Getting Started in the Chapter 102 ePermit System
USER GUIDE SUMMARY

Refer to Chapter 102 ePermit webpage for more Resources, including the EFA User Guide and the Operator User Guide for more detailed explanations.

The EFA Steps
(Applicant / Client)

1. Create GreenPort account via self-registration https://www.depgreenport.state.pa.us

2. Log into GreenPort account

3. Request Access to e-permitting within Greenport.

4. Select 'Enrollment Dashboard' and click 'Start New Enrollment'

5. Select 'Bureau of Clean Water' and in the next step select the appropriate response regarding your role.

6. Complete the Enrollment Steps. Upon enrollment you are now able to create applications within the system.
   Note - See *Enrolling into the ePermit System* in EFA User Guide

7. The enrollment will require DEP verification to link to DEP's eFACTS data system. An e-mail will be sent once DEP verifies your enrollment. **Once verified by DEP, you can obtain your Access ID, upon accessing the Ch. 102 dashboard.**

8. Provide Access ID to Users. Access ID is located on Bureau of Clean Water ePermit Dashboard. **Note** - Users are those people you wish to allow access to your Chapter 102 application(s) (e.g., Consultants).

9. Receive an e-mail when user access is requested. Approve / Deny Enrolled User Requests in e-permitting 'Enrollment Dashboard'.

   Note – See *Approving/Denying an Enrollment Request* in EFA User Guide. Master Preparers can view/edit all applications and are able to pay and submit within the system. Preparers can only see applications to which they are granted access and are able to pay and submit those within the system.

The Consultant/User Steps
(Consultant / Employee)

1. Create GreenPort account via self-registration https://www.depgreenport.state.pa.us

2. Log into GreenPort account

3. Request Access to e-permitting within Greenport.

4. Select 'Enrollment Dashboard' and click 'Start New Enrollment'

5. Select 'Bureau of Clean Water' and in the next step select your appropriate role (e.g. Consultant, Employee)

6. You will be prompted for the Access ID of the Applicant. You must get this from the Applicant's EFA. Enter and complete enrollment request.
   a. If they do not have or you have not received the Access ID when completing this form, you can still start a Draft application/NOI. Click Return to dashboard, and then click Home, and you can enter the Bureau of Clean Water Dashboard to start a draft.

7. Upon initiating enrollment, you are able to create draft applications within the system. However, you will not be able to submit until you are approved by the EFA/Applicant.

   Note - See *Enrolling into the ePermit System* in Operator User Guide

8. Wait for EFA to approve/deny enrollment request and provide you with your permissions within the system (e.g., Preparer or Master Preparer).

9. When EFA approves, receive e-mail notification. You now are able to submit applications/NOIs within the system.

EFA Provides Access ID to User

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