How EFA's review a Consultant Access Request

This user guide will explain how an EFA (Electronic Filing Administrator) will review a consultant's enrollment request. This guide is not program specific and is generalized for all programs. If you have a question for your specific program area, please refer to the end of this document for the program contacts.

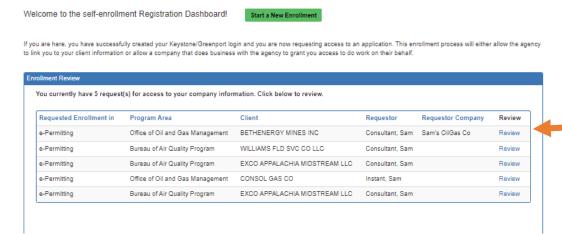
Review a Consultant Access Request

Login

- 1. Navigate to e-permitting https://www.ahs.dep.pa.gov/ePermitting
- 2. Enter in username and password

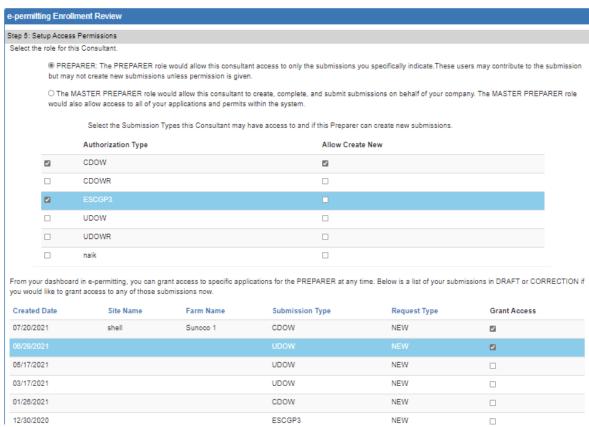
Review Enrollment

- 1. Access the Enrollment Dashboard by clicking the Enrollment Dashboard icon.
- 2. In the Enrollment Review grid, select the consultant enrollment you wish to review by selecting the Review link.

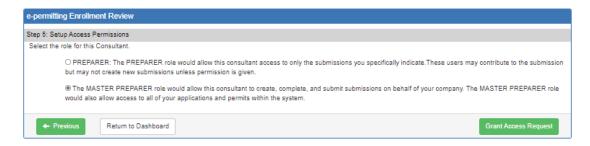


- 3. Review the Enrollment information submitted by the consultant.
- 4. Select the HERE link to review the signed security agreement for the individual. In this view you may also save and/or print the submission for your records.
- 5. Select Continue once done reviewing.
- 6. Grant or Reject access for this user by selecting the appropriate radio button. To Grant Access continue to Step 7. To Reject Access skip to Step 11.
- 7. Select Grant Access button.
- 8. Select the appropriate role/permissions for the consultant. Note: this is a general guide so please be sure to read the role descriptions presented on the system screen.
 - a. Bill Payer (only for Storage Tanks users)- users would allow this consultant access to only pay bills.

- **b.** Preparer-role allows consultant access to **only the submissions you specifically** indicate.
 - i. These users may contribute to the submission but may not create new submissions unless permission is given.
 - ii. Once selecting this option, the follow up will display allowable authorizations to give the consultant access to, along with the 'Allow Create New' checkbox.
 - iii. Check the 'Authorization Type' and 'Allow Create New' checkbox when applicable.
 - iv. You can also Grant Access to specific authorizations in the Draft Status on your dashboard, if desired.
 - v. Example: In the below screenshot, the user can create New CDOW applications, has access to ESCGP3 applications but CANNOT create new, and has access to two authorizations in the Draft Status.



- c. Master Preparer-the consultant can create, complete, and submit submissions on behalf of the company.
 - i. The Master Preparer would also allow access to all of your applications and permits within the system and can create new drafts.
 - ii. In the below example, you can see the Master Preparer option has no other follow up selections.



- 9. Select the Grant Access Request button once the appropriate role has been selected.
- 10. A success message will display and you will be returned to the enrollment dashboard. The consultant enrollment will no longer be in the Enrollment Review grid. The consultant will be sent an email.
- 11. To Reject Access, select the Reject Access button. Then select Continue.
- 12. Provide comments in the comments box for the consultant.
- 13. Select Reject Access Request and the enrollment will be denied. The consultant will be sent an email, and you will be returned to your enrollment dashboard. The request will no longer be displayed in the Enrollment Review dashboard.

Adjusting a consultant's permissions once they've been granted access

- 1. From the e-permitting homepage, access the program area dashboard.
- 2. Select Admin in the blue bar at the top of the page.
- 3. From the Associated Users page, select the appropriate Access ID, and select Edit for the specific consultant. Note: To search for inactive users, select the checkbox beside Include Inactive, and inactive members will be displayed.

ePermit User Administration Overview



- 4. In the user maintenance area, you may select to make a user Active or Inactive, adjust role settings, and select allowable authorization types. This will look similar to the permissions section of the enrollment process noted in the steps above.
 - a. Marking a user as Inactive will remove the Access ID from this consultant's dashboard. They will no longer be able to see anything related to this Access ID but their submissions will still remain on the EFA's dashboard.

5. Select Save to save any changes, then Back to Administrative Overview to complete the changes.

Need help?

Below are contact information for DEP's help desk as well as specific contact information for each program area.

Help Desk Support Line:

Number: (717) 787-HELP (4357)

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

e-permitting Program Contacts

Mining: Bituminous Surface Mine, NOI, Annual Production Report, HMR Quarterly Report

- RA-epminingpermits@pa.gov
- http://www.dep.pa.gov/Business/Land/Mining/Pages/elnitiatives.aspx

Radiation Producing Machine Renewal

- RA-EPBRPXRAYEPERMITT@pa.gov
- http://www.dep.pa.gov/Business/RadiationProtection/Pages/ePermitting.aspx

Storage Tanks: Invoices/Renewals, Amend Existing Facility and Initial Facilities

- ra-tanks@pa.gov
- http://www.dep.pa.gov/Business/Land/Tanks/Pages/ePermitting.aspx

Asbestos Notifications

- Regional office contacts:
 - SWRO espeicher@pa.gov
 - SCRO <u>kmatty@pa.gov</u>
 - SERO RA-EPSEROAQREPORTS@pa.gov
 - NWRO Lisa McCartney: Imccartney@pa.gov
 - NCRO Andrea Ryder aryder@pa.gov
 - NERO aschweitze@pa.gov
- http://www.dep.pa.gov/Business/Air/BAQ/BusinessTopics/Pages/Asbestos.aspx

Air Quality, GP5 and/or 5A New/Reauthorization

- RA-epair@pa.gov
- http://www.dep.pa.gov/Business/Air/BAQ/Permits/Pages/GeneralPermits.aspx

BWEW, Chapter 105 GP Registration

- RA-EPBWEWEPERDWET105@pa.gov
- https://www.dep.pa.gov/Business/Water/Waterways/Pages/ePermitting.aspx

Oil & Gas Surface: ESCGP3

- RA-ep-BOGMOGRE@pa.gov
- https://www.dep.pa.gov/Business/Energy/OilandGasPrograms/OilandGasMgmt/Pages/ePermitting.aspx

Oil & Gas Subsurface: UDOW, CDOW applications

- RA-ep-BOGMOGRE@pa.gov
- https://www.dep.pa.gov/Business/Energy/OilandGasPrograms/OilandGasMgmt/Pages/ePermitting.aspx

Chapter 102 Clean Water-General, Individual, E&S, ESCGP3 (coming February 2022)

• RA-EPChapter102@pa.gov

Waste Management: 8700-12 form

• RA-EP-8700-12NOTIFY@pa.gov