



DEP GreenPort User Guide

Prepared by: Business Support Services

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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	Feb 19, 2020	Initial Version

Purpose

This guide provides step by step instructions on how to create a DEP GreenPort account, recover credentials, and other features available with the DEP Greenport Website.

Business 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.

Business 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

DEP Greenport

Different services and applications are available by registering or logging in <https://www.depgreenport.state.pa.us>.

After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 149, Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; submit an Air Quality Request for Determination;

Creating a GreenPort Account

Creating a DEP GreenPort Account is a pre requisite for several applications (Refer [Appendix A](#)). Follow the below steps to create a DEP 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.

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 149, 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 Email Id in the 'Email' field.

DEPGreenPort

New Account - User Profile

Email * [Get Verification Code](#)

Email Verification Code *

First Name * Last Name *

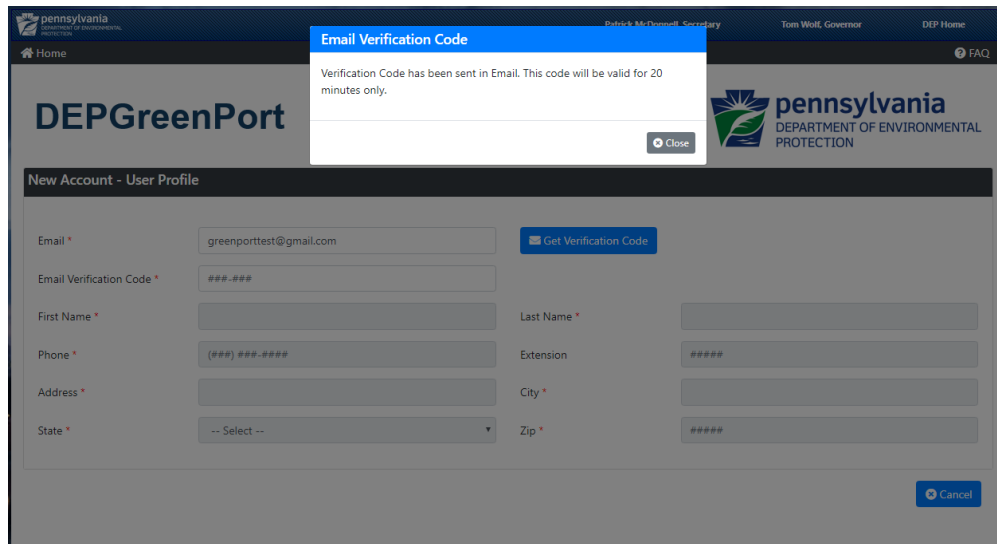
Phone * Extension

Address * City *

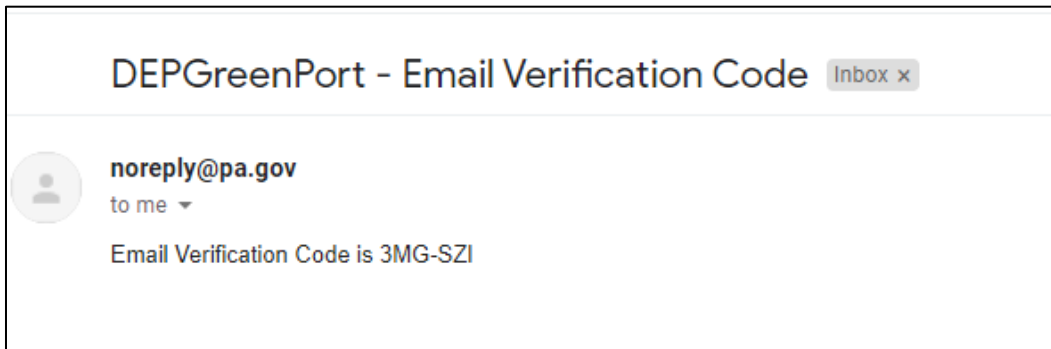
State * Zip *

[Cancel](#)

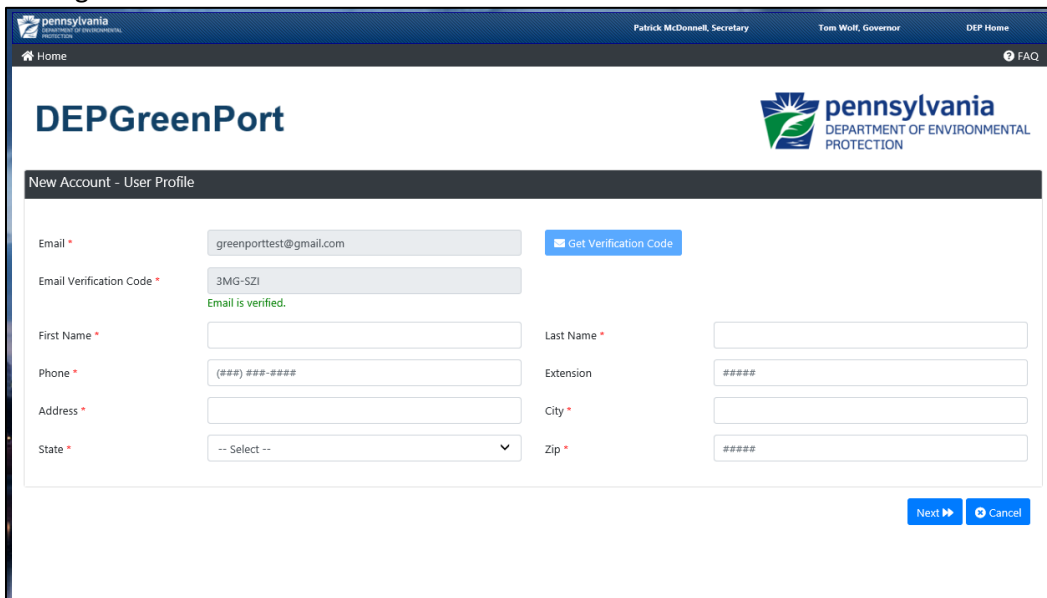
5. Click the 'Get Verification Code' button, the informational pop up will be displayed as below.



6. Enter the verification code from email. Click Enter.



7. Email gets verified.



8. Enter your First Name.
9. Enter your Last Name.
10. Enter your Telephone Number in the Phone field.
11. Enter the Extension, if any in the Extension field.
12. Enter your Street address in the Street field.
13. Enter your City in the City field.
14. Enter your State in the State field.
15. Enter your Zip Code in the Zip field.

DEP GreenPort

New Account - User Profile

Email * greenporttest@gmail.com [Get Verification Code](#)

Email Verification Code * 3MG-SZI
Email is verified.

First Name * First Name Last Name * Last Name

Phone * (123) 456-7890 Extension 12345

Address * Address City * City

State * Pennsylvania Zip * 12345

[Next](#) [Cancel](#)

16. Click Next.

DEP GreenPort

New Account - Security Information

Username * LASTNAMEFIRS

Password * Confirm password *

Question * -- Select -- Answer *

Note
Passwords must be at least 8 characters long. Passwords must contain at least one character from any three of the following categories:
Uppercase letters, Lowercase letters, Numbers, Special characters.

[Previous](#) [Finish](#) [Cancel](#)

17. Enter your Password in the Password field.
 - Passwords must be at least 8 characters long.
 - Passwords must contain at least one character from any three of the following categories:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters.

18. Confirm your password by entering it again in the Confirm Password field.

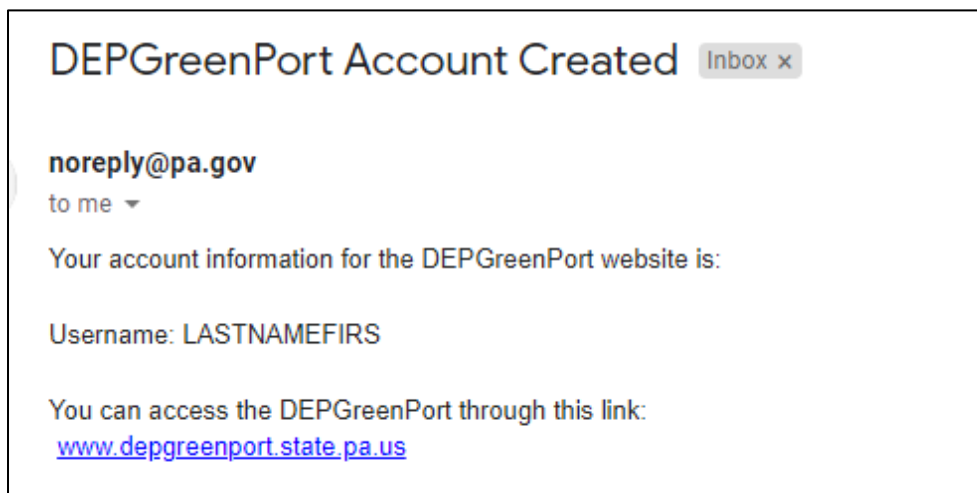
19. Select a Question under the Question drop down.

20. Enter the answer to the Question you had chosen in the Answer field.

21. Click Finish.

22. Confirmation text is displayed as below.

23. You will be sent an email message similar as below.



Recover DEP GreenPort Account

When you already have access to DEPGreenPort and if you forget your Password or Username, follow the steps below to recover your credentials.

1. Go to <https://www.depgreenport.state.pa.us>.
2. The DEP GreenPort login screen will display.
3. Click the 'Can't remember your password? Click here' link and Password Recovery page will be displayed.

Password Recovery

DEPGreenPort's Password Recovery function allows you to gain access to your DEPGreenPort account if you have forgotten your password. In order to use this function with your account you must have already chosen a "Password Recovery Hint" question and supplied the corresponding answer. If you have not set up a Password Recovery Hint you must call the DEPGreenPort help desk to have your password reset.

The procedure works as follows:

- You supply your DEPGreenPort account user name or email address.
- You will be shown the Password Recovery Hint you have chosen for your account and will enter the answer to the question.
- If you supply the correct answer the password reset link will be emailed to the email address on record for your account.
- Once you receive the email containing password reset link you can change your password by clicking on the link and follow the instruction provided on screen.

[Begin Password Recovery](#) [Cancel](#)

4. Click 'Begin Password Recovery' button and Password Recovery page will be displayed. If you know your Username, skip step 5.

Password Recovery - Username/Email

Enter the username of the account you are trying to access. If you do not know your username you will have to call the DEPGreenPort helpdesk for instructions on how to access your account.

Username

OR

Email

[Get Password Recovery Hint](#) [Cancel](#)

5. If you forget your username, enter your email and click on 'Get Password Recovery Hint'. Email will be sent with the list of usernames for that email ID. Select the username you wish to access and restart the password recovery process from step 1.
6. Enter your username and click 'Get Password Recovery Hint'. Password Recovery – Hint screen is displayed with the question that was chosen during account creation.

Password Recovery - Hint

The **LASTNAMEFIRST** account is associated with this email address: **greenporttest@gmail.com**

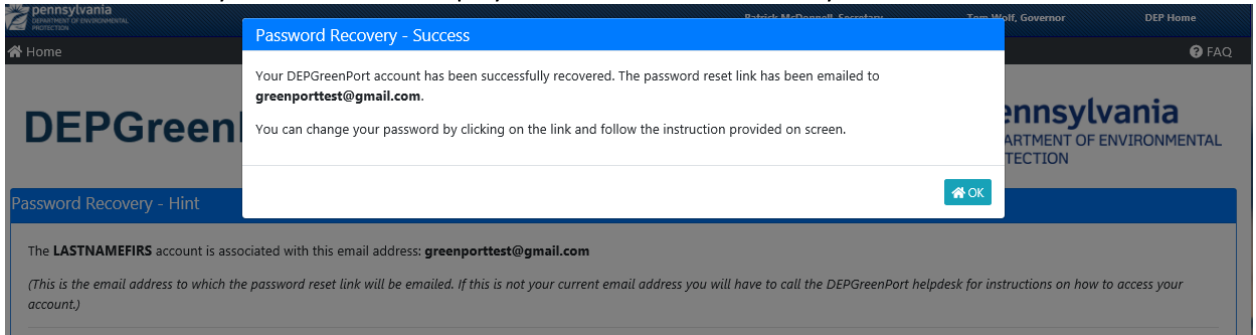
(This is the email address to which the password reset link will be emailed. If this is not your current email address you will have to call the DEPGreenPort helpdesk for instructions on how to access your account.)

The following is the Password Recovery Hint which you have associated with your account. If you can provide the correct answer to your Password Recovery Hint question, your password reset link will be emailed to the above address.

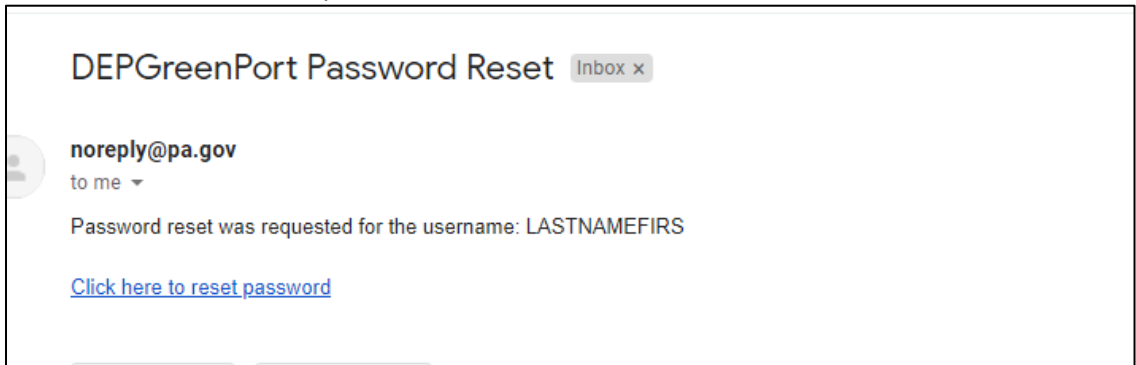
Date of birth (mmdyyyy)?

[Reset Password](#) [Cancel](#)

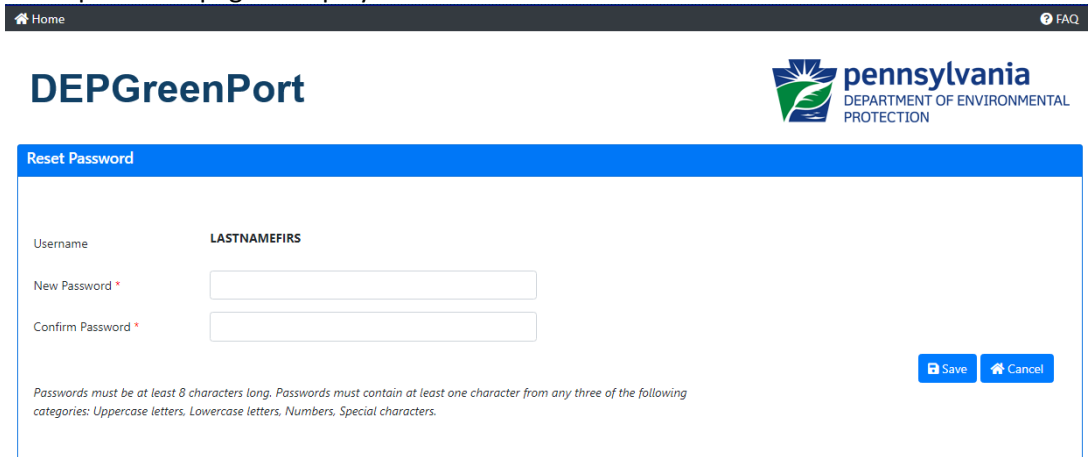
- Enter the answer for the password recovery question and click 'Reset password' button.
- Password recovery confirmation is displayed and reset link is sent to your email.



- Click on the reset link from your email.



- Reset password page is displayed.

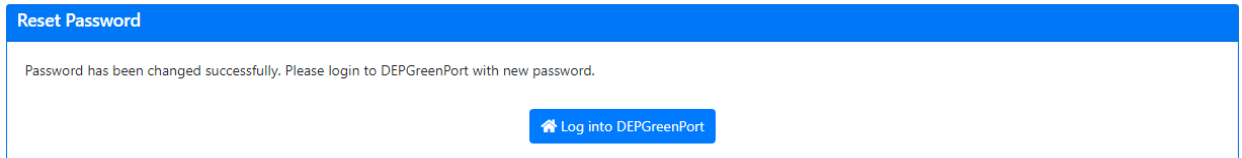


11. Enter new Password in the Password field.

- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from any three of the following categories:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters.

12. Confirm your password by entering it again in the Confirm Password field.

13. Click Save. Password reset confirmation is displayed.



14. Click on 'Log into DEPGreenPort' to continue accessing DEPGreenPort.

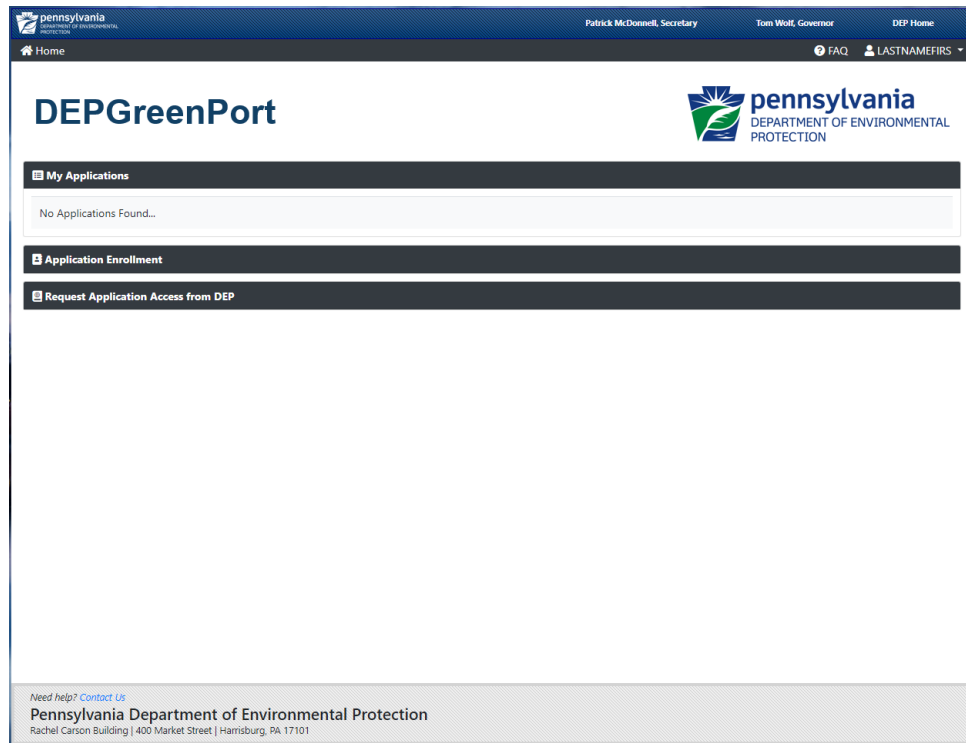
15. If you have trouble resetting your password, you can reach us at the DEPGreenPort Service desk at 717. 787.HELP (717.787.4357) between the hours 7:30AM-5:00PM Monday-Friday.

16. Also, you can click on the Contact Us link at the bottom of the screen to fill the form and submit an incident.

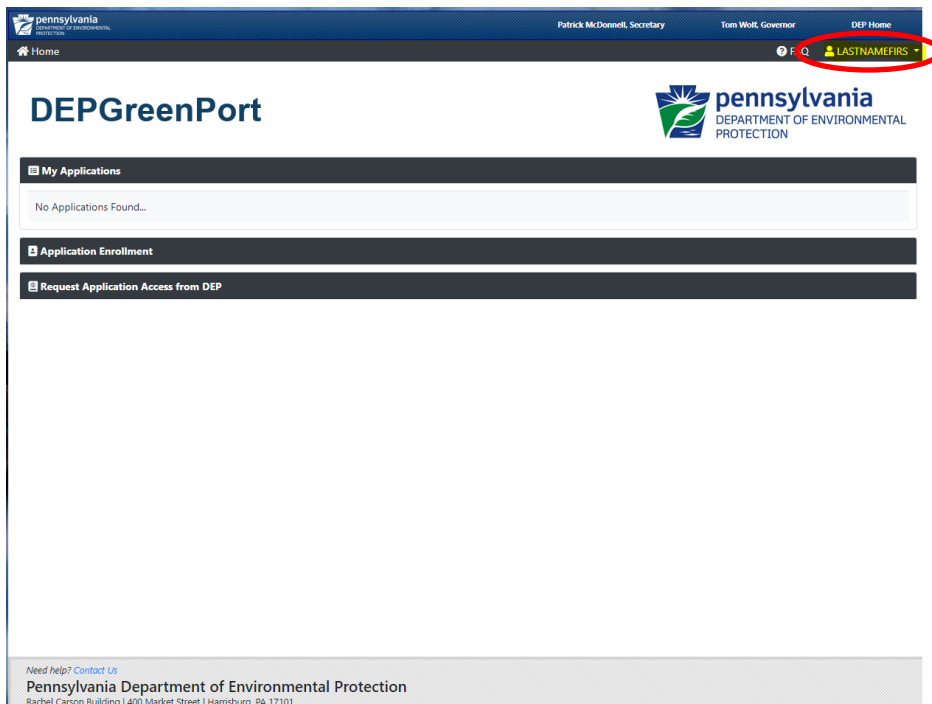
Edit Account Information

After logging into Greenport, if you wish to update address, phone number, email, password or security question, follow the below steps.

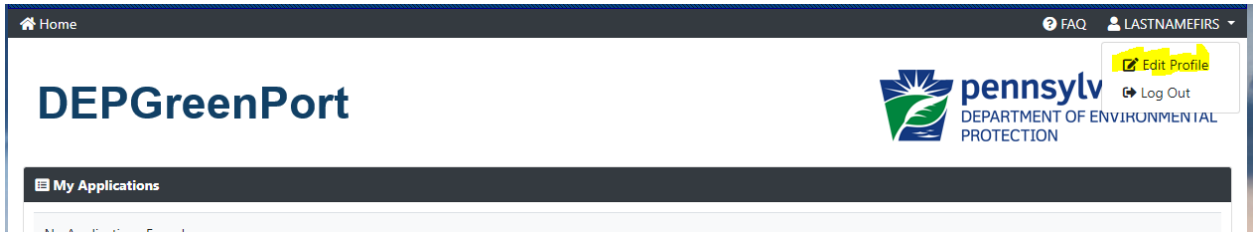
1. Go to <https://www.depgreenport.state.pa.us>.
2. The DEP GreenPort login screen will display.
3. Enter username and password and click 'Log into DEPGreenPort'.
4. DEPGreenPort home page is displayed.



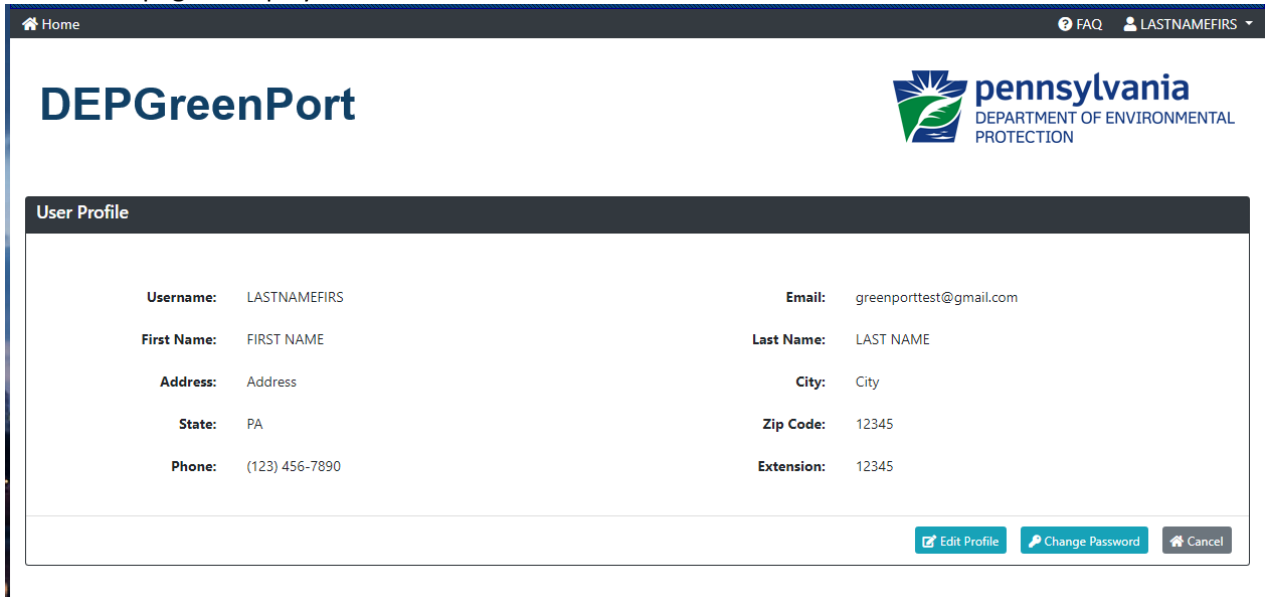
5. Click on the account name dropdown on the top right corner of the screen.



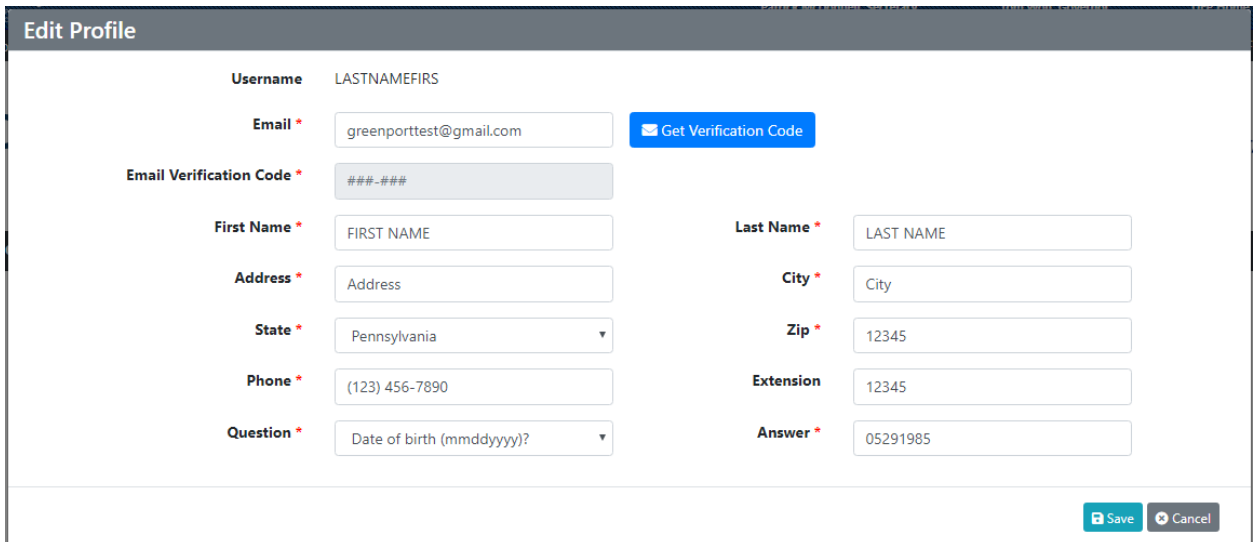
6. Click on Edit Profile.



7. Edit Profile page is displayed.



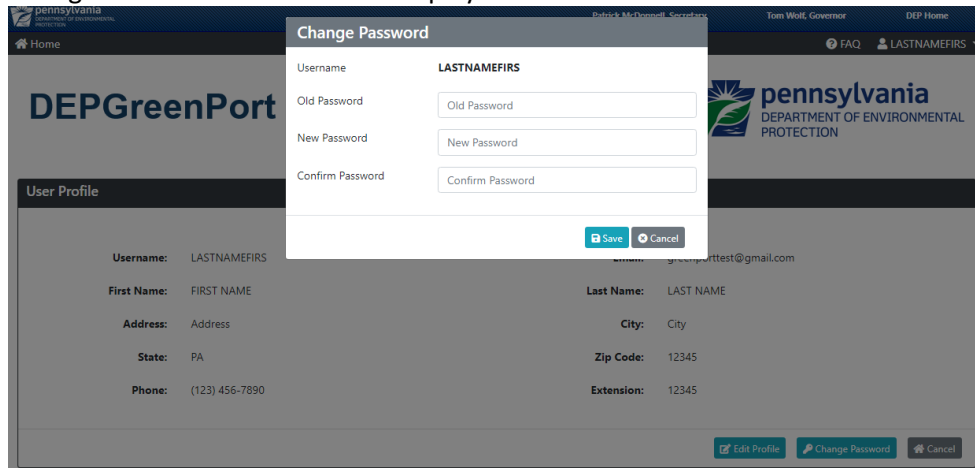
8. Click on Edit Profile.



9. To update Email:

- a. Enter new email ID in Email field.
- b. Click on 'Get Verification Code'
- c. Verification code will be sent to the new email ID.
- d. Enter the code under Email Verification Code field.
- e. Click Save.

10. To update Address or Phone or Secret question:
 - a. Update the field you wish to change and click Save.
11. To Update password:
 - a. Click Change Password on User Profile screen.
 - b. Change Password screen will be displayed.



- c. Enter Old Password.
- d. Enter your Password in the Password field.
 - Passwords must be at least 8 characters long.
 - Passwords must contain at least one character from any three of the following categories:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters.
- e. Confirm your password by entering it again in the Confirm Password field.
- f. Click Save.

Enrolling in applications

After logging into Greenport, do the following to get access to various applications.

1. Go to <https://www.depgreenport.state.pa.us>.
2. The DEP GreenPort login screen will display.
3. Enter username and password and click 'Log into DEPGreenPort'.
4. DEPGreenPort home page is displayed.



5. Click on Application Enrollment. List of applications with options to Enroll is displayed.

CCD - CDFAP – CCD Reporting - CDFAP	Enroll
CCD Rpt. #2 – CBP/NMA/102/105/Team Sheets	Enroll
Chpt 110/DWW – Chapter 110. Water Allocation. Water Management Plan Reporting	Enroll
Drought Emergency – Drought Emergency Application	Enroll
eDMR – eDMR	Enroll
eDMR Mining – eDMR Mining	Enroll
eSubmissions – eSubmissions	Enroll
eWell – eWell	Enroll
Oil and Gas Reporting – Oil and Gas Reporting	Enroll

6. Click 'Enroll' on the application you wish to get access to add it to your list of available applications / Request access.

7. The applications for which you already have access will be listed under 'My Applications'.

Forms to Request Access from DEP

If you cannot find your application under Application Enrollment, you might have to submit registration forms to DEP to gain access. Click on 'Request Application Access from DEP' and click on 'Request Access' for more information.

My Applications	
Application Enrollment	
Request Application Access from DEP	
AES XML Submissions – AES*XML	Request Access
Air Emission Statement Submissions – AES*Online	Request Access
Continuous Emissions Monitoring – CEM	Request Access
Drinking Water Electronic Submissions – DWELR	Request Access
eBlasting – EBLAST	Request Access
eMineOperators – EMINE	Request Access
Mine Subsidence Insurance for Homeowners – MSIHOME	Request Access
Quarterly Hazardous and Municipal Waste Reporting and Residual Waste Biennial Report – RFC Online	Request Access
Waste Management Form U Submissions – FORMU	Request Access

Contact US

If you have any trouble with any of the steps listed above, click on Contact Us at the bottom of the screen.

Appendix A

- Waste Management Form U Submissions
- Mine Subsidence Insurance for Agents
- Drinking Water Electronic Reporting
- CCD Reporting – CDFAP
- CBP/NMA/102/105/Team Sheets
- Air Quality Emissions System
- Chapter 110, Water Allocation, Water Management Plan Reporting
- Blasting Activity Permits
- Air Quality XML Submissions
- WebOAS
- Air Quality Request for Determination
- Continuous Emissions Monitoring
- Waste Transportation Safety Program
- Quarterly Hazardous and Municipal Waste and Residual Waste Biennial Report
- Ch. 105 Water Obstruction & Encroachment Application
- Mine Subsidence Insurance for Homeowners
- Radon Reporting
- eMine Operators
- Oil and Gas Reporting
- Service Areas Application
- eWell
- Drought Emergency Application
- Well Completion Report
- eDMR
- eSubmissions
- ePermitting
- eDMR Mining
- Remediation Contract Management System
- Vector Management