Getting Started in Chapter 105 General Permit ePermitting
USER GUIDES SUPPLEMENT & SUMMARY

See the respective EFA User Guide and the Operator User's Guide for more detailed explanation and screenshots.

The EFA Steps (applicant / client)	Red Arrows Denote Interactions Between EFA and Operator	The Operator/Preparer Steps (consultant / employee)

The EFA Steps
(applicant / client)

Red Arrows Denote Interactions Between EFA and Operator

The Operator/Preparer Steps
(consultant / employee)

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

2. Log In to GreenPort account

3. Enroll in Chapter 105 ePermitting as an EFA
   Note - See *Enrolling into the e-permitting Application for Chapter 105* in EFA User Guide

4. Complete DEP New Client Registration
   Note – See *DEP New Client Registration* in EFA User Guide. **If not utilizing Operators Skip to Step 10.**

5. Receive completed User form from Client ←

6. Provide Access ID to Users →
   Note – See *Approving/Denying an Enrollment Request* in EFA User Guide **to find your Access ID**
   Note - Users are those people you wish to allow access to your Chapter 105 GP registration
   • Employees/co-workers of your company.
   • Consultants working on your behalf.

7. Wait for User to enroll into ePermitting and request to perform work from EFA

8. Approve / Deny Enrolled User Requests in GreenPort
   Note – See *Approving/Denying an Enrollment Request* in EFA User Guide
   a. Email sent to User from GreenPort
   b. Overnight wait needed for updates to take effect

9. Create / Edit security of user in ePermitting →
   Note – See EFA User Guide for instructions. Master Preparers can view/edit all of EFA applications and Pay and Submit, Preparers can only see applications to which they are granted access and cannot pay and submit.

10. Prepare GP registration

11. Pay & Submit ←

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

2. Log In to GreenPort Account

3. Wait for EFA to complete EFA process

4. Wait for EFA to Enroll and create Client Registration

5. Provide completed User form to EFA

6. Receive Access ID from EFA
   Note – See Operator User Guide for instructions

7. Enroll in ePermitting & request access from EFA
   Note - Requires Access ID from EFA Step 6
   Note – See Operator User Guide for instructions

8. Wait for EFA to approve/deny enrollment request
   a. Overnight wait needed for updates to take effect

9. Wait for EFA to create/edit security in ePermitting
   Note - Requires overnight update after Step 8
   a. User will have immediate access

10. Prepare GP registration

11. Those granted Master Preparer access can pay and submit, Preparers cannot pay and submit.