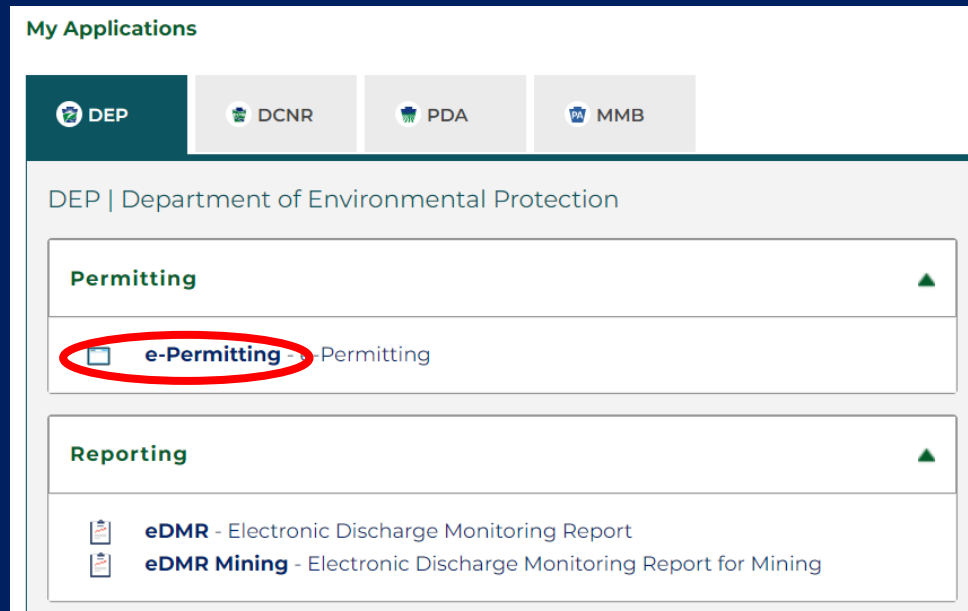# What is Greenport?

- The electronic portal to PA DEP

- Create a **single** account for yourself
  - Your single account can be used to enroll in different DEP programs.
  - You can link to individual clients by becoming an "EFA" or a preparer for that client.
  - Provides a dashboard for all your permits and tasks.

What can be done through epermitting

- *Bituminous surface mining permits (new and pre-applications)*

- *Notice of Intent to explore (Coal)*

- *Hydrologic Monitoring Reports (all)*

- *Annual Production Reports (all)*

Important details about e-permitting

- Register for EFA online
- Different EFA process from eDMR
- Be patient waiting for the screens to fully load

How to Register for an account on Greenport

https://greenport.pa.gov/

To create your Greenport account, select the "Register" button on the right.

After you register, use the Login space on the left.

What is an EFA – Electronic File Administrator?

- Has the rights to submit for the client/company.

- Has rights to approve submittals by "preparers".

- Must approve anyone registered as a "preparer" for the company.

- Each company should have at least one EFA but at least one backup is recommended.

- Companies must keep track of EFAs.

If an EFA is no longer with the company, the company must notify DEP to remove the EFA. Another person must be assigned.

What is a Preparer?

- Can prepare reports and permits but cannot officially submit.

- Must be approved by the EFA to prepare submittals for the company.

- Work submitted must be approved by EFA.

- Appropriate for a consultant where the EFA gives final approval.

- Preparers do not need to fill out a form but request access through Greenport which goes to the EFA.

Can a consultant be an EFA?

- A consultant must attest that they take the responsibility for the company submittals.

- The company must attest in writing that they approve the individual consultant by name to be an authorized representative (EFA) for the company.

Warning: If an EFA is no longer employed or contracted by the company, the company must notify DEP to remove the EFA. Another person must be assigned. Otherwise, the EFA will still have access.

Because the consultant enrollment is slightly different than for a company employee, this process is outlined later in this presentation.

How to set up e-permitting

1. EFA for the company enrolls in the Bureau of Mining Program through Greenport.
2. EFA gets notice of approval and can begin.

Items to have before starting EFA process:

- Names and addresses of company
- EIN or License Number of Mine Operator
- If you are a consultant acting on behalf of a person or mining company, a letter by a company officer or owner giving permission for you (by name) to act as the EFA. Scan into a PDF.

How to sign up as an EFA

On your Greenport dashboard page, scroll down to the Request Access button
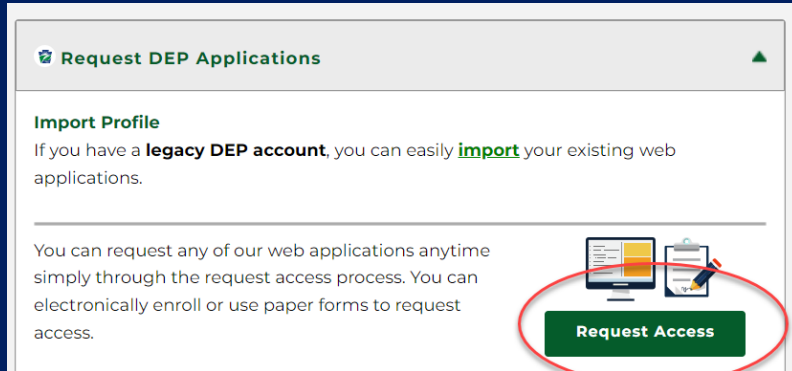
On the next screen, select Enroll next to e-permitting.

How to sign up as an EFA

You are then on the epermitting Home page. If you have enrolled in other programs, they will appear here. If you need to enroll as an EFA for a mining facility, choose the Enrollment Dashboard button
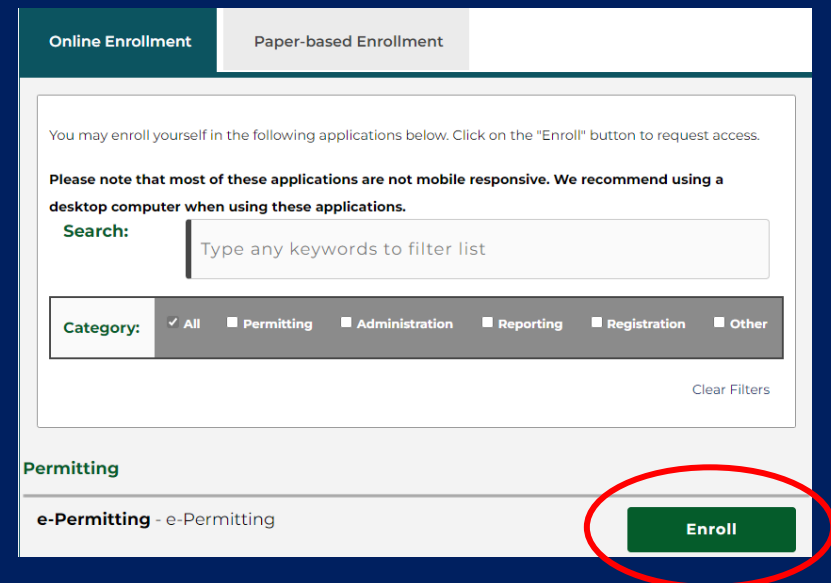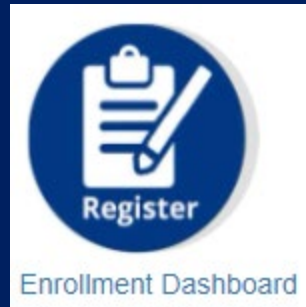

If you serve multiple mining companies (different mining licenses), you must complete these steps for each one individually.

If your facility has multiple program areas (air, water use reporting), you must enroll in each program individually.

How to sign up as an EFA

You are now on the self-enrollment dashboard page.

This shows all your pending enrollments.

Click Start a New Program Enrollment

Welcome to the self-enrollment Registration Dashboard!　　Start a New Program Enrollment

Then select the program area

Bureau of Mining Programs

---

e-permitting Initial Enrollment Form

Identify
program

Welcome to e-permitting!
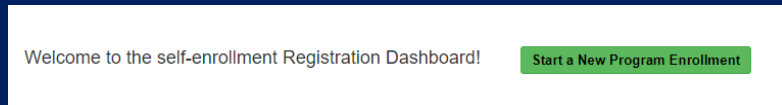
There are several steps which you need to complete before you can get started with your submission. After this initial enrollment, you will be able to begin work on your submission while your enrollment is being reviewed.

Step 1: Identify the program area

Please select the program area within DEP that you would like to submit information to.

Example: You need to submit a permit application for Chapter 105; you would select the Bureau of Waterway Engineering and Wetlands.

Example: You need to make an annual payment for tanks at a facility; you would select Storage Tanks.

Program Area *　　　Select a value

Select a value
Asbestos Notification
Radiation Protection
Bureau of Air Quality
Office of Oil and Gas Management
Bureau of Waterways, Engineering, and Wetlands
Bureau of Mining Programs
Storage Tanks
Bureau of Clean Water
Safe Drinking Water
Bureau of Program Maintenance
Bureau of Waste Management

*Please note that if you or your company will need access to m　　　　　　　　　　al enrollment.

Return to Dashboard　　　　　　　　　　　　　　　　Continue ➡

How to sign up as an EFA

You are now beginning the EFA enrollment.

Select EFA button and the appropriate selection underneath.

ePermit Module Detail - Submitter Type

Step 2: What type of submitter are you?

What is your relationship to DEP?

◉ Electronic Filing Administrator (EFA) allowed to administer user access under e-permitting for other users and also make electronic submissions on behalf of a Mine Operator under e-permitting.

Are you an individual, organization, or consultant representing an individual?

○ Individual
I am an individual who needs a permit.
Ex: I am a landowner seeking a permit.

Single proprietor who will submit a permit for his/herself.

○ Organization
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.
You will register as an EFA.

Company official who will submit a permit for themselves.

◉ Consultant for an Individual who will be submitting information on behalf of the individual.
Example 1: I am a child helping a parent.
Example 2: I am someone assisting a person who does not use computers for religious reasons.
Example 3: I am helping a friend who does not have a computer.

Consultant or helper who has authority to submit for a company or single operator.

○ User whose access is limited to the time you are either a) an employee of the mine operator or b) an independent contractor of the Mine Operator. Under this security role you must be required to submit data to DEP as part of your essential duties pursuant to your designation under a) or b)

Preparer only, not EFA.

← Previous   Return to Dashboard   Continue →

How to sign up as an EFA

Continue filling out the steps and providing the information as requested.

For this field, put in your mining permit number.

Please provide any known eFACTS Client IDs, EPA IDs, or Facility IDs which may have been associated to you.

All labels with * are mandatory to fill-in.
Select "continue" button after each screen.

The next screens contain special instructions for a **consultant** registering as an epermitting EFA

Consultant: How to sign up as an EFA

STEP 3

Add info pertaining to the company/operator.

Owner First Name*

Owner Middle Name

Owner Last Name*

Put in the company official's name who is giving you permission to act on their behalf.

Mailing Address*

Address Line #2

City* State* Pennsylvania Zip code*

Telephone*

Email*

Please provide any known eFACTS Client IDs, EPA IDs, or Facility IDs which may have been associated to your organization.

Provide the Client ID, or License number for the operator.

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

Provide the company name here.

Consultant: How to sign up as an EFA

STEP 3a

Provide your information.

This should match what you already registered under your Greenport Account.

Step 3a: Assistant/Consultant Information

In addition to collecting information regarding the Individual, please provide information about yourself – the person assisting the individual.

Consultant Name*

Consultant Title*

Consultant Company Name*

Consultant Mailing Address*

Address Line #2

City*   State* Pennsylvania   Zip code*

Consultant Telephone*

Email*

Consultant: How to sign up as an EFA

STEP 4

Read the security agreement and continue.

STEP 5

Step 5: Consultant for 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.

Owner Full Name*   Provide your name here. (Not the "owner" of the company.)

Today's Date*

Consultant: How to sign up as an EFA

STEP 5a

Here is where you need the PDF letter of permission from company.

Click the Upload button

Step 5a: Consultant 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 do hereby say, verify and attest to that I have delegated authority to execute documents on behalf of the Owner for which I represent. I represent my delegated authority to execute documents on behalf of the Owner as being 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.

Consultant Full Name*

Consultant Title*

Today's Date*

Note – Documentation supporting delegation of contracting authority must be provided below.

Consultant Electronic Signature Attachments (0)

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

Upload New Attachment

Consultant: How to sign up as an EFA

STEP 5a

Choose or drag file

For document type, select Consultant Signature.
Hit the blue Upload button.

Consultant: How to sign up as an EFA

STEP 6 (Caution: the "steps" in the progress bar do not match the labels on the fill in boxes.)
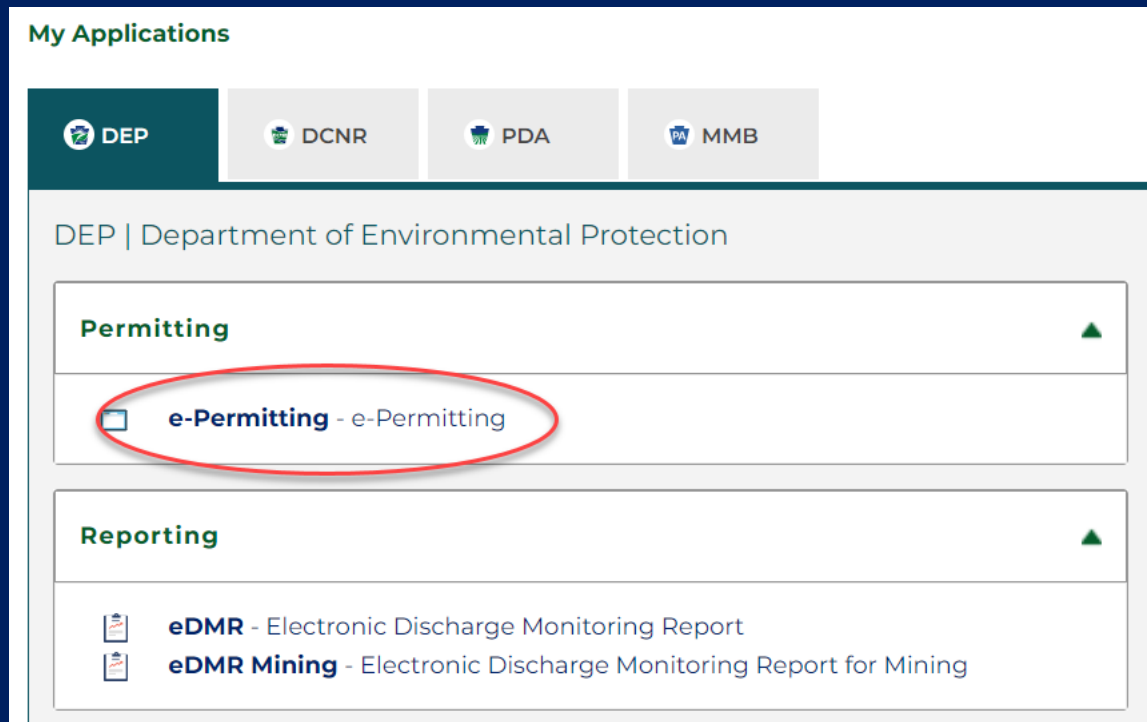
Review and submit.

You can now begin work on applications or reports while the EFA approval is under review.

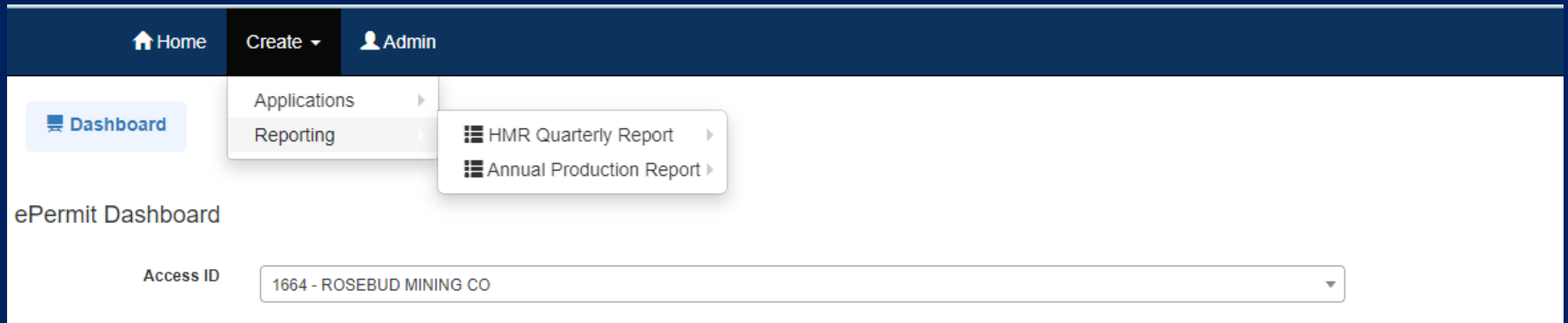You will get an email upon approval.

Contact RA-epminingpermits@pa.gov with questions.

ePermitting on Greenport

Now epermitting will appear as an option in your Greenport dashboard

ePermitting on Greenport

When you choose the Bureau of Mining Programs, you'll get the screen that allows you to select the Access ID (mining permit license). The menu bar allows you to choose to Create an Application or submit Reporting for all permits active under that license.

Use the webpages

For more info, updates, tutorials, and User Guides
https://www.dep.pa.gov/business/land/mining/bureauofminingprograms

Help?

Message RA-EPMININGEDMR@pa.gov

Ask your mine inspector

Contact your District Mining Office permitting staff

Contact your laboratory

Contact Pennsylvania coal/aggregate/bluestone/mining industry group