Office of Oil and Gas Management

ePermitting Electronic Filing Administrator (EFA)Enrollment Guide

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 questions or issues regarding granting User Access to 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
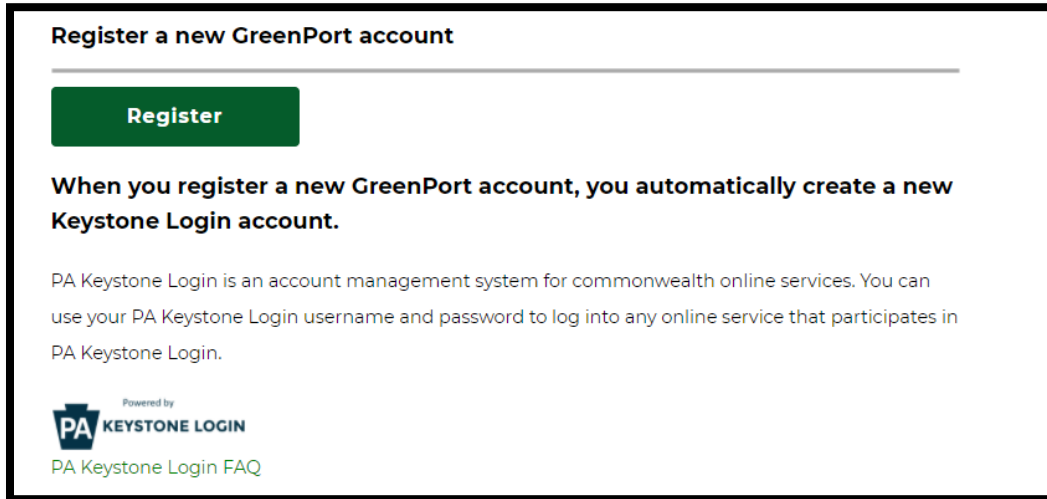Email: RA-ep-BOGMOGRE@pa.gov

Purpose

This guide is intended to assist the Electronic Filing Administrator (EFA) to gain access to the ePermitting application. Once the EFA has submitted their request, DEP will be notified via email to process the EFA's access request for the assigned Operator or Company.

With the new updated enrollment process, an EFA can begin working on a draft permit application while awaiting DEP approval on their EFA request.

GreenPort Account New User Registration

To access the ePermitting application you must have a registered Keystone GreenPort account. If you need to register for a 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.
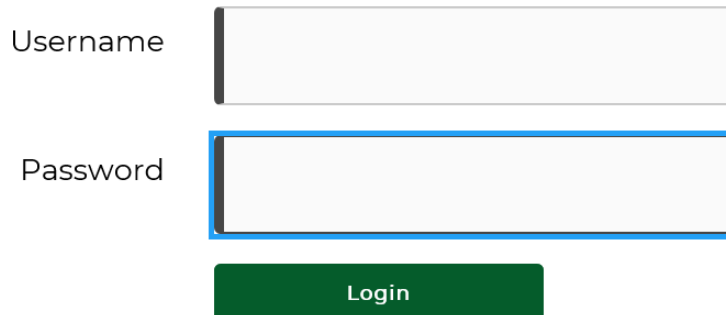
PA Keystone Login is an account management system for commonwealth online services. You can use your PA Keystone Login username and password to log into any online service that participates in PA Keystone Login.

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**

How to Enroll in ePermitting

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.
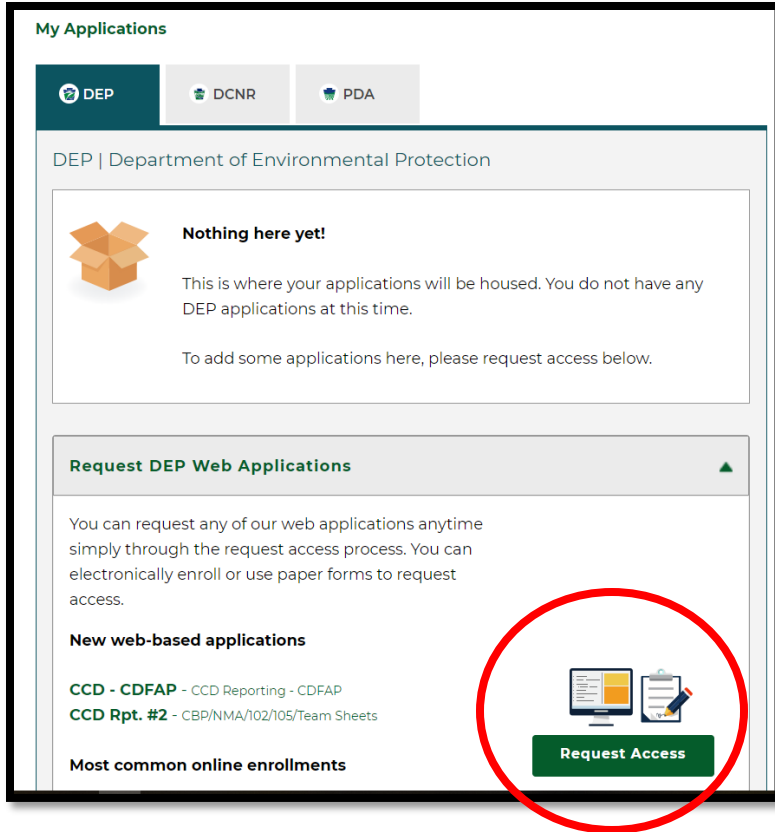
On the Online Enrollment tab, Click the Enroll button for ePermitting
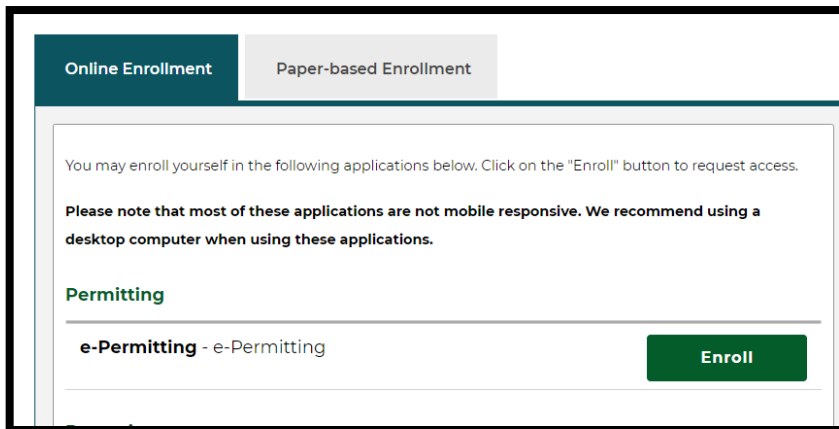
The ePermitting Home Page will open, the EFA will click on the Enrollment Dashboard Icon to start a New Enrollment or to view current requested enrollments.
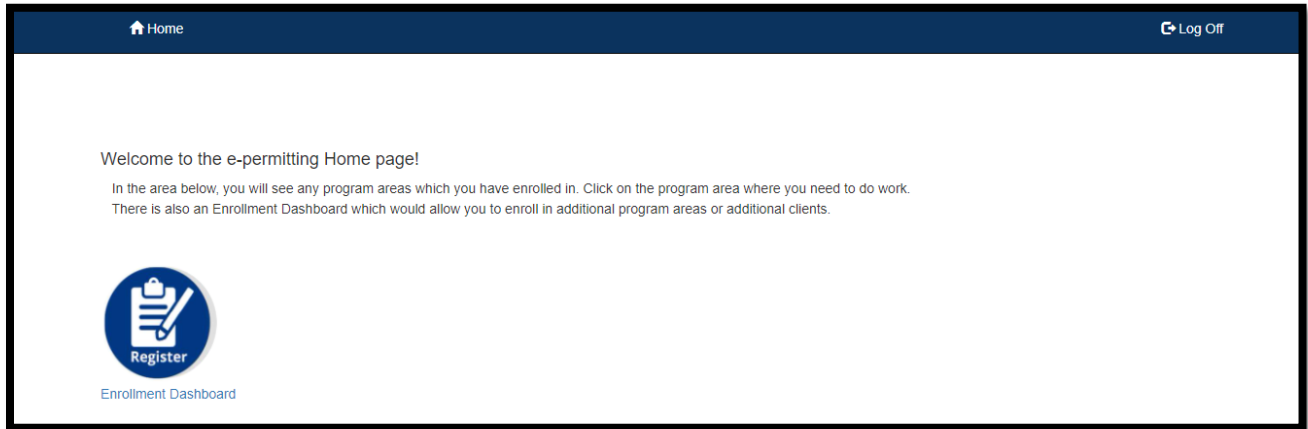
To start a new enrollment, click the Start a New Enrollment button.
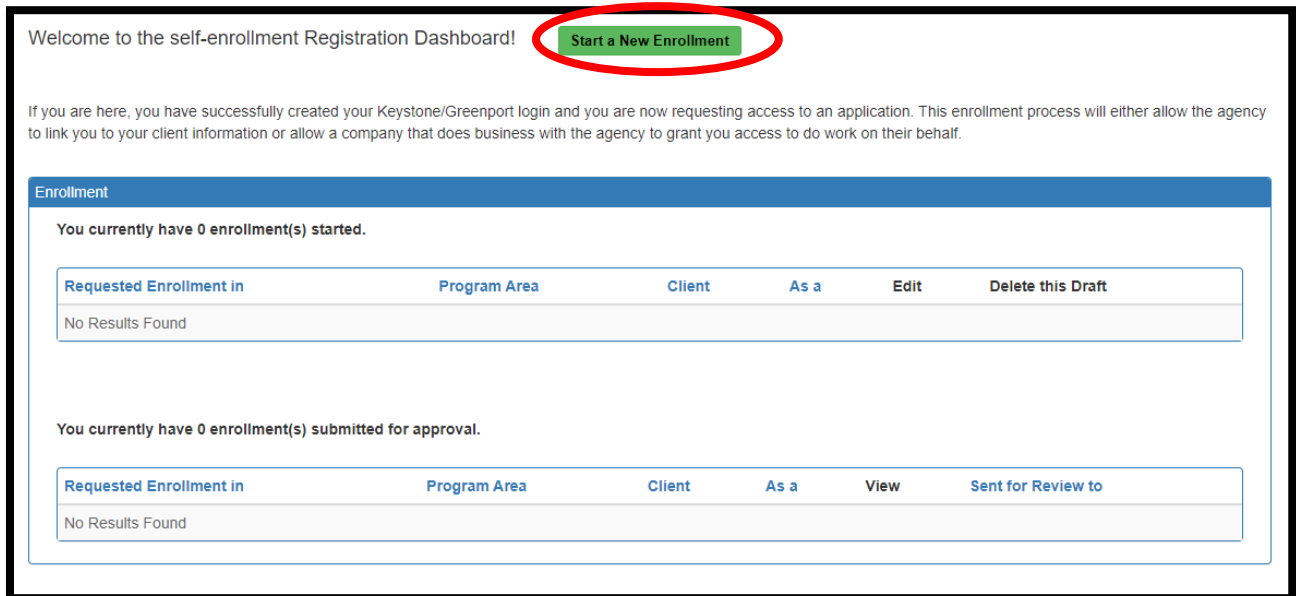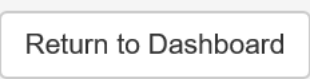

The Start a New EFA Enrollment is a 6 Step Wizard process. All 6 steps must be completed and submitted to gain proper access to the ePermitting application.

The following guidance outlines the steps necessary to complete and submit an Electronic Filing Administrator (EFA) ePermitting enrollment request.

SCREEN CONTROLL PROCESSING BUTTONS

| 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 to previous screen, all previously entered data will be saved. |

Step 1: Identify Program Area

Select Office of Oil and Gas Management Program. A list of permits that can be submitted 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 request access to a different Program Area.

Step 1: Identify the program area

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

*Please note that if you or your company will need access to multiple program areas, you will have the opportunity to add additional program areas after this initial enrollment.

Step 2: Submitter Type

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 <u>myself</u> 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 <u>my company</u> 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 <u>do not</u> 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 <u>User Registration and Security Agreement Form</u> 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.)

Step 3: Organizational Information

Please provide the information requested. Fields that are required are marked with an asterisk *. Providing additional information such as associated known DEP Client ID will help to not cause possible delay in processing the request.

Organization Name*	
Registered Fictitious Name	
Client Type*	
Headquarters Address*	
Address Line #2	
City* **State*** Pennsylvania **Zip code***	
Headquarters Telephone*	
Email*	
Please provide any known eFACTS Client IDs which may have been associated to your organization	
Please provide any other previous names which may have been associated to your organization	

Step 4: Review the Security Agreement

Review the Security Agreement to understand the terms and conditions of your access to DEP's ePermitting System.

ePermit Module Detail - Review the Security Agreement

Step 4: Review the Security Agreement

For purposes of this Security Agreement, the use of the terms "you" and "your" includes both the Owner and the EFA when appropriate

- Your access to the Department of Environmental Protection's (DEP) e-permitting 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 e-permitting 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 assignee working on your behalf pursuant to your contract with DEP. The EFA and Users must be required to submit data to DEP as an essential duty pursuant to their designation under either 2(a) or 2(b) of this SecurityAgreement.

- You are ultimately responsible for the security repercussions of the Users approved by you, the decisions and actions of your EFA and the use by Users of their user name and password. User names and passwords are not to be shared with any other individual at any time during the course of this Security Agreement. Failure to adhere to this provision may result in the immediate termination of access as to a specific individual or to all of your approved Users with possible legal action by DEP for any direct, indirect or consequential damages that the breach of security caused.

- You agree that all electronic filings made by you and your Users pursuant to this designation will be in the manner prescribed by DEP.

- DEP reserves the right, at its expense, to audit your records pertaining to the evaluation, granting and monitoring of all security credentials granted to Users under this Security Agreement and you agree to cooperate with any such audit including access to all related records and individuals.

- You understand and agree that everything that is filed electronically must be submitted only by the EFA or User approved to the assigned GreenPort account. You, the EFA or the Users have no authority to delegate access to any third party that results in more than one person utilizing the same GreenPort user name and password. Failure to adhere to this provision may result in the immediate termination of a specific User or your access with possible legal action by DEP for any direct, indirect or consequential damages that this breach of security caused.

- Access to and use of DEP's e-permitting System will be according to the designated and approved use: read only, submit or edit only

- You agree to engage in no activities during this Security Agreement that would be knowingly incompatible with the software, equipment, or electronic filing system of DEP.

- You will not knowingly permit or instruct the filing of false or erroneous data or documents by any individual with access to the DEP e-permitting System during the term of this Security Agreement.

- You agree that all electronic access and filings shall be in accordance with all Federal laws and the laws of the Commonwealth of Pennsylvania.

- You agree to immediately provide to DEP changes to any information requested as part of the security verification process for your EFA, and all of your approved Users, once known or should have reasonably been known. Failure to do so within thirty days of receipt as to any update may result in the termination of your access.

- In performing the services required by this Security Agreement, User is an independent Contractor and not an employee or agent of DEP or the Commonwealth of Pennsylvania and this Security Agreement shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania.

- If for any reason you terminate the access of the EFA, or any of your approved Users whether it be voluntarily or involuntarily, you are to notify DEP within 24 hours and provide an explanation as to your decision to terminate access.

- DEP reserves the right to request additional information from the Owner and/or EFA prior to approval of access to the DEP e-permitting System.

- In the event that the EFA is also a User, the EFA by digitally signing this agreement incorporates as if set forth in full, and agrees to, the additional obligations cited within the User Security Agreement.

- The Owner and EFA shall hold DEP and the Commonwealth harmless from and indemnify DEP and the Commonwealth against any and all claims, demands and actions, including attorney's fees and costs, based upon or arising out of any activities performed by the Owner, EFA and its employees and agents under this Security Agreement including all approved Users.

- You agree to immediately provide to DEP any changes as to any information that has been requested of the EFA and/or the Owner as part of the security verification process within thirty (30) days of any change. Failure to do so may result in the immediate termination of your access.

Step 5: Organization Electronic Signature

Be sure to check the block that you understand and agree to the terms outlined within the Security Agreement.

Step 5: Organization Electronic Signature ▼

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/We understand and agreed to the terms outlined within this Security Agreement.*   ☐

NOTE: If a corporation, the application must be signed by two officers: one signature of either the President or Vice President and one signature of either the Secretary or Treasurer. In the event the corporation has only one officer or one person holding all offices, that person must sign twice in the capacities noted above, or the corporate seal must be affixed over the signature of the President and attached below.

Please follow the link for specific instructions on completing the Signatory section and corporate seal information **Signatory and Corporate Seal Instructions**

Signatories*

Title	Full Name	Date	Edit	Delete
There are no items to display				

☑Add Electronic Signature

Select Electronic Signature or click Add Electronic Signature to create a new one.

Electronic Signature   ✕

|	
Select Title*	▼
Full Name*	
Today's Date*	
Of (Fictitious name if applicable)	**which is a registered fictitious name for (Corporation/Company)**

Step 6: REVIEW, SUBMIT AND GET STARTED

You can review all your information by clicking the hyper link in the box. If your information appears correct click

 button.

After submitting your EFA ePermitting enrollment, the information you entered will be sent to the DEP's Instant access / New client registration program for DEP Approval. Once your request is reviewed and approved you will receive a notification email. If your request is rejected, you will also receive an e-mail containing an explanation of why the request was rejected.

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

The ePermitting Home page should be displayed. To being a permit in ePermitting click the Program icon to get started!
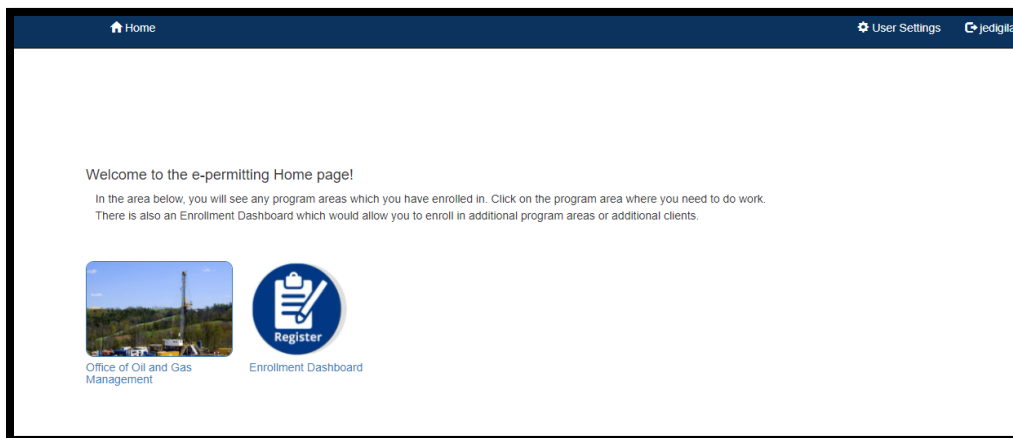
Change History

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