



# **Office of Oil and Gas Management**

## **Electronic Filing Administrator (EFA) Registration and Security Agreement Form Guide**

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Version 1.3

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### **Application Support Help Desk Team**

The Applications Support Help Desk Team is composed of members from TreCom Systems Group, Inc. and the DEP. The Applications Support Help Desk Team includes help desk specialists, trainers, web masters, on-line help developers, and testing engineers working together to provide complete end-user support for eFACTS and other applications.

Number: (717) 705-3768  
Hours: Monday to Friday 8:00am to 4:30pm  
Email: [ep-efactshelpdeskteam@pa.gov](mailto:ep-efactshelpdeskteam@pa.gov)

### **Office of Oil and Gas Management**

Number: (717) 772-2199  
Hours: Monday to Friday 8:00am to 4:00pm  
Email: [RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov)

If you have any questions regarding regulations, reporting requirements or how to complete or submit Oil and Gas electronic submissions please contact the Office of Oil and Gas Management.

## **Purpose**

Welcome to the Department of Environmental Protection's (DEP) Completing the Greenport Oil and Gas User Registration and Security Agreement Guide. This guide provides information on how to successfully complete this form.

## **Introduction**

At least one representative for each operator must serve as an Electronic Filing Administrator (EFA). However, an Oil and Gas Operator is not limited to one, there may be multiple EFAs per operator. This EFA will be allowed to administer user access and make electronic submissions on behalf of the listed Oil and Gas Operator. Each EFA must complete a separate the Electronic Filing Administrator Application and Agreement Form for each Oil and Gas Operator that they will be the EFA for. If multiple EFA agreements are submitted, the EFA can re-used their user name. It is not necessary to create a new username for each different operator. The signed and completed form can be sent via email ([RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov)), fax (717-772-2291) or regular mail to PA Department of Environmental Protection, Office of Oil and Gas Management, Division of Compliance and Data Administration, PO Box 8765, Harrisburg, PA 17105-8765. Please note that each page of the agreement must be initialed or signed by the EFA.

## **Administrator Registration and Security Agreement – Page 1**

The top section of Page 1 (See below) of the form contains information about the Oil and Gas Operator, including Operator Name, Operator Number (OGO#), Mailing Address, City, State zip Code and Telephone Number.

<b>Oil and Gas Operator</b> (Primary Reporting Entity)
Name of Oil and Gas Operator: <b>The Oil and Gas Operator</b>
Operator Number (OGO#): <b>99999</b>
Mailing Address of Operator: <b>Operator Address</b>
City, State, Zip Code: <b>City, State, ZIP</b>
Sponsoring Corporation Telephone Number <b>XXX-XXX-XXXX</b>

The bottom section of Page 1 (See below) of the form contains information about the EFA, including Full Name, Title, Professional License Number (If applicable) Name of EFA's Company/Division, Physical address of EFA, City, State, Zip Code, Telephone Number, Greenport Username, EFA Email address. The information contained on this form is to be the person that will be entering the information into the online systems. Also, EFA Greenport usernames and USER Greenport usernames are confidential and are not to be shared by individuals within the Oil and Gas Operator.

Each individual who is going to be entering data into the DEP online programs needs to either be a DEP approved Oil and Gas Operator authorized EFA or Oil and Gas Operator authorized USER.

<b>User Information</b> (Complete a separate request form for each User)
Full Name: <b>User's full name</b>
Title: <b>job title</b>
Professional License Number (If applicable):
Name of User's Company: <b>Oil and Gas Company</b>
Mailing Address of User: <b>Company address</b>
City, State, Zip Code: <b>City, State, ZIP</b>
User Business Telephone Number: <b>XXX-XXX-XXXX</b>
User Cellular Telephone Number: <b>XXX-XXX-XXXX</b>
GreenPort Username: <b>Greenport Self Registration name</b>
GreenPort Email Address: <b>Email address enter during registration</b>
User Business website:

**Administrator Registration and Security Agreement – Page 4**

The top section of Page 4 (See below) contains either the signatures of the President and Secretary or Treasurer of the Oil and Gas Operator or the signature of the individual who has been delegated by the Oil and Gas Operator and are signing on behalf of the Oil and Gas Operator.

**On behalf of the Oil and Gas Operator:**

	<b>and</b>	
President or Vice President		Secretary or Treasurer
Date: _____		Date: _____

**OR**

**Alternatively:**

I do hereby say, verify and attest to that I have delegated authority to execute documents on behalf of the Oil and Gas Operator for which I represent. **Written proof of my delegation is provided with this Security Agreement for your files.** I represent my delegated authority to execute documents on behalf of the Oil and Gas Operator as being true and accurate to the best of my knowledge, information and belief, under penalty of perjury, and subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Signature \_\_\_\_\_

Delegate: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

The bottom section of Page 4 (See below) contains the date and the signature of the EFA (Electronic File Administrator for Oil and Gas Operator). This is in addition to the required signatures above.

I do hereby say, verify and attest to that:

I am fully aware and accept my obligations as an EFA as outlined within this Agreement and Attachment "A"; and

The information provided as to my Application is true and accurate to the best of my knowledge, information and belief, under penalty of perjury, and subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
EFA Signature

Submit the signed and completed form via email ([RA-ep-BOGMOGRE@pa.gov](mailto:RA-ep-BOGMOGRE@pa.gov)), fax (717-772-2291) or regular mail to PA Department of Environmental Protection, Office of Oil and Gas Management, Division of Compliance and Data Administration, PO Box 8765, Harrisburg, PA 17105-8765.

## **Questions**

Any questions on information about completing this form should be directed to the Office of Oil and Gas Management.

## **Version History**

<b>Date</b>	<b>Version</b>	<b>Revision Reason</b>
09/28/2016	1.1	Re-formatted old guide and added new user roles
03/13/2020	1.2	Updated with New GreenPort screens
04/16/2020	1.3	Update New process and New Greenport screens