eMine Operator Web Application Quick Checklist

This web based application allows the applicant to enter all renewal information such as applicant contact, mineral production information, authorization requests, ownership and officers, parent and subsidiary company information, mining relationship information, etc. This web application also allows the applicant to attach all required support documents. Insurance companies that provide insurance for the applicant can use this web application to attach the relevant insurance certificate.

1. Access the following web site: https://www.depgreenport.state.pa.us
    Note: The DEP GREENPORT Page displays.

2. Log in as Username: *******, Password: ********
    Note: The DEP GREENPORT LIST APPLICATIONS Page displays.

3. Click the eMine Operators button.
    Note: For users with a security role for multiple applicants, the EMINE OPERATOR ID Page displays. For users with a security role for only one applicant, the TRADING PARTNER AGREEMENT Page displays (step 6).

4. Chose an eMine Operator ID (this is the operator mining license number).

5. Click the SUBMIT button.
    Note: The TRADING PARTNER AGREEMENT Page displays.

6. Click the I AGREE button.
    Note: The MY PORTAL INFORMATION Page displays. To change information, click the UPDATE INFORMATION button.

7. Click the SUBMIT button.
    Note: The MINE OPERATOR MENU Page displays.

8. Click the APPLY FOR MINING LICENSE RENEWAL link.
    Note: The APPLICATION CHECKLIST Page displays.

9. Click the APPLICANT CONTACT INFORMATION link.
    Note: The VERIFY APPLICANT CONTACT INFORMATION Page displays.

10. Click *The Above Information Is Correct. Checking this box will mark this section of the application complete. If the checkbox is left unchecked, then this section of the application will be considered only partially complete, and you will not have an option to proceed to Submission & Payment from the Application Checklist;* Checkbox.

11. Click the CONTINUE button.
    Note: The MINERALS PRODUCTION Page displays.

12. Click *The Above Information Is Correct. Checking this box will mark this section of the application complete. If the checkbox is left unchecked, then this section of the application will be considered only partially complete, and you will not have an option to proceed to Submission & Payment from the Application Checklist;* Checkbox.

13. Click the CONTINUE button.
    Note: The REQUEST AUTHORIZATIONS Page displays.

14. Click *The Above Information Is Correct. Checking this box will mark this section of the application complete. If the checkbox is left unchecked, then this section of the application will be considered only partially complete, and you will not have an option to proceed to Submission & Payment from the Application Checklist;* Checkbox.

15. Click the CONTINUE button.
       Note: The OFFICERS AND DIRECTORS Page displays.

16. Click *the All Current Officers and Directors are correctly listed above. Checking this box will mark this section of the application complete. If the checkbox is left unchecked, then this section of the application will be considered only partially complete, and you will not have an option to proceed to Submission & Payment from the Application Checklist*; Checkbox.

17. Click the CONTINUE button.
       Note: The OWNERS AND SHAREHOLDERS Page displays.

18. Click *the All Current Owners and Shareholders are correctly listed above. Checking this box will mark this section of the application complete. If the checkbox is left unchecked, then this section of the application will be considered only partially complete, and you will not have an option to proceed to Submission & Payment from the Application Checklist*; Checkbox.

19. Click the CONTINUE button.
       Note: The FEE SCHEDULE Page displays.
       Note: The Total Amount Due displays.

20. Click *The Above Information Is Correct. Checking this box will mark this section of the application complete. If the checkbox is left unchecked, then this section of the application will be considered only partially complete, and you will not have an option to proceed to Submission & Payment from the Application Checklist*; Checkbox.

21. Click the CONTINUE button.
       Note: The PARENTS AND SUBSIDIARIES Page displays.

22. Click the *All Current Parents and Subsidiaries are correctly listed above. Checking this box will mark this section of the application complete. If the checkbox is left unchecked, then this section of the application will be considered only partially complete, and you will not have an option to proceed to Submission & Payment from the Application Checklist;* Checkbox.

23. Click the CONTINUE button.
       Note: The PARENTS AND SUBSIDIARES – OFFICERS, DIRECTORS, OWNERS, PARTNERS AND SHAREHOLDERS Page displays.

24. Click the *All officers, directors, owners, partners (both general & limited) AND all shareholders for each company in Parents and Subsidiaries (Section 9) are correctly listed above. Checking this box will mark this section of the application complete. If the checkbox is left unchecked, then this section of the application will be considered only partially complete, and you will not have an option to proceed to Submission & Payment from the Application Checklist;* Checkbox.

25. Click the CONTINUE button.
    Note: The MINING RELATIONSHIPS Page displays.

26. Click *The above information is correct. Checking this box will mark this section of the application complete. If the checkbox is left unchecked, then this section of the application will be considered only partially complete, and you will not have an option to proceed to Submission & Payment from the Application Checklist;* Checkbox
    .
27. Click the CONTINUE button.

Note: The PERMITS APPLICANT IS AUTHORIZED TO OPERATE ON AS A CONTRACT OPERATOR Page displays.

28. Click the *All Permits operated on as a Contract Operator are correctly listed above or I am not requesting contract operator authorization. The above information is correct. Checking this box will mark this section of the application complete. If the checkbox is left unchecked, then this section of the application will be considered only partially complete, and you will not have an option to proceed to Submission & Payment from the Application Checklist;* Checkbox.

29. Click the CONTINUE button.
Note: The SUPPORTING DOCUMENTATION Page displays.

30. Click the *All the required support document(s) for this renewal application are attached. Checking this box will mark this section of the application complete. If the checkbox is left unchecked, then this section of the application will be considered only partially complete, and you will not have an option to proceed to Submission & Payment from the Application Checklist;* Checkbox.

31. Click the CONTINUE button.
Note: The MINE OPERATOR INSURANCE INSTRUCTIONS Page displays. .

32. Click the *I have read all of the above insurance instructions* Checkbox.

33. Click the CONTINUE button.
Note: The ATTACH INSURANCE CERTIFICATE Page displays.

34. Click the *Insurance Certificate will be provided by Insurance Company later;* Checkbox.

35. Click the CONTINUE button.
Note: The BEGIN SUBMISSION PROCESS Page displays.

36. Click the CONTINUE button.
Note: The APPLICATION REVIEW Page displays.
Note: The PDF Document is generated.

37. Click the *I have reviewed the document and wish to continue with the submission* Checkbox.

38. Click the CONTINUE button.
Note: The NEXT YEAR RENEWAL Page displays. Select

39. Click the CONTINUE button.
Note: The FEE PAYMENT SUMMARY Page displays.

40. Click the CHECKOUT button.
Note: The CREDIT CARD INFORMATION Page displays.

    a. Please use one of the following credit card accounts

        1. AMEX
        2. DISC
        3. MC
        4. VISA

41. Click the CHARGE CARD button.
Note: The PAYMENT CONFIRMATION Page displays.

42. Click the CONTINUE button.
    Note: The THANK YOU Page displays.

43. Click the CONTINUE button.
    Note: The MINE OPERATOR MAIN MENU Page displays.

44. Click the Log Out link.