



# **Office of Oil and Gas Management**

## **GreenPort Self-Registration Guide**

Updated January 12, 2023  
Version 1.3

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### **Purpose**

Welcome to DEP GreenPort Self-registration guide. This guide provides information on how to successfully self-register with the DEP GreenPort application.

### **Applications Support Help Desk Team**

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

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.

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

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.

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

## Introduction

On June 17, 2013, the Pennsylvania Department of Environmental Protection's (DEP) Oil and Gas Reporting-Electronic (OGRE) application, moved to DEP's GreenPort application. This was done to provide operators with the ability to allow multiple users to submit different sets of data on their behalf. In addition, operators can access multiple department applications using one Username. Using the GreenPort application will allow Electronic Filing Administrators (EFA's) to file multiple oil and gas reports and give authorization to allow multiple User's to gain access to submit oil and gas reports on behalf of the oil and gas operator. DEP GreenPort is now part of the PA Keystone Login so when you register for a new GreenPort account you will automatically create a Keystone Login account. PA Keystone Login is an account management system for commonwealth online services.

There are 2 type of forms that a registered user needs to complete in order to gain access to the DEP applications, the *Electronic Filing Administrator (EFA)* or the *User Registration and Security Agreement (USER)*. The EFA form is for those registered users that need access to all the DEP applications currently available and do not need to complete the USER form. Additionally, they will have access to the application's security application to grant access to their registered users. The USER form is for registered individual users who only need partial access to the DEP Applications. The EFA form must be approved by DEP and the USER form must be approved by the EFA. A copy of each approved USER form must be sent to DEP via email to [RA-EP-BOGMOGRE@pa.gov](mailto:RA-EP-BOGMOGRE@pa.gov) . Below is the link to the DEP Electronic Submission Guides website for instructions on completing the EFA or the USER forms.  
<https://www.dep.pa.gov/Business/Energy/OilandGasPrograms/OilandGasMgmt/Pages/Oil-and-Gas-Electronic-Submission-Guides.aspx>

## Creating a GreenPort Account

To create a DEP GreenPort/Keystone Login account:

1. Go to <https://www.depgreenport.state.pa.us>.
2. The DEP GreenPort login screen will display.
3. Click the 'Register' button.

The screenshot shows the GreenPort login and registration interface. At the top, it says "Welcome to the new GreenPort powered by the PA Keystone Login!". Below this are logos for the Department of Environmental Protection, Department of Conservation and Natural Resources, Pennsylvania Department of Agriculture, and Milk Marketing Board. The page is divided into two main sections: "Login to your account" and "Register a new GreenPort account".

**Login to your account:** Includes a note: "Note: Do not use your Old DEP GreenPort account created before 03/20/2021." There are input fields for "Username" and "Password", and a "Login" button. Below the fields are links for "What is GreenPort?", "Forgot Username?", "Forgot Password?", and "Need your account unlocked?".

**Register a new GreenPort account:** Features a prominent green "Register" button. Below it, text states: "When you register a new GreenPort account, you automatically create a new Keystone Login account." Further down, it explains: "PA Keystone Login is an account management system for commonwealth online services. You can use your PA Keystone Login username and password to log into any online service that participates in PA Keystone Login." At the bottom right, it says "Powered by PA KEYSTONE LOGIN" and "Keystone Login FAQ".

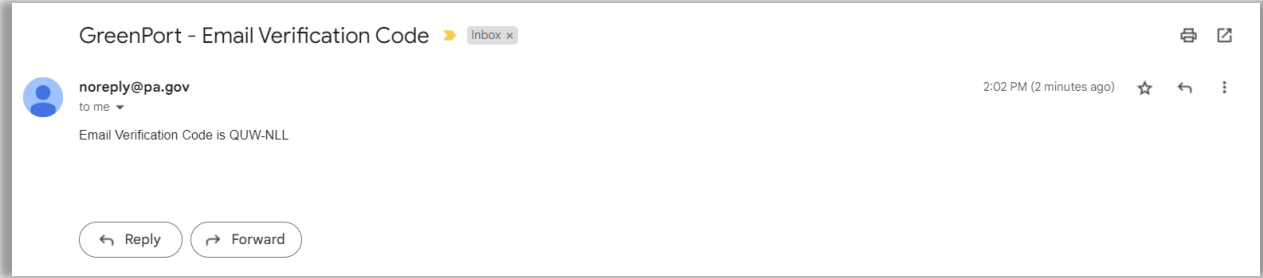
4. Enter your Email address and click the 'Send Code' button. A valid email address is needed to register.

The screenshot shows the "Verify Email & Enter Verification Code" step of the registration process. The title "Register a new account" is at the top. Below the title are three progress indicators, with the first one filled green. A grey bar contains the text "Verify Email & Enter Verification Code".

A checkmark icon is followed by the text: "Let's get started! Enter your email and we'll send you a verification code." Below this is a note: "Note: There maybe a delay since this is a system generated email. Make sure to check you spam box as well."

There are two input fields: "Email Address \*" and "Verification Code \*". The "Email Address" field has a "Send Code" button to its right. The "Verification Code" field has a "Validate Code" button to its right. At the bottom left, there is a "Cancel" button.

5. A verification code will be sent to the email address you provided.



6. Enter it into the Email Verification Code field as shown below. Once your Email is verified you can continue to complete the rest of the information.

A screenshot of a registration form titled "Register a new account". It has three progress indicators at the top, with the second one highlighted. The current step is "Verify Email & Enter Verification Code". Below this, there is a checkmark icon and the text "Let's get started! Enter your email and we'll send you a verification code." followed by a note: "Note: There maybe a delay since this is a system generated email. Make sure to check you spam box as well." The form contains two input fields: "Email Address \*" with the value "youremailaddress@example.com" and a "Send Code" button; and "Verification Code \*" with the value "QUW-NLL" and a "Validate Code" button. A "Cancel" button is located at the bottom left.


7. Enter account information and click Next.


Register a new account


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**User Profile**


 Enter account information below.

First name *	Middle name
<input type="text"/>	<input type="text"/>
Last name *	Date Of Birth *
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> 
Organization	Title
<input type="text"/>	<input type="text"/>
Phone *	Phone Extn
<input type="text" value="(###) ###-####"/>	<input type="text"/>

 Address Information

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Country



Address \*

[Enter Address Manually](#)

8. Create a Username and Password. Be sure to meet the requirements and rules listed when creating your username and password.

Register a new account


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Security Information

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Enter account information below.

**Username \***

**Username requirements:**

- Must be between 6 to 20 characters.
- Should only contain letters and numbers.
- Do not include other special characters.
- Do not include any sensitive information.
- Username chosen here cannot be changed after the account is created.

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**Password \***

**The password must pass these rules:**

- Must be between 12 to 128 characters in length.
- Do not include any of your username, your first name, or your last name.

**Verify Password \***

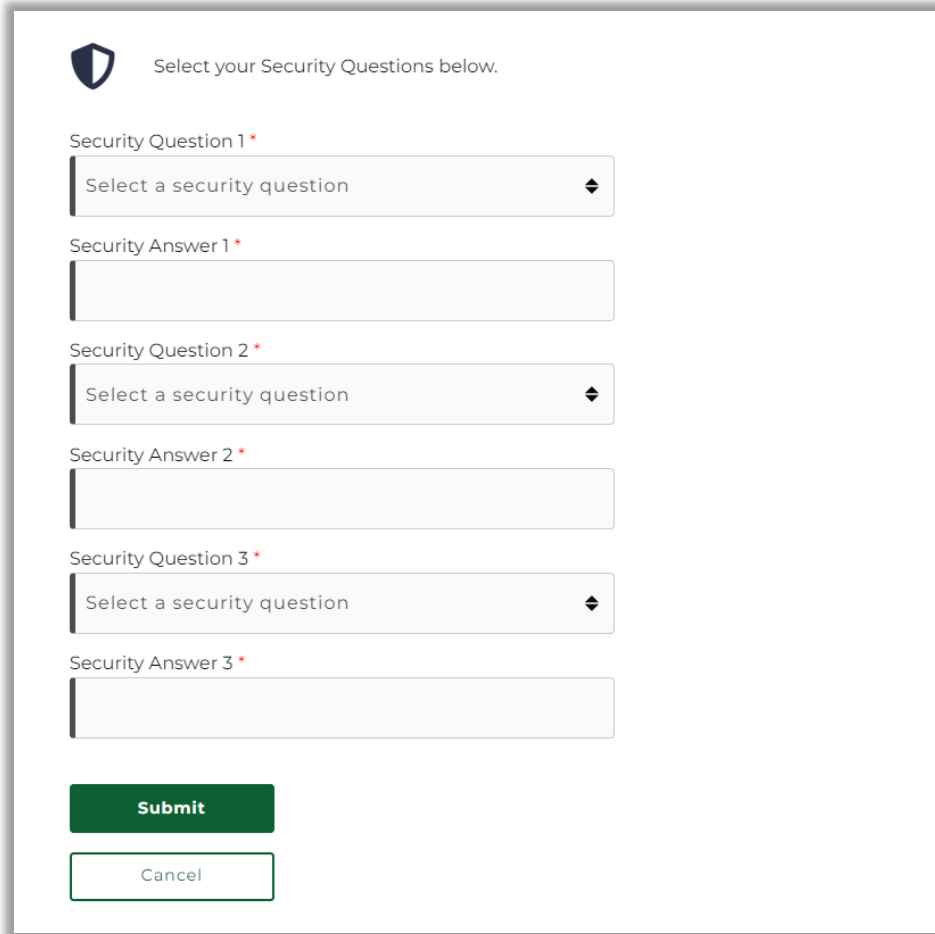
**The password must pass 3 out of 4 of these rules:**

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, #, %, ^, etc).

**Password Strength: Invalid**

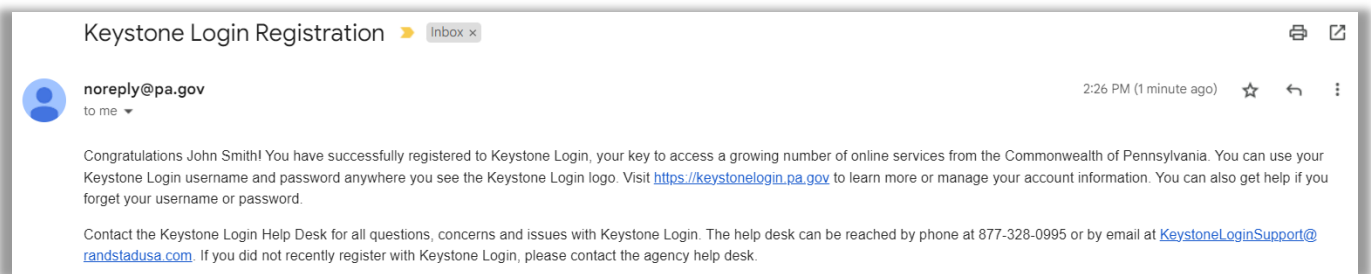
**Enable Multi-Factor Authentication(MFA)**

9. Select and answer security questions. Click submit.



The screenshot shows a registration form titled "Select your Security Questions below." It contains three sets of questions. Each set includes a dropdown menu for selecting a security question and a text input field for the answer. The questions are labeled "Security Question 1", "Security Question 2", and "Security Question 3". At the bottom of the form are two buttons: a green "Submit" button and a white "Cancel" button with a green border.

10. A registration confirmation screen will display, and a registration confirmation email will be sent to your email address.



11. You have completed the DEP GreenPort/Keystone Login Self-Registration and now may log on to GreenPort with your username and password.



12. At this point you do not have any access to any Greenport/OGRE applications. See the appropriate user guide on the Electronic Submission Guides website for information on how to obtain access.

<https://www.dep.pa.gov/Business/Energy/OilandGasPrograms/OilandGasMgmt/Pages/Oil-and-Gas-Electronic-Submission-Guides.aspx>

## Resetting your Password

NOTE: It is strongly recommended that you record your Password and Username and keep it in an easily accessible and remembered location. If you lose or forget your password, you can retrieve it using the **Forgot Password** link on the GreenPort Login page. You will receive a password reset email.

1. After accessing the DEP Greenport logon website
2. Click the **Forgot Password** link

The screenshot shows the GreenPort login interface. At the top, it says "Welcome to the new GreenPort powered by the PA Keystone Login!". Below this are logos for the Department of Environmental Protection, Department of Conservation and Natural Resources, Pennsylvania Department of Agriculture, and Milk Marketing Board. The page is divided into two main sections: "Login to your account" and "Register a new GreenPort account".

**Login to your account**

**Note: Do not use your Old DEP GreenPort account created before 03/20/2021.**

Username:

Password:

**Login**

What is GreenPort?  
Forgot Username?  
**Forgot Password?** ← (Red arrow pointing to this link)  
Need your account unlocked?

**Register a new GreenPort account**

**Register**


**When you register a new GreenPort account, you automatically create a new Keystone Login account.**

PA Keystone Login is an account management system for commonwealth online services. You can use your PA Keystone Login username and password to log into any online service that participates in PA Keystone Login.

Powered by **PA KEYSTONE LOGIN**  
Keystone Login FAQ

3. Enter your Username or email address and click Continue.

GreenPort | Keystone Password Reset ✕

 Please note that when you reset your password with GreenPort, it will also reset your PA Keystone Login password.

**GreenPort** | Powered by **PA KEYSTONE LOGIN**

Please enter the **username** of the account you are trying to access.

Username


OR

Email

*Only enter your email if you don't remember your old GreenPort username.*

4. Select your password reset method and click Continue.

GreenPort | Keystone Password Reset ✕

 Please note that when you reset your password with GreenPort, it will also reset your PA Keystone Login password.

**GreenPort** | Powered by **PA KEYSTONE LOGIN**

**Select your password reset method**

Reset by One Time Password via Email to this address: \*\*\*\*\*lhaines@gmail.com

Reset by Security Questions

## Email Reset

1. If you choose to reset your password by having a one-time password sent to your email the screen below will appear. Retrieve the code from your email, enter it, and click Continue.

GreenPort | Keystone Password Reset

Please note that when you reset your password with GreenPort, it will also reset your PA Keystone Login password.

**GreenPort** | Powered by **PA KEYSTONE LOGIN**

The username associated with this email address is: **JoSmith64**

Before we can proceed with the importing your profile, you need to enter the one-time password that was sent to you. The password will only be **valid for 10 Minutes**.

**One-Time Password**

[Send me a new code.](#)

2. Create a new password and click continue and you will be able to login to GreenPort.

**GreenPort** | Powered by **PA KEYSTONE LOGIN**

Please create your new password below.

**Password \***

**Verify Password \***

**The password must pass these rules:**

- Must be between 12 to 128 characters in length.
- Do not include any of your username, your first name, or your last name.

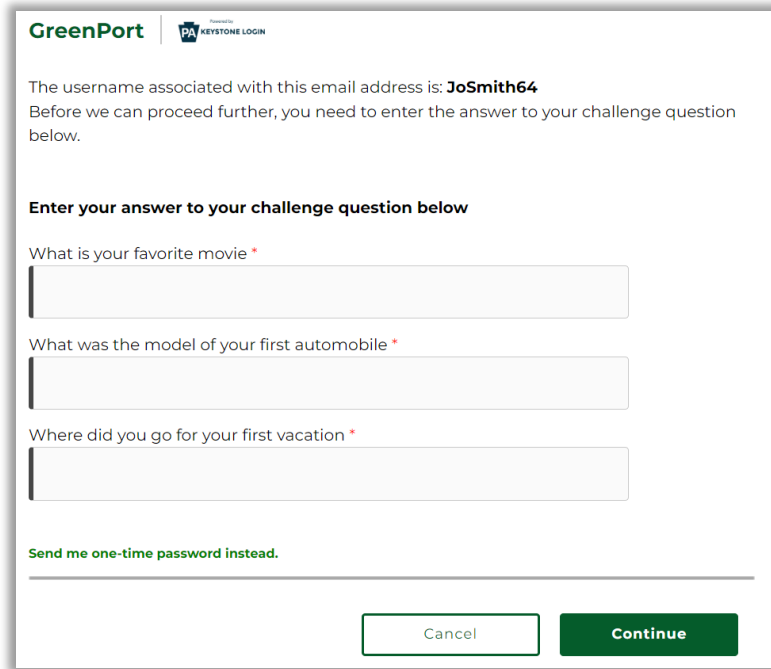
**The password must pass 3 out of 4 of these rules:**

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, #, %, ^, etc).

**Password Strength: Invalid**

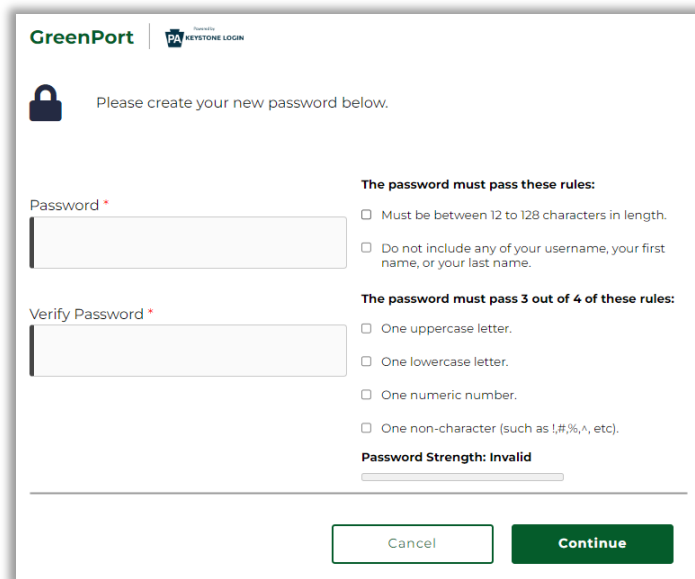
## Security Questions Reset

1. If you choose to reset your password by answering your security questions the screen below will appear. Answer your security questions from when you first registered and click Continue.



The screenshot shows the GreenPort login interface. At the top, it says "GreenPort" and "PA KEYSTONE LOGIN". Below that, it displays the username "JoSmith64" and asks the user to answer a challenge question. The challenge question is "What is your favorite movie?". There are three input fields for the answer. Below the input fields, there is a link that says "Send me one-time password instead." At the bottom, there are two buttons: "Cancel" and "Continue".

2. Create a new password and click continue and you will be able to login to GreenPort.



The screenshot shows the GreenPort password creation screen. At the top, it says "GreenPort" and "PA KEYSTONE LOGIN". Below that, there is a lock icon and the text "Please create your new password below." There are two input fields: "Password" and "Verify Password". To the right of the input fields, there are two sections of rules. The first section is "The password must pass these rules:" and has two checkboxes: "Must be between 12 to 128 characters in length." and "Do not include any of your username, your first name, or your last name." The second section is "The password must pass 3 out of 4 of these rules:" and has four checkboxes: "One uppercase letter.", "One lowercase letter.", "One numeric number.", and "One non-character (such as !, #, %, ^, etc)." Below the checkboxes, there is a "Password Strength: Invalid" indicator. At the bottom, there are two buttons: "Cancel" and "Continue".

## Version History

<b>Date</b>	<b>Version</b>	<b>Revision Reason</b>
06/01/2016	1.1	Re-formatted old guide
04/02/2020	1.2	Updated new Greenport screens
1/12/2023	1.3	Updated new GreenPort screens