



Office of Oil and Gas Management

ePermitting User Enrollment Guide for Oil and Gas Online Applications

**December 16, 2021
Version 1.0**

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Contacting the Office of Oil and Gas Planning and Program Management

If you have any issues or questions with the GreenPort enrollment process please contact the Bureau of Oil and Gas Planning and Program Management at 717-772-2199 or email RA-ep-BOGMOGRE@pa.gov. Office hours are Monday through Friday 8:00am to 4:00pm.

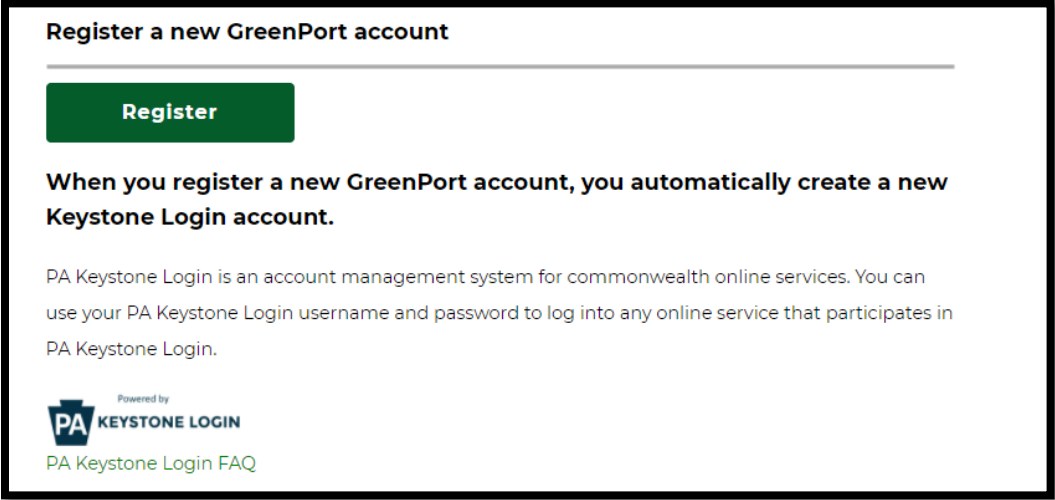
Purpose

This guide is intended to assist the User’s request to their company’s EFA to gain access to the ePermitting application. Once the User has requested access, the company’s EFA will be notified via email to grant the User’s access rights for assigned Operator or Company.

With the new updated Wizard enrollment process, a User can begin working on a draft permit application while awaiting EFA approval.

GreenPort Account New User Registration

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.



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.

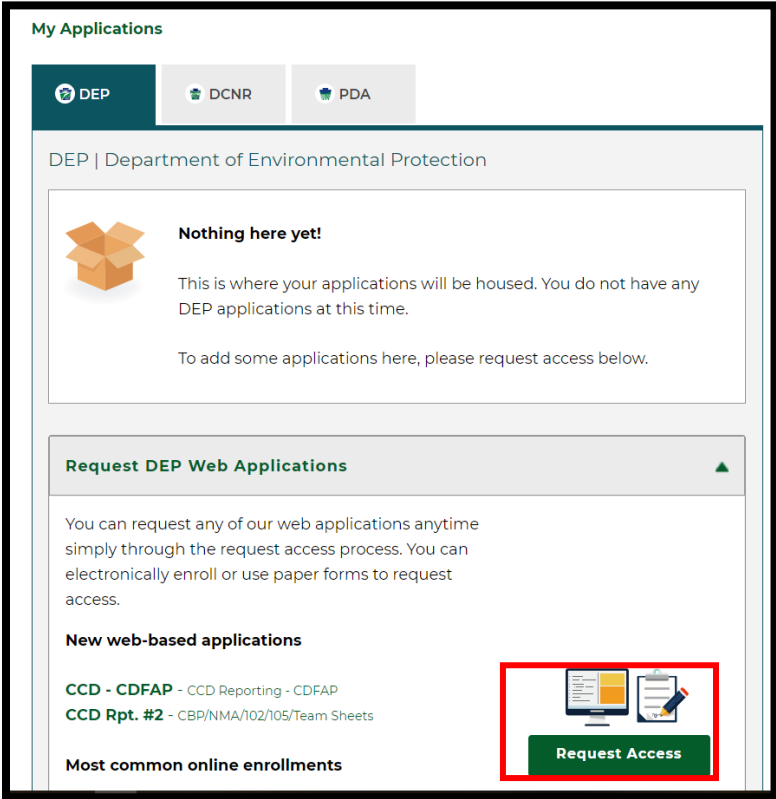
Username

Password

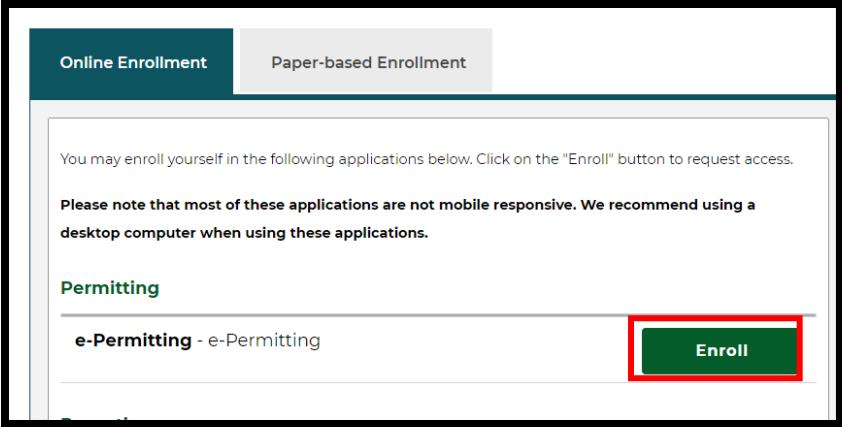
Login

How to Enroll in ePermitting as a User

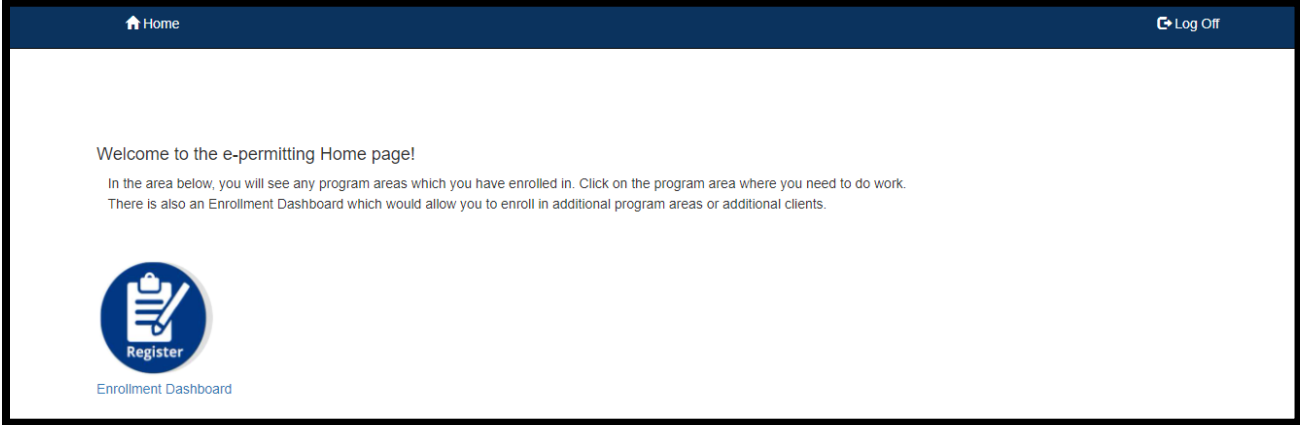
Once a GreenPort account has been successfully registered, you will log into GreenPort using the Username and Password you created during the registration process. Once logged in, select the Request Access button to begin if you are not currently enrolled.



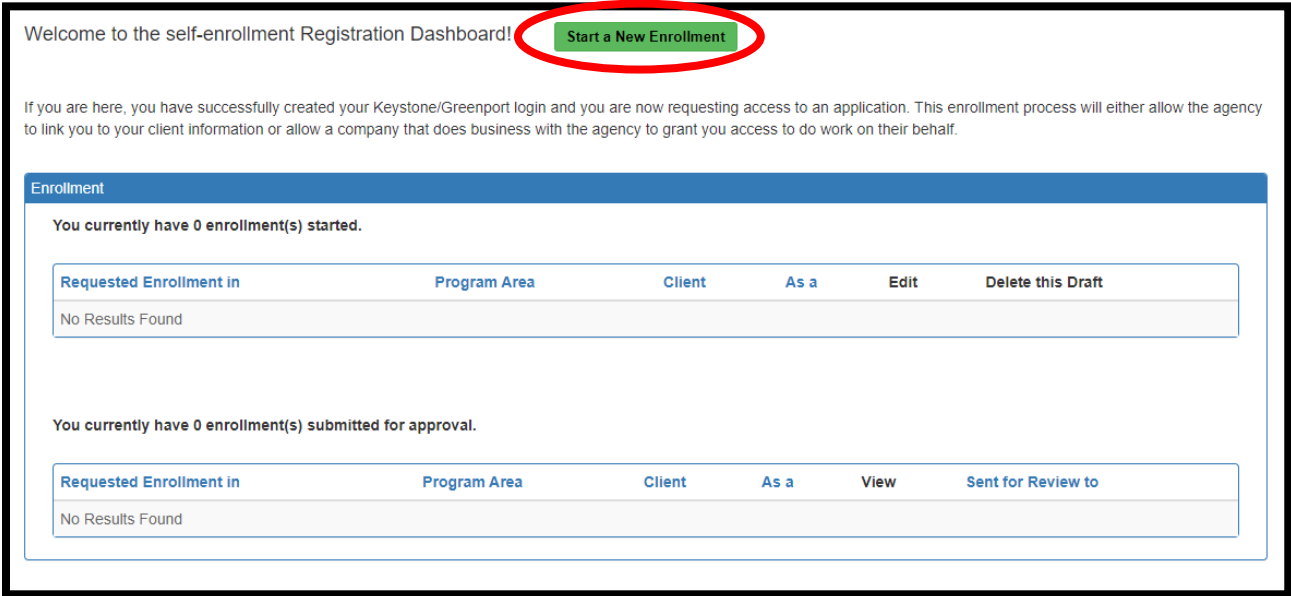
On the Online Enrollment tab, Click the Enroll button for ePermitting



The ePermitting Home Page will open, the User will click on the Enrollment Dashboard Icon to start a New Enrollment. Additionally, in the Enrollment Dashboard the User will also be able to view additional enrollments they may have requested.



To start a new enrollment, click the Start a New Enrollment button.

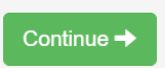
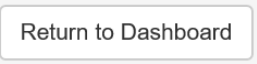



The Start a New Enrollment is a 7 Step Wizard process. All 7 steps must be completed and submitted to gain proper access to the ePermitting application.

The following guidance outlines the steps necessary to complete to submit and enrollment request.

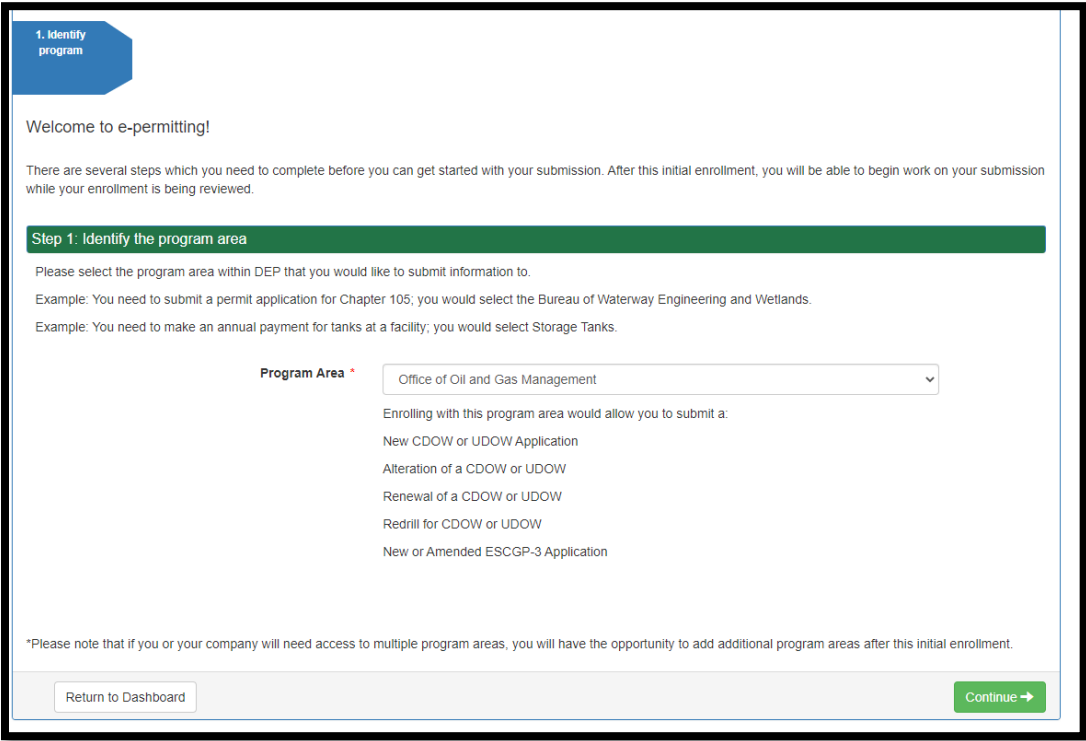
Screen Control Processing Buttons

The Wizard process has Screen Control buttons that will allow the user to navigate through the 7 Step Process. Any data entered will be saved during the enrollment process.

-  will continue enrollment, all previously entered data will be saved.
-  will return user to start new enrollment screen.
-  will return user to previous screen, all previously entered will be saved.

Step 1: Identify the Program

Select Office of Oil and Gas Management Program. A list of permits that can be submitted for the Program Area selected will display under the Program Area you are requesting access for. If the permit you wish to gain access to is not listed, you may need to select access to a different Program Area.



The current applications available for the Oil and Gas Program are:

- New CDOW or UDOW Application
- Alternation of a CDOW or UDOW
- Renewal of a CDOW or UDOW
- Redrill for CDOWR or UDOWR
- New or Amended ESCGP-3 Application.

Step 2: What Type of Submitter are You?

Select the relationship to DEP that best describes your access.

Step 2: What type of submitter are you?

What is your relationship to DEP?

I am representing myself to do business as an oil and gas operator with DEP.
(Examples: I am an owner or operator requiring a well permit or ESCGP permit. I am NOT a consultant or consulting company completing an application for another operator or company.)

I am representing my company to do business as an oil and gas operator with DEP:
AND (Choose one):

I have the authority to work on well permits or ESCGP applications, but I do not have the authority to submit those applications as final to DEP.
(Examples: I am an employee that is uploading documents or assisting with an application, but I am not authorized to submit the application or payment for my company as final to DEP. I understand I will need to complete the [User Registration and Security Agreement Form](#) and submit to my company's Electronic Filing Administrator(EFA) to obtain additional access to prepare or submit ePermitting applications.)

I have the authority to submit final well permits or ESCGP applications and payments to DEP.
(Examples: I am an employee managing a permit application or am an engineer completing the application.)

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):

[← Previous](#) [Return to Dashboard](#) [Continue →](#)

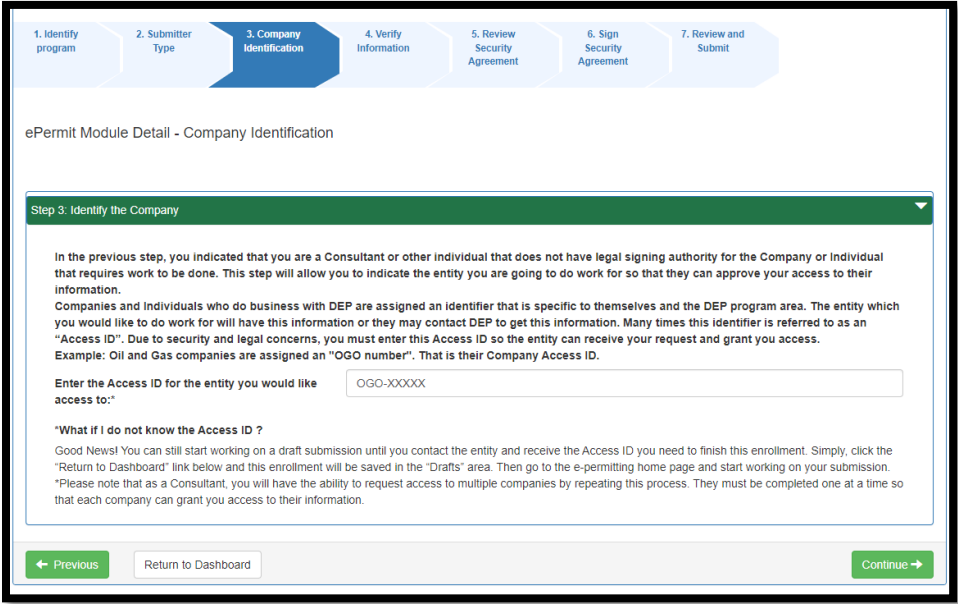
User access requires the company’s EFA to grant final access to ePermitting as either a Preparer or Master preparer.

- A **Preparer** role will allow a User to access ePermitting and start a new draft application or view an already started draft application for the Operator or Company the User has requested access to.
- A **Master Preparer** roll will allow a User to access ePermitting and start a new application, view an already started draft application and submit and make payment to DEP for the Operator or Company the User has requested access to.

The EFA will determine the User Role as either Preparer or Master Preparer.

Step 3: Company Identification

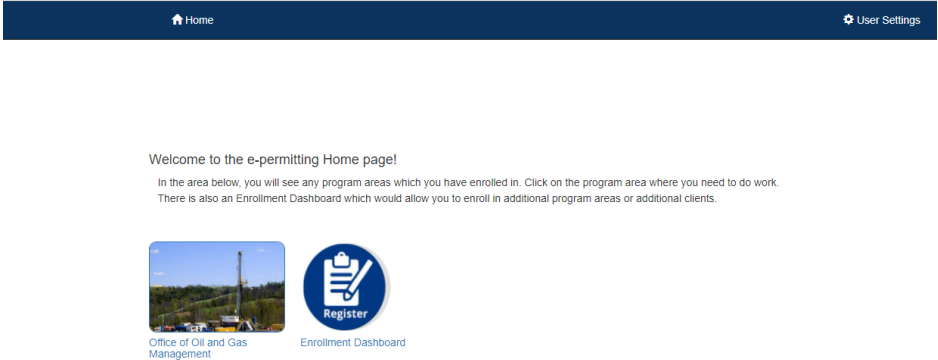
Enter the Access ID for the Operator you are requesting access to. For Oil and Gas this will be the OGO number of the Operator you are requesting access to. Enter the OGO number in the format "OGO-XXXXX". If you know the Access ID number, enter it here and continue to Step 4.



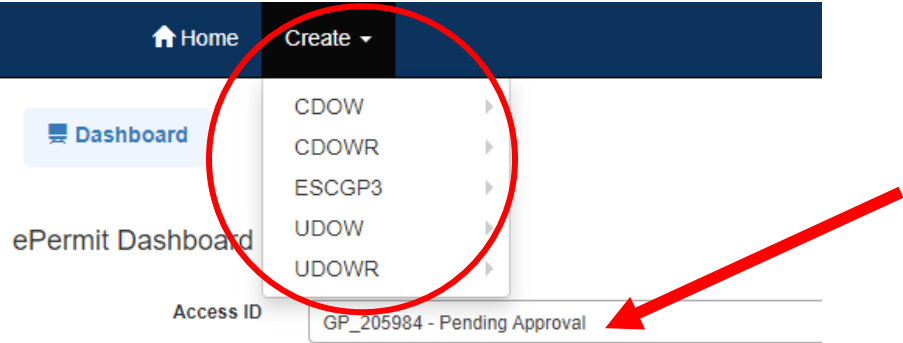
NOTE: If you do not know the Access ID/OGO number, contact your EFA for that information. You can come back later to enter the OGO number. If you do not know it at the time of enrollment, select Return to Dashboard button. All previously entered data will be saved to this point.

Starting a draft ePermitting application while awaiting on Access ID information.

1. Return to the ePermitting Home page and you can begin a draft application by selecting the Program Icon while you are waiting on Access ID information.



- 2. In the ePermitting Dashboard you will see in the Access ID window a GP number Pending Approval. Select the GP_number Pending Approval and then Click on the Create button and select the permit type you wish to start.



- 3. Once you have the Access ID information return to the Enrollment Dashboard by clicking on the Enrollment Dashboard icon in the ePermtting Home Page and select the Edit icon to complete your Enrollment process.

Welcome to the self-enrollment Registration Dashboard! [Start a New Enrollment](#)

If you are here, you have successfully created your Keystone/Greenport login and you are now requesting access to an application. This enrollment process will either allow the agency to link you to your client information or allow a company that does business with the agency to grant you access to do work on their behalf.

Enrollment

You currently have 1 enrollment(s) started. Select the draft enrollment below to complete and submit.

Requested Enrollment in	Program Area	Client	As a	Edit	Delete this Draft
e-Permitting	Office of Oil and Gas Management	Yet to be determined	Consultant		

You currently have 1 enrollment(s) submitted for approval.

Requested Enrollment in	Program Area	Client	As a	View	Sent for Review to
e-Permitting	Office of Oil and Gas Management	UNKNOWN OPR	Consultant		Yet to be assigned

Step 4: Verify Information

Verify your information. You may edit or re-enter information here. If everything appears correct select Continue.

The screenshot shows a web form titled "Step 4: Verify Your Information". It contains several text input fields for personal and company details. The fields are: First Name (Jen), Middle Name, Last Name (TestingePermitting), Title, Professional License Number (if applicable), Name of User's company, Company website, Mailing Address of User* (400 Market St), Address Line #2, City (Harrisburg), State (Pennsylvania), and Zip code (17101). A note at the top explains that the information is based on Keystone/Greenport login data and that updates here will not affect Greenport information.

Step 5: Review Security Agreement

Review the Security Agreement to understand the terms and conditions of your access to the Department of Environmental Protection (DEP's) ePermitting system.

The screenshot shows the "e-permitting Initial Enrollment Form" progress bar with seven steps: 1. Identify program, 2. Submitter Type, 3. Company Identification, 4. Verify Information, 5. Review Security Agreement (highlighted), 6. Sign Security Agreement, and 7. Review and Submit. Below the progress bar is the heading "ePermit Module Detail - Review Security Agreement". The main content area is titled "Step 5: Review the Security Agreement" and contains the following text:

Your access to the Department of Environmental Protection's (DEP) e-Permitting System is conditioned upon and pursuant to the following terms and conditions:

- Your access to DEP's e-Permitting System is a privilege and not a right. Access for you to engage in electronic reporting is at the sole discretion of DEP and may be terminated at any time and without notice, even over the objection of the Client.
- Access to the DEP e-Permitting System for purposes of this agreement alone is limited to the time that you are the Client. You must be required to submit data to DEP as part of your essential duties pursuant to your designation under either 2a or 2b of this Security Agreement.
- You are responsible for the security of your GreenPort user name and GreenPort password which are not to be shared with any other individual at any time during the course of this agreement. Failure to adhere to this provision may result in the immediate termination of your access and possible

Step 6: Sign the Security Agreement

Sign the Security Agreement. **Be sure to check the block that you agree to the terms of the Security Agreement.** If you agree, check the block, enter your name and date and select Continue.

ePermit Module Detail - Sign Security Agreement

Step 6: Sign the Security Agreement

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 understand and agree to the terms outlined within this Security Agreement.

I do hereby say, verify and attest to that the information provided below for this User's Application and Security Agreement for e-Permitting 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.A. § 4904 relating to unsworn falsification to authorities.

Full Name*

Printed Name

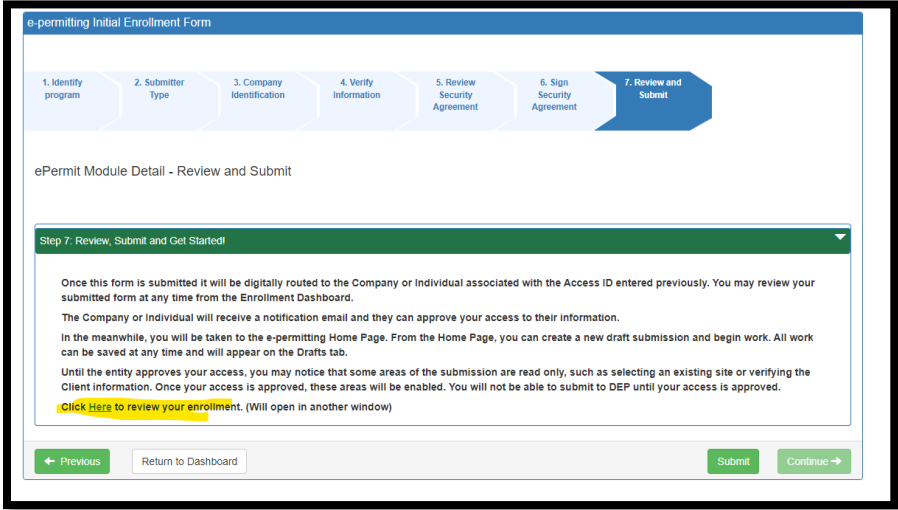
Today's Date*

[← Previous](#) [Return to Dashboard](#) [Continue →](#)

Step 7: Review, Submit and Get Started!

You can review your information by selecting the hyperlink in the window. If your information appears correct, click the Submit button. Your EFA will be notified that you have requested access to the ePermitting Application. You can now start a draft application in ePermitting while awaiting EFA approval.

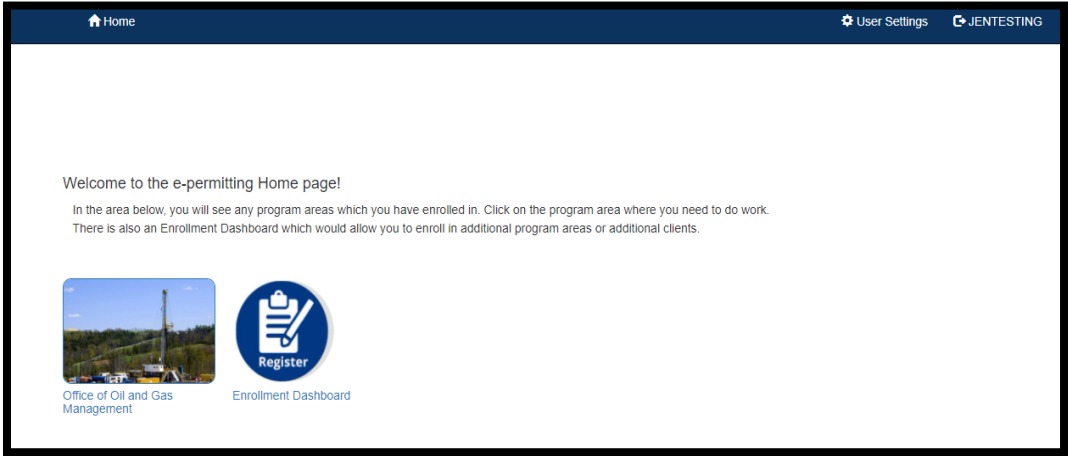
NOTE: You may begin a draft application, however your application will not be able to be submitted as final or reviewed by others until your EFA has granted you the necessary access.



Starting a Permit in ePermitting

After submitting your enrollment request, you should be re-directed to the ePermitting dashboard. If you are not automatically directed to the ePermitting Home Page, select the [Home](#) button in the top left of screen.

In the ePermitting Home Page you now should see the program icon for which you requested access for. Click on the program icon to begin a new permit application in ePermitting dashboard.



Once your EFA has granted you access you will see the Operator/OGO number in the Access ID window. If the EFA has not granted access yet you can still start a draft application, but you will see a GP_Number in the Access ID window instead of the OGO number. If you have multiple enrollments you will see them in the drop down in the Access ID window. Select the Access ID you wish to begin an application for.

To begin, select the **Create** button to select the type of permit you wish to start working on.

Created Date	Site Name	Farm Name	Submission Type	Request Type	Last Modified By	Last Modified Date	Edit
12/03/2021			CDOW	NEW	CONSULTANTR	12/03/2021	
12/03/2021			CDOW	NEW	CONSULTANTR	12/03/2021	
12/03/2021			CDOW	NEW	CONSULTANTR	12/03/2021	

If you have any questions or issues with the GreenPort Registration or accessing the ePermitting application, please contact the Office of Oil and Gas Planning and Program Management.

Change History

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