

Greenport Account Registration

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Creating a Greenport Login

- 1. Open Internet Explorer.
- 2. In the URL Address Bar type in <u>https://www.depgreenport.state.pa.us</u>.
- 3. The DEP GreenPort website will display:

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Commonwealth of Pennsylvania			DEP Home About D
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	Login		
Welcome to the Pennsylvania Department of E registering or logging in below. After logging in, insurance applications; enter data for Chapter 11 Safety Program; and submit an Air Quality Reque	invironmental Protection's Gr you can access electronic se D Water Allocation and Water I st for Determination. To view i below for access	eenPort. Different services and a vices that allow you to report rad vlanagement Plan reporting; app he available applications after re	pplications are available by on; submit Mine Subsidencs ly for the Waste Transportat gistering, please click the li
Note: For some of the electronic services, users and password to access the	should have already received DEPGreenPort. Other service	from DEP a Request for Security as can be accessed by registering	Access form and a usernan ng below.
	Username:		
	Password:		
	Log into DEPGreer	1Port	
,	Can't remember your pacewo	rd2 Click hare	
	Having problems? DEP Gre	enport FAQ	
56	ee the current list of self-regis	ter applications	
	Click here to self-re	egister	
After completing the self-reg Please note that this usernar	pistration form, users will be p ne and password will only gra that are associated with self	rovided with a username and pa ant access to those electronic ap registration.	issword. plications
Callou	Need help?	sk at (717)705-3768	
- Can du ore-	mail us at deporeenporthelpo	tesk@state.pa.us	
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5. The Self-Registration Name page will display:

account creation process.

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Commonwealth of Pennsylvania		DEP Home About DE
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	Self-Registration Name	
r T	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 applications you wish to access is on the list of applications which allow users to self-register you may begin the self-registation, please enter your first and last names, then click on the "Continue Account Creation" buton.	
	First Name	
	Last Name	

- 6. Enter your first name in the the *First Name* field.
- 7. Enter your last name in the Last Name field.
 - Note: Enter YOUR first name and YOUR last name, not the name of your company or institution.
- 8. Click on the
- Continue Account Creation

button.

Note: If you single click the CANCEL button, it will return you to the main DEP GreenPort webpage and cancel the self-registration process. 9. The Create Account page will display:

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Commonwealth of Pennsylvania		DEP Hom
	GreenPort	
C	reate Account	
User Name Full Name		
E-mail		
Phone		
Street		
 City 		
State		
Jip		
Password Hint	Mother's maiden name? 💌	
Password Hint Answer		
*Password		
*Confirm Password		
	* Passwords must be at least 8 characters long	
	* Passwords must contain at least 1 number * Passwords must contain at least 1 unner case letter	
	* Passwords must contain at least 1 lower case letter	
	Create Account Cancel	
	Need help?	
Call our Applicati or e-mail us a	on Support Help Desk at (717)705-3768 t depgreenporthelpdesk@state.pa.us	

- Note: The User Name and Full Name portion of the Create Account page will automatically populate based on the First and Last Name you entered into the Self-Registration Name page.
- △ Caution: It is strongly recommended that you record your User Name and keep it in an easily accessed and remembered location. Your User Name is half of what is required to log in to the GreenPort website. If you forget your User Name, you must call the Applications Support Help Desk to retrieve it.

10. Enter your e-mail address in the *E-mail* field.

- 11. Enter your telephone number in the *Phone* field.
- 12. Enter your street address in the Street field.
- 13. Enter your city in the City field.
- 14. Enter your state in the State field.
- 15. Enter your zip code in the Zip field.
- 16. Choose a Password Hint from the *Password Hint* drop down menu.

The Password Hint menu options are:

Mother's maiden name? Date of birth (mmddyyyy)? Oldest child's first name?

- 17. Enter the answer to your Password Hint question in the *Password Hint Answer* field. Enter the answer to the question selected in Step 16.
- △ **Caution:** The Password Hint question is used in case you forget your password. In the event that you forget your password, you can click on the "Can't remember your password? <u>Click here</u>" link on the main GreenPort login page, answer the question you selected, and have a new password e-mailed to you. For this reason, double check that your email address is entered correctly.

18. Enter your password in the Password field.

△ **Caution:** You may enter any password you want into this field, but it **MUST** conform to the following standards:

* Passwords must be at least 8 characters long

- * Passwords must contain at least 1 number
- * Passwords must contain at least 1 upper case letter
- * Passwords must contain at least 1 lower case letter

Passwords that do not conform to these standards will not be accepted, and you cannot continue with your self-registration process until an appropriate password is entered. The text you enter into this field will display as a string of stars (****) for security purposes.

- 19. Re-enter your password from Step 18 in the *Confirm Password* field.
- △ Caution: If the password you enter into this field does not match the password you entered into Step 18 exactly, you cannot continue with the selfregistration process until they do match. The text you enter into this field will display as a string of stars (****) for security purposes.

20. Click the <u>Create Account</u> button when all fields have been completed.

21. The following message will be displayed to indicate that the account creation was successful and an email sent confirming the account information.

Your DEPGreenPort account has been created with the username . An e-mail with your username and password has also been sent to e-mail address . You may log into the DEPGreenPort using that username and the password you chose for yourself when you registered.

- Note: Your Username and the e-mail address you entered during account creation will display. Double check that the displayed e-mail address is correct. If you forget your password, this is the e-mail address GreenPort will send a new password to if you correctly answer your Password Hint question.
- △ Caution: It is strongly recommended that you record your Password and keep it in an easily accessed and remembered location with your User Name. Your Password is half of what is required to log in to the GreenPort website. If you forget your Password and cannot retrieve it using the "Can't remember your password? <u>Click here"</u> link, you must call the Applications Support Help Desk to reset it. The Applications Support Help Desk cannot view your current password and can only change it upon request.
- 22. The user name and password created can now be used to access the DEP Greenport website.