



Inviting Additional 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 additional people to be users on the same site in the ePermitting system.

To invite additional users to view, edit, or administer information in the ePermitting system, click in the Select Site (or All) box on the left side of the screen and select/locate the site the users will have access to. It may be useful to have additional users if other people interact with the Site (e.g., Billing, Administrative) or for times when the initial user is unavailable (e.g., vacation, change of position).

dhec ePermitting DHEC Online Services John Doe

Welcome to the South Carolina DHEC ePermitting System

Getting Started

ePermitting 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

Find the forms you need 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.

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BLWM INFECTIOUS WASTE TEST SITE
YEKY-NEDH-FWF

Site Details

Details | Site Plan | Contacts | Relations

Designated Name • = Required

BLWM INFECTIOUS WASTE TEST SITE

Site Type

Address Line 1

9876 Test Ave Ste 007

Address Line 2

City/Locality

Testy

County

Richland

State/Province **Postal Code** **Country**

South Carolina 29000

Address Comments

Status

Active

Photo

(No Photo Uploaded)

Alternative Names

None


Other Actions

View in Explorer

SITE

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

Click 'Invite User to Join' (circled below) to invite a new User. They will receive an invitation as described in the **LINKING YOUR ACCOUNT TO A SITE** training.

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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	<button>Open</button>
John Doe	Administrator	ePermUser@gmail.com	11/22/2019	<button>Open</button>
Nobody	Administrator	blwminfectiouswaste@gmail.com	10/06/2017	<button>Open</button>

SITE
● **BLWM INFECTIOUS WASTE TEST SITE**

- Home
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- 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 (as circled below). Click the button to send the invitation. The new user can follow the instructions in the **LINKING YOUR ACCOUNT TO A SITE** training.

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Invite User < Users Invite User
BLWM INFECTIOUS WASTE TEST SITE

SITE

BLWM INFECTIOUS WASTE TEST SITE

Home
Dashboard
Notifications
Details
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Authorized Users

Name • = Required

Email

Role

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



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

CONTACT US

ePermittinghelp@dhec.sc.gov

Stay Connected

