

Chapter 105 ePermitting Presentation - March 19, 2021

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Southwest Region
Waterways and Wetlands Program



Overview

DEP has launched an Online Electronic permitting (ePermit) for Chapter 105 Wetland and Waterway Obstruction and Encroachment General Permits.

The ePermit application is fully functional and available for use to submit general permit applications, but it is in a “beta” test phase. Accordingly, it is possible that instructions, procedures, screen displays, etc. might change, as updates and changes are made to the ePermitting system or to the online electronic permit applications for Chapter 105 General Permits

Before Registering, It is strongly recommended to view the Walkthrough Videos and guides found on our website:

<https://www.dep.pa.gov/Business/Water/Waterways/Pages/ePermitting.aspx>

Alternative of Paper Applications Continues



Which Chapter 105 Permits Use ePermitting?



Getting Started: Chapter 105 ePermit Process Overview



Where to Access Chapter 105 ePermitting



Registering for ePermitting: Applicants



Registering for ePermitting: Users/Consultants (Not EFAs)



ePermit Chapter 105 Registering: Walkthrough Videos



ePermitting User Guides and Forms



Chapter 105 General Permit Types



Fees



Chapter 105 General Permit Source Files



Overview

ePermitting User Guides and Forms

- [Getting Started in Chapter 105 General Permit ePermitting – User Guides Supplement and Summary](#)
- [ePermitting Chapter 105 Electronic Administrator User's Guide – for Chapter 105 General Permit Registrations](#)
- [ePermitting Chapter 105 User Consultant User's Guide – for Chapter 105 General Permit Registrations](#)
- [User's Registration and Security Agreement for ePermitting](#) (To be provided by users to EFA)

The EFA User's Guide and the Consultant User's Guide were both last updated on March 3, 2021.

Create DEP GreenPort Account

- Chapter 105 ePermitting uses DEP's Greenport. Greenport allows you to access multiple DEP online applications, including ePermitting. Greenport Accounts are not Corporate Accounts and must be created, managed and controlled by an individual.
- ALL users need to have and create their own account. This includes applicants and consultants.
- Regardless of how many DEP Bureaus a user would like to submit permit applications to, only one [GreenPort account](#) is necessary. However, a user will need separate permissions for some DEP ePermits. The Chapter 105 General Permit ePermit is one such application which requires separate permissions.

Create DEP GreenPort Account

ePermitting User Guides and Forms

- [Getting Started in Chapter 105 General Permit ePermitting – User Guides Supplement and Summary](#)
- [ePermitting Chapter 105 Electronic Administrator User's Guide – for Chapter 105 General Permit Registrations](#)
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- [User's Registration and Security Agreement for ePermitting](#) (To be provided by users to EFA)

Unless one has already been created, a prospective user will need to create a [GreenPort account](#) to access ePermitting. If you do not yet have a GreenPort account, please visit https://epecwebs20.pader.gov/gpl/docs/Portal_Userguide.pdf for steps to create your GreenPort account.

DEPGreenPort

Login



Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below.

Username:

Password:

[Log into DEPGreenPort](#)

Can't remember your password? [Click here](#)

Having problems? [DEP Greenport FAQ](#)

[See the current list of self-register applications](#)

[Click here to self-register](#)

After completing the self-registration form, users will be provided with a username and password. Please note that this username and password will only grant access to those electronic applications that are associated with self-registration.

➤ Self-Register for Chapter 105 ePermitting

- After creating a GreenPort Account, the **applicant** will have to self-register, in DEPGreenPort, for ePermitting. Users must register for ePermitting for each DEP Program you wish to utilize ePermitting for. Example, if someone is already registered for ePermitting for Chapter 102, they will also have to register for ePermitting for Chapter 105.
 - Select the “Click here to Self-Register” button.
 - Select the “Application Enrollment button.”
 - Select the “Enroll” button for e-permitting. The user will be taken to the DEP GreenPort Additional Data Required for access screen.
 - Select “Waterways Engineering and Wetlands” from the Program Area drop-down list to enroll in Chapter 105 e-permitting.
 - Once you select this, a list of options appear, from which you need to select your role regarding a Chapter 105 Permit registration

▶ Roles for a Chapter 105 GP Registration

- I am the Owner/Registrant/Applicant that needs a permit
- I am an employee or member of an organization that needs a permit AND I have signatory authority to sign documents on behalf of my organization to DEP
- I am an employee or member of an organization that needs a permit but DO NOT HAVE signature authority. I will be working with the organization's EFA
- I am a Consultant or Other User who is working for/assisting an Owner/Registrant/Applicant
- I am assisting an Individual who is the Owner/Registrant/Applicant who does not have or does not use computers and they are physically sitting with me

➤ Roles for a Chapter 105 GP Registration

- If you are an applicant with signature authority, then you will register as the EFA. You will not register as a consultant or employee without signature authority. If those roles listed apply to you then you cannot be the EFA.
- Each applicant must have an Electronic Filing Administrator (EFA). This EFA must have signature authority for the applicant or be the applicant and manages and controls access of other users (employees, consultants, etc.).
- Users other than the EFA must first request access from the EFA using the EFA's ACCESS ID. There is a Walkthrough Video that shows EFAs how to approve users to work for EFAs.
- After selecting your role regarding a Chapter 105 General Permit Registration, select the "Submit" button.
- When an applicant has requested access to Chapter 105 and they do not have an eFACTS ID, they will be routed to the New Client Registration screen.

New Client Registration Form

- After selecting the “Submit” button for self registering, E-permitting will then require a person wishing to fill out a Chapter 105 application with no eFACTS client information to first go through the Client Registration form prior to starting the permit application.
 - Owner Information
 - Security Agreement for Owner and EFA
 - Electronic Signature Details; This is an electronic signature and must match the name on your Greenport account. You have to be logged in under your Greenport account to sign your name.
 - DEP New Client Registration Attachments; The applicant will have the ability to upload documentation as required.

- Once the form has been submitted for a completeness check and submitted, an E-mail notification will be sent to the E-mail Address entered when setting up the DEPGreenPort Self-Registration account indicating to the user that the request has been submitted and is pending review.

EFA Registration Pending Approval by DEP

- On submission of the New User Registration form, the user will be navigated to their ePermit Dashboard.
- The EFA will have the ability to create a draft 105 registration; however,
 - The user will have view access, but not edit capabilities, until the EFA registration is approved by DEP.
 - The EFA will not be able to approve other users to work form them (other employees, consultants) until the EFA registration is approved by DEP.
 - Submitting a 105 registration before the EFA registration is approved may cause delays in review if there are issues with your EFA registration.

EFA Capabilities

- Create a draft 105 registration/application. Once all required portions of the application have been completed, the user is able to submit their application.
- Grant access for any user requesting access to prepare or view applications. EFAs may approve, deny, or revoke access for each user.
 - The EFA must provide its access ID to the user. (The Access ID is located on your dashboard.)
 - The user must request access and provide its 'User's Registration and Security Agreement' to the EFA. Create and edit/modify access, or security roles, for a user inside ePermitting.
- Limiting access to Modules for a user. e-permitting EFAs have the ability to limit individual access for certain modules within the e-permitting Application. Any user given Master Preparer and Preparer access will have access to all modules by default. If you want to limit the access, then restrictions must be placed on each module.

ePermitting User Roles

Master Preparer – Any user who will have access to any draft permit, correction required permit, or previously submitted permit for the license they are associated with. The Master Preparer will also have the ability to create new draft permits. **This means that the Master Preparer will have access to all of the Chapter 105 General permit registrations for an EFA.**

Preparer – Any user who will require individual access to draft permits, or correction required permits for the license they are associated with. Once a draft permit is created, a Preparer must be given access to the submission before they are able to work on it. **Preparers can only access the specific application to which they are granted access.** Preparers can only create new applications if given that authority within ePermitting.

User's Guide for Consultants

ePermitting User Guides and Forms

- [Getting Started in Chapter 105 General Permit ePermitting – User Guides Supplement and Summary](#)
- [ePermitting Chapter 105 Electronic Administrator User's Guide – for Chapter 105 General Permit Registrations](#)
- [ePermitting Chapter 105 User Consultant User's Guide – for Chapter 105 General Permit Registrations](#)
- [User's Registration and Security Agreement for ePermitting](#) (To be provided by users to EFA)

Need to create a GreenPort account

Creating a DEP GreenPort Self-Registration Account

Users must also submit the User Application & Security Agreement Form to DEP before they can use the e-permitting application.

➤ Self-Register for Chapter 105 ePermitting

- After creating a GreenPort Account, the **applicant** will have to self-register, in DEPGreenPort, for ePermitting. Users must register for ePermitting for each DEP Program you wish to utilize ePermitting for. Example, if someone is already registered for ePermitting for Chapter 102, they will also have to register for ePermitting for Chapter 105.
 - Select the “Click here to Self-Register” button.
 - Select the “Application Enrollment button.”
 - Select the “Enroll” button for e-permitting. The user will be taken to the DEP GreenPort Additional Data Required for access screen.
 - Select “Waterways Engineering and Wetlands” from the Program Area drop-down list to enroll in Chapter 105 e-permitting.
 - Once you select this, a list of options appear, from which you need to select your role regarding a Chapter 105 Permit registration

▶ Roles for a Chapter 105 GP Registration

- I am the Owner/Registrant/Applicant that needs a permit
- I am an employee or member of an organization that needs a permit AND I have signatory authority to sign documents on behalf of my organization to DEP
- I am an employee or member of an organization that needs a permit but DO NOT HAVE signature authority. I will be working with the organization's EFA
- I am a Consultant or Other User who is working for/assisting an Owner/Registrant/Applicant
- I am assisting an Individual who is the Owner/Registrant/Applicant who does not have or does not use computers and they are physically sitting with me

➤ Roles for a Chapter 105 GP Registration

- First, the applicant/EFA must provide the EFA's Access ID to the consultant/user. The Access ID is located on the EFA's dashboard.
- The options for a user to register with an EFA are "I am an employee or member...but DO NOT HAVE signature Authority" and "I am a consultant or other user...".

I am a Consultant or Other User who is working for/assisting an Owner/Registrant/Applicant

I am a consultant hired by an owner to prepare and submit the permit documents and application.
Note: The EFA must register first. See [webpage](#) for assistance. You must request access from the EFA.

Access ID

Requesting Access to e-permitting Stage/QA

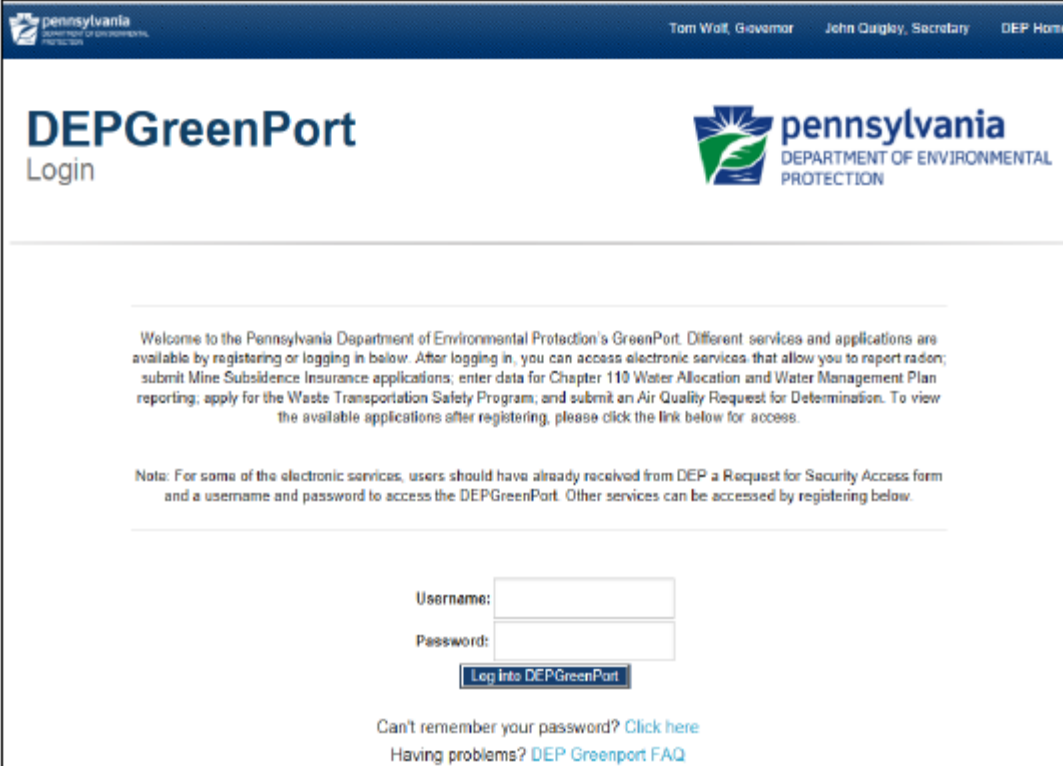
- Once you select one of these options, you will be instructed to enter the Access ID for the entity for which are requesting access.

➤ User's Guide for Consultants

- Select the Submit Button.
- Users must then submit a User's Registration and Security Agreement for ePermitting form. This form is to be completed and submitted to the Electronic Filing Administrator (EFA) before the user can access the Chapter 105 general permit ePermitting process. The fillable form is located on the Bureau of Waterways Engineering & Wetlands' website: <https://www.dep.pa.gov/Business/Water/Waterways/Pages/ePermitting.aspx> and must be completed and submitted to the EFA before access can be given. (An example of this form is provided in the User's Guide.)
- Once the User Application & Security Agreement Form has been completed and submitted to the EFA, the electronic request can be approved by the EFA, and the user will be notified that their account has been given access to the ePermitting system. The user will be able to start a new Draft Registration for entity you are working with IF THE EFA GAVE YOU PERMISSION.

▶ Accessing the e-permit Dashboard

1. Open Internet Explorer.
2. In the URL Address Bar type in <https://www.depgreenport.state.pa.us>
3. The DEPGreenPort website will display.



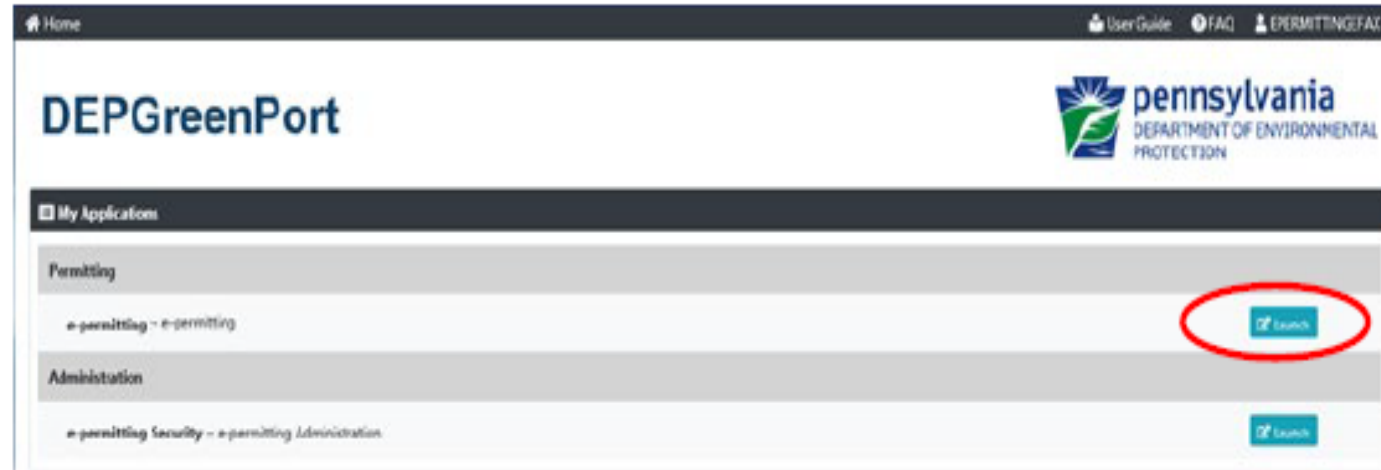
The screenshot shows the DEPGreenPort Login page. At the top, there is a navigation bar with the Pennsylvania Department of Environmental Protection logo and links for Tom Wolf, Governor; John Quigley, Secretary; and DEP Home. The main header features the DEPGreenPort Login logo and the Pennsylvania Department of Environmental Protection logo. Below the header, a welcome message states: "Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access." A note follows: "Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below." The login form consists of two input fields: "Username:" and "Password:". Below the fields is a button labeled "Log into DEPGreenPort". At the bottom, there are two links: "Can't remember your password? [Click here](#)" and "Having problems? [DEP Greenport FAQ](#)".

4. Enter your User Name in the *User Name* field.
5. Enter your Password into the *Password* field.
6. Click the 'Log into DEPGreenPort' button.



▶ Accessing the e-permit Dashboard

7. The List Applications Screen will display.



8. Click the ePermitting 'Launch' button.

9. From within the e-permitting application, the e-permit Dashboard is the "home" page. It can be accessed at any time by clicking the 'Home' button.

▶ Accessing the e-permit Dashboard

Authorized users will see various links based on the programs they have been given access to.











Note: If users only have access to one program, this page is skipped and the user is taken directly to their dashboard for that program.

▶ Accessing the e-permit Dashboard

Home Create Authorization Admin MADARARY

ePermit Dashboard

Access ID: 3 - LONDONDERRY TWP DAI Submission Type: Ch 105 GP Registration

Drafts (4) Submitted (28) Correction Required (1) Approved (1) Withdrawn/Denied (1)							
Created Date	Site Name	Submission Type	Request Type	Last Modified By	Last Modified Date	Edit	Delete
09/17/2018		Ch 105 GP Registration	New Application	MADARARY	09/17/2018	Grant Authorization Access	 
09/12/2018	Operator Test Site Lancaster	Ch 105 GP Registration	New Application	MADARARY	09/12/2018	Grant Authorization Access	 
09/12/2018	Operator Test Site Lancaster	Ch 105 GP Registration	New Application	MADARARY	09/12/2018	Grant Authorization Access	 
09/10/2018	Test Site 1	Ch 105 GP Registration	New Application	MADARARY	09/10/2018	Grant Authorization Access	 

▶ Creating a Draft Registration

1. From within the ePermitting Application, access the e-permit Dashboard page.
2. Click the 'Create Authorization' button.
3. Mouse over the Authorization Type and click on New Application.
4. The e-permit Authorization Overview page will display.
5. Click the Link for the Module you wish to open and work on.
6. When finished working on the module, click the 'Save' button.

Ch 105 GP Registration

Included	Go To	Status	Completed	Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Applicant Information	⊗		<input type="checkbox"/>	GP5 - Utility Line Stream Crossings	⊗	
<input checked="" type="checkbox"/>	Consultant Information	⊗		<input type="checkbox"/>	GP6 - Agricultural Crossings and Ramps	⊗	
<input checked="" type="checkbox"/>	Project Information	⊗		<input type="checkbox"/>	GPT - Minor Road Crossings	⊗	
<input checked="" type="checkbox"/>	Resource Identification	⊗		<input type="checkbox"/>	GP8 - Temporary Road Crossings	⊗	
<input checked="" type="checkbox"/>	PNDI	⊗		<input type="checkbox"/>	GP9 - Agricultural Activities	⊗	
<input checked="" type="checkbox"/>	GP1 - Fish Habitat Enhancement Structures	⊗		<input type="checkbox"/>	GP10 - Abandoned Mine Reclamation	⊗	
<input type="checkbox"/>	GP2 - Small Docks and Boat Launching Ramps	⊗		<input type="checkbox"/>	GP11 - Maintenance, Testing, Repair, Rehabilitation or Replacement General Pmt	⊗	
<input type="checkbox"/>	GP3 - Bank Rehabilitation, Bank Protection and Gravel Bar Removal	⊗		<input type="checkbox"/>	GP15 - Private Residential Construction in Wetlands	⊗	
<input type="checkbox"/>	GP4 - Intake and Outfall Structures	⊗		<input checked="" type="checkbox"/>	Certification	⊗	
				<input checked="" type="checkbox"/>	Application Fee	⊗	

➤ Submitting a Registration/Payment

- The e-permitting Application is a dynamic application which means it can change based on the information entered into it. Users may notice that, depending on the answers given in some areas, the application will add additional questions or perhaps even require additional modules.
- Several modules within the e-permitting application require attachments to be included with the submission. Authorized users will need to include these attachments for the module to be considered complete. Authorized users are also able to add additional, non-required attachments to their submission.
- After all modules have been completed, complete the Application Fee module to submit the registration for payment.
 - If your general permit registration will be reviewed by a Delegated County Conservation District, the payment must be made directly to that office and not electronically at the time of submission. The e-Permitting system will identify if this is the case for your registration, and the Application Fee Module will provide instructions to contact the appropriate Conservation District Office.
 - If the registration will not be reviewed by a delegated County Conservation District, then electronic payment is required at the time of submission. You will now be taken to the 'Payeezy' page to enter your payment information. Payment can be made by Telecheck or Credit Card. Upon completion of the Payment Information page, select "Proceed to Consent Page" button.

Types of Registrations

- Users can view registrations that are Draft, Submitted, Correction Required, Approved, and Withdrawn/Denied.
- The User's Guides and videos provide instructions regarding these different types of registrations.

REMINDER

Before Registering, It is strongly recommended to view the Walkthrough Videos and guides found on our website:

<https://www.dep.pa.gov/Business/Water/Waterways/Pages/ePermitting.aspx>

▶ Opportunity for Input

The ePermit application is fully functional and available for use to submit general permit applications, but it is in a “beta” test phase.

We are creating an opportunity for users to provide feedback. Applicants are encouraged to send comments and suggestions on the ePermit to a dedicated email account:

RA-EPBWEWEPERDWET105@pa.gov.

All messages will be reviewed and considered for future improvements.

We intend to use this input to perfect a tool that creates transparency, consistency, efficiency and speeds up the process.

Questions?

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