



South Carolina Department of Health and Environmental Control

ePermitting Project

Electronic Data Collection System

Project Overview

- Why are we doing this?
 - CROMERR - 2005
 - Electronic Reporting rule - 2015
 - 12/22/2016 deadline for DMR Submittal
 - 12/22/2020 deadline for all other documents
 - Extended to 12/22/2024

What is DHEC Doing?

- Developing a totally new data management system called ePermitting. This system will allow the agency to accept reports through the internet
- Internal Go-Live date is December 16, 2019
- External portal (limited) will begin January 2, 2020

External Portal

- Create and manage account
- Access point for submitting DMRs

Setting Up an Account Step 1



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The first time you access the ePermitting system, you will need to create a user account. The user account will allow you to be able to submit applications and information to the Department as well as review information related to your site, permit, registration, etc. The ePermitting system is available here: <https://epermweb.dhec.sc.gov/>. Once you are on the ePermitting website, select the option to create an account as circled below.

 South Carolina Department of Health and Environmental Control
ePermitting Online Services
Infectious Waste, Coastal Zone Consistency, Critical Areas, Agriculture, Dam Safety, Stormwater Construction

About Contact

 Sign In >

Permitting & Compliance

What can I do here?

- Apply for permits
- Manage your permits (pay fees, apply for renewals)
- Submit reports (required by your permit or certification)

To get started, you'll need an account.

[CREATE AN EPERMITTING ACCOUNT](#)

Public Services

These services are provided to be freely used by the public; no account is necessary to make use of them.



Public Notice Search

Keep informed about public notices, hearings, and other events, and access documents made available to the public.



Step 2



You will need to enter the required information to create a user account. Information that is required and cannot be omitted is noted with an *. The email address entered here will be the username for the account. Also, notification emails sent by the ePermitting system and DHEC staff will be sent to this email account.



Create an Account

Account Info

First Name

Last Name

Email Address

Confirm Email Address

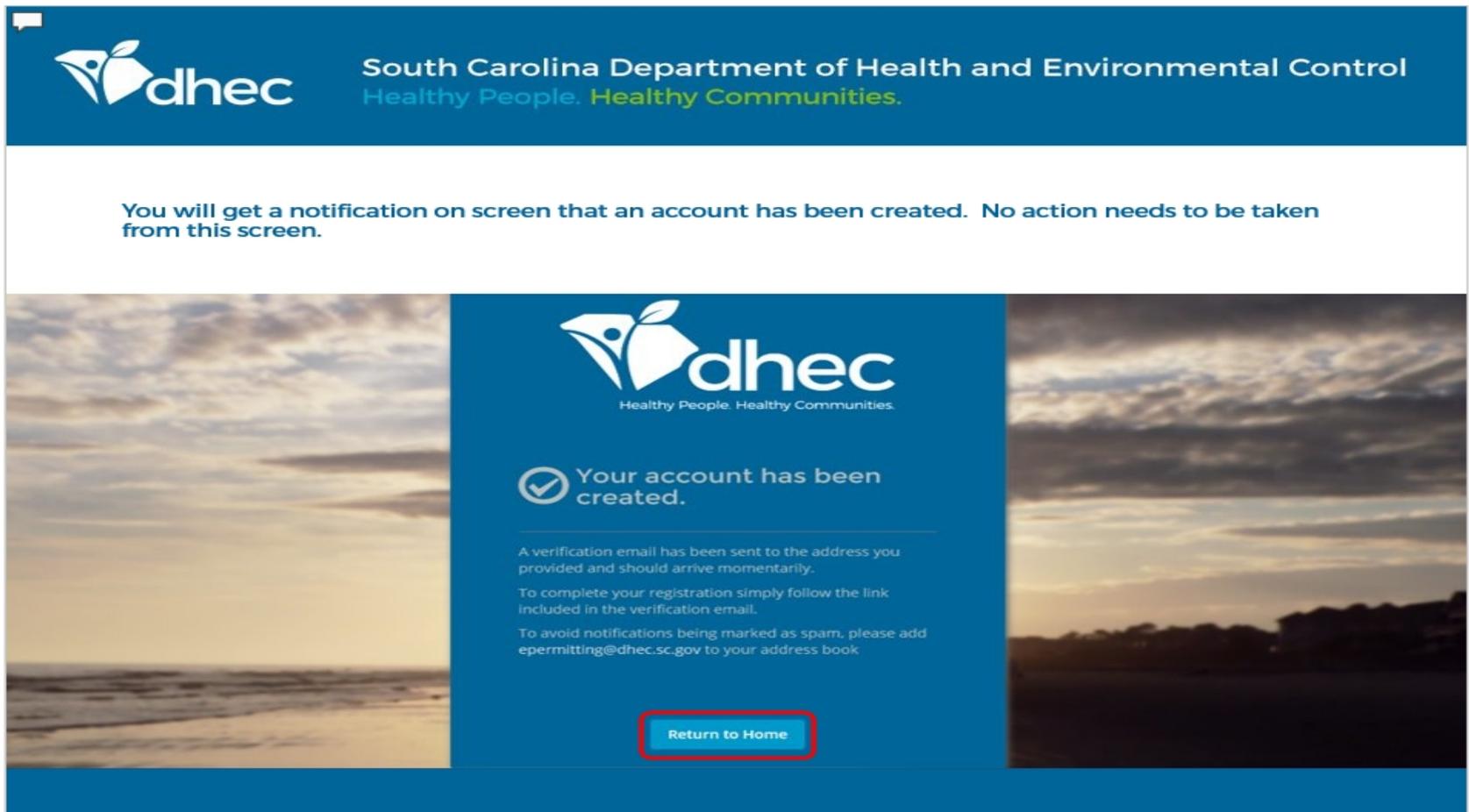
* Password

Why Create an Account?

Creating an account will allow you to manage interactions with the agency. You'll be able to:

- Submit an application for a permit
- Change your permit (transfer, renewal, or modifications)
- Submit reports required by your permit including Discharge Monitoring Reports (DMRs) and other scheduled or unscheduled submittals

Step 4



The screenshot shows the dhec website header with the logo and tagline. Below the header, a message states: "You will get a notification on screen that an account has been created. No action needs to be taken from this screen." The main content area features a confirmation message: "Your account has been created." with a checkmark icon. Below this, it says: "A verification email has been sent to the address you provided and should arrive momentarily. To complete your registration simply follow the link included in the verification email. To avoid notifications being marked as spam, please add epermitting@dhec.sc.gov to your address book." At the bottom of the confirmation area is a "Return to Home" button.

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To complete your registration simply follow the link included in the verification email.
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[Return to Home](#)



Success!



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You will then get a notification email, sent to the email address entered on the account info screen. Remember the email address entered is also your username. Within the body of the email, there will be a link. Please click on the link in the email or copy and paste the address into your browser to verify your request to create an account. This link will take you directly to your new account.

If you do not see this email within a few minutes, please check your Spam or Junk folder. If you still do not see the email, please contact the pertinent program directly.

Please see below for an example of the notification that you will receive via email. The email sent to you will have more specific program contact information.

Fatimah,

Welcome to DHEC Online Services. You have successfully created a new ePermitting account.

Your user name is: [fatimah\[redacted\]@gmail.com](mailto:fatimah[redacted]@gmail.com).

Please click on the link below or copy and paste it into your browser to verify your request:

<https://epermpub.dhec.sc.gov/ncore/#/validateexternaluser?token=4DBCF58C07F931B986A96D010D392664>

If you have not requested to register an account, or if you are having difficulty accessing or using the system please contact us.

Thank you,

SC Department of Health and Environmental Control
Connect: www.scdhec.gov [Facebook](#) [Twitter](#)

PRIVACY NOTICE: The information contained in this message and all attachments transmitted with it may contain legally privileged and/or confidential information intended solely for the use of the individual or entity to whom it is addressed. Access to this information by any other individual is unauthorized and may be unlawful. If the reader of this message is not the intended recipient, you are hereby notified that any reading, dissemination, distribution, copying, or other use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete the information without retaining any copies. Thank you.

You can now sign in



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Once you have clicked the link to verify your request to create an account, you will need to log into the permitting system. You may do so by clicking the Sign In button as circled below. If you choose to not log in at this time, follow the instructions in the [LOG IN](#) training to log into the system.



Account Activated

Your account has been activated. Please sign in to continue.

Sign In

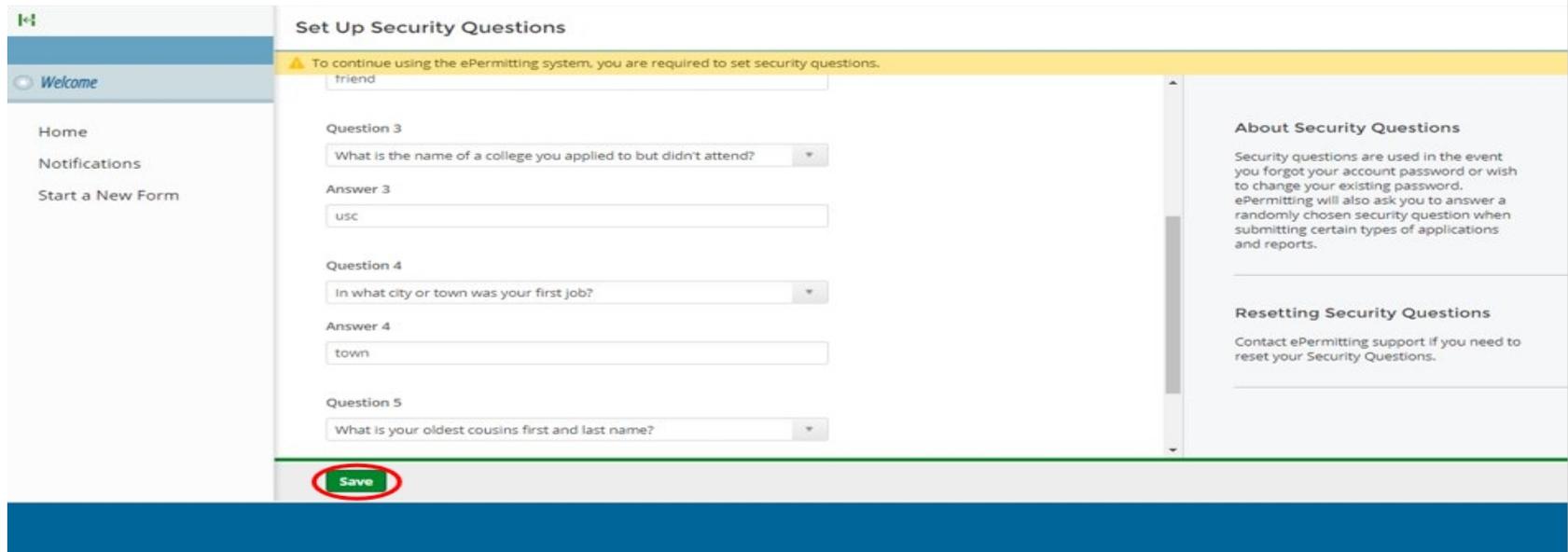
Security Questions



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Once you are in your new account, a set of security questions must be chosen and answered as part of setting up the new account. These questions will be used if you need to reset the account's password and/or may be used to confirm certain submissions or changes.

Once the account security questions have been appropriately chosen and answered, the Save button will be activated, as circled below. Clicking this button will activate your account.



Set Up Security Questions

Warning: To continue using the ePermitting system, you are required to set security questions.

friend

Question 3
What is the name of a college you applied to but didn't attend?

Answer 3
usc

Question 4
In what city or town was your first job?

Answer 4
town

Question 5
What is your oldest cousins first and last name?

About Security Questions
Security questions are used in the event you forgot your account password or wish to change your existing password. ePermitting will also ask you to answer a randomly chosen security question when submitting certain types of applications and reports.

Resetting Security Questions
Contact ePermitting support if you need to reset your Security Questions.

Save

Regular Portal Landing Page



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Once you click save, the 'Welcome to the South Carolina DHEC ePermitting System page appears. Your account has now been fully set up.



The screenshot shows the landing page for the South Carolina DHEC ePermitting System. It features a navigation sidebar on the left with links for Welcome, Home, Notifications, and Start a New Form. The main content area is titled 'Welcome to the South Carolina DHEC ePermitting System' and contains sections for Getting Started, Finding and Submitting Applications and Requests, Managing Information for an Existing Facility, Project, or Site, and Getting Help.

Welcome to the South Carolina DHEC ePermitting System

Getting Started
SC ePermitting is a one-stop portal for submitting permit applications and service requests to South Carolina Department of Health and Environmental Control. Once you or your organization has been issued a permit or license you can submit required reports or request changes to your permit here.

Finding and Submitting Applications and Requests
Begin by browsing the available forms. Once the desired form is located, you can fill it out, submit it, and track it here.

[Browse Forms](#)

Managing Information for an Existing Facility, Project, or Site
If you are affiliated with an existing facility, project, or site that has had DHEC involvement, your SCDHEC account can be granted access to the site in one of the following ways:

- Contact the facility directly and ask the designated SC ePermitting account administrator to invite you to join the site.
- Enter a Verification Code provided by mail or e-mail from DHEC.
- If the site does not currently have an active account manager, contact SCDHEC support to learn how to set up a site account.

If your facility, project or site has not yet had DHEC involvement, your site will be created after you fill out and submit an application or service request form and DHEC has begun processing it.

Getting Help
Use the Help link icon in the top right corner of any page to view screen-specific help. If you still need assistance click the Contact link in the page header for additional support options.

User Name/ID

- The email address you entered in Step 2 becomes your user ID.
- This email address will also be the main way for DHEC to contact you

Staff Roles

- During the process to link you to your permits, you will be able to set up your staff and assign roles
- Account Administrator, Signatory Authority, Reviewer, Data Entry
- That process is covered in other training



Questions?

CONTACT US

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