Office of Oil and Gas Management

GreenPort Self-Registration Guide

Updated January 12, 2023
Version 1.3

Table of Contents

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

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 *e*FACTS 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

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 . 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

3

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.
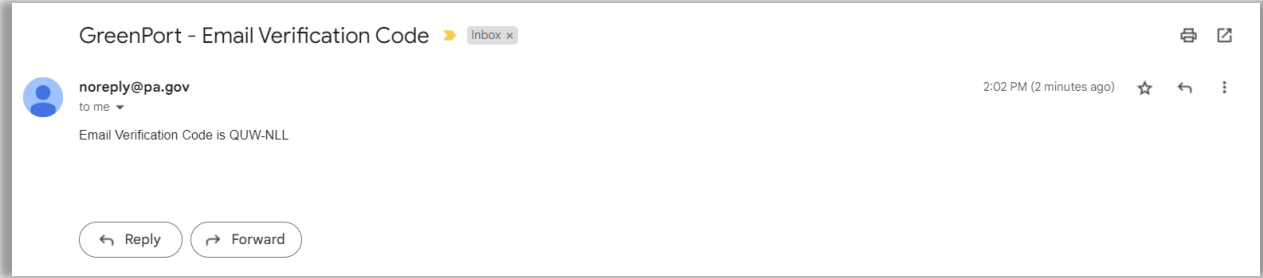

4. Enter your Email address and click the 'Send Code' button. A valid email address is needed to register.

4

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

GreenPort - Email Verification Code ➤ Inbox ×

noreply@pa.gov
to me ▾

Email Verification Code is QUW-NLL

2:02 PM (2 minutes ago)

↩ Reply   ➜ Forward

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.

Register a new account

Verify Email & Enter Verification Code

Let's get started! Enter your email and we'll send you a verification code.

Note:There maybe a delay since this is a system generated email. Make sure to check you spam box as well.

Email Address *

youremailaddress@example.com   Send Code

Verification Code *

QUW-NLL   Validate Code

Cancel

5

7. Enter account information and click Next.

Register a new account

User Profile

Enter account information below.

First name *

Middle name

Last name *

Date Of Birth *

mm/dd/yyyy

Organization

Title

Phone *

(###) ###-####

Phone Extn

Address Information

Country

United States

Address *

Enter Address Manually

Next

Cancel

6

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

Register a new account

● ● ● ●

Security Information

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.

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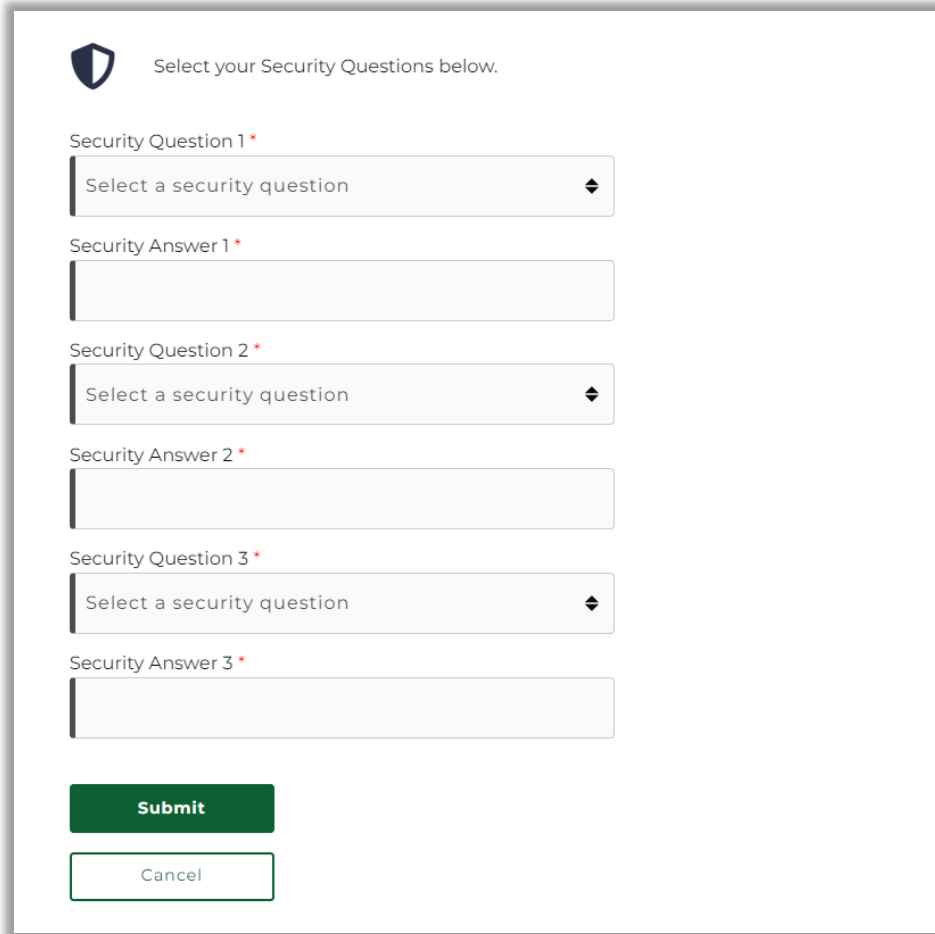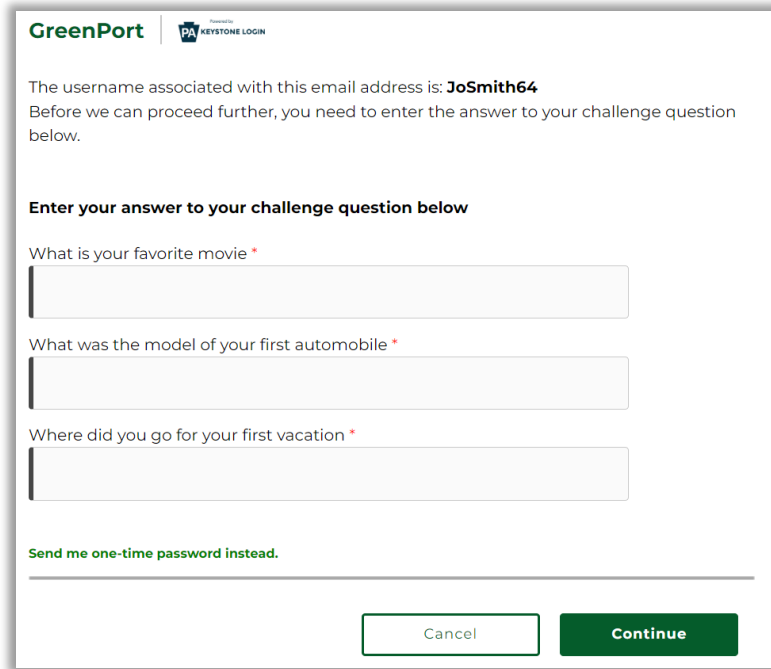
The password must pass 3 out of 4 of these rules:

☐ One uppercase letter.

☐ One lowercase letter.

☐ One numeric number.

☐ One non-character (such as !,#,%,^, etc).

Password Strength: Invalid

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

7

9. Select and answer security questions. Click submit.

10. A registration confirmation screen will display, and a registration confirmation email will be sent to your email address.
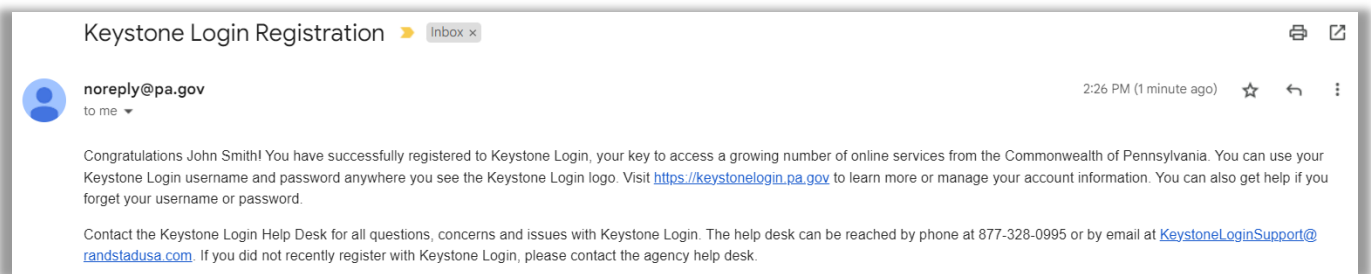
11. You have completed the DEP GreenPort/Keystone Login Self-Registration and now may log on to GreenPort with your username and password.

8

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

Return to Table of Contents

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

4. Select your password reset method and click Continue.

10

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.

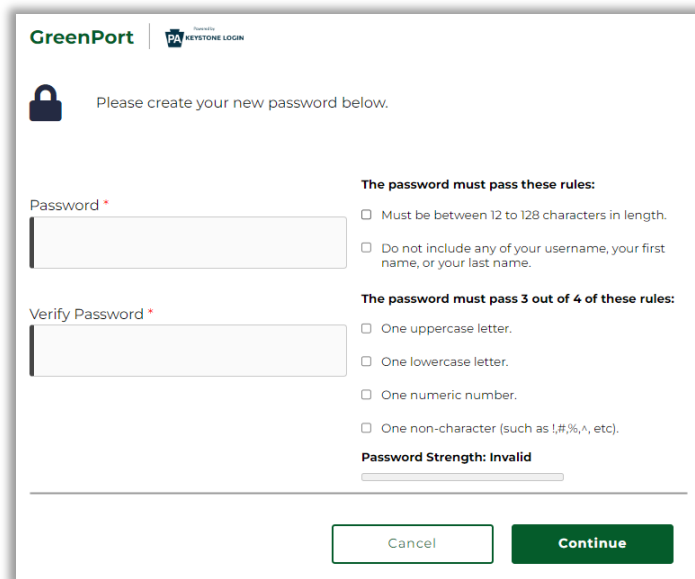2. Create a new password and click continue and you will able to login to GreenPort.

11

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.

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

Version History

Date	Version	Revision Reason
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