



# e-permitting GreenPort Operator User's Guide

For Chapter 105 General Permit Registrations

**This User Guide is intended for those individuals the EFA/Applicant desires to have work on the Chapter 105 GP Registration (i.e. Consultants, employees of the Applicant's Company)**

**This guide is NOT to be used by the Applicant's signatory/EFA. See the e-permitting Electronic Filing Administrator User's Guide**

Prepared by: Business Support Services  
Edited by: Bureau of Waterways  
Engineering and Wetlands  
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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***

<b>Version</b>	<b>Date</b>	<b>Revision Description</b>
1.0	July 19, 2018	Version for user review
1.0	October 4, 2018	Version Finalized
1.0	October 19, 2018	Revision to reference User form
2.0	June 20, 2019	Modify due to change in functionality and Program area's requested updates
3.0	March 18, 2020	Updated new GreenPort information
3.0	January 29, 2021	Versioning Added
4.0	April 29, 2021	Update New Greenport screens
5.0	December 15, 2021	Removed Greenport screens for new enrollment process

## ***Purpose***

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

This guide provides information on how to successfully administer Chapter 105 General Permit users on the GreenPort website and use the functions available through the e-permitting Application.

**This guide does not replace the General Permit Registration Instructions or requirements, found here: <http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=4050>. See these instructions for specific information requirements for the general permits.**

## ***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

## ***GreenPort Self-Registration and Enrollment***

All 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 enroll in e-permitting. Please reference the 'Username Password Enrollment' and 'BWEW Enrollment' user guides.

### ***e-permit Dashboard***

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 Users can view registrations that are Draft, Submitted, Correction Required, Approved and Withdrawn/Denied.

### ***Accessing the e-permit homepage***

1. Open Microsoft Edge browser. In the *URL Address Bar* type in <https://www.ahs.dep.pa.gov/ePermitting>
2. Enter username and password.
3. From the e-permitting homepage, access the BWEW dashboard icon.
4. From within the e-permitting application, the e-permit homepage is the "Home" page. It can be accessed at any time by clicking the Home button.
5. Authorized users will see various links based on the programs they have been given access to.
6. Once the program area is selected the user will be directed to the program Dashboard, here an authorized user can view the different tabs on the dashboard that correspond to different actions.
  - a. **Draft**
  - b. **Submitted**
  - c. **Correction Required**
  - d. **Approved**
  - e. **Withdrawn/Denied**

### ***Creating a Draft Permit Registration***

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

## Creating a Draft Permit Registration

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 on New Application.
4. The e-permit Authorization Overview page will display.

Ch 105 GP Registration
▼

Included	Go To	Status	Completed	Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	<a href="#">Applicant Information</a>	<span style="color: red;">⊗</span>		<input type="checkbox"/>	GP5 - Utility Line Stream Crossings	<span style="color: red;">⊗</span>	
<input checked="" type="checkbox"/>	<a href="#">Consultant Information</a>	<span style="color: red;">⊗</span>		<input type="checkbox"/>	GP6 - Agricultural Crossings and Ramps	<span style="color: red;">⊗</span>	
<input checked="" type="checkbox"/>	<a href="#">Project Information</a>	<span style="color: red;">⊗</span>		<input type="checkbox"/>	GP7 - Minor Road Crossings	<span style="color: red;">⊗</span>	
<input checked="" type="checkbox"/>	<a href="#">Resource Identification</a>	<span style="color: red;">⊗</span>		<input type="checkbox"/>	GP8 - Temporary Road Crossings	<span style="color: red;">⊗</span>	
<input checked="" type="checkbox"/>	<a href="#">PNDI</a>	<span style="color: red;">⊗</span>		<input type="checkbox"/>	GP9 - Agricultural Activities	<span style="color: red;">⊗</span>	
<input checked="" type="checkbox"/>	<a href="#">GP1 - Fish Habitat Enhancement Structures</a>	<span style="color: red;">⊗</span>		<input type="checkbox"/>	GP10 - Abandoned Mine Reclamation	<span style="color: red;">⊗</span>	
<input type="checkbox"/>	<a href="#">GP2 - Small Docks and Boat Launching Ramps</a>	<span style="color: red;">⊗</span>		<input type="checkbox"/>	GP11 - Maintenance, Testing, Repair, Rehabilitation or Replacement General Pmt	<span style="color: red;">⊗</span>	
<input type="checkbox"/>	<a href="#">GP3 - Bank Rehabilitation, Bank Protection and Gravel Bar Removal</a>	<span style="color: red;">⊗</span>		<input type="checkbox"/>	GP15 - Private Residential Construction in Wetlands	<span style="color: red;">⊗</span>	
<input type="checkbox"/>	<a href="#">GP4 - Intake and Outfall Structures</a>	<span style="color: red;">⊗</span>		<input checked="" type="checkbox"/>	<a href="#">Certification</a>	<span style="color: red;">⊗</span>	
				<input checked="" type="checkbox"/>	<a href="#">Application Fee</a>	<span style="color: red;">⊗</span>	

General Attachments(1)
Download All
▼

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
09/12/2018	Chapter 105 Fee Worksheet					

[Upload New Attachment](#)

Save
Final Completeness Check
Submit
Back

5. Click the Link for the Module you wish to open and work on.
6. When finished working on the module, click the 'Save' button.



## ***Working Through a Draft Permit Registration***

Authorized e-permitting users have the ability create draft permit registrations 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 registrations. 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:  Coal Preparation Plant

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

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:

### ***Unlocking Non-Required/Optional Modules***

The e-permitting Application allows authorized users the ability to add additional, non-required information to the registration 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  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

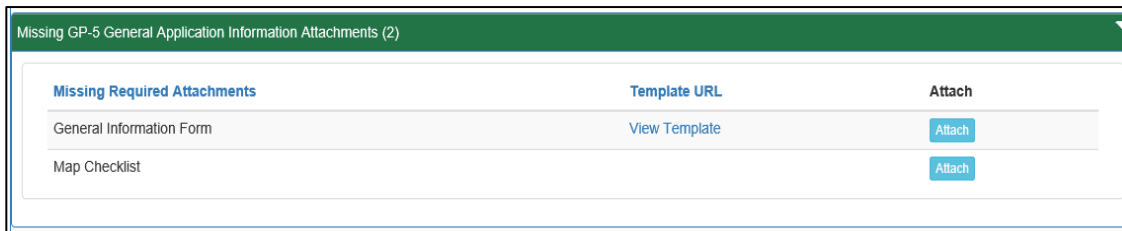
The e-permitting Application is a dynamic application which means it can change based on the information entered into it. Users may notice that, depending on the answers given in some areas, the application will add additional questions or perhaps even require additional modules.

1. While working in a draft registration 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 attachments.

**Missing Required Attachments** – certain modules require attachments to be uploaded to the registration. They will be listed in the “Missing General Attachments” grid.



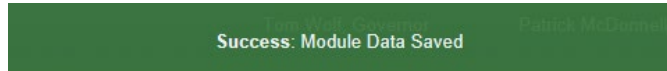
Missing Required Attachments	Template URL	Attach
General Information Form	<a href="#">View Template</a>	<a href="#">Attach</a>
Map Checklist		<a href="#">Attach</a>

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

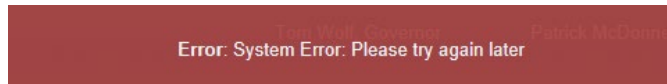
- You may encounter an error message when saving a module if something was entered incorrectly.

Email\*

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

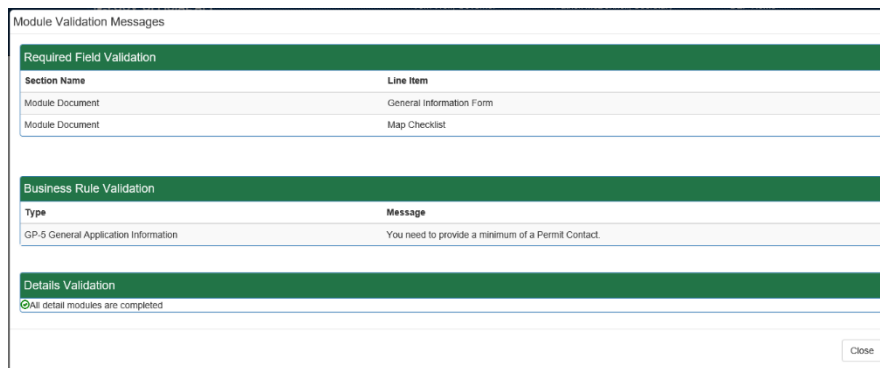


or



- Click the 'Completeness Check' button 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 needed to be finished before the module can be considered complete.



- Click the 'Close' button.
- Click the 'Back' button to return to the Authorization Overview page.
- Click the next module on which you would like to work until all required and selected modules have been completed.

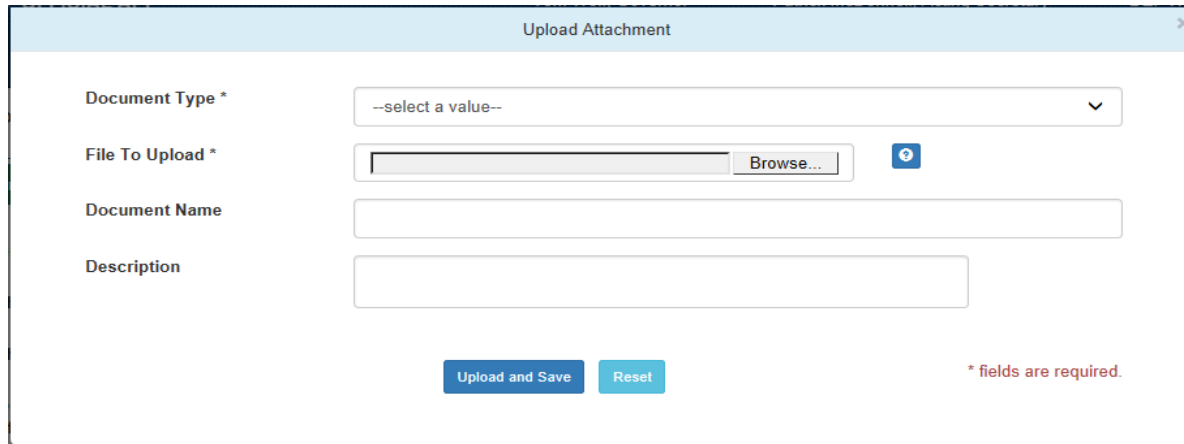


## Uploading Attachments

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.

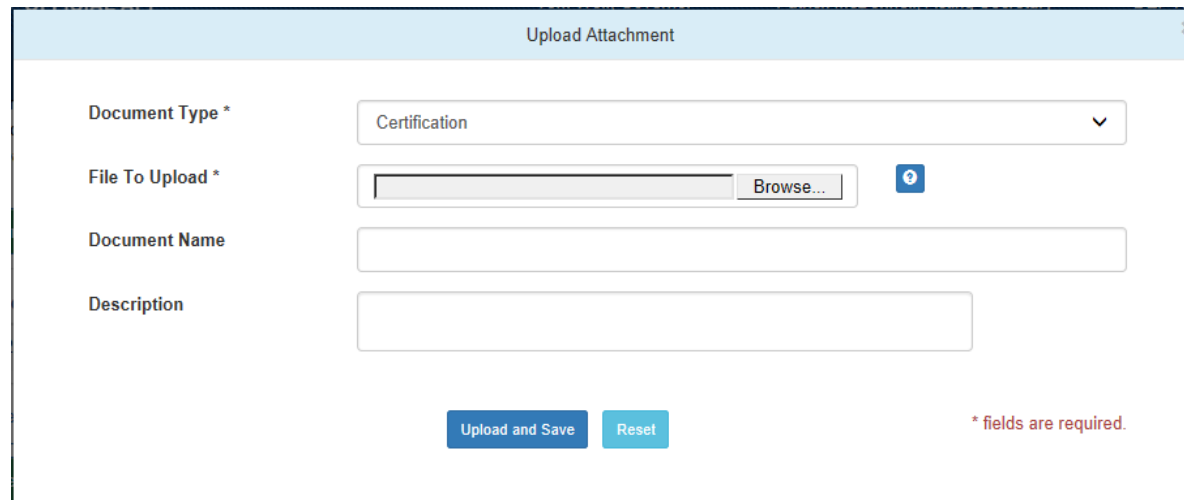
1. Click the 'Upload New Attachment' button in the General Information Attachments section or the 'Attach' button in the "Missing General Attachments" section.
2. The Upload Attachment window opens.

Note: If the user selected the 'Attach' button 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 with the following fields and controls:

- Document Type \***: A dropdown menu with the text "--select a value--" and a downward arrow.
- File To Upload \***: A text input field with a "Browse..." button and a blue circular icon with a question mark.
- Document Name**: A text input field.
- Description**: A text input field.
- At the bottom, there are two buttons: "Upload and Save" (blue) and "Reset" (light blue).
- A red asterisk note at the bottom right reads: "\* fields are required."



The screenshot shows the 'Upload Attachment' window with the following fields and controls:

- Document Type \***: A dropdown menu with the text "Certification" and a downward arrow.
- File To Upload \***: A text input field with a "Browse..." button and a blue circular icon with a question mark.
- Document Name**: A text input field.
- Description**: A text input field.
- At the bottom, there are two buttons: "Upload and Save" (blue) and "Reset" (light blue).
- A red asterisk note at the bottom right reads: "\* fields are required."

3. Select the Attachment Type from the Document Type dropdown menu.
4. Select the 'Browse' button 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 the 'Upload and Save' button.

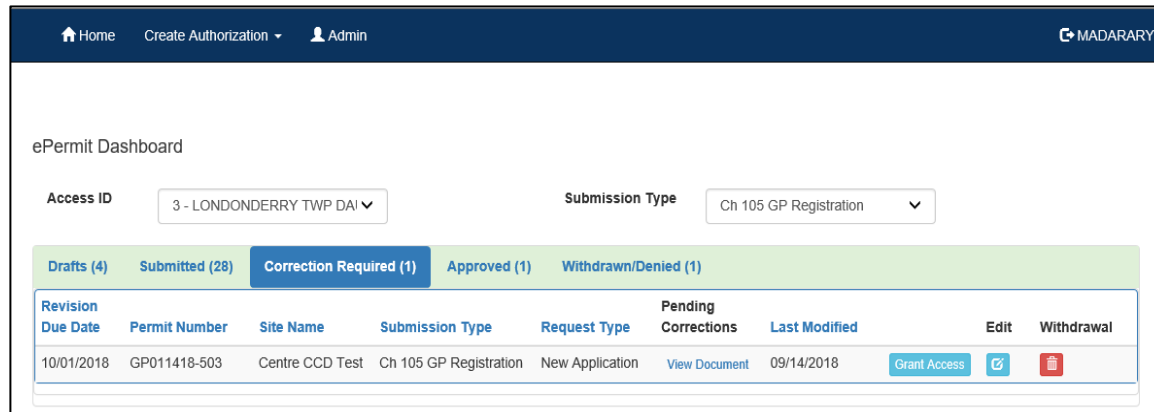
Users may click the 'Reset' button to clear the contents of all fields and start over.

## Reviewing and Modifying a Correction Required Registration



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

## Reviewing and Completing a Correction Required Registration

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', 'Admin', and 'MADARARY'. Below the navigation bar, the page title is 'ePermit Dashboard'. There are two dropdown menus: 'Access ID' with the value '3 - LONDONDERRY TWP DAI' and 'Submission Type' with the value 'Ch 105 GP Registration'. Below these are five tabs: 'Drafts (4)', 'Submitted (28)', 'Correction Required (1)', 'Approved (1)', and 'Withdrawn/Denied (1)'. The 'Correction Required (1)' tab is selected. Below the tabs is a table with the following columns: 'Revision', 'Due Date', 'Permit Number', 'Site Name', 'Submission Type', 'Request Type', 'Pending Corrections', 'Last Modified', 'Edit', and 'Withdrawal'. The table contains one row of data:

Revision	Due Date	Permit Number	Site Name	Submission Type	Request Type	Pending Corrections	Last Modified	Edit	Withdrawal
	10/01/2018	GP011418-503	Centre CCD Test	Ch 105 GP Registration	New Application	<a href="#">View Document</a>	09/14/2018	<a href="#">Grant Access</a>	 



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

Correction Notice

Due Date: 10/01/2018

Correction Type: Review

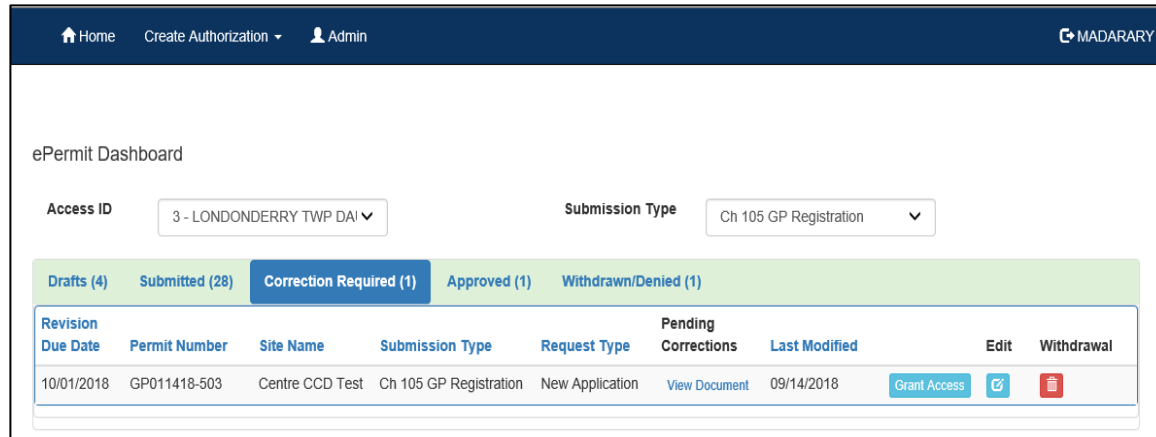
**Correction Checklist**

Module/Area	Correction Detail	Corrected
Applicant Information	Please update this information.	<input type="checkbox"/>
PNDI	Please include a PNDI.	<input type="checkbox"/>

Download Correction Notices Save Back to Overview

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

9. Select to Edit the record, by selecting the 'Edit' button.



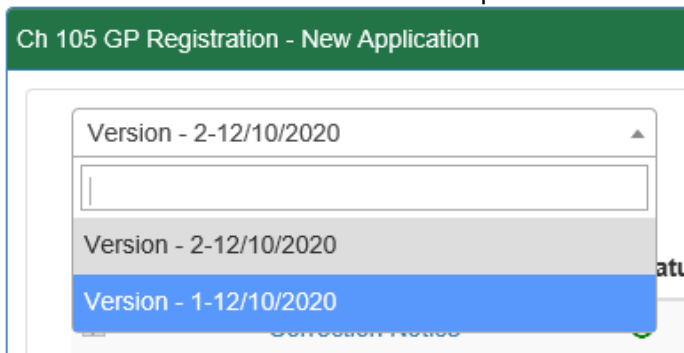
10. Click the 'Final Completeness Check' button.

11. Click on the 'Submit' button.

## Viewing Different Versioning of a Registration

e-Permitting users have the ability to view different versions of a registrations which required a Correction Notice.

1. From within the e-permitting application, locate the application on the e-permitting dashboard.
2. The user will select the "view" button to view the registration.
3. The user will click on the dropdown box to select the Version they wish to review.



Overview Corrections All Attachments Notifications

Ch 105 GP Registration - New Application

Version - 2-12/10/2020

View All Modules

Version	Status	Completed	Included	Go To	Status	Completed
Version - 2-12/10/2020	✓	12/10/2020	✓	PNDI	✓	12/10/2020
Version - 1-12/10/2020	✓	12/10/2020	✓	GP1 - Fish Habitat Enhancement Structures	✓	12/10/2020
Applicant Information	✓	12/10/2020	✓	Certification	✓	12/10/2020
Consultant Information	✓	12/10/2020	☐	Application Fee	✗	
Project Information	✓	12/10/2020				
Resource Identification	✓	12/10/2020				

## Viewing a Previously Submitted Registration

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

### Viewing Submitted Registrations

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

ePermit Dashboard

Access ID: 3672 - ENERGY PIPELINE CO

Submission Type: Ch 105 GP Registration

Drafts (18) Submitted (25) Correction Required (1) Approved (47) Withdrawn/Denied (35)

Created Date	Site Name	Submission Type	Request Type	Last Modified By	Last Modified Date	Grant Authorization Access	Edit	Delete
06/19/2019		Ch 105 GP Registration	NEW	EFACR	06/19/2019	Grant Authorization Access	G	D
06/19/2019		Ch 105 GP Registration	NEW	EFACR	06/19/2019	Grant Authorization Access	G	D
06/11/2019	DEP	Ch 105 GP Registration	MINREV	EFACR	06/11/2019	Grant Authorization Access	G	D

2. Click the 'Edit' button to view the registration.