



pennsylvania

DEPARTMENT OF ENVIRONMENTAL
PROTECTION

ePermitting Electronic Administrator User's Guide

Prepared by: Business Support
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Disclosure Information

The information in this document may not be changed without the express written agreement of the Department of Environmental Protection.

Change History

Version	Date	Revision Description
1.0	July 18, 2018	Version for user review
2.0	November 7, 2018	Updated website and user roles

Purpose

Welcome to the guide to user administration for the e-permitting website via the DEPGreenPort website.

This guide provides information on how to successfully administer eDMR users on the DEPGreenPort website and use the functions available through the e-permitting Application.

Applications Support Help Desk Team

Help Desk Support Line:

Number: (717) 787-HELP (4357)

Hours: Monday to Friday 8:00 am to 4:30 pm

Business Support Help Desk Team:

The Applications Support Help Desk Team includes helpdesk specialists, trainers, web masters, on-line help developers, and testing engineers working together to provide complete end-user support for eFACTS and other applications.

Applications Support Help Desk Team's Services:

- Applications Training
 - Formalized Classroom Training
 - Small Group Training
 - One-on-One Training
- Participate in meetings to provide application guidance
- Telephone Support Help Desk
- Application Web Page Development and Maintenance
- Publish articles identifying solutions to common problems
- Application Testing
- Documentation Development
- Application On-Line Help Development and Maintenance

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Greenport Self-Registration and Enrollment

e-permitting users will need to register for a Greenport account on <https://www.depgreenport.state.pa.us> in order to access the e-permitting application. Users must also submit the User Application & Security Agreement Form to the EFA before they can use the e-permitting application.

Creating a Greenport Account

1. Go to <https://www.depgreenport.state.pa.us>
2. The DEP Greenport login screen will display
3. Click the [Click here to self-register](#) button, the “Self Registration Name” page will display.

DEPGreenPort
Login



Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below.

Username:

Password:

[Log into DEPGreenPort](#)

Can't remember your password? [Click here](#)
Having problems? [DEP Greenport FAQ](#)

[See the current list of self-register applications](#)

[Click here to self-register](#)

After completing the self-registration form, users will be provided with a username and password. Please note that this username and password will only grant access to those electronic applications that are associated with self-registration.

4. Enter your first name in the First Name field.
5. Enter your last name in the Last Name field.
NOTE: Enter YOUR name not the name of the Operator or Company or institution. The name and contact information entered here must be the person who is applying for access and who is signing the EFA or User Agreement Form.
6. Click on **Continue Account Creation** and the “Create Account” page will display.

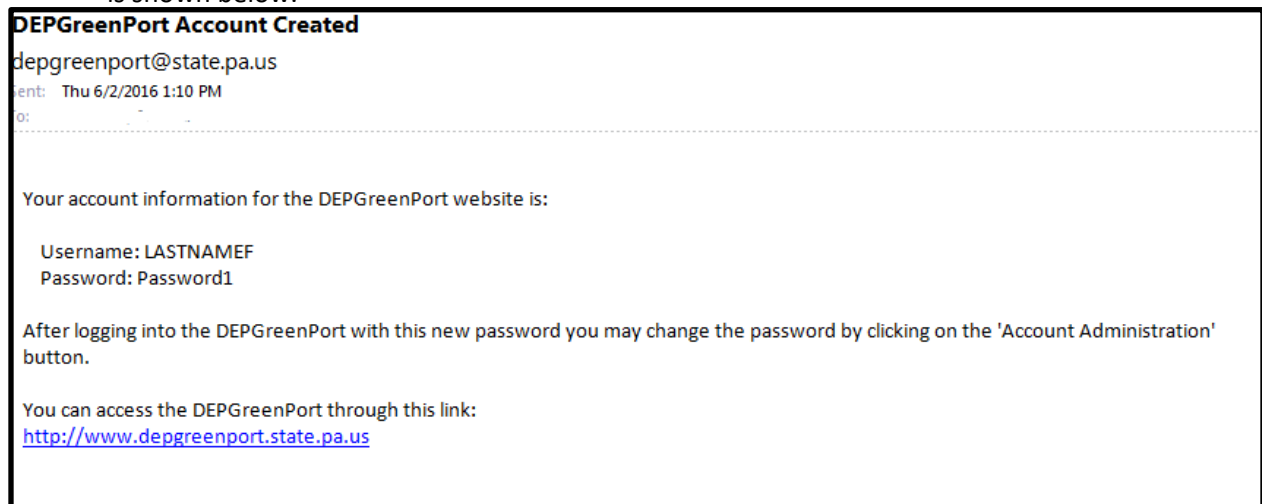
NOTE: Your User Name and Full Name is displayed at the top of this screen. The name and contact information entered here must be the person who is applying for access and who is signing the EFA or User Agreement Form. The pre-populated username is based on the First and Last Name that was entered into the previous screen.

7. Enter your e-mail address in the E-mail field

8. Enter your telephone number in the Phone field
9. Enter your street address in the Street field
10. Enter your city in the City field
11. Enter your state in the State field
12. Enter your zip code in the Zip field
13. Choose a password hint by clicking the drop down arrow and selecting a password hint
14. Enter the answer to the Password Hint you had chosen in the Password Hint Answer field
15. Enter your password in the Password field

Note: the password must be at least:

 - a) 8 characters long
 - b) Contain at least 1 number (1,2,3...)
 - c) Contain at least 1 lower case letter (a, b, c,..)
 - d) Contain at least 1 upper case letter (A,B,C..)
16. Confirm your password by entering it again in the Confirm Password field
17. Select "Create Account". If you select "Cancel" all information will be erased and you will be directed back to the previous screen.
18. After you click on the Create Account button, you will be sent an email message similar to what is shown below.



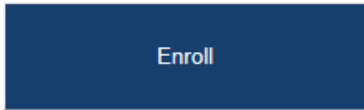
Note: It is recommended that you record your Password and Username and keep it in an easily accessible and remembered location. If you lose or forget your Password or Username and cannot retrieve it using the "Can't Remember Password" link, you will need to contact the Applications Support Help Desk to reset it.

19. Your Username and Password have now been created to access the DEP Greenport application. However, to access the e-permitting page you will need to complete the User Application & Security Agreement form, to be granted access.

Enrolling into the e-permitting Application as an Electronic Filing Administrator (EFA)

EFA's are granted access to e-permitting by the DEP Program area. Users looking to be set up as an EFA must first self-register and fill out the *Electronic Filing Administrator's Application and Security Agreement Form* and give the form to DEP.

1. After a user is registered, the user must sign in to GreenPort using their username and password, then click on the ENROLL button.



Click on the "Enroll" button to obtain a listing of available self-registered applications.

2. The user will be taken to the DEP GreenPort Self-Registered Applications page.
3. Toward the bottom of the page, the user will click the e-permitting button under the section of applications listed as 'Permitting'.

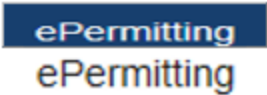
Permitting



Mine Subsidence Insurance for Agents



Mine Subsidence Insurance Applications



4. The user will be taken to the Additional Data Required for access to e-permitting page.

DEPGreenPort
Additional Data Required for access to ePermitting



In order to Enroll in the application you must first provide the license number you wish to access. Once your request is reviewed and approved an e-mail will be sent to your account and you will then be able to access the application. If your request is rejected you will also receive an e-mail containing an explanation of why the request was rejected.

Your e-mail address is If this e-mail address is incorrect please press the "Cancel" button and then click on the "Account Administration" button on the left-hand side of the next screen to edit your account information so that you can change your e-mail address.

Requesting Access to ePermitting for License #

5. The user must enter the Access ID # for the Operator that they are requesting to work on behalf of and click the Submit button.

Electronic Filing Administrator (EFA) Application & Security Agreement Form

User who wish to work in the e-permitting system as an EFA must first go to the website below and follow the previous instructions in this guide to create a Greenport account and request enrollment into e-permitting <https://www.depgreenport.state.pa.us>

Users must then submit an Electronic Filing Administrator Application and Security Agreement form. This form is to be completed and submitted to the DEP Program area before the user can access the e-permitting system.

1. The Electronic Filing Administrator Application & Security Agreement form is located on the Bureau of Oil & Gas website <https://www.dep.pa.gov/Business/Energy/OilandGasPrograms/OilandGasMgmt/Pages/ePermittin g.aspx> and must be completed and submitted to the Program before they can be set up as an EFA.

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DEPARTMENT OF ENVIRONMENTAL PROTECTION

**Electronic Filing Administrator (EFA)
Registration and
Security Agreement for ePermitting**

Pending approval by DEP, the individual identified on this form will be allowed to administer user access and also make electronic submissions on behalf of the listed Operator. This registration form applies to the online ePermitting System.

Operator (Primary Reporting Entity)

Name of Company:
Operator License Number:
Mailing Address of Operator:
City, State, Zip Code:
Sponsoring Corporation Telephone Number:

Electronic Filing Administrator (EFA) Information for Operator

EFA Full Name:
Title:
Professional License Number (if applicable):
Name of EFA's Company/Division:
Physical Address of EFA:
City, State, Zip Code:
EFA Business Telephone Number:
EFA Cellular Telephone Number:
GreenPort Username:
GreenPort Email Address:
Operator's Business website:

Security Agreement for Operator and EFA:

- For purposes of this Security Agreement, the use of the terms "you" and "your" includes both the Operator and the EFA when appropriate.
- Your access to the Department of Environmental Protection's (DEP) ePermitting System is a privilege and not a right. Access for your employees, agents or assignees to engage in electronic reporting is at the sole discretion of DEP and may be terminated at any time and without notice even over your objections.
- Access to the DEP ePermitting System, for purposes of this agreement alone, is limited to the time that an individual is either a) your employee or b) an independent contractor, agent or

Page 1 of 6 Initials _____

Approving / Denying an Enrollment Request

The e-permitting application has been integrated with the DEPGreenPort website to provide a single portal sign-on for users to access. Users have the ability to enroll in the e-permitting application to complete Authorization Applications electronically.

e-permitting Electronic Filing Administrators (EFAs) for an operator have the ability to grant access for any user requesting access to prepare, view, or submit authorization requests electronically. EFAs may approve, deny, or revoke access for each user.

Approving an Enrollment Request

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

DEPGreenPort

Login



Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon, submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below.


Username:

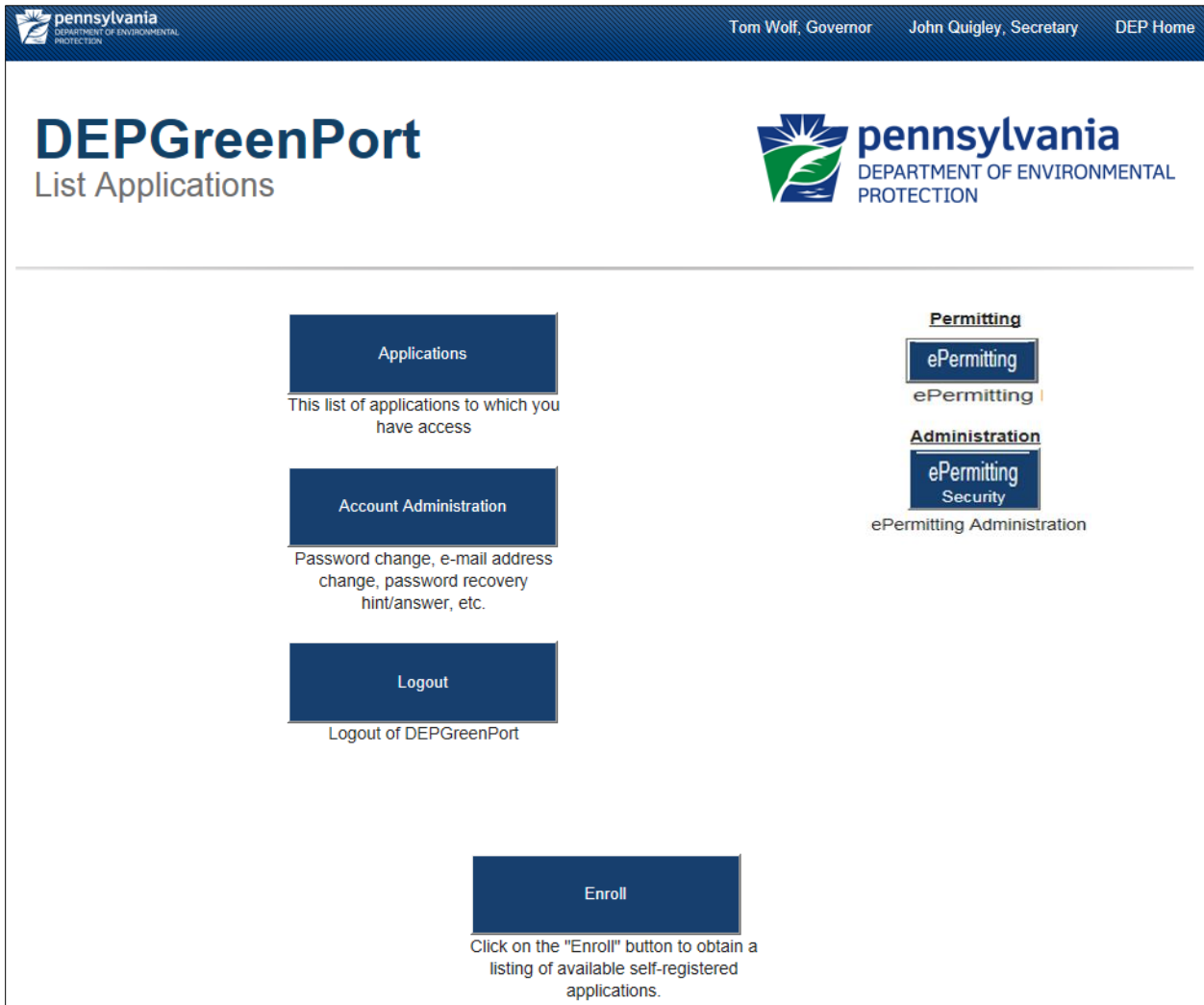
Password:

[Log into DEPGreenPort](#)

Can't remember your password? [Click here](#)

Having problems? [DEP Greenport FAQ](#)

4. Enter your username into the *Username* field.
5. Enter your password into the *Password* field.
6. Click the  button.
7. The List Applications Screen will display.



DEPGreenPort
List Applications

Applications
This list of applications to which you have access


Account Administration
Password change, e-mail address change, password recovery hint/answer, etc.

Logout
Logout of DEPGreenPort

Permitting
ePermitting

Administration
ePermitting Security
ePermitting Administration

Enroll
Click on the "Enroll" button to obtain a listing of available self-registered applications.

8. Click the  button.

9. The e-permitting Security Pending User Request webpage will display:

This screen shows a list of requests which have been made by users requesting access to the ePermitting application. The list of users which is shown is limited to only those users for whom you have ability to grant access. You can approve or reject a user's request by choosing the appropriate privilege(s) in the "Grant Access for Request" field. After you have made decisions for each of the requests press the "Submit" button to activate those decisions.

Enrolled User Requests

Also include Approved + Revoked + Rejected Requests (Refresh)

Username ▲	Date Requested	Full Name	ID Requested	Grant Access for Request	Reject Request / Reason for Rejecting Request
TRAININGJ	01/17/2017	Joe Training	28898	<input type="checkbox"/> Prepare <input type="checkbox"/> View	<input type="checkbox"/> Reject this request for the following reason: Reason: <input type="text"/>

row(s) 1 - 1 of 1

Submit

10. Select the security options to be granted for the desired user in the Grant Access for Request column.

Grant Access for Request

Viewer

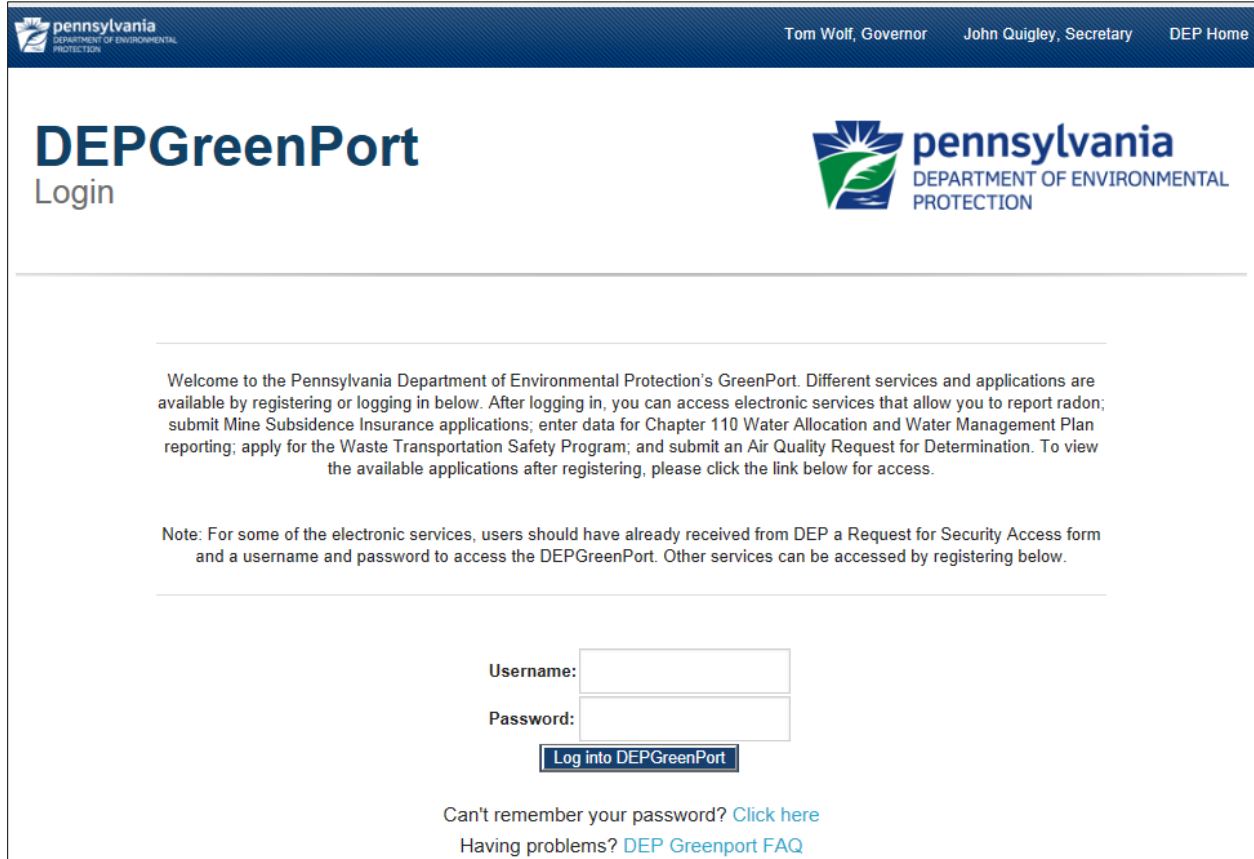
Preparer

11. Click the **Submit** button to confirm the selection.


12. The user requesting access will receive an email stating that the enrollment for the requested License number was successful.

Denying an Enrollment Request


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



The screenshot shows the DEPGreenPort website interface. At the top, there is a dark blue header with the Pennsylvania Department of Environmental Protection logo on the left and the text "Tom Wolf, Governor", "John Quigley, Secretary", and "DEP Home" on the right. Below the header, the main content area features the "DEPGreenPort Login" heading on the left and the Pennsylvania Department of Environmental Protection logo on the right. A horizontal line separates the header from the main content. Below the line, there is a welcome message: "Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access." Below this message is a note: "Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below." Below the note is a login form with two input fields: "Username:" and "Password:". Below the password field is a blue button labeled "Log into DEPGreenPort". Below the button are two links: "Can't remember your password? [Click here](#)" and "Having problems? [DEP Greenport FAQ](#)".

4. Enter your username into the *Username* field.
5. Enter your password into the *Password* field.
6. Click the  button.

7. The List Applications Screen will display:

8. Click the  button.

9. The e-permitting Security Pending User Request webpage will display:

This screen shows a list of requests which have been made by users requesting access to the ePermitting application. The list of users which is shown is limited to only those users for whom you have ability to grant access. You can approve or reject a user's request by choosing the appropriate privilege(s) in the "Grant Access for Request" field. After you have made decisions for each of the requests press the "Submit" button to activate those decisions.

Enrolled User Requests

Also include Approved + Revoked + Rejected Requests **Refresh**

Username ▲	Date Requested	Full Name	ID Requested	Grant Access for Request	Reject Request / Reason for Rejecting Request
TRAININGJ	01/17/2017	Joe Training	28898	<input type="checkbox"/> Prepare <input type="checkbox"/> View	<input type="checkbox"/> Reject this request for the following reason: Reason: <input type="text"/>

row(s) 1 - 1 of 1

Submit

10. Click the Checkbox for the appropriate user to be rejected.

Reject Request / Reason for Rejecting Request

Reject this request for the following reason:

Reason:

11. Enter a rejection reason in the Reason field.

12. Click the **Submit** button to confirm the selection.

13. The user requesting access will receive an email stating that the enrollment request has been rejected and provide the reason that the administrator entered.

Modifying Access for a User

e-permitting EFAs have the ability to modify individual access for any user that the EFA has access to. Modifying access can be completed on a role by role basis so that granular user administration can be completed and is done within the e-permitting Application itself.

***Note – Once approved through DEPGreenPort, the user will still be unable to access the e-permitting Application until the EFA sets up the individual permissions within the e-permitting Application itself. Please note**

Modifying Security Roles

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

username:

password:

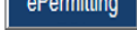
[Log into DEPGreenPort](#)

[Can't remember your password? Click here](#)

[Having problems? DEP Greenport FAQ](#)


4. Enter your username into the *Username* field.
5. Enter your password into the *Password* field.
6. Click the [Log into DEPGreenPort](#) button.

7. The List Applications Screen will display:

8. Click the  button.

9. The e-permit Dashboard webpage will display:

10. If you have access to more than one Oil and Gas Operator Number, you'll need to make sure to select the appropriate Access ID from the dropdown list:


License # 

11. Click the  button:


12. The e-permit User Administration Overview page will display:

ePermit User Administration Overview

Associated Users


Access ID 

Include inactive

User Name	First Name	Last Name	Allowed Permit Access Count	User Status	Role	
EPERMITM	MASTERP	EPERMIT	All	Active	Master Preparer	

13. New users will display with a User Status of <No Access>.


***Note – New users who were approved in Greenport must wait until the next business day before they are visible to the EFA in the 'Associated Users' list.**

14. To create the access for a new user, or to edit the access of any user click the  button.

15. The e-permit User Maintenance Page will display:

ePermit User Maintenance

BLASTER EPERMIT [EPERMITB]

Status 

Role

Role	Role Description
<input checked="" type="radio"/> Master Preparer	Master Preparer

16. Set the Status to Active (or Inactive for a user that needs to be deactivated).

17. Select the appropriate Role by clicking the radio button next to the desired Role.

18. The Roles available in the e-permitting Application are defined as follows:

- a. Master Preparer – Any user who will have access to any draft permit or registration for the license they are associated with. The Master Preparer will

not have the ability to Pay and Submit. Only the EFA will have the ability to Pay and Submit

19. Select the Allowed Authorization Types by clicking the checkbox next to the type and also select if the user is authorized to create new draft authorizations of this type:

Authorization Type	Allow Create New
<input checked="" type="checkbox"/> Storage Tank Registration	<input checked="" type="checkbox"/>

20. Click the  button.


e-permit Dashboard

e-permitting users access the e-permit Dashboard to create, view, modify and/or delete draft authorization applications or previously submitted authorizations based on security roles given by the Electronic Filing Administrator (EFA). Users can view applications that are Draft, Submitted, Correction Required, Approved, and Withdrawn/Denied.

Accessing the e-permit Dashboard

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

The screenshot shows the DEPGreenPort Login page. At the top, there is a blue navigation bar with the Pennsylvania Department of Environmental Protection logo on the left and links for "Tom Wolf, Governor", "John Quigley, Secretary", and "DEP Home" on the right. Below the navigation bar, the page has a white background with the "DEPGreenPort Login" title on the left and the Pennsylvania Department of Environmental Protection logo on the right. A horizontal line separates the header from the main content. The main content area contains a welcome message: "Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access." Below this is a note: "Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below." At the bottom of the main content area, there is a login form with two input fields: "Username:" and "Password:". Below the password field is a blue button labeled "Log into DEPGreenPort". At the very bottom of the page, there are two links: "Can't remember your password? [Click here](#)" and "Having problems? [DEP Greenport FAQ](#)".

4. Enter your username in the *Username* field.
5. Enter your password into the *Password* field.
6. Click the  button.
7. The List Applications Screen will display:

DEPGreenPort

List Applications



Applications

This list of applications to which you have access

Account Administration

Password change, e-mail address change, password recovery hint/answer, etc.

Logout

Logout of DEPGreenPort

Enroll

Click on the "Enroll" button to obtain a listing of available self-registered applications.

Permitting

ePermitting

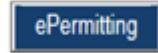
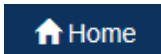
ePermitting |

Administration

**ePermitting
Security**

ePermitting Administration



8. Click the  button.
9. From within the e-permitting application, the e-permit Dashboard is the "home" page. It can be accessed at any time by clicking the  button.
10. Authorized users will see various links based on the programs they have been given access to.

Welcome to ePermitting

Select a program below:

- [Bureau of Mining Programs](#)
- [Storage Tanks](#)
- [Air Quality - Asbestos](#)
- [Radiation Protection](#)
- [Bureau of Air Quality](#)
- [Office of Oil and Gas Management](#)
- [Bureau of Waterways, Engineering, and Wetlands](#)

Note: If users only have access to one program, this page is skipped and the user is taken directly to their dashboard for that program.

ePermit Dashboard

Access ID

OGO-66655 - LASKA GARY V

Submission Type

ALL

Drafts (65)								
Created Date	Site Name	Submission Type	Request Type	Last Modified By	Last Modified Date	Grant Authorization Access	Edit	Delete
07/18/2018	ESCGP3	New Application	MAYHUEK	07/18/2018	Grant Authorization Access			
07/17/2018	ESCGP3	New Application	MAYHUEK	07/17/2018	Grant Authorization Access			
07/17/2018	UDOWR	New Application	VEKOLLA	07/17/2018	Grant Authorization Access			
07/17/2018	UDOW	Renewal	VEKOLLA	07/17/2018	Grant Authorization Access			
07/17/2018	CDOWR	New Application	VEKOLLA	07/17/2018	Grant Authorization Access			
07/17/2018	UDOW	Renewal	VEKOLLA	07/17/2018	Grant Authorization Access			
07/17/2018	UDOW	New Application	VEKOLLA	07/17/2018	Grant Authorization Access			
07/17/2018	UDOW	New Application	VEKOLLA	07/17/2018	Grant Authorization Access			
07/16/2018	UDOW	New Application	VEKOLLA	07/16/2018	Grant Authorization Access			
07/16/2018	UDOW	New Application	VEKOLLA	07/16/2018	Grant Authorization Access			
07/16/2018	ESCGP3	New Application	VEKOLLA	07/16/2018	Grant Authorization Access			
07/16/2018	UDOW	Renewal	VEKOLLA	07/16/2018	Grant Authorization Access			
07/16/2018	UDOW	Renewal	VEKOLLA	07/16/2018	Grant Authorization Access			
07/16/2018	CDOW	New Application	VEKOLLA	07/16/2018	Grant Authorization Access			
07/16/2018	CDOW	New Application	VEKOLLA	07/16/2018	Grant Authorization Access			

Working Through a Draft Authorization

Authorized e-permitting users have the ability to create draft authorizations by completing modules and saving them at any time within the e-permitting Application.

Types of Data Fields

Users will encounter several different types of data field types when working through their applications. Some samples of these types of data fields are below.

1. **Checkbox** - a checkbox is clicked to select the value next to it. You may click it a second time to deselect it.

Example: Site Information

2. **Text Box** - a textbox is a box where users can enter text manually or paste text that was copied from another application.

Example: City *

3. **Radio Button** - a radio button is used to select one item from a series of items. Only one button in the grouping can be selected.

Example: Is the above information accurate?* Yes No

4. **Dropdown menu** - a dropdown menu is a menu you click on to display a list of items. You will click the item you wish to select from the list for it to display as the selected item from the list.

Example: State*

5. **Button** - a button is used to operate the command shown on the button. In the example below, the Save button saves the data that had been entered onto the screen.

Example:


Entering Data into Your Draft Application

The e-permitting Application is a dynamic application which means it can change based on the information entered into it. Users may notice that, depending on the

answers given in some areas, the application will add additional questions or perhaps even require additional modules.


1. While working in a draft application in the ePermitting application, click the link for an unfinished module.
2. Complete all data fields in the module, including all required fields.

Required fields - a required field is indicated by an asterisk * to the right of the field title. The module will not be considered complete until all required fields have been completed.

3. Click  to save your changes at any time while working on the module. You can return to the module to complete it at another time.
4. You may encounter an error message when saving a module if something was entered incorrectly.

Email*

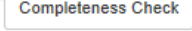
717123333

5.  Invalid Email address e.g. info@cloudcms.com
You will see a message indicating if the module was saved successfully or not.

Success: Module Data Saved

Or

Error: System Error: Please try again later

6. Click  to verify all required information has been completed for the module.

***Note: If a module is not complete, you will see a list of items that need to be finished before the module can be considered complete.**

7. Click  to return to the overview.


*Note: If changes were made without saving and you attempt to return to the overview, a message will display asking if you wish to return without saving your changes.

Confirmation Dialog

You made changes, are you sure you want to leave this page without saving?

8. Click Save.

9. Click  .

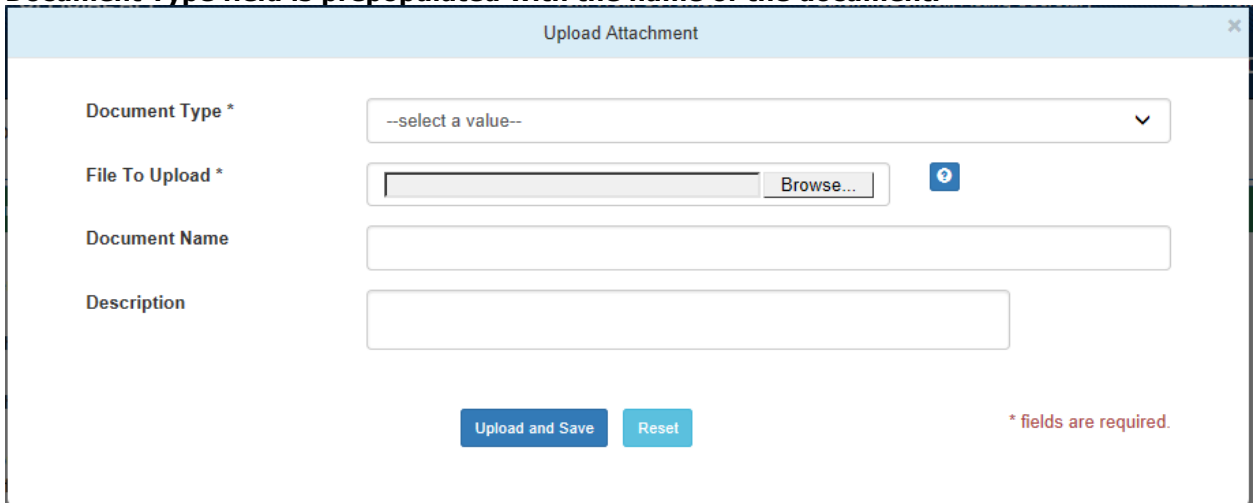
10. The completed module will be indicated with a  to the right of the facility name under the Status heading.

Uploading Attachments

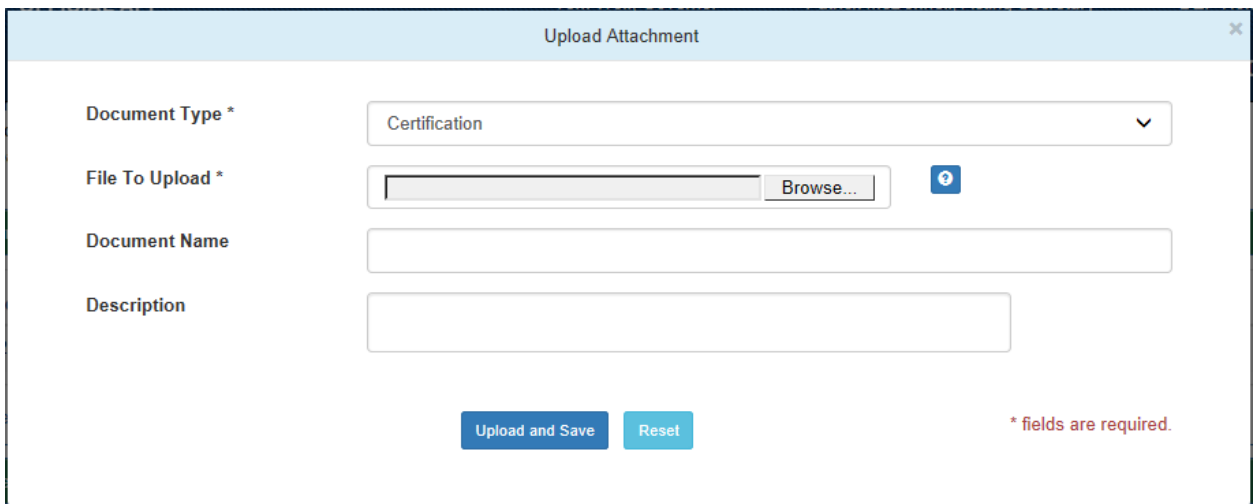
Several modules within the e-permitting application require attachments to be included with the submission. Authorized users will need to include these attachments for the module to be considered complete. Authorized users are also able to add additional, non-required attachments to their submission.

1. Click [Upload New Attachment](#) in the General Information Attachments section or [Attach](#) in the "Missing General Attachments" section.
2. The Upload Attachment window opens.

***Note: If the user selected [Attach](#) in the Missing General Attachments section, the Document Type field is prepopulated with the name of the document.**



The screenshot shows the 'Upload Attachment' window. The 'Document Type' dropdown menu is open, showing '--select a value--'. The 'File To Upload' field is empty, with a 'Browse...' button and a help icon. The 'Document Name' and 'Description' fields are also empty. At the bottom, there are 'Upload and Save' and 'Reset' buttons, and a note that '* fields are required.'.



The screenshot shows the 'Upload Attachment' window. The 'Document Type' dropdown menu is set to 'Certification'. The 'File To Upload' field is empty, with a 'Browse...' button and a help icon. The 'Document Name' and 'Description' fields are also empty. At the bottom, there are 'Upload and Save' and 'Reset' buttons, and a note that '* fields are required.'.

3. Select the attachment type from the Document Type dropdown menu.
4. Select to open a Windows Explorer window to browse to and select the file.
5. Users may enter a Document Name and Description if they so choose.
6. Click .
7. Users may click to clear the contents of all fields and start over.

Submitting an Application

Authorized e-permitting users have the ability to submit applications after completing all the appropriate required and non-required/optional modules.

Submitting Permit Applications

1. From within the e-permitting application, complete all required and selected optional modules.

ePermit Authorization Overview

The screenshot displays the 'ePermit Authorization Overview' interface. It features two main sections: 'ESCGP3' and 'General Attachments(0)'. The 'ESCGP3' section contains two tables, each with columns for 'Included', 'Go To', 'Status', and 'Completed'. The first table lists modules like 'Client Information', 'Site Information', and 'Project Information'. The second table lists 'Erosion and Sediment Control Plan BMPs', 'Riparian Buffer', and 'Primary Stage Post Construction Stormwater Management (PCSM) / Site Restoration (SR) Plan'. The 'General Attachments(0)' section shows a table with columns for 'Date Added', 'Document Name', 'Document Type', 'Description', and 'Download', with a message 'There are no items to display'. At the bottom, there are buttons for 'Save', 'Submit', and 'Back'.

Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Client Information	⊗	
<input type="checkbox"/>	Expedited Eligibility Review – Required if requested Expedited review	⊗	
<input checked="" type="checkbox"/>	Site Information	⊗	
<input checked="" type="checkbox"/>	Project Information	⊗	
<input checked="" type="checkbox"/>	Act 14 Notification	⊗	
<input checked="" type="checkbox"/>	PNDI Information	⊗	
<input checked="" type="checkbox"/>	Cultural Resources Notification	⊗	

Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Erosion and Sediment Control Plan BMPs	⊗	
<input checked="" type="checkbox"/>	Riparian Buffer	⊗	
<input checked="" type="checkbox"/>	Primary Stage Post Construction Stormwater Management (PCSM) / Site Restoration (SR) Plan	⊗	
<input checked="" type="checkbox"/>	Antidegradation Analysis	⊗	
<input checked="" type="checkbox"/>	Layer Package and Shapefile	⊗	
<input checked="" type="checkbox"/>	Compliance History and Certification	⊗	
<input checked="" type="checkbox"/>	Application Fee	⊗	
<input type="checkbox"/>	Additional Stage Post Construction Stormwater Management (PCSM) / Site Restoration (SR) Plans	⊗	

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

2. After all modules have been completed, select the Pay and Submit button to submit the application for payment.

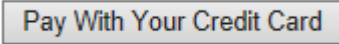
Paying and Submitting the Application

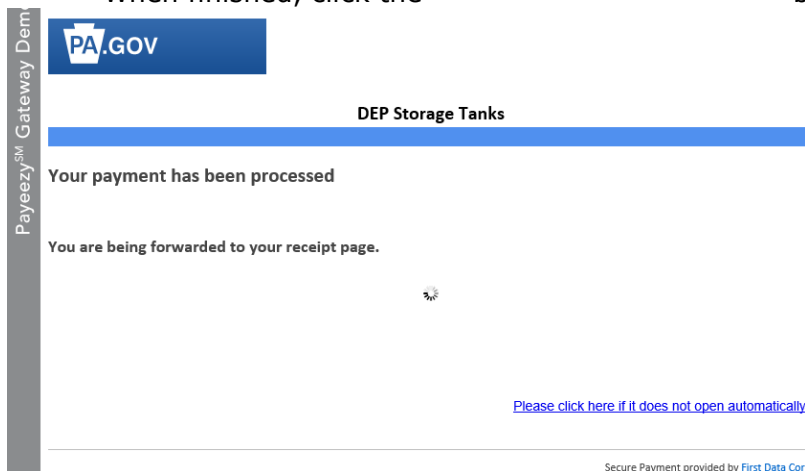
1. From within the e-permitting application, complete all required and selected optional modules.
2. Click the Application Fee module.
3. Enter the appropriate fees (if any) for the modules listed.

4. Click the 

5. Click the 

6. You will now be taken to the Payeezy page to enter your payment information.

When finished, click the  button



7. If payment is accepted, you will receive a message indicating the payment is processed successfully and you will be returned to the e-permit Dashboard page, where you will see a new "Submitted" tab, or if you had previously submitted applications, you will see an increase in the number of submissions on the 'Submitted' tab.
8. If payment is not successful, you will see a message on the Payeezy screen indicating your payment was not processed. You will then be returned to the e-permit Authoriation Overview screen.

Reviewing and Modifying a Correction Required Permit Application

Authorized e-permitting users will see a Correction Required tab on the e-permit Dashboard page if a previously submitted application is in need of a correction(s).

Reviewing and Completing a Correction Required Permit Application

1. From within the e-permitting application, click the Correction Required tab on the e-permit Dashboard page to display the list of correction notices.

The screenshot shows the ePermit Dashboard interface. At the top, there is a navigation bar with 'Home', 'Create Authorization', and 'Admin' options, and the 'EFASH' logo. Below the navigation bar, the 'ePermit Dashboard' title is displayed. There are two dropdown menus: 'Access ID' (set to '3 - MOLLICA SAMUEL J') and 'Submission Type' (set to 'ALL'). A tabbed interface shows 'Drafts (11)', 'Submitted (3)', and 'Correction Required (1)'. The 'Correction Required' tab is active, displaying a table with the following data:

Revision	Due Date	Permit Number	Facility Name	Submission Type	Request Type	Pending Corrections	Last Modified	Edit	Withdrawal
	06/08/2018		HANOVER SHOE CO/CONEWAGO	GP-5	New Application	View Document	05/30/2018	Grant Access	Edit Withdrawal

2. Click View Document under Pending Corrections.
3. Click the item under Module/Area you wish to work on. You will be taken to the appropriate Module/Area.

The screenshot shows the 'Correction Notice' form. It includes a 'Due Date' field (06/08/2018) and a 'Correction Type' dropdown (Review). Below this is a 'Correction Checklist' table with the following data:

Module/Area	Correction Detail	Corrected
GP-5 General Application Information		<input type="checkbox"/>

At the bottom of the form, there are three buttons: 'Download Correction Notices', 'Save', and 'Back to Overview'.




4. Correct the indicated items, and click the **Save** button. Click the **Back to Overview** button to return to the ePermit Authorization Overview.
5. Click the Corrections Required tab from the e-permit Dashboard to mark the item(s) as Corrected.
6. Click the to the item(s) you have corrected.
7. Click the **Save** button.

Viewing a Previously Submitted Permit Application

e-permitting users have the ability to view previously submitted Permit Applications.

Viewing Submitted Applications

1. From within the e-permitting application, click the Submitted tab on the e-permit Dashboard page.

Drafts (11) Submitted (3) Correction Required (1)						
Submitted Date	Permit Number	Facility Name	Submission Type	Request Type	Last Submitted Date	View
05/30/2018		ONE HOUR CLNR/S BRADY ST PLT	GP-5	New Application	05/30/2018	
05/29/2018	AG5-36-00006A	Shannons Chrome Test	GP-5	New Application	05/29/2018	
05/24/2018	AG5-22-00001A	SG5_HERSHEY CO/WEST PLT	GP-5	New Application	05/24/2018	

2. Click the  button to view the permit.