


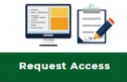

Getting Started in Chapter 105 e-permit System - USER GUIDE SUMMARY

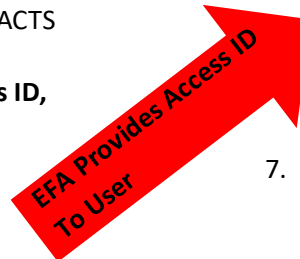
See the EFA User Guide and the User/Consultant User Guide for more detailed explanations and screenshots.

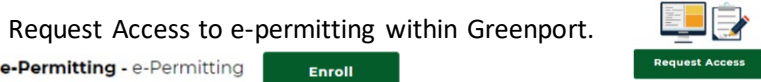
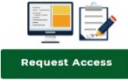

The EFA Steps (applicant / client)

See dep.pa.gov/chapter105epermitting
for more resources

The Consultant/User Steps (consultant / employee)

1. Create GreenPort account via self-registration
<https://www.depgreenport.state.pa.us>
2. Log into GreenPort account
3. Request Access to e-permitting within Greenport.


4. Select 'Enrollment Dashboard' and click 'Start New Enrollment'

5. Select 'Bureau of Waterways Engineering and Wetlands' and in the next step select the appropriate response to who you are [Note: the screening questions are there to assist in determining you have the correct role selected]
6. Complete the Enrollment Steps. Upon enrollment you are now able to create applications within the system.
Note - See *Enrolling into the ePermit System* in EFA User Guide
7. The enrollment will require DEP verification to link to DEP's eFACTS data system. An e-mail will be sent once DEP verifies your enrollment. **Once verified by DEP, you can obtain your Access ID, upon accessing the Ch. 105 dashboard.**
8. Provide Access ID to Users. Access ID is located on Ch. 105 Dashboard. **Note** - Users are those people you wish to allow access to your Chapter 105 application(s) (ex. Consultants)
9. Receive an e-mail when user access is requested. Approve / Deny Enrolled User Requests in e-permitting 'Enrollment Dashboard'.
Note – See *Approving/Denying an Enrollment Request* in EFA User Guide
 - a. Master Preparers can view/edit all of EFA applications and Pay and Submit, Preparers can only see applications to which they are granted.



1. Create GreenPort account via self-registration
<https://www.depgreenport.state.pa.us>
2. Log into GreenPort account
3. Request Access to e-permitting within Greenport.


4. Select 'Enrollment Dashboard' and click 'Start New Enrollment'

5. Select 'Bureau of Waterways Engineering and Wetlands' and in the next step select your appropriate role (e.g. Consultant, Employee) [Note: the screening questions are there to assist in determining you have the correct role selected]
6. You will be prompted for the Access ID of the Applicant. You must get this from the applicants EFA. Enter and complete enrollment request.
 - a. If they do not have or you have not received the Access ID when completing this form, you can still start a Draft GP registration. Click Return to dashboard, and then click Home, and you can enter the Bureau of Waterways Engineering and Wetlands Dashboard to start a draft.
7. Upon initiating enrollment, you are able to create draft applications within the system. However, you will not be able to submit until you are approved by the EFA/applicant.
Note - See *Enrolling into the ePermit System* in Operator User Guide
8. Wait for EFA to approve/deny enrollment request and provide you with your permissions within the system (e.g. preparer or master preparer).
9. When EFA approves, receive e-mail notification. You now have access.