

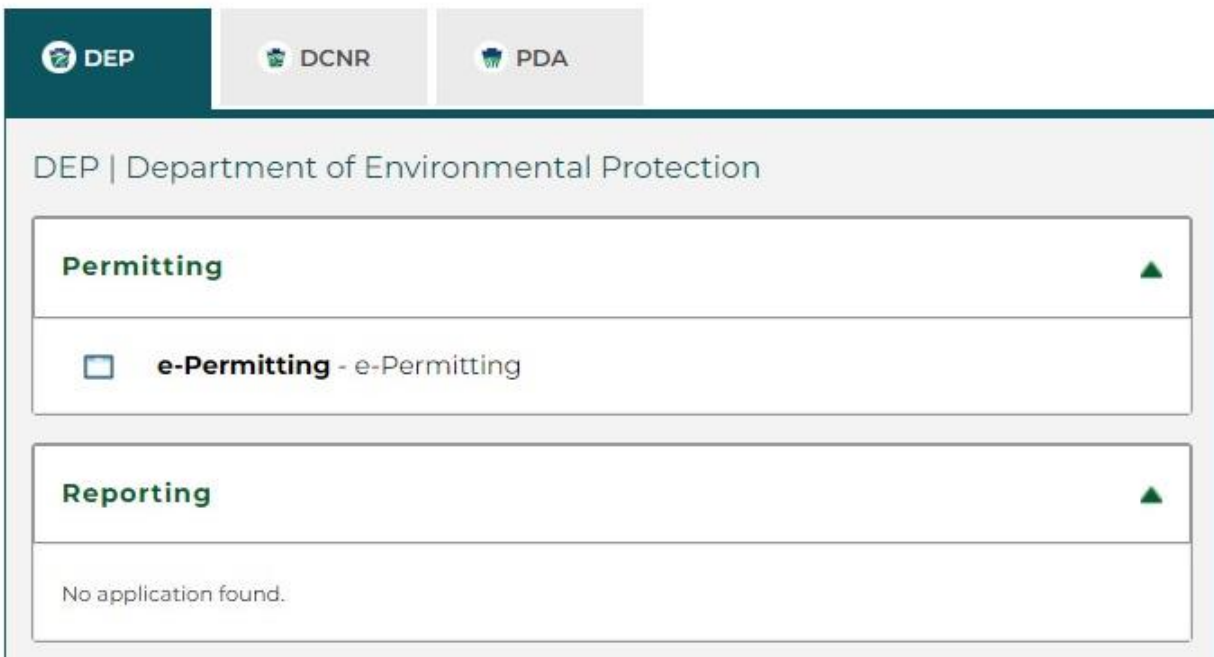
E-permitting Enrollment

Completing the electronic filing administrator authorization for storage tanks

STEP 1: Log into your DEP Greenport account. If you do not have one, you can create a new Greenport account or update an existing account to the Keystone Login system by following the instructions available via the Keystone Login FAQ.

STEP 2: From the Greenport dashboard you can access your e-permitting dashboard by clicking “e-Permitting” on the applications list under the DEP heading.

My Applications



DEP | Department of Environmental Protection

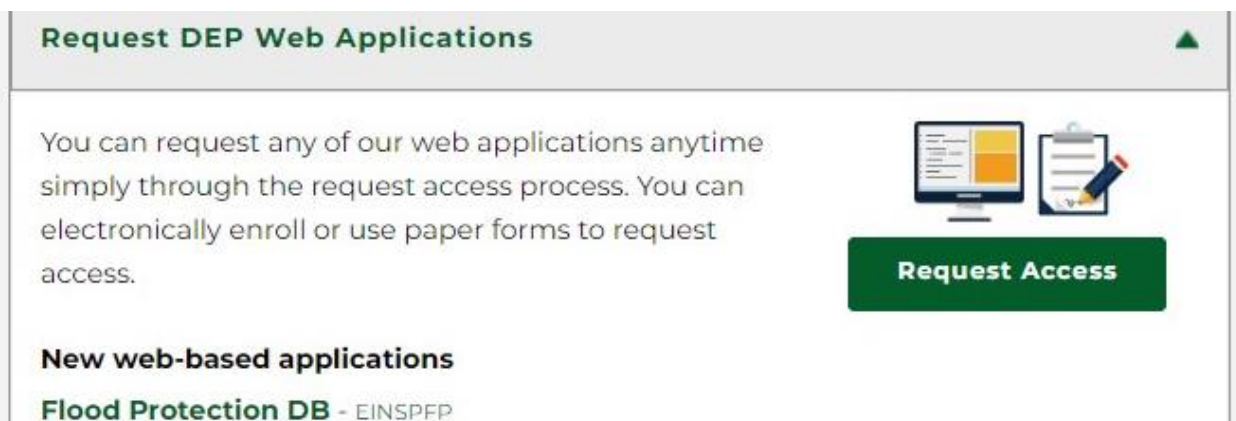
Permitting ▲

e-Permitting - e-Permitting

Reporting ▲


No application found.

If you do not have e-permitting listed as an application, scroll down and click the **Request Access** button. You will be taken to the portal to request web applications.



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.



Request Access

New web-based applications

Flood Protection DB - EINSFPF

Scroll down to find e-Permitting and click **Enroll**. From there you will be taken to your e-Permitting home page.

Online Enrollment Paper-based Enrollment

You may enroll yourself in the following applications below. Click on the "Enroll" button to request access.

Please note that most of these applications are not mobile responsive. We recommend using a desktop computer when using these applications.

Search:

Category: All Permitting Administration Reporting Registration Other

[Clear Filters](#)

Permitting

e-Permitting - e-Permitting [Enroll](#)

[More Info](#)

STEP 3: Once you have access to the e-permitting dashboard, click on the **Enrollment Dashboard** button to register for Storage Tanks access.

Welcome to the e-permitting Home page!

In the area below, you will see any program areas which you have enrolled in. Click on the program area where you need to do work. There is also an Enrollment Dashboard which would allow you to enroll in additional program areas or additional clients.

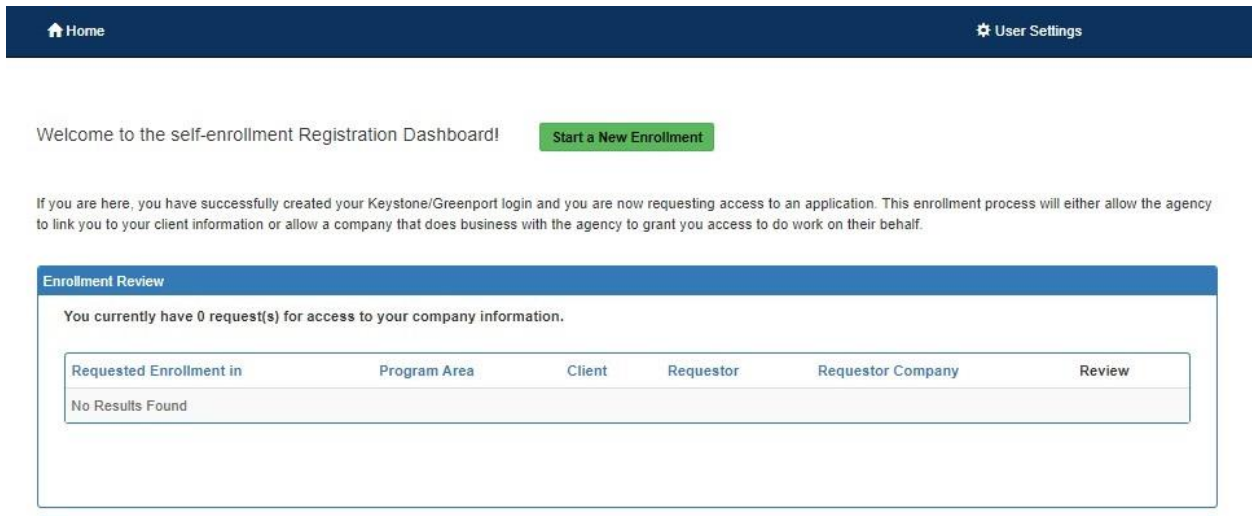


Storage Tanks

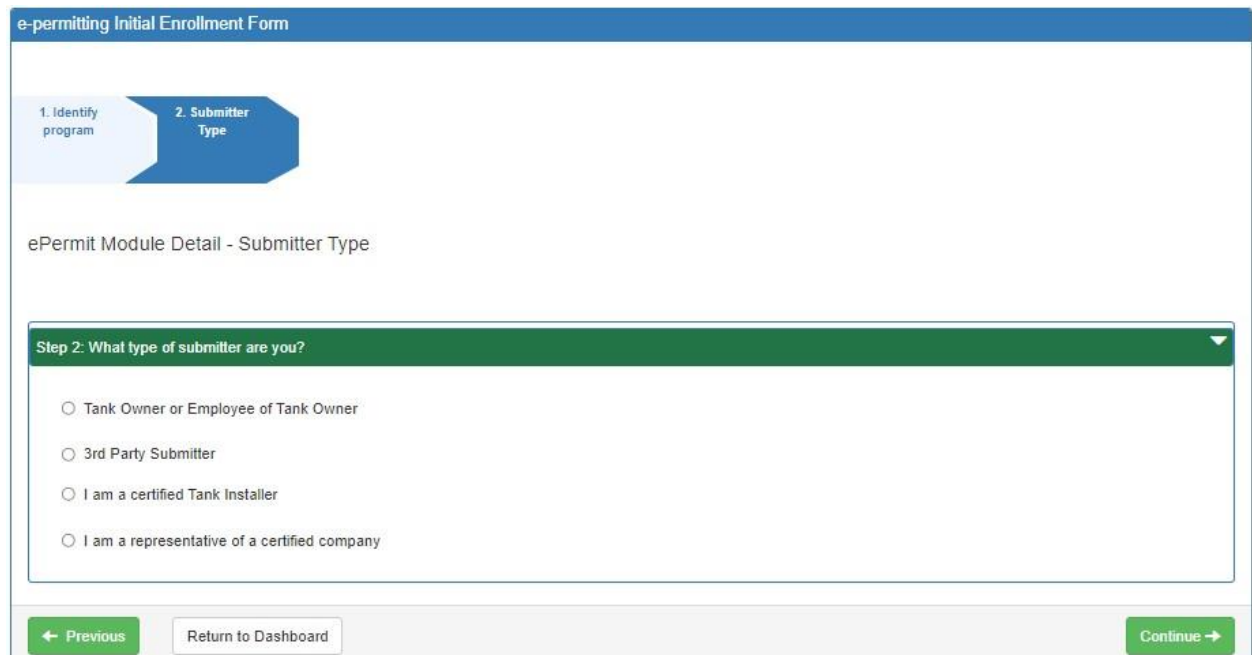


Enrollment Dashboard

STEP 4: At the top of the self-enrollment screen, click the **Start a New Enrollment** button.



STEP 5: You will need to select an e-permitting program area. Use the drop-down list to select **Storage Tanks**. After clicking continue, you will be asked if you are a storage tank owner, employee of a storage tank owner, a certified tank installer, a representative of a certified company, or a third-party submitter.



STEP 6: Follow the below instructions according to your submitter type:

Tank Owner or Employee of a Tank Owner:

You will be asked if you have an invoice number. If you have access to a current or past invoice, enter the number and click **Validate Invoice**. If the correct client information is displayed, click **Continue** to be taken to review the security agreement. Continue to STEP 7.

Step 2: What type of submitter are you?

Tank Owner or Employee of Tank Owner

If you have a current or previous invoice you are able to quickly auto-enroll using your invoice number.

Do you have a current or previous storage tank invoice number? Yes No

Enter the invoice number found on your invoice.*

[Validate Invoice](#)

This invoice belongs to client:
CLIENT NAME
For the facility located at:
ADDRESS LINE 1
ADDRESS LINE 2

If you do not have a valid invoice number, choose if you are an individual or an organization and click **Continue**. Enter the information requested and click **Continue** to be taken to review the security agreement. Continue to STEP 7.

Step 2: What type of submitter are you?

Tank Owner or Employee of Tank Owner

If you have a current or previous invoice you are able to quickly auto-enroll using your invoice number.

Do you have a current or previous storage tank invoice number? Yes No

The Tank Owner can best be described as (select one):
 An Individual An Organization (Ex: LLC, Sole Proprietorship, Corporation)

Certified Tank Installer

Enter your certification number and expiration date as listed on your certification card and click **Validate**. If the correct client information is displayed, click **Continue** to be taken to review the security agreement. Continue to STEP 7.

Step 2: What type of submitter are you?

Tank Owner or Employee of Tank Owner

3rd Party Submitter

I am a certified Tank Installer

Enter your certification number.*

Enter your certification expiration date as found on your certification card.*

This certification number belongs to client:
INSTALLER NAME
ADDRESS LINE 1
ADDRESS LINE 2

I am a representative of a certified company

Representative of Certified Company

Enter the certification number and expiration date as listed on your company certificate and click **Validate**. If the correct client information is displayed, click **Continue** to be taken to review the security agreement. Continue to STEP 7.

Step 2: What type of submitter are you?

Tank Owner or Employee of Tank Owner

3rd Party Submitter

I am a certified Tank Installer

I am a representative of a certified company

Enter company certification number.*

Enter your certification expiration date as found on the company certificate.

This company certification number belongs to client:
COMPANY NAME
ADDRESS LINE 1
ADDRESS LINE 2

Third-party submitters will need to contact DEP for further instructions on how to become linked to e-permitting, as they will require Greenport authorization from the storage tank owner's account to do so.

STEP 7. The screen will display the terms of the Security Agreement (EFA Agreement). Read through the terms, then click **Continue**. Check the box to agree with the terms of the EFA Agreement, then type your name and enter the date to provide electronic signature to the agreement. Click **Continue** to be taken to the review and submit screen.

The screenshot shows a web interface for the "e-permitting Initial Enrollment Form". At the top, a blue header contains the title. Below it is a progress bar with five steps: 1. Identify program, 2. Submitter Type, 3. Review the Security Agreement, 4. Individual Electronic Signature (highlighted in dark blue), and 5. Review And Submit. The main content area is titled "ePermit Module Detail - Individual Electronic Signature". A green-bordered box contains the text for "Step 5: Individual Electronic Signature". The text includes a legal agreement about the use of a GreenPort password as an electronic signature and a statement of understanding. Below the text is a checkbox for agreement, which is currently unchecked. At the bottom of the box are two input fields: "Type Full Name*" and "Today's Date*". At the very bottom of the page are three buttons: "Previous" (with a left arrow), "Return to Dashboard", and "Continue" (with a right arrow).

e-permitting Initial Enrollment Form

1. Identify program 2. Submitter Type 3. Review the Security Agreement **4. Individual Electronic Signature** 5. Review And Submit

ePermit Module Detail - Individual Electronic Signature

Step 5: Individual Electronic Signature

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.

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.

I/We understand and agreed to the terms outlined within this Security Agreement.*

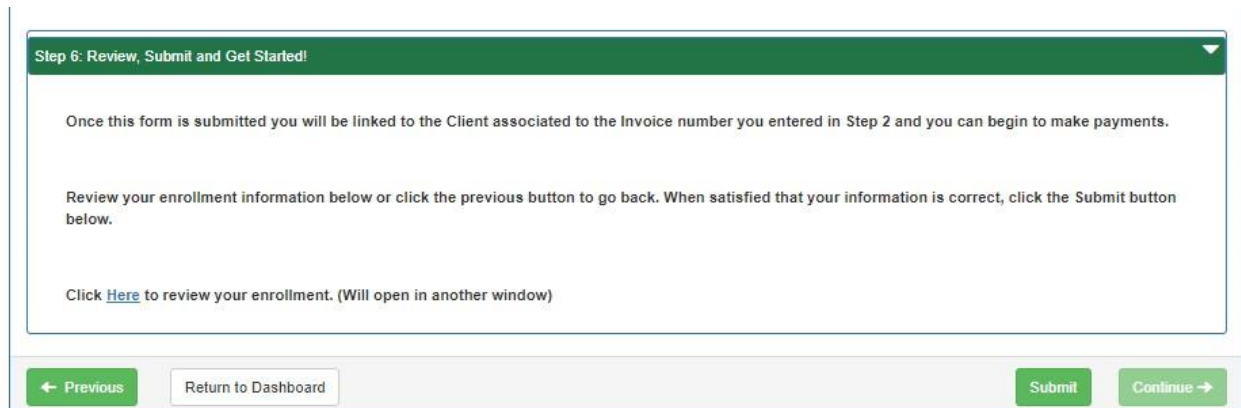
I do hereby say, verify and attest to that: I am fully aware and accept my obligations as an EFA as outlined within this Agreement; and the information provided as to my Application is true and accurate to the best of my knowledge, information and belief, under penalty of perjury, and subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Type Full Name*

Today's Date*

← Previous Return to Dashboard Continue →

If you would like to review the information you have entered before submission, you can do so by clicking the word “**Here**”, which will open another window to display all of the information entered into your Enrollment application. You can close this new window to return to your application. If you are satisfied that the information you have entered is correct and complete, click **Submit**.



The screenshot shows a web form interface. At the top, there is a green header bar with the text "Step 6: Review, Submit and Get Started!". Below the header, the main content area contains the following text: "Once this form is submitted you will be linked to the Client associated to the Invoice number you entered in Step 2 and you can begin to make payments." followed by "Review your enrollment information below or click the previous button to go back. When satisfied that your information is correct, click the Submit button below." and "Click [Here](#) to review your enrollment. (Will open in another window)". At the bottom of the form, there is a navigation bar with four buttons: "← Previous" (green), "Return to Dashboard" (white with grey border), "Submit" (green), and "Continue →" (green).

Once you click the Submit button, you will be taken to your e-permitting home page, which will now have an icon for the Storage Tanks e-permitting system. Instructions for use of the Storage Tanks e-permitting system can be found in the [Storage Tank Registration Submissions Quick Guide](#) on the Storage Tanks e-permitting webpage underneath the heading “4. Submitting a registration amendment?”.

Please contact the Division of Storage Tanks at 717-772-5599 or tanks@pa.gov with any questions.