pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION

e-permitting User's Guide

Prepared by:	Applications Support Help Desk
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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

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 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

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

Email: ep-efactshelpdeskteam@pa.gov

Applications 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 *e*FACTS 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

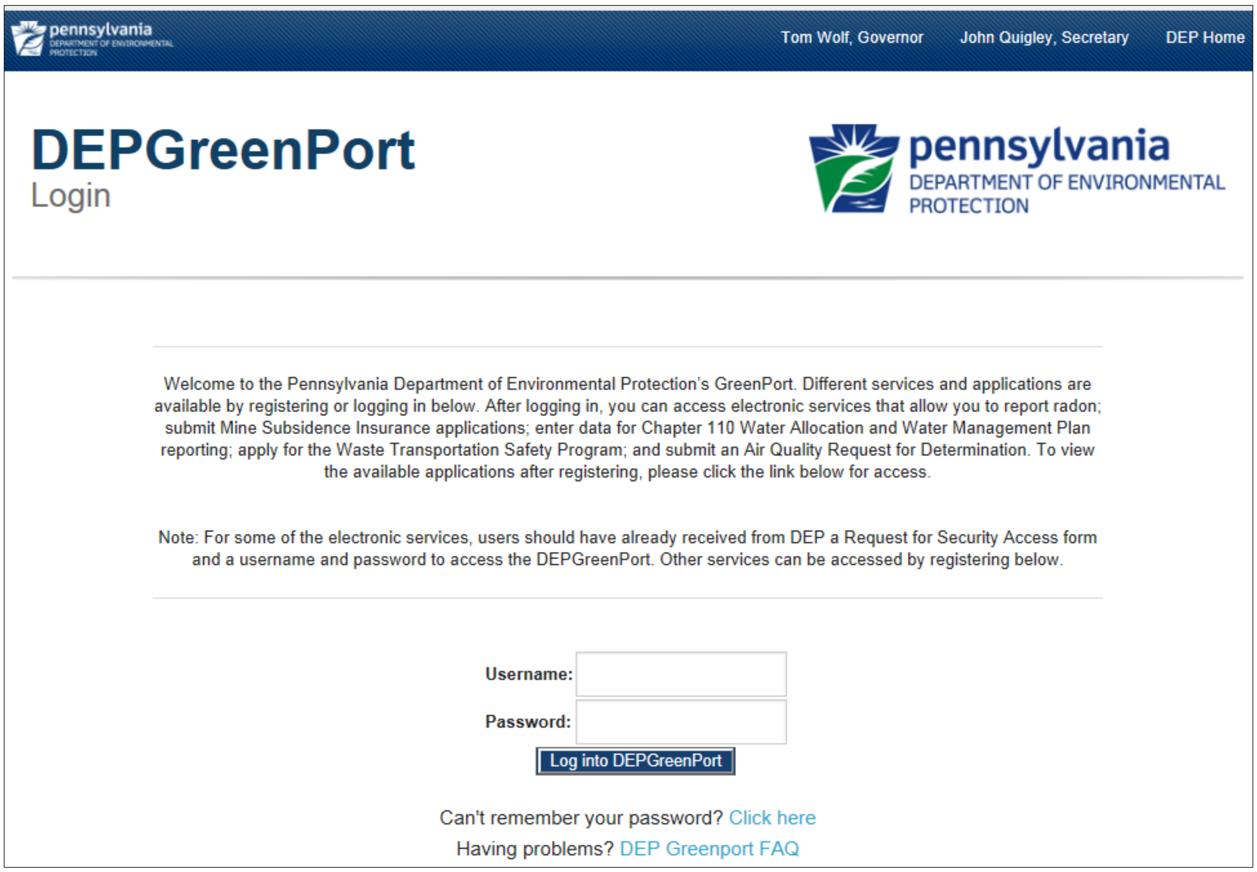
Table of Contents

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 Users can view applications that are Draft, Submitted, Correction Required, Approved and Withdrawn/Denied.

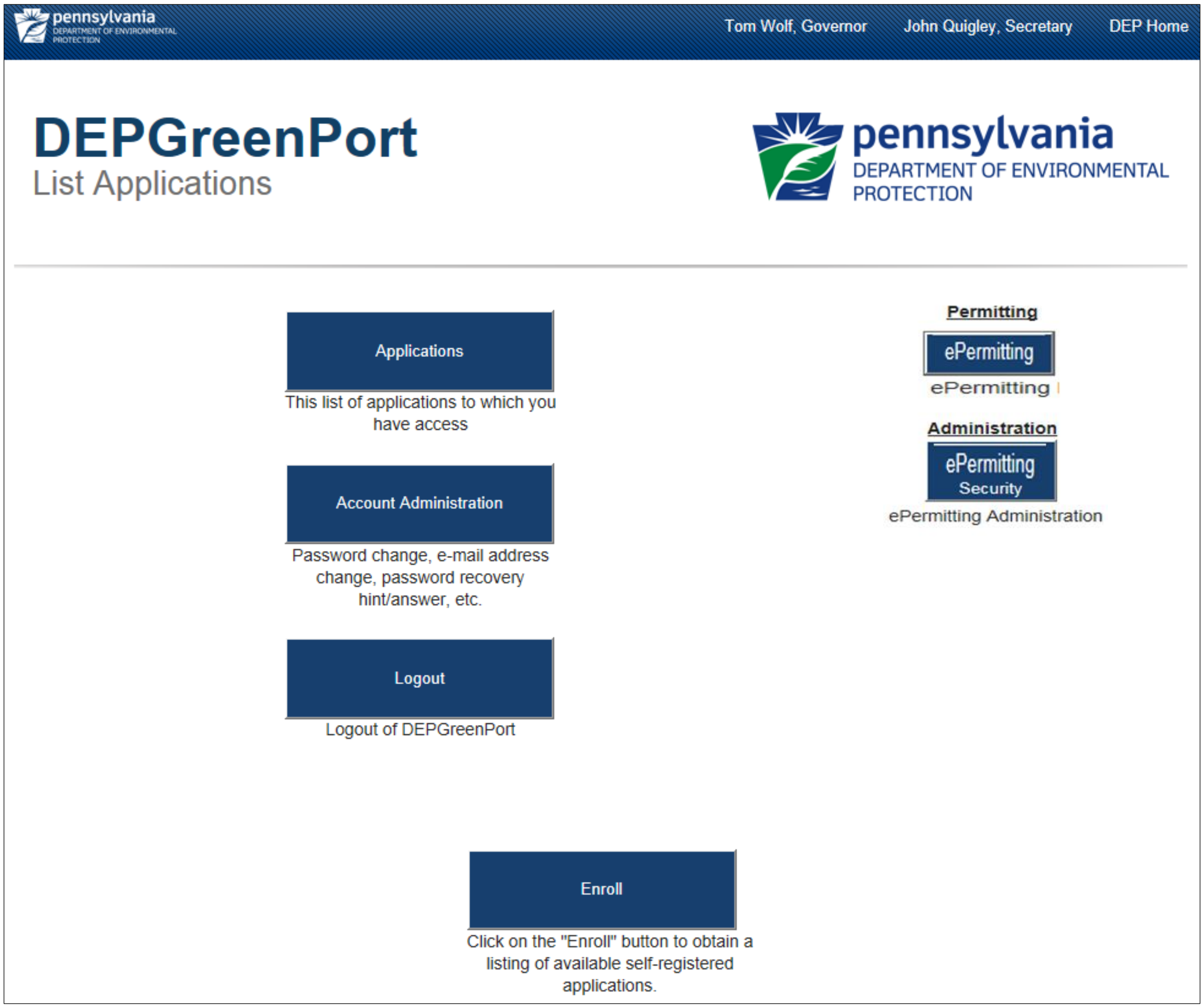
Accessing the ePermit Dashboard

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



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:

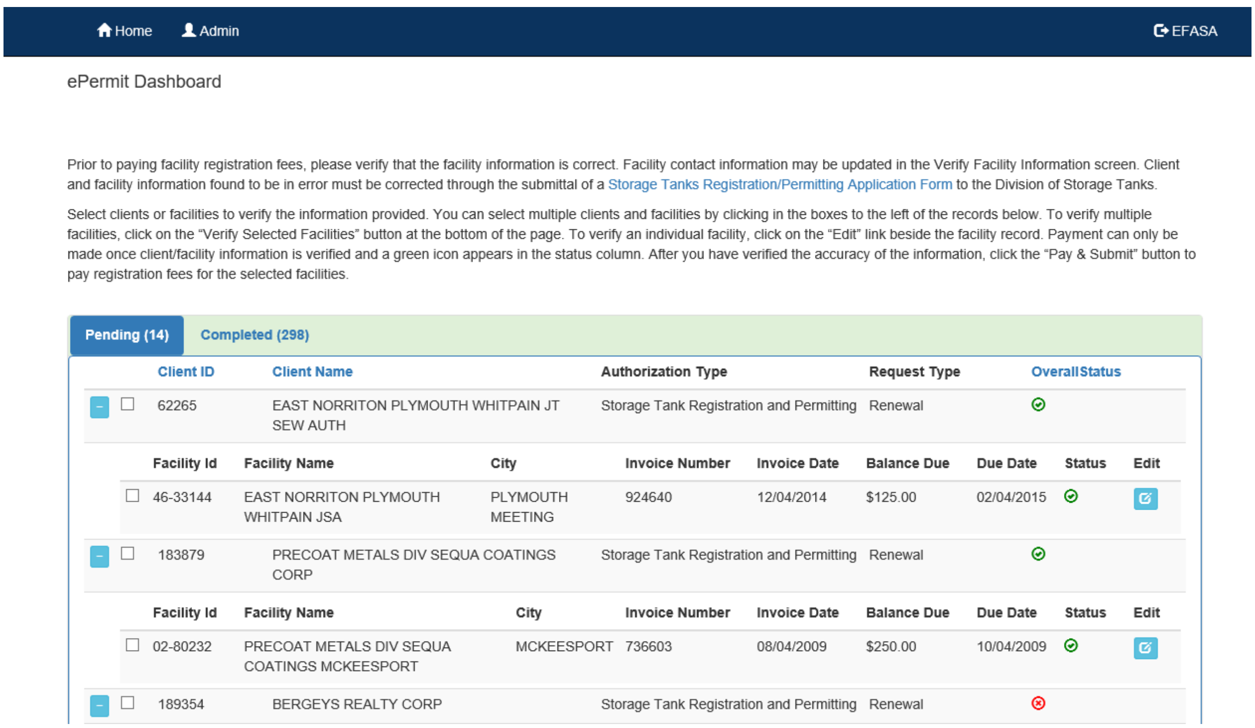


8. Click the 

button.
9. From within the e-permitting application, the ePermit 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.

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.



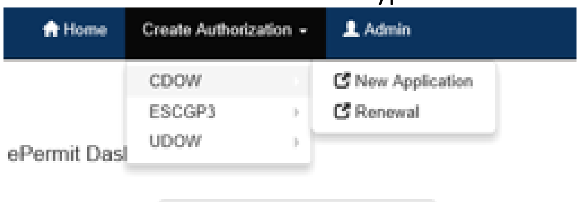
Creating a Draft Permit Application

Authorized e-permitting users can create a new draft permit application from the e-permit Dashboard page within the e-permitting application.

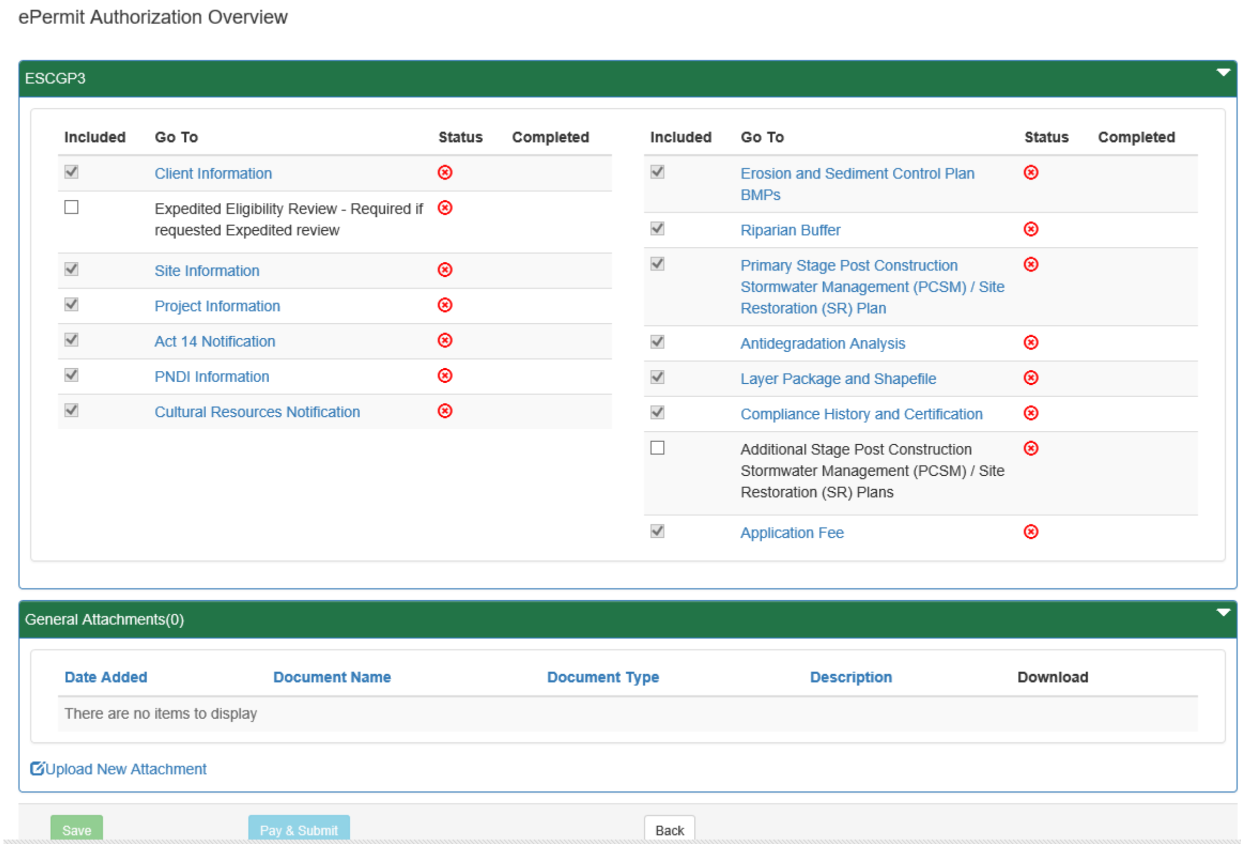
Creating a Draft Permit Application

1. From within the e-Permitting Application, access the e-permit Dashboard page.
2. Click the Create Authorization button:

3. Mouse over the authorization type and click New Application:



4. The e-permit Authorization Overview page will display:



5. Click the link for the Module you wish to open and work on.

6. When finished working on the module, click the  button.

Working Through a Draft Permit Application

Authorized e-permitting users have the ability to update information in their Registration Renewal 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: Denied ☐

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* Pennsylvania

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: Save

Unlocking Non-Required/Optional Modules

The e-permitting Application allows authorized users the ability to add additional, non-required information to the application by "unlocking" optional modules from the e-permit Authorization Overview page.

1. From the Authorization Overview page for a draft permit in the e-permitting application, click the ☐ beside the optional module under the Included column to unlock the module.
2. Click the Save button.
3. Click the name of the module under the Go To column to view and complete the module.

Entering Data into Your Draft Registration

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 e-permitting 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. Upload all required attatchments.

Missing Required Attachments-certain modules require attachments to be uploaded to the application. They will be listed in the "Missing General Attachments" grid.

Missing GP-5 General Application Information Attachments (2)

Missing Required Attachments	Template URL	Attach
General Information Form	View Template	Attach
Map Checklist		Attach

4. Click Save to save your changes at any time while working on the module. You can return to the module to complete it at another time.

5. You may encounter an error message when saving a module if something was entered incorrectly.

Email* 717123333

Invalid Email address e.g. info@cloudcms.com

6. 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

7. Click Completeness Check 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.**

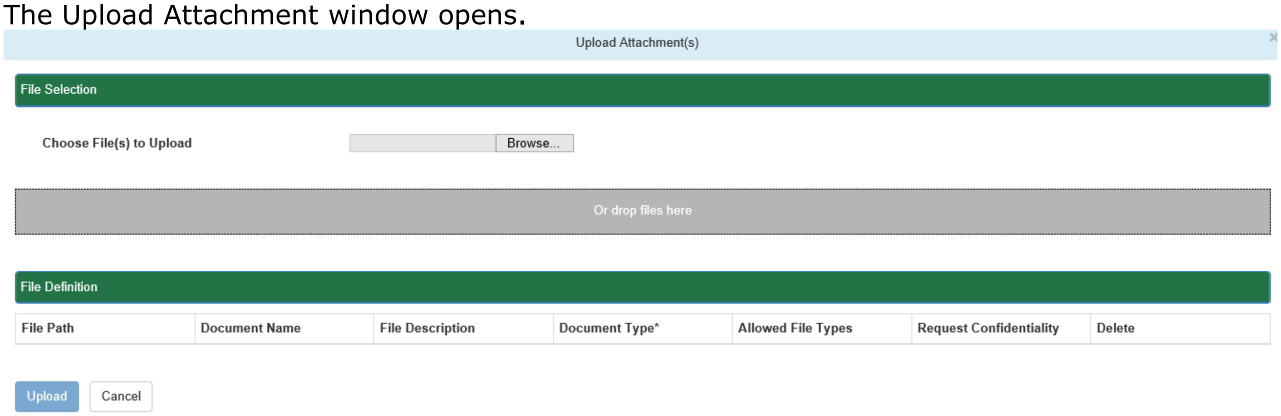
8. Click Close .

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

Uploading Attachments

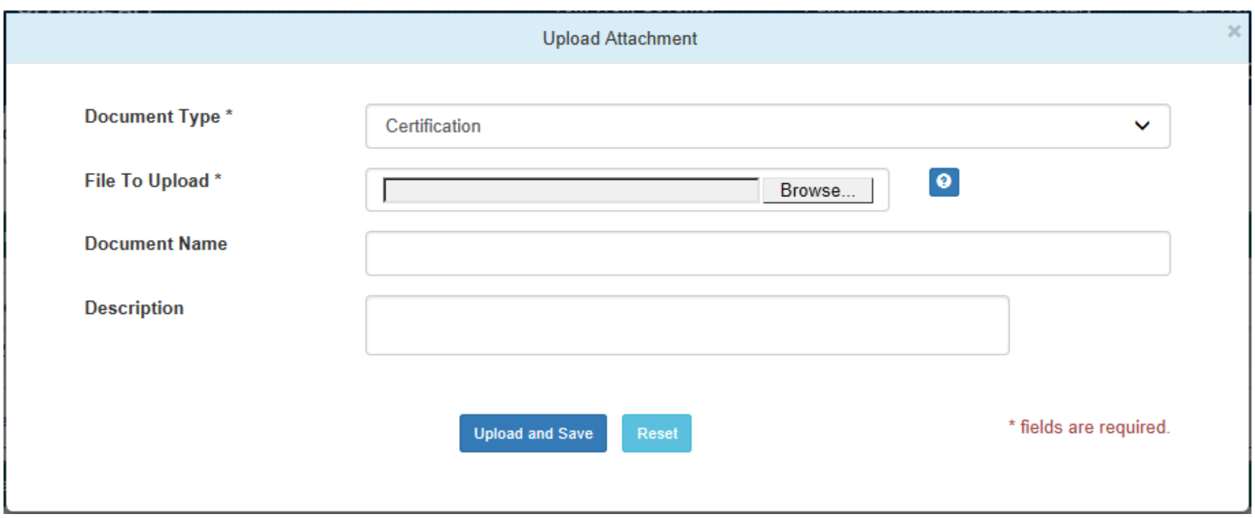
Several modules within the e-permitting application require attachments to be included with the submission. Authorized users will need to include these attachments for the module to be considered complete. Authorized users are also able to add additional, non-required attachments to their submission.

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



A user is able to browse for one single file to upload, or may also drag and drop multiple files into the "Drop Files Here" section.

*Note: if the user selected Attach in the Missing General Attachments section, the Document Type field is prepopulated with the name of the document.



3. Select the attachment type from the Document Type dropdown menu.
4. Select Browse... 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 Upload and Save.
7. Users may click Reset to clear the contents of all fields and start over.

Submitting a Permit Application

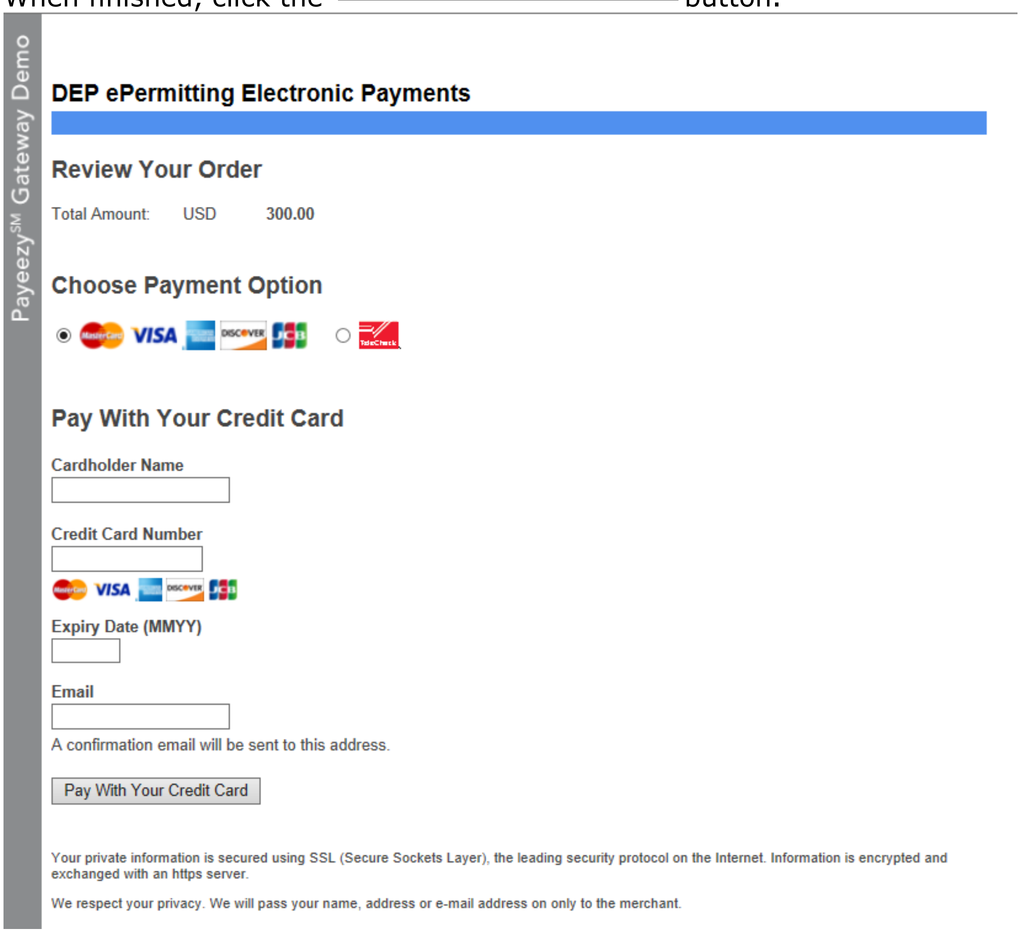
Authorized e-permitting users have the ability to submit permit applications after completing all the appropriate required and non-required/optional modules.

Submitting Permit Applications

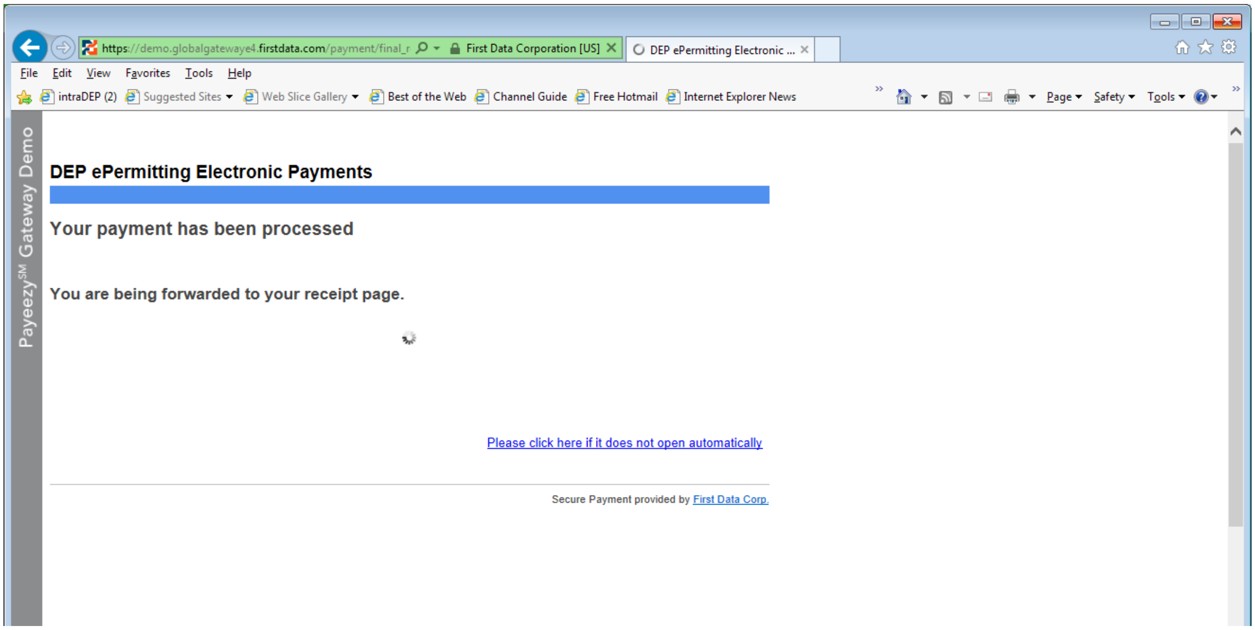
1. From within the e-permitting Application, complete all required and selected optional modules.
2. After all modules have been completed, you will need to complete the Application Fee module to submit the application for payment.

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 Back to Overview button.
5. Click the Pay & Submit button.
6. You will now be taken to the Payeezy page to enter your payment information. When finished, click the Pay With Your Credit Card 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 now 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.



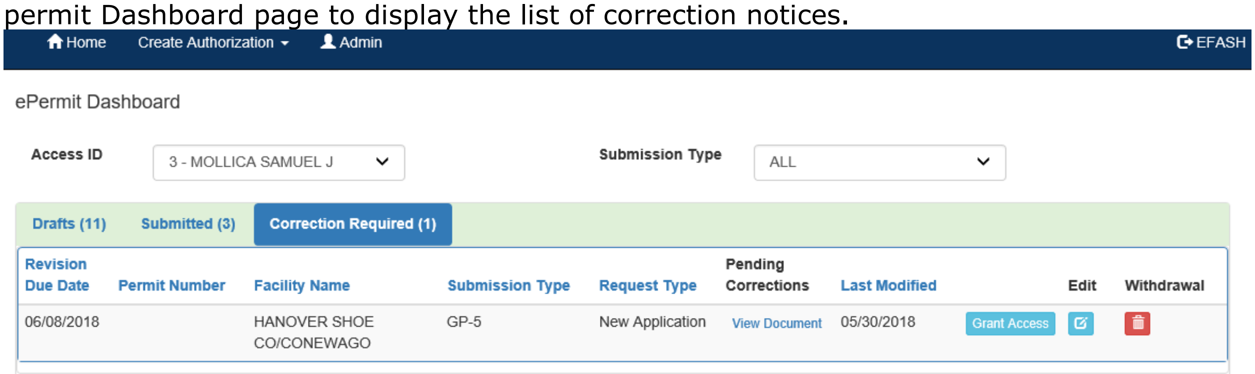
8. If payment is not successful, you will see a message on the Payeezy screen indicating your payment was not processed. You will then be returned to the e-permit Authorization Overview screen.

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).

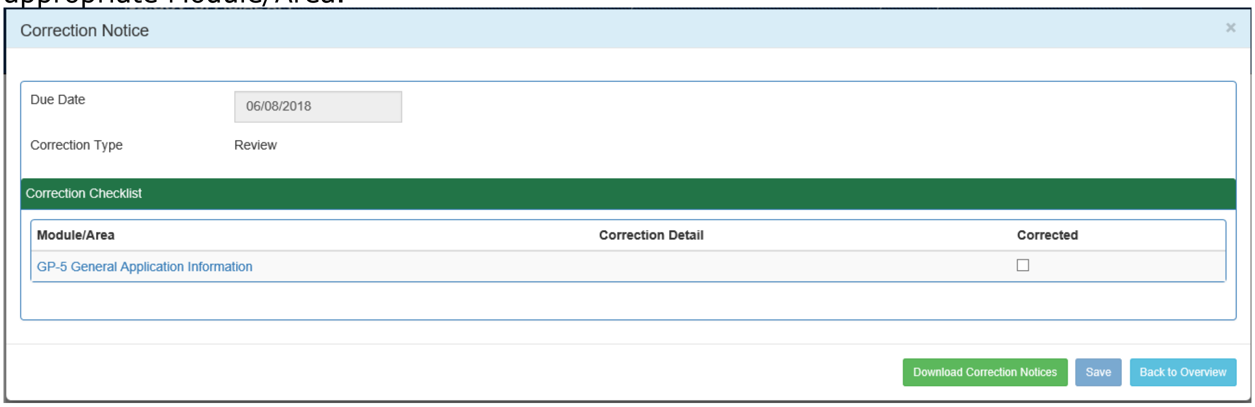
Reviewing and Completing a Correction Required Permit Application

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.



2. Click the 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.



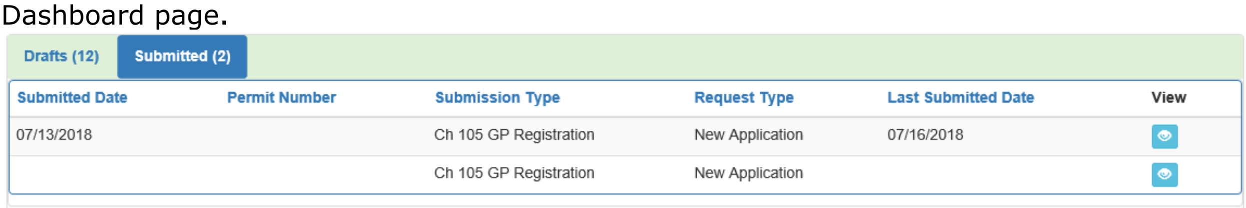
4. Correct the indicated items, and click the  button. Click the  button to return to the e-permit Authorization Overview.
5. Click the Corrections Required tab from the e-permit Dashboard to mark the item (s) as Corrected.
6. Click the  to the item(s) you have corrected.
7. Click the  button.

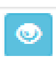
Viewing a Previously Submitted Permit Application

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.



2. Click the  to view the permit.