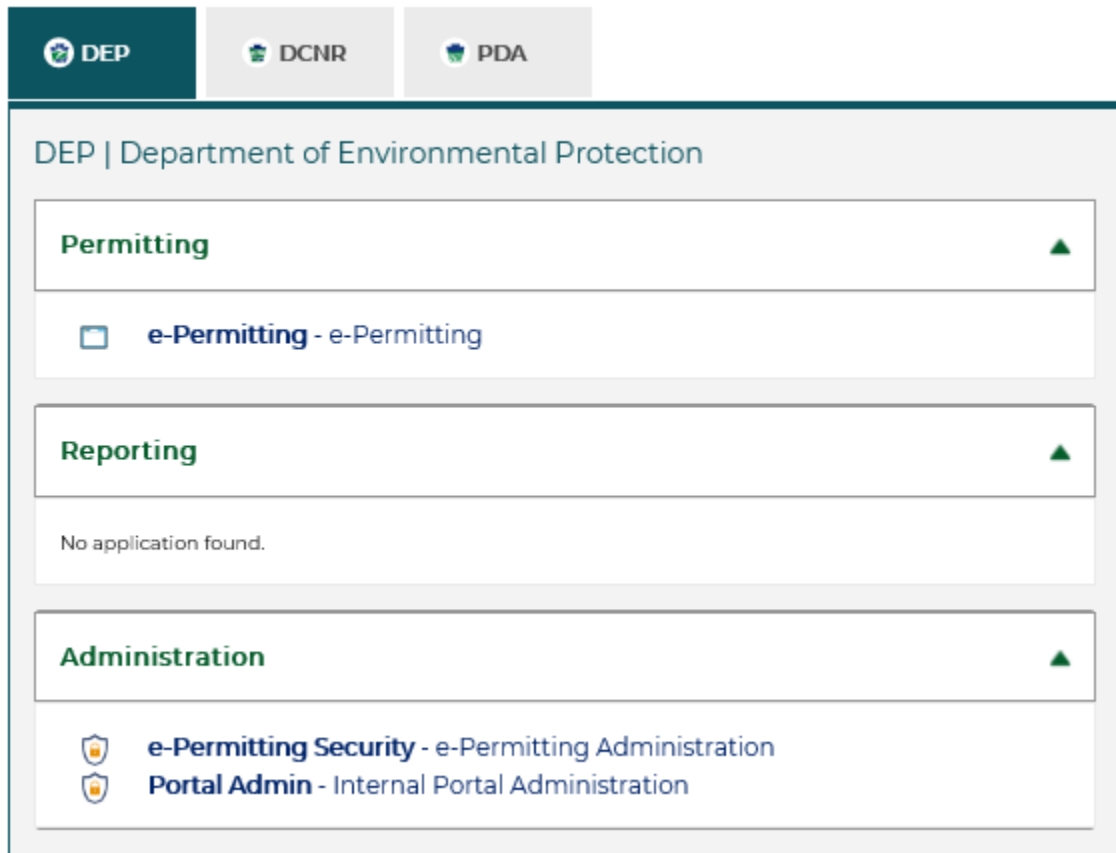
[Need your account unlocked?](#)



[PA Keystone Login FAQ](#)

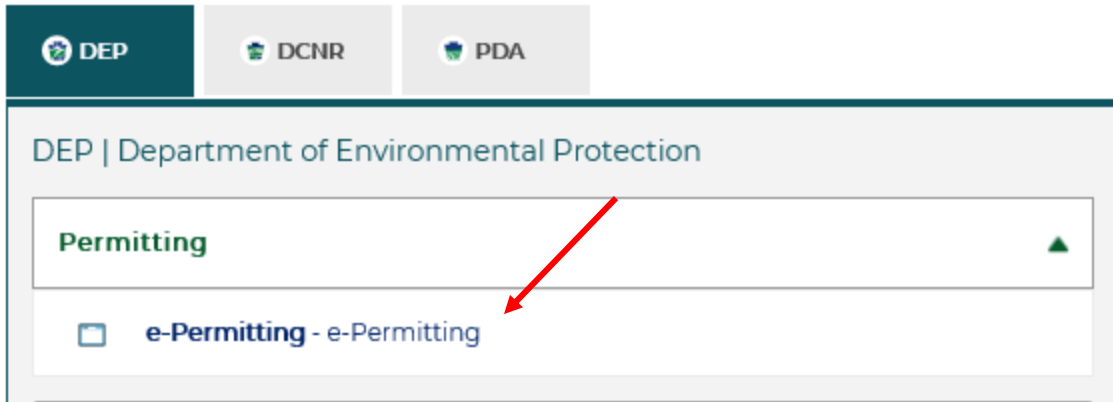
[Do you think you already have a Keystone Login account?](#)

3. Enter your User Name into the User Name field.
4. Enter your Password into the Password field.
5. Click the Log into DEP GreenPort button.
6. The Greenport dashboard will display.

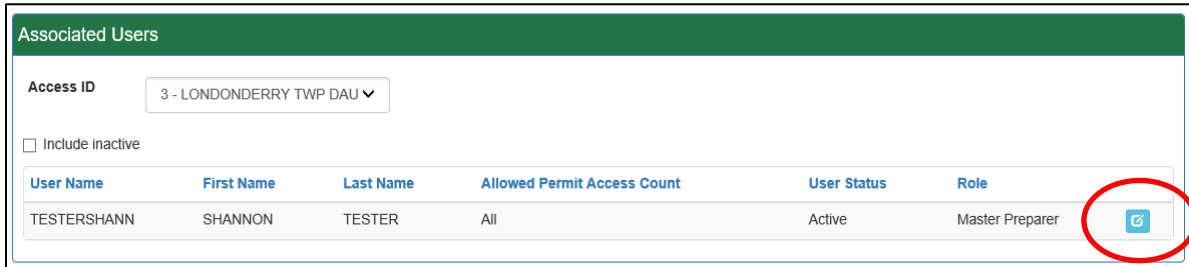


7. Click the "e-permitting" link.

## My Applications



8. The e-permit Dashboard webpage will display
9. Select the appropriate Access ID from the dropdown list, as required.
10. Click the Admin button.
11. The ePermit User Administration Overview page will display.



12. New users will display with a User Status of <No Access>.
13. To Create the Access for a new user, or to Edit the Access of any user, click the Edit button.
14. The ePermit User Maintenance Page will display.

**CONSULTANT CW [CWCON]**

Status: Active

**Role**

	Role	Role Description
<input type="radio"/>	Preparer	Preparer - Clean Water
<input checked="" type="radio"/>	Master Preparer	Master Preparer

**Allowed Authorization Types**

Select Authorization Types allowed for editing by this user and indicate if user may create a new authorization.

	Authorization Type	Allow Create New
<input checked="" type="checkbox"/>	NPDES General (PAG-02)	<input type="checkbox"/>
<input type="checkbox"/>	NPDES Individual	<input type="checkbox"/>

Save
Back to Administration Overview

15. Set the Status to Active (or Inactive for a user that needs to be deactivated).
16. Select the appropriate Role by clicking the Radio button next to the desired Role.
17. Select the Allowed Authorization Type.
18. Click the Save button.

By selecting the box under "Allow Create New", the user is granted access to create those designated applications. In order to grant the user access to an application currently in draft, return to the Dashboard and select the "Grant Authorization Access" button.

Drafts (0)		Verifying Payment (4)		Submitted (26)		Correction Required (2)		Approved (5)		Withdrawn/Cancelled/Returned (1)		Revoked (1)	
Created Date	Site Name	Submission Type	Request Type	Last Modified By	Last Modified Date			Edit	Delete				
01/19/2021		NPDES General (PAG-02)	NEW	EFASA	01/19/2021	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Grant Authorization Access</span>		<a href="#">E</a>	<a href="#">D</a>				

## ***Limiting Access to Modules for a User***

EFA's have the ability to limit individual access for certain modules within the ePermit System.

Any user given Master Preparer and Preparer access will have access to all modules by default. If you want to limit the access, then restrictions must be placed on each module.

## ***Modifying Module Restrictions***

1. From within the ePermit System, access the ePermit User Maintenance page for a user that will require module restrictions.

**Role**

Role	Role	Role Description
<input checked="" type="radio"/>	Preparer	Preparer - Clean Water
<input type="radio"/>	Master Preparer	Master Preparer

**Allowed Authorization Types**

Select Authorization Types allowed for editing by this user and indicate if user may create a new authorization.

Authorization Type	Allow Create New
<input checked="" type="checkbox"/>	NPDES General (PAG-02)
<input type="checkbox"/>	NPDES Individual

**Module Restrictions**

Allowed Authorization Type(s):

NPDES General (PAG-02) ▼

Add Module Restriction

Select Module to Restrict: Permit Eligibility ▼ Restrict to: READONLY ▼ Add

Restriction	Module
There are no items to display	

Save
Back to Administration Overview


2. Select the Authorization Type from the Allowed Authorization Type checkbox.
3. Select the module that Access Restrictions need to be placed against from the dropdown list.
4. Select the Access Level to Restrict the Access.
5. Click the Add button.
6. Click the Save button.

# ePermit Dashboard

ePermit users access the ePermit Dashboard to create, view, modify and/or delete draft registrations or previously submitted registrations based on security roles given by the EFA. Users can view registrations that are Draft, Submitted, Correction Required, Approved, and Withdrawn/Denied.

## Accessing the ePermit Dashboard

1. Open Microsoft Edge or Google Chrome. In the URL Address Bar type in <https://greenport.pa.gov/gpl>
2. The GreenPort website will display.



### The New GreenPort is here!

Transitioning to the New GreenPort is easy! Please follow these step by step instructions for Current DEP GreenPort Users, New GreenPort Users, and Users with PA Keystone Login Account.

[Learn More](#)

✕ CLOSE

### Welcome to the new GreenPort powered by the PA Keystone Login!



Department of Environmental Protection



Department of Conservation and Natural Resources



Pennsylvania Department of Agriculture



#### All GreenPort Users

Existing DEP GreenPort users and new users must register and create a new account. Don't worry, you will be able to import your old GreenPort Account Profile in the new system!

#### Newly Registered GreenPort Users or Keystone Login Users

You may use your New GreenPort or existing PA Keystone Login account to login to the new GreenPort.



#### Login to your account

Username

Password

[Login](#)

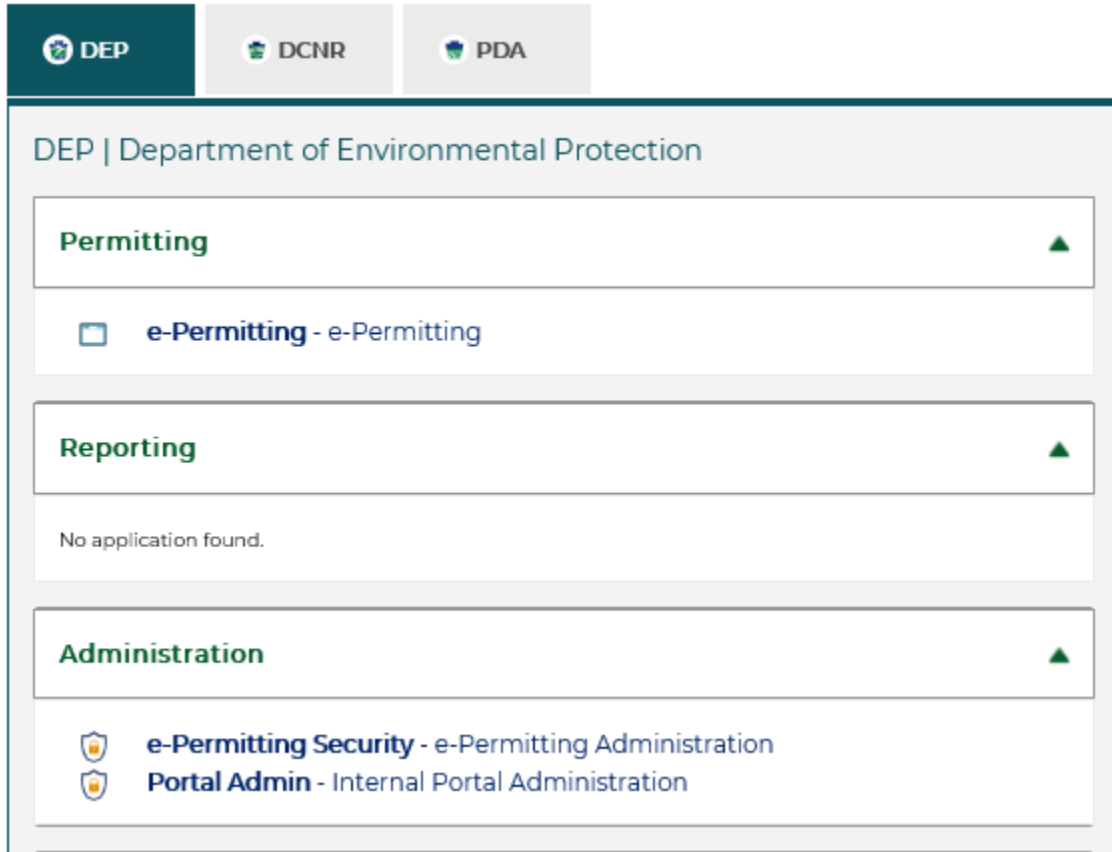
- [What is GreenPort?](#)
- [Forgot Username?](#)
- [Forgot Password?](#)
- [Need your account unlocked?](#)



[PA Keystone Login FAQ](#)  
Do you think you already have a Keystone Login account?

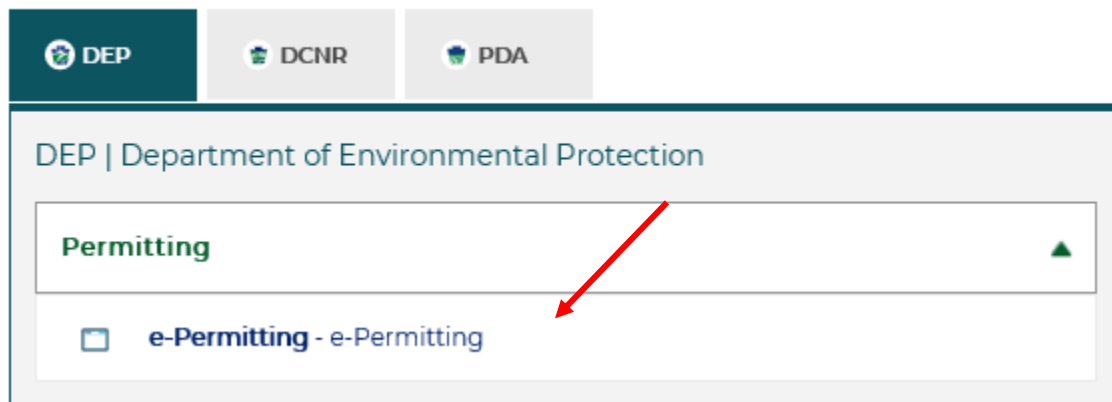


3. Enter your User Name in the User Name field.
4. Enter your Password into the Password field.
5. Click the Log into GreenPort button.  
The Greenport dashboard will display.



6. Click the "e-permitting" link.

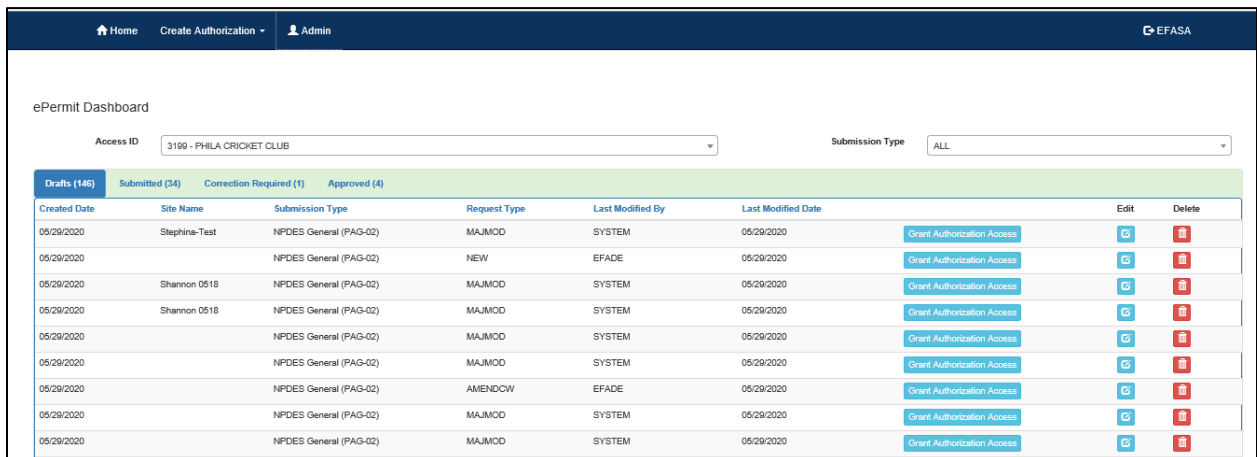
### My Applications



7. From within the ePermit System, the ePermit Dashboard is the "home" page. It can be accessed at any time by clicking the "Home" button.
8. Authorized users will see various links based on the programs they have been given access to.



**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.**



## ***Working Through a Draft Application***

Authorized ePermit users have the ability to create draft applications by completing modules and saving them at any time within the ePermit System.

## Types of Data Fields

Users will encounter several different types of data field types when working through their registrations. 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:  Site Information

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

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:

## Entering Data into Your Draft Application

The ePermit System 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 registration in the ePermit System, click the link for an unfinished module.
2. Complete all data fields in the module, including all required fields.

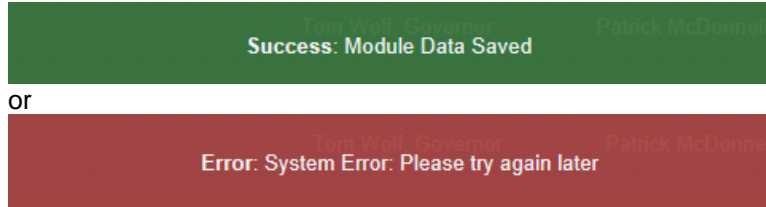
**Required fields:** A required field is indicated by an asterisk \* to the right of the field title. The module will not be considered complete until all required fields have been completed.

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

Email\*

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


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



6. Click the 'Completeness Check' button to verify all required information has been completed for the module. If a module is not complete, you will see a list of items that need to be finished before the module can be considered complete.
7. Click the  button to return to the overview. If changes were made without saving and you attempt to return to the overview, a message will display asking if you wish to return without saving your changes.

Confirmation Dialog

You made changes, are you sure you want to leave this page without saving?

8. Click the 'Save' button.
9. Click the  button.
10. The completed module will be indicated with a  to the right of the facility name under the Status heading.

## Uploading Attachments

Several modules within the ePermit System 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 the "Upload New Attachment" button in the General Information Attachments section or the "Attach" button in the "Missing General Attachments" section.
2. The Upload Attachment window opens.

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

The screenshot shows a window titled "Upload Attachment" with a close button in the top right corner. The window contains the following fields and controls:

- Document Type \***: A dropdown menu with the text "--select a value--" and a downward arrow.
- File To Upload \***: A file input field with a "Browse..." button and a blue circular icon with a plus sign.
- Document Name**: A text input field.
- Description**: A text input field.

At the bottom of the window, there are two buttons: "Upload and Save" and "Reset". A red asterisk note "\* fields are required." is located at the bottom right of the window.

3. Select the Attachment Type from the Document Type dropdown menu.
4. Select the 'Browse' button to open a Windows Explorer window to browse and to select the file.
5. Users may enter a Document Name and Description if they so choose.
6. Click the "Upload and Save" button.

Note: Users may click the "Reset" button to clear the contents of all fields and start over.

## Submitting a NOI or Application and Payment

Authorized ePermit users have the ability to submit NOIs and applications after completing all the appropriate required and non-required/optional modules.

### Submitting Permit NOIs and Applications

1. From within the ePermit System, complete all required and selected optional modules.

Included	Go To	Status	Completed	Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Permit Eligibility	✔	05/29/2020	<input checked="" type="checkbox"/>	Cultural Resource Notice	✘	
<input checked="" type="checkbox"/>	Client Information	✘		<input checked="" type="checkbox"/>	Erosion and Sediment Control Module	✘	
<input type="checkbox"/>	Operator Information	✘		<input checked="" type="checkbox"/>	Riparian Buffer	✘	
<input checked="" type="checkbox"/>	Consultant Information	✘		<input checked="" type="checkbox"/>	Post Construction Stormwater Management (PCSM) / Primary Stage Site Restoration (SR) Module	✘	
<input checked="" type="checkbox"/>	Site Information	✘		<input checked="" type="checkbox"/>	Compliance History and Certification	✘	
<input checked="" type="checkbox"/>	Project Information	✘		<input checked="" type="checkbox"/>	Project/Permit Coordination	✘	
<input checked="" type="checkbox"/>	County and Municipal Notifications	✘		<input checked="" type="checkbox"/>	Application Fee	✔	05/29/2020
<input checked="" type="checkbox"/>	PNDI Information	✘					

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

Upload New Attachment

Final Completeness Check    Pay & Submit    Back

2. After all modules have been completed, you must first complete the Application Fee module in order to submit the application and pay.

### Payment Method Determined by Which Office Will Review

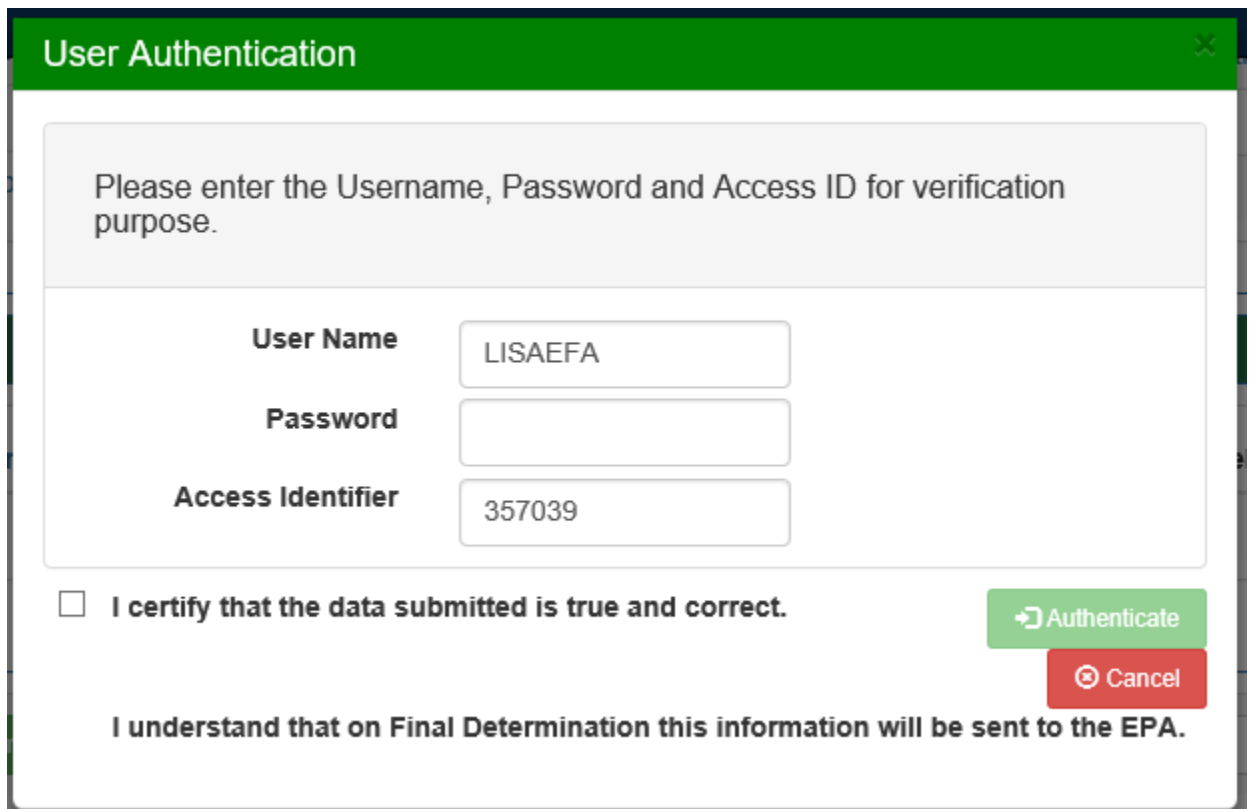
If your application will be reviewed by a delegated County Conservation District, *the payment of administrative filing fees (as well as district-specific fees) must be made directly to that office and not electronically at the time of submission.* The ePermit System will identify if this is the case for your application. The disturbed acreage fee must be paid online to DEP.

If the application will not be reviewed by a delegated County Conservation District, then electronic payment is required at the time of submission for both the administrative filing and disturbed acreage fees.

## **Verifying Cross-Media Electronic Reporting Rule (CROMERR) Compliance of an Application**

ePermit users will receive a screen to authenticate themselves as a user in order to successfully submit a new registration or a corrected registration.

1. Click the Final Completeness Check, user will receive Submission Validation Message to verify all modules pass completeness and business rules.
2. Click OK.
3. Authentication screen will display:



The image shows a 'User Authentication' dialog box with a green header and a close button. The main content area has a light gray background with the text: 'Please enter the Username, Password and Access ID for verification purpose.' Below this are three input fields: 'User Name' with the value 'LISAEFA', 'Password' (empty), and 'Access Identifier' with the value '357039'. At the bottom left is a checkbox labeled 'I certify that the data submitted is true and correct.' To the right of the checkbox are two buttons: a green 'Authenticate' button and a red 'Cancel' button. At the very bottom, there is a bold statement: 'I understand that on Final Determination this information will be sent to the EPA.'

4. Enter password associated with their user name.
5. Click on the checkbox for "I certify that the data submitted is true and correct".
6. This will enable the green Authenticate button.
7. Click the Authenticate button.
8. Returned to the Overview page.
9. The Pay & Submit button enabled to allow user to submit their registration.

General Attachments(0)

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

Upload New Attachment

Final Completeness Check   Pay & Submit   Copy to New   Back

10. Click on Pay & Submit button.

### ***Pay by Telecheck or 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.



### Review Your Order

Total Amount: USD 2450.00

### Choose Payment Option



### 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

Email

ID Details

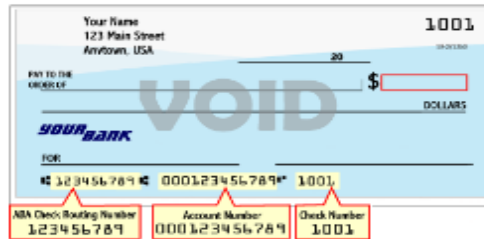
If using a driver's license as ID, please also include the state, e.g: TX123456789

If using a Tax ID/Tin, please omit any dashes or spaces, e.g: 789654121

[Proceed to Consent Page](#)

[Return to Choose Payment Option](#)

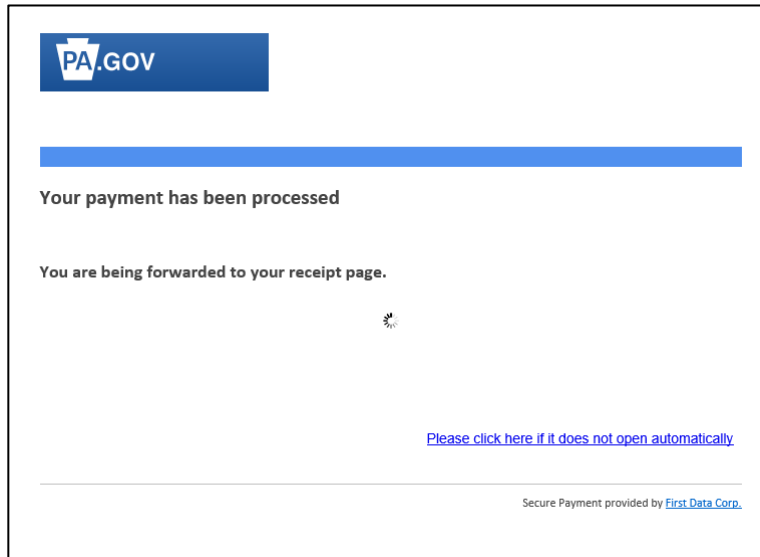
### Check Description



- 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.



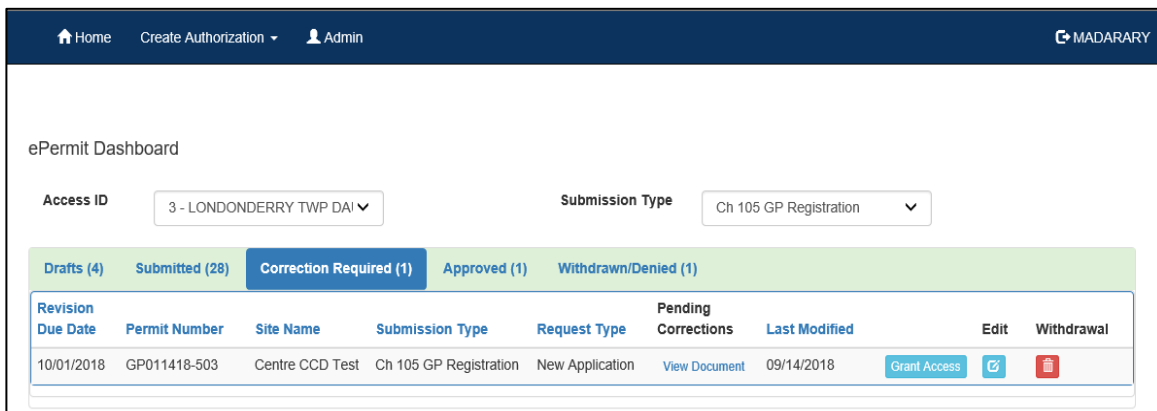
If payment is **not** successful, a message will display on the “Payeezy” screen indicating the payment was **not** processed. The user will then be returned to the ePermit Authorization Overview screen.

## ***Reviewing and Modifying a Correction Required Application***

Authorized ePermit users will see a Correction Required tab on the ePermit Dashboard page if a previously submitted registration is in need of a correction(s).

## ***Reviewing and Completing a Correction Required Application***

1. From within the ePermit System, click the Correction Required tab on the ePermit Dashboard page to display the list of correction notices.



2. Click the View Document link under the Pending Corrections heading.
3. Click the item under Module/Area you wish to work on. You will be taken to the appropriate Module/Area.

**Correction Notice**

Due Date	01/22/2021
Correction Type	Review

**Correction Checklist**

Your submission has been reviewed and determined to be technically deficient. The list below identifies the items that must be included in your resubmittal. The Pennsylvania Erosion and Sediment Pollution Control Program Manual (ESS Manual) and the Pennsylvania Stormwater Best Management Practices Manual (BMP Manual) include information that may aid you in responding to some of the items listed below. The deficiencies are based on applicable laws and regulations, and the guidance sets forth DCEP's preferred means of satisfying the applicable regulatory and statutory requirements. You must submit a response fully addressing each of the technical deficiencies. Please note that this information must be received by the Due Date identified or your submission may be denied.

You may request a time extension, through the ePermit System, to respond to deficiencies beyond the Due Date. Requests for time extensions will be reviewed and considered. You will be notified, through the ePermit System, of the decision either to grant or deny, including a specific due date to respond if the extension is granted.

Should you have any questions regarding the identified deficiencies, please contact LISA KAUFMAN at c-kaufman@pa.gov and refer to Application No. PA510014c to discuss your concerns or to schedule a meeting. The meeting must be scheduled before the Due Date, unless otherwise extended.

Number	Module/Area	Correction Detail	Citation	Corrected	Correction Response	Edit
1	General   Post Construction Stormwater Management (PCSM) / Site Restoration (SR) Module	Withdraw	25 Pa. Code § 102.4(b)(5)	No		<a href="#">Edit</a>

**Due Date Extension Request**

Date Sent	Requested due date	Calendar days requested	Reason	Status
There are no items to display				
<a href="#">Add Extension Request</a>				

**Correction Notice History**

Action	Date Action Taken	Due Date	PDC Strike	Minor Deficiencies
Created	01/15/2021		No	No
Modified	01/15/2021	01/22/2021	Yes	No
Sent to Operator	01/15/2021	01/22/2021	Yes	No
Correction Returned	01/15/2021	01/22/2021	Yes	No

Revised Correction Notice
Back to Dashboard

4. Correct the indicated items, and click the "Save" button.
5. Click the "Back to Overview" button to return to the ePermit Authorization Overview.
6. Click the Corrections Required tab from the ePermit Dashboard to mark the item(s) as Corrected.
7. Select Edit for the corrected items.
8. User must indicate the item has been corrected and provide a Correction Response.

Correction Response Details

Correction Number: 1  
 Modules Unlocked: General| Post Construction Stormwater Management (PCSM) / Site Restoration (SR) Module

**Correction Details**

Correction Detail: Withdraw

Citation: 25 Pa. Code § 102.4(b)(5)

Has this been corrected?: Yes  No

Correction Response\*

Save Back

9. Click the "Save" button.
10. All Correction items must be marked as corrected before successful submission.
11. From the Correction Required tab, select to Edit the record, by selecting the "Edit" button.

Home Create Authorization Admin MADARARY

ePermit Dashboard

Access ID: 3 - LONDONDERRY TWP DAI Submission Type: Ch 105 GP Registration

Drafts (4) Submitted (28) **Correction Required (1)** Approved (1) Withdrawn/Denied (1)

Revision	Due Date	Permit Number	Site Name	Submission Type	Request Type	Pending Corrections	Last Modified	Edit	Withdrawal
	10/01/2018	GP011418-503	Centre CCD Test	Ch 105 GP Registration	New Application	<a href="#">View Document</a>	09/14/2018	<a href="#">Grant Access</a>	<a href="#">Edit</a> <a href="#">Withdrawal</a>

Once the updates are complete, the user will select the "Final Completeness Check". Once the modules have been verified the "Submit" button will become available to the end user.

### Requesting a Correction Extension

1. Select the Add Extension Request from within the Correction Notice Detail.

**Correction Notice**

Due Date: 01/22/2021  
Correction Type: Review

**Correction Checklist**

Your submission has been reviewed and determined to be technically deficient. The list below identifies the items that must be included in your resubmittal. The Pennsylvania Erosion and Sediment Pollution Control Program Manual (E&S Manual) and the Pennsylvania Stormwater Best Management Practices Manual (BMP Manual) include information that may aid you in responding to some of the items listed below. The deficiencies are based on applicable laws and regulations, and the guidance sets forth DEP's preferred means of satisfying the applicable regulatory and statutory requirements. You must submit a response fully addressing each of the technical deficiencies. Please note that this information must be received by the Due Date identified or your submission may be denied.

You may request a time extension, through the ePermit System, to respond to deficiencies beyond the Due Date. Requests for time extensions will be reviewed and considered. You will be notified, through the ePermit System, of the decision either to grant or deny, including a specific due date to respond if the extension is granted.

Should you have any questions regarding the identified deficiencies, please contact LISA KAUFMAN at o-ikaufman@pa.gov and refer to Application No. PA610014E to discuss your concerns or to schedule a meeting. The meeting must be scheduled before the Due Date, unless otherwise extended.

Number	Module/Area	Correction Detail	Citation	Corrected	Correction Response	Edit
1	General   Post Construction Stormwater Management (PCSM) / Site Restoration (SR) Module	Withdraw	25 Pa. Code § 102.4(b)(5)	No		

**Due Date Extension Request**

Date Sent	Requested due date	Calendar days requested	Reason	Status
There are no items to display				
<a href="#">Add Extension Request</a>				

2. Fill in the Correction Extension Request Details.

**Correction Extension Request Details**

New Requested Due Date\*  Number of Calendar Days

Requested Additional Calendar Days\*  Calendar Date

Reason for Extension Request\*

3. Select Save and Send Request.

## Viewing Different Versions of an Application

ePermit users have the ability to view different versions of an application which required a Correction Notice.

1. From within the ePermit System, click the appropriate tab on the ePermit Dashboard page to view the registration/application
2. The user will select the "view" button to view the registration/application.
3. The user will click on the dropdown box to select the version they wish to review.

The screenshot shows a dropdown menu for selecting application versions. The selected version is "Version - 2-12/31/2020". Below the dropdown, there is a table of application modules with columns for Status and Completed date.

Status	Completed	Included	Go To	Status	Completed
✓	01/08/2021	✓	PNDI Information	✓	12/29/2020
✓	12/29/2020	✓	Cultural Resource Notice	✓	12/29/2020
✓	12/29/2020	✓	Erosion and Sediment Control Module	✓	12/29/2020
✗		✓	Riparian Buffer	✓	12/29/2020
✓	12/29/2020	✓	Post Construction Stormwater	✓	12/29/2020

## Viewing Previously Submitted Applications

ePermit users have the ability to view previously submitted applications.

1. From within the ePermit System, click the Submitted tab on the ePermit Dashboard page.
2. The user will select the 'Edit' button to view the registration.

ePermit Dashboard

Access ID: 3672 - ENERGY PIPELINE CO

Submission Type: Ch 105 GP Registration

Created Date	Site Name	Submission Type	Request Type	Last Modified By	Last Modified Date	Edit	Delete
06/19/2019		Ch 105 GP Registration	NEW	EFACR	06/19/2019	<a href="#">Grant Authorization Access</a>	<a href="#">G</a> <a href="#">E</a>
06/19/2019		Ch 105 GP Registration	NEW	EFACR	06/19/2019	<a href="#">Grant Authorization Access</a>	<a href="#">G</a> <a href="#">E</a>
06/11/2019	DEP	Ch 105 GP Registration	MINREV	EFACR	06/11/2019	<a href="#">Grant Authorization Access</a>	<a href="#">G</a> <a href="#">E</a>