



Paying Multiple Invoices

ePermitting

South Carolina Department of Health and Environmental Control
Healthy People. **Healthy Communities.**

Course Objective

The purpose of this training is for users to learn how to pay multiple invoices at once.



To pay a fee or fine for a facility or site, you must be an authorized user for that site in ePermitting. To become an authorized user, see [Creating an Account](#). You will need to log in to the ePermitting system ([Logging In](#)). Select Financials (circled below).

The screenshot shows the ePermitting dashboard interface. At the top, there is a navigation bar with the dhec logo, 'ePermitting', 'DHEC Online Services', and links for 'Home', 'About', 'Contact', 'Sign Out', and 'scdhec.gov Home'. A user profile for 'Jane Doe' is visible in the top right. Below the navigation bar, there is a filter bar with 'UAT EXT' and a dropdown menu set to '(All)'. The main content area is divided into a left sidebar and a central task list. The sidebar contains links for 'Home', 'Dashboard', 'Notifications', 'Start a New Form', 'Submissions', 'Discharge Monitoring Reports', 'Permits', 'Evaluations', 'Violations', 'Compliance and Enforcement Actions', 'Financials' (circled in red), and 'Documents'. The central task list is titled 'HIGH PRIORITY' and shows a list of tasks with filters for 'Priority (9)', 'Upcoming (0)', 'As Needed (17)', 'Draft (5)', 'To Be Signed (0)', and 'In Process (5)'. The tasks include: 1. 'BLWM Test Site 2 Schedule — Annual Monitoring Report' (OVERDUE > 30 DAYS, due 01/07/2020). 2. 'BLWM Test Site 2 Schedule on Compliance Action AI-0000962 — Annual Monitoring Report' (OVERDUE > 30 DAYS, due 01/20/2020). 3. 'BLWM Test Site 2 Schedule on Compliance Action AI-0000962 — Annual Monitoring Report' (OVERDUE > 30 DAYS, due 01/31/2020). 4. 'BLWM Test Site 2 Application HN2-CB41-VMKKG — Agriculture Large Swine Facility Application (Form D-3578) - New or Expanding' (DRAFT, created 04/29/2020). 5. 'BLWM Test Site 2 Schedule HP1-TWED-KYCVB — Agricultural Facility Annual Report' (DRAFT, created 08/07/2020). 6. 'BLWM Test Site 2 Application HP4-VJFT-F4E3C — Stormwater - Industrial Notice of Intent (NOI) (D 2611)' (DRAFT, created 12/08/2020). On the right side, there is a summary section for 'INVOICES' showing '2 INVOICES' and '\$62.75 TOTAL DUE', and an 'UPCOMING' section with 'No items'.



This is your Financials List, all invoices for your sites, active and paid.
To select the active invoices, click the boxes to the left of the invoices (circled below). Once you have selected all invoices you are paying right now, click Pay Selected. You will be taken to SC.GOV to pay electronically.

Navigation: Home About Contact Sign Out scdhec.gov Home

UAT EXT Jane Doe

Financials

<input checked="" type="checkbox"/>	Site Name	Description	Reference #	Date	Total Amount	Amount Due	
<input checked="" type="checkbox"/>	BLWM Test Site 2	test fee	C77F-19KQ-SRND	05/29/2023	\$50.00	\$50.00	Open
<input checked="" type="checkbox"/>	BLWM Test Site 2	test	T6K7-D9QH-7TCN	05/19/2023	\$150.00	\$150.00	Open
<input type="checkbox"/>	BLWM Test Site 2	Infectious Waste Generator New Registration Form: Fees will be calculated based on minimum weight of allowable waste.	HP3-FMH3-4XGW (External Reference: ZW31146-4)	10/13/2020	\$0.00	\$0.00	Open
<input type="checkbox"/>	BLWM Test Site 2	Stormwater NEC - Industrial No Exposure Certification (D 2616) - New: Application Fee	HP3-FMD5-WE0F0 (External Reference: SA08287-5)	10/13/2020	\$0.00	\$0.00	Open
<input type="checkbox"/>	BLWM Test Site 2	Infectious Waste Generator New Registration Form: Fees will be calculated based on minimum weight of allowable waste.	HP3-BXYB-KE7HW (External Reference: ZW31144-9)	10/08/2020	\$0.00	\$0.00	Open
<input type="checkbox"/>	BLWM Test Site 2	Infectious Waste Generator New Registration Form: Fees will be calculated based on minimum weight of allowable waste.	HNZ-CCJE-7QVYD (External Reference: ZW31108-4)	04/29/2020	\$0.00	\$0.00	Open
<input type="checkbox"/>	BLWM Test Site 2	Infectious Waste Transporter Registration Form: Default Fee	HNZ-CCY9-SJ9T9 (External Reference: ZW31109-2)	04/29/2020	\$0.00	\$0.00	Open
<input type="checkbox"/>	BLWM Test Site 2	Wastewater - Construction Permit Application Wastewater Facilities - Construction (D-1970):	HNY-0EQR-A1YCS (External Reference: QY00175-0)	03/04/2020	\$0.00	\$0.00	Open
<input type="checkbox"/>	BLWM Test Site 2	Infectious Waste Generator New Registration Form: Fees will be calculated based on minimum weight of allowable waste.	HNV-KB2S-HYP64 (External Reference: ZW31074-8)	11/27/2019	\$0.00	\$0.00	Open

Pay Selected: \$200.00



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