Office of Oil and Gas Management

EFA Granting User Access in ePermitting

Version 1.0

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Contacting the Office of Oil and Gas Management

If you have any questions or issues regarding granting User Access in the ePermitting Application, please contact the Office of Oil and Gas Management.

Number: (717) 772-2199

Hours: Monday to Friday 8:00am to 4:00pm

Email: RA-ep-BOGMOGRE@pa.gov

Purpose

This guide provides information on how to successfully grant User access and roles in the ePermitting application. This guide is intended for Electronic Filing Administrators (EFAs) on the DEP GreenPort website and use the functions available through the ePermitting Application.

Log in to Greenport

To access the ePermitting application you must have a registered Keystone GreenPort account. To register for a new GreenPort Account go to https://greenport.uat.pa.gov/gpl and click on the Register button and enter the required information as prompted.

Register a new GreenPort account

Register

When you register a new GreenPort account, you automatically create a new Keystone Login account.

PA Keystone Login is an account management system for commonwealth online services. You can use your PA Keystone Login username and password to log into any online service that participates in PA Keystone Login.

Powered by
PA KEYSTONE LOGIN

PA Keystone Login FAQ

When you have registered your GreenPort account or already have a GreenPort account, enter your Username and Password and click Login.

Login to your account

Note: Do not use your Old DEP GreenPort account created before 03/20/2021.

Username

Password

Login

My Applications - Select DEP Application

Click on ePermitting in the Permitting section of the My Applications Home Page

ePermitting Home Page
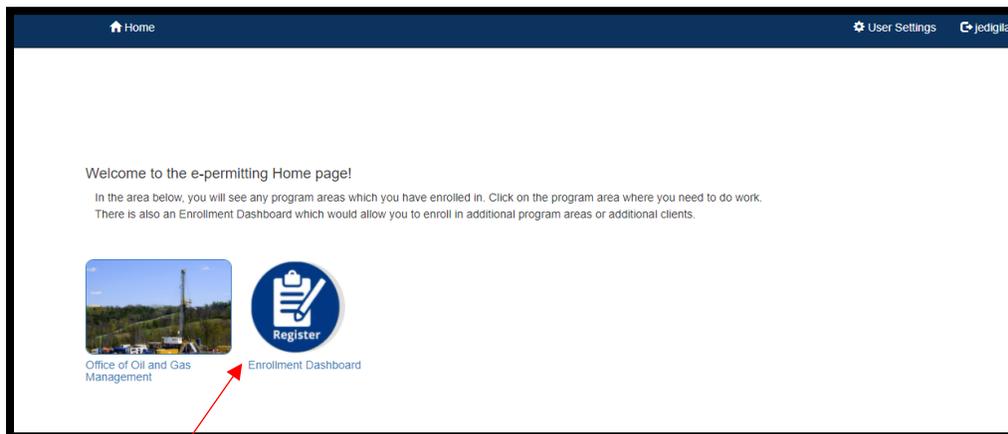
To view pending enrollment requests submitted by Users, click on Enrollment Dashboard icon on the ePermitting Home Page.

Granting User Access

The EFA can view all Users requesting access in the Enrollment Review block. To grant user's requesting access, click on Review.

Screen Control Processing Buttons

The granting or rejection of a User Request is completed through a 5-Step Wizard process that has Screen Control buttons that will allow the user to navigate through the multiple screens. Data entered in each step will automatically be saved and can be returned to at any time.

Continue → will continue enrollment, all previously entered data will be saved.

Return to Dashboard will return user to start new enrollment screen.

← Previous will return user to previous screen, all previously entered data will be save.

The following outlines the 5 Step Wizard process necessary to process a user's enrollment request. EFA's should review all information submitted by the User before granting access.

Step 1: Review Program Area and Submitter Type Selected

Review the Program Area the Requestor has selected to ensure it is correct. For ePermit applications for oil and gas activities, the program area should be *Office of Oil and Gas Management.*

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 *

Office of Oil and Gas Management

Enrolling with this program area would allow you to submit a:

New CDOW or UDOW Application

Alteration of a CDOW or UDOW

Renewal of a CDOW or UDOW

Redrill for CDOW or UDOW

New or Amended ESCGP-3 Application

Step 2: Review Submitter Type

Review the submitter type information to ensure you are giving access to the appropriate individual.

◉ I am representing another individual, or company to do business as an oil and gas operator with DEP
AND *(Choose one):*

◉ I am a hired consultant working for an oil or gas company.
(Examples: I am an employee of a consulting company that has been hired by an oil or gas company to fill out an application or part of an application on their behalf.I understand I will need to complete the User Registration and Security Agreement Form to obtain additional access approval from the oil or gas company's Electronic Filing Administrator (EFA) to prepare or submit ePermitting applications.)

○ I am assisting an individual in filling out this form.
AND *(Choose one):*

Step 3: View Signed Security Agreement

The Security Agreement can be viewed by clicking the hyperlink in this section. A new window will open displaying the information the User entered during their User Request Enrollment. The EFA should review to ensure the correct Program Area, Submitter Type, Company Access ID, User Information, and Security Agreement has been acknowledged signed and dated.

After reviewing the signed Security Agreement, simply close the window to go back to the approval screen and click the Continue button.

Security Agreement can be viewed by clicking this hyperlink.

Step 4: Grant or Reject Access

The EFA has the option to grant or reject the User's the Security Access. Once the appropriate selection is made click the Continue button.

Step 5: Setup Access Permissions

If Granting Access, the EFA will need to select the Permission Type needed and click Grant Access Request button. The Permission Types are explained below.

Preparer Role

The Preparer selection will allow the User access to work on and review new or draft applications. The Preparer Role does not allow the user to submit applications as final or make payment to DEP. The EFA will need to select what application types the User can have access to. Also, the EFA can check the Create New block to Allow the User to create new applications.

The EFA can also give access to other draft applications by checking the Grant Access box in the list of current draft applications in the lower section of the screen as show in the picture below.

Master Preparer Role

The Master Preparer Role will allow the User to create, complete, submit and make payment to DEP on behalf of your company.

Once you have chosen the Access Permissions necessary for the User, select the Grant Access Request button. The page will re-direct back to the Enrollment Dashboard where the EFA can grant additional Users who requested access if applicable. The User that was just granted access should no longer appear in the Enrollment Review window.

To return to the ePermitting dashboard select the 🏠 Home button a the top of the screen.

Change History

Version	Date	Revision Description
1.0	December 3, 2021	Creation of EFA Granting User Enrollment Guide