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Disclosure Information

The information in this document may not be changed without the express written agreement of the Department of Environmental Protection.

Change History

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<th>Version</th>
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<tr>
<td>1.0</td>
<td>March 20, 2021</td>
<td>Initial Version</td>
</tr>
<tr>
<td>1.1</td>
<td>March 26, 2021</td>
<td>Updated error conditions</td>
</tr>
</tbody>
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Conservation and Environment IT Service Desk

Service Desk Support Line

Number: (717) 787-HELP (4357)

Hours: Monday to Friday 7:30am to 5:00pm
Create a GreenPort Account

Creating a GreenPort Account is a prerequisite for several applications (Refer Appendix A). Follow the below steps to create a DEP GreenPort account. All existing DEP GreenPort users can login to new GreenPort only using a Keystone login.

Note: If you have an existing Keystone account or CWOPA account, you can skip this step and login with those accounts.

1. Go to https://greenport.pa.gov/gpl/
2. GreenPort login screen will be displayed.

Welcome to the new GreenPort powered by the PA Keystone Login!

Login to your account

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

Username: Username
Password: Password

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.
3. Click ‘Register’ button.

Register a new GreenPort account

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.

4. ‘Register a New Account’ page will be displayed.

Verify Email & Enter Verification Code

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

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

Email Address *

Verification Code *

5. Enter your Email Id in the ‘Email Address’ field and click ‘Send Code’.
Note: if you are getting ‘Email already exists error, you might have a Keystone account already. Refer Username recovery and get your Keystone account’s username.

6. Enter the verification code from email. Click Enter.

7. Email gets verified.

8. User profile screen is displayed.
9. Enter account information and click Next. If you are getting Username already exists, please try with a different username.

10. Security Information screen is displayed.
11. Choose username and password. Refer password requirements listed on the screen.

   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).

12. Select a security question on each dropdown, answer the chosen question and click ‘Submit’.
Select your Multi-Factor Questions below.

Security Question 1 *
Select a security question

Security Answer 1 *

Security Question 2 *
Select a security question

Security Answer 2 *

Security Question 3 *
Select a security question

Security Answer 3 *

13. Confirmation text is displayed as below. Click back to Log-in and login in with your newly created login and password.

Register a new account

Successful Registration!

---

You have successfully registered your new account and must log-in. You will now be taken to the Log-in Page.

Click the link below if you are not automatically redirected.

Back to Log-in

14. You will be sent an email message similar as below.
Congratulations FIRSTNAME LASTNAME! You have successfully registered to Keystone Login, your key to access a growing number of online services from the Commonwealth of Pennsylvania. You can use your Keystone Login username and password anywhere you see the Keystone Login logo. Visit https://keystonelogin.beta.ca.gov/ to learn more or manage your account information. You can also get help if you forget your username or password. Contact the Keystone Login Help Desk for all questions, concerns and issues with Keystone Login. The help desk can be reached at the following phone number: 877-328-6995. If you did not recently register with Keystone Login, please contact the Help Desk. This message was sent by the Commonwealth of PA. Copyright © 2020, Commonwealth of Pennsylvania. All rights reserved.
Import Old DEP GreenPort Account

1) Import by logging in first time:

You can import existing application access to the new GreenPort account by continuing the below steps. Below pop up is displayed to help you get your old GreenPort profile imported when you login for the first time.

1. Click ‘Yes, I have an old DEP GreenPort Account(s)’ and click ‘Continue’.
2. Import Old GreenPort profile page is displayed.
3. Enter **old GreenPort's** username and click ‘Continue’. This will be your old account through which you can access your portal admin application in the old system.

4. One time code will be sent to your email. Enter the code in the following screen
5. Existing access information associated with Old GreenPort is displayed. If you are not finding all your applications on the list, you might have multiple old accounts. Try old account’s usernames recovery.

6. Click ‘Import Profile’.

7. All access will be imported to the new account.
**b) Import any time after logging in**

You can import any time after logging in to New GreenPort through Import profile option as shown on the below screen.

**c) Recover Old GreenPort accounts**

If you don't remember your old account, please do the following.

1) Click Forgot old DEP GreenPort Username.

2) Enter email and retrieve the username, if you don’t remember the old account username.
3) Recover using one time passcode, and proceed with Import profile.

Request Application’s access
To request access to any application listed here,
1. Login to GreenPort using the link https://greenport.pa.gov/gpl/
2. Click on Request Access on the Dashboard.

3. Click ‘Enroll’ on the application you need access for and follow instructions as shown.
If you are not finding the application on the list, click on Paper-based Enrollment, and follow instructions as per the informational pop up.

**Recover GreenPort Account**

When you already have access to GreenPort and if you forget your Password or Username, follow the steps below to recover your credentials.

**Username Recovery**

1. Go to [https://greenport.pa.gov/gpl/](https://greenport.pa.gov/gpl/). DEP GreenPort login screen will be displayed.
2. Click ‘Forgot Username’ link.
3. Username recovery page will be displayed.
4. Enter the email address, that is associated with your GreenPort Account and click ‘Continue’.

5. Username will be sent to the email address.
**Password Recovery**

1. Go to [https://greenport.pa.gov/gpl/](https://greenport.pa.gov/gpl/)
2. Click ‘Forgot Password’ link.
3. Enter Username of the account to be recovered. If you don’t remember the username, enter the email ID associated with the account. Click ‘Continue’.

4. Password reset method options are displayed. You could reset your password by answering the security questions. If you are not able to recollect the answers, there is an option to reset with a One-time password sent to your email address.
Reset by One Time Passcode

1. Continue with Steps 1 through 4 as mentioned under Password Recovery.
2. Select ‘Reset by One-time Passcode’ via email to this address: XXXXXX’ and click continue.
3. One-time password is sent to email.
4. Enter One-time password and click ‘Continue’.

5. Create New password as per the following password requirements and click ‘Continue’.
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: Strong

6. Confirmation message is displayed.

   Successful Password Reset!

   You have successfully reset your password and must log-in.
   You will now be taken to the Log-in Page.

   Click the link below if you are not automatically redirected.

   Back to Log-in

7. Log into GreenPort to continue accessing GreenPort.
8. If you have trouble resetting your password, you can reach us at the GreenPort Service desk at 717.787.HELP (717.787.4357) between the hours 7:30AM-5:00PM Monday-Friday.
9. Also, you can click on the Contact Us link at the bottom of the screen to fill the form and submit an incident.
Reset by Security Questions

1. Continue with Steps 1 through 4 as mentioned under Password Recovery.
2. Select ‘Reset by Security Questions’ and click continue.

Select your password reset method

- Reset by One Time Passcode via Email to this address: ********greenport3@gmail.com
- Reset by Security Questions

3. All security questions associated with your account is displayed.

Enter you answer to your challenge question below

- In what city does your nearest sibling live *
- In what city or town did your parents meet *
- What is your oldest cousin's first and last name *

Send me a one-time password instead.

Continue

Cancel
4. Answer the questions and click ‘Continue’. Password reset page is displayed.

4.

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

[Cancel] [Continue]

10. Create New password as per the following password requirements and click ‘Continue’.

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: Strong
11. Confirmation message is displayed.

   Successful Password Reset!

   ![Checkmark]

   You have successfully reset your password and must log-in. You will now be taken to the Log-in Page.

   Click the link below if you are not automatically redirected.

   **Back to Log-in**

12. Log into GreenPort to continue accessing GreenPort.
13. If you have trouble resetting your password, you can reach us at the GreenPort Service desk at 717.787.HELP (717.787.4357) between the hours 7:30AM-5:00PM Monday-Friday.
14. Also, you can click on the Contact Us link at the bottom of the screen to fill the form and submit an incident.

**Edit Account Information**

After logging into Greenport, if you wish to update address, phone number, email, password or security question, follow the below steps.

1. Go to [https://greenport.pa.gov/gpl/](https://greenport.pa.gov/gpl/)
2. GreenPort login screen will be displayed.

   ![GreenPort login screen]

   **Login to your account**

   Username: [Your Username]
   Password: [Your Password]
   Log In

3. Enter Username and Password, click ‘Login’.
4. Click on the account name dropdown on the top right corner of the screen.

5. Click on ‘My Profile’.
6. Edit Profile page is displayed.

Update Email
1. To update email, follow steps 1 through 6 under ‘Edit Account Information’.
2. Click ‘Change Email’.
3. Click ‘Continue’ on the informational Pop up.
4. Enter the new email address and click Verify.
5. Email is sent to the new address with the verification code.

6. Enter Verification code and click ‘Validate & Update’.
7. Confirmation is displayed. Click ‘Go to Dashboard’ to
Update Name, Date of Birth, Address, Phone

1. To update profile, follow steps 1 through 6 under 'Edit Account Information'.
2. Update information on the below dialog and click ‘Save’.

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**User Profile**

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Change Security Questions

1. To update security questions, follow steps 1 through 6 under 'Edit Account Information'.
2. Click on ‘Security Questions’ tab.
3. You can change the questions by clicking on questions dropdown, or update answers.
4. Click ‘Save’ after the updates are done.

Change Password
1. To update security questions, follow steps 1 through 6 under ‘Edit Account Information’.
2. Click on ‘Password’ tab.

3. Enter Old password and update the password under New Password and Verify New Password.
4. Click Save. Confirmation text is displayed.
Appendix A

- Waste Management Form U Submissions
- Mine Subsidence Insurance for Agents
- Drinking Water Electronic Reporting
- CCD Reporting – CDFAP
- CBP/NMA/102/105/Team Sheets
- Air Quality Emissions System
- Chapter 110, Water Allocation, Water Management Plan Reporting
- Blasting Activity Permits
- Air Quality XML Submissions
- WebOAS
- Air Quality Request for Determination
- Continuous Emissions Monitoring
- Waste Transportation Safety Program
- Quarterly Hazardous and Municipal Waste and Residual Waste Biennial Report
- Ch. 105 Water Obstruction & Encroachment Application
- Mine Subsidence Insurance for Homeowners
- Radon Reporting
- eMine Operators
- Oil and Gas Reporting
- Service Areas Application
- eWell
- Drought Emergency Application
- Well Completion Report
- eDMR
- eSubmissions
- ePermitting
- eDMR Mining
- Remediation Contract Management System
- Vector Management