



Activating and Deactivating Users

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 invite new users and deactivate old users affiliated with their sites in the ePermitting system.

It may be useful to have additional users interact with your Site for Billing or Administrative and for times when the initial user is unavailable. To invite additional users to view, edit, or administer information in the ePermitting system, click in the Select Site (*or All*) box on the top left side of the screen and select or locate the site.

dhec ePermitting DHEC Online Services John Doe

Welcome to the South Carolina DHEC ePermitting System

Getting Started

Permitting is a one-stop portal for submitting permit applications and service requests to South Carolina Department of Health and Environmental Control.

If 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

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](#).

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.

(All)

- (All)**
- BLWM INFECTIOUS WASTE TEST SITE**
- BLWM Test Site 2**

Apps, Requests and Reports

Permits

Violations

Compliance and Enforcement Actions

Financials

Documents

The menu on the left side will display options for the Sites. Select the 'Authorized Users' option as circled below.

The screenshot displays the 'Site Details' page for 'BLWM INFECTIOUS WASTE TEST SITE'. The left sidebar contains a navigation menu with 'Authorized Users' circled in red. The main content area shows various site details, and the right sidebar shows status and actions.

Page Header: dhec ePermitting DHEC Online Services John Doe

Site Details: BLWM INFECTIOUS WASTE TEST SITE (YEKY-NEDH-FWF)

Navigation Tabs: Details (selected), Site Plan, Contacts, Relations

Designated Name: BLWM INFECTIOUS WASTE TEST SITE

Site Type: [Empty field]

Address Line 1: 9876 Test Ave Ste 007

Address Line 2: [Empty field]

City/Locality: Testy

County: Richland

State/Province: South Carolina **Postal Code:** 29000 **Country:** [Empty field]

Address Comments: [Empty field]

Right Sidebar:

- Status:** Active
- Photo:** (No Photo Uploaded)
- Alternative Names:** None
- Other Actions:** View in Explorer

Left Sidebar (Navigation Menu):

- Home
- Dashboard
- Notifications
- Details**
- Contacts List
- Apps, Requests and Reports
- Permits
- Evaluations
- Violations
- Compliance and Enforcement Actions
- Financials
- Documents
- Authorized Users** (circled in red)

Click the 'Invite User to Join' button to invite a new User.

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Users **Invite User to Join** This screen lists external users authorized to access and manage data for this si...

Name	Role	Login	Joined Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Eric Goldstein Test (Inactive)	Administrator (Certifier status Pending)	eric.mark.goldstein@gmail.com	12/01/2017	Open
John Doe	Administrator	ePermUser@gmail.com	11/22/2019	Open
Nobody	Administrator	blwmcontaminatedwaste@gmail.com	10/06/2017	Open

SITE
BLWM INFECTIOUS WASTE TEST SITE

- Home
- Dashboard
- Notifications
- Details
- Contacts List
- Apps, Requests and Reports
- Permits
- Evaluations
- Violations
- Compliance and Enforcement Actions
- Financials
- Documents
- Authorized Users**

Fill out the required information for the new user and determine their role. Role options are described in the far right column. Once all of the information has been entered, the 'Send Invitation' button will be activated. Click the button to send the invitation. The new user can follow the instructions in the **LINKING YOUR ACCOUNT TO A SITE** training.

Invite User < Users

BLWM INFECTIOUS WASTE TEST SITE

Name • = Required

Jane Doe

Email

janedoe@gmail.com

Role

Viewer

About Inviting Users

Invite users to view or edit a site's information. An email will be sent to the address you supply. The email will contain a link for the invitee to activate the invitation. The invitee will be asked to make an account if they do not have one already. You may wish to contact the invitee to ensure they look out for the invitation email.

Roles

Roles provide different capabilities:

- **Viewer** - Can view site information but can't make any changes
- **Editor** - Can fill out forms and reports. May require certifier permissions to submit, depending on the form
- **Administrator** - Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users

Certifier Agreement Form

Certain types of forms and reports, particularly those administered under the federal NPDES program, require that the user submit a Certifier Agreement

Send Invitation Cancel

Now let's explore deactivating a user from your site. Remember, you can click in the Select Site (or All) box on the left side of the screen and select or locate your site. Once you have located your site, click on the 'Authorized Users' section to take you to your list of users. If you have to deactivate a user from a site, click the green 'Open' tab next to the appropriate user on the far right.

The screenshot shows the DHEC Online Services ePermitting interface. The top navigation bar includes the DHEC logo, 'ePermitting', 'DHEC Online Services', a chat icon, a help icon, and the user name 'John Doe'. The left sidebar contains a 'SITE' dropdown menu with 'BLWM INFECTIOUS WASTE TEST SITE' selected, and a list of navigation options: Home, Dashboard, Notifications, Details, Contacts List, Apps, Requests and Reports, Permits, Evaluations, Violations, Compliance and Enforcement Actions, Financials, Documents, and 'Authorized Users' (circled in red). The main content area is titled 'Users' and features an 'Invite User to join' button and an information banner: 'This screen lists external users authorized to access and manage data for this site.' Below this is a table of users with columns for Name, Role, Login, and Joined Date. The table lists three users: Eric Goldstein Test (Inactive), John Doe, and Nobody. Each user row has an 'Open' button on the right. A red arrow points to the 'Open' button for John Doe.

Name	Role	Login	Joined Date	
Eric Goldstein Test (Inactive)	Administrator (Certifier status Pending)	eric.mark.goldstein@gmail.com	12/01/2017	Open
John Doe	Administrator	ePermUser@gmail.com	11/22/2019	Open
Nobody	Administrator	blwmcontaminatedwaste@gmail.com	10/06/2017	Open

Once you are on the 'Edit User Site Role' screen, there is a status section on the right side. In this example you see that the 'Active' button is green for this user. If you need to deactivate access for this user, click the inactive button. Click 'Save' once you have inactivated your user. Please note this will automatically generate an email to the user notifying them that they have been made inactive.

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Edit User's Site Role

[Users](#) Edit User

SITE

- BLWM INFECTIOUS WASTE TEST SITE

Home
Dashboard
Notifications
Details
Contacts List
Apps, Requests and Reports
Permits
Evaluations
Violations
Compliance and Enforcement Actions
Financials
Documents
Authorized Users

Name • = Required
Eric Goldstein Test

Email
eric.mark.goldstein@gmail.com

Role
Administrator

Certifier Status
Pending

A notification will be sent to the account holder when the agency has rendered a decision.

This user will need to print and mail in a [Certifier Agreement Form](#) before certifier rights can be granted.

Status
Inactive **Active**

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- Administrator** - Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users

Certifier Agreement Form

Under federal rules, certifier rights are needed to submit certain types of forms and reports. To be granted certifier rights it is required that users submit a Certifier Agreement Form that must be approved by the department.

[Download the Certifier Agreement Form here](#)

Save **Cancel**



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

CONTACT US

ePermittinghelp@dhec.sc.gov

Stay Connected

