



Paying Invoices by Mail

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 retrieve invoices in ePermitting to pay by mail.

If you are completing an application that has associated fees, this screen will appear to request the payment. You have the option to satisfy the payment here. If you need to submit the payment at another time, you can exit this screen.

DHEC Online Services

Infectious Waste Generator New Registration Form AWAITING PAYMENT

04/15/2019 Submission [HNP-1RYJ-S900Z](#) Revision 1 Form Version 3.14

A confirmation has been emailed to you at fatimahnniles@gmail.com.

Payment Required to Complete Submission

Payment must be received before your submission can be processed.

Submission Fees

Fees will be calculated based on minimum weight of allowable waste.	\$150.00
Total Due \$150.00	

Pay Online Pay by Mail

& Submit

 FINALIZE SUBMISSION
Submit Form FINISH LATER
Save and Exit

To pay an annual or application fee for a facility or site, you must be an authorized user. You will need to log in and select the site with the active invoice. Click the 'All' box on the left to see a list of the sites for which you are an authorized user. Select the appropriate site, then select Financials. (Tip: To become an authorized user, see [INVITING ADDITIONAL USERS](#) training.)

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dhec ePermitting DHEC Online Services

John Doe

Home

Finding and Submitting Applications and Requests

Begin by browsing the available application, service request and report forms. Once the desired form is located, you can fill it out, submit it, and track it here.

[Browse Forms](#)

Add a Site/Person/Organization to your account

Your account currently has access to 2 sites/persons/organizations. In order to perform work on additional business entities, you'll have to connect them to your user account.

[Add a Site/Person/Organization](#)

Need Help?

Use the Help link icon in the top right corner of any page to view screen-specific help. If you still need assistance,

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

- Apps, Requests and Reports
- Permits
- Violations
- Compliance and Enforcement Actions
- Financials**
- Documents

This is your Financials List. You will see a listing of all invoices for this site, both paid & unpaid. To select the unpaid invoice click the green 'Open' button to the right.


ePermitting
DHEC Online Services



 John Doe

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Financials List

	Relates To	Description	Reference #	Date	Total Amount	Amount Due	
<input type="checkbox"/>	BLWM Test Site 2	Infectious Waste Generator New Registration Form: Fees will be calculated based on minimum weight of allowable waste.-LWM-IW Generator	HNV-KDMD-474EP	11/27/2019	\$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.-LWM-IW Generator	HNV-KB25-HYP64	11/27/2019	\$150.00	\$150.00	Open
	BLWM Test Site 2	Agricultural Animal Facilities (other than swine) Application (Form D-3580) - New or Expanding: -Agricultural Waste Application Fees	HNC-KWJX-TFGGE	03/27/2018	\$0.00	\$0.00	Open
	BLWM INFECTIOUS WASTE TEST SITE	Infectious Waste Generator Registration Renewal Form: Fees will be calculated based on minimum weight of allowable waste.-LWM-IW Generator	HN9-RT0T-F1R62	12/01/2017	\$0.00	\$0.00	Open

You can also locate your invoice from your dashboard. From the Dashboard screen, click anywhere in the INVOICES box to take you to your Financials List screen. Both paths will lead you to the invoice/payment options.

The screenshot shows the DHEC Online Services dashboard. The top navigation bar includes the DHEC logo, 'ePermitting', 'DHEC Online Services', and a user profile for 'John Doe'. A left sidebar contains navigation links: Home, **Dashboard** (circled in red), Notifications, Details, Contacts List, Apps, Requests and Reports, Permits, Evaluations, Violations, Compliance and Enforcement Actions, Financials, Documents, and Authorized Users. The main content area is titled 'Priority (13)' and lists five draft forms under 'HIGH PRIORITY' for 'BLWM Test Site 2'. Each form entry includes the application name and a 'DRAFT' status with a note that it has not been submitted. On the right, an 'INVOICES' summary box displays '2 INVOICES' and '\$300.00 TOTAL DUE'. Below this, an 'UPCOMING' section shows 'No items'. A red arrow points from the 'INVOICES' box towards the 'Dashboard' link in the sidebar.

Dashboard

INVOICES

2 INVOICES | \$300.00 TOTAL DUE

UPCOMING

No items

To pay by mail, from the Financial Details screen, select Pay by Mail to obtain an invoice. This invoice must be printed and sent with your check to the Department's Bureau of Finance.

dhec ePermitting DHEC Online Services John Doe

Financial Details [Financials](#) **Infectious Waste Generator New Registration Form: Fees will be calculated based on minimum weight of allowable waste.** HNV-KB25-HYP64

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BLWM Test Site 2

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Summary

Total Charges: \$150.00
Payments, Refunds: \$0.00
Amount Due: \$150.00

Charges

Type	Date	Amount	Comments
Initial Charge	11/27/2019	\$150.00	Infectious Waste Generator New Registration Form: Fees will be calculated based on minimum weight of allowable waste.

Charge Status
Due

Site
BLWM Test Site 2
321 Bully St
Coca Cola, SC 29000
Lexington County

Associated With
Submission: HNV-KB25-HYP64

Payments, Electronic Settlements [Pay Online](#) [Pay by Mail](#)

Type	Date	Status	Amount	Confirmation
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This screen will appear with instructions for submitting payment via post. The top portion includes the address to mail in your payment. Below the dotted line includes the payment voucher to mail in with your payment. The voucher includes pertinent information such as the invoice number, when the invoice was created, description and fee amounts. This invoice must be printed and sent with your check to the Department's Bureau of Finance. Please retain a copy of the invoice for your records. Click 'Done' to return to the previous screen.

Financial Details < Financials

Infectious Waste Generator New Registration Form: Fees will be calculated based on minimum weight of allowable waste. HNV-KB2S-HYP64

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BLWM Test Site 2

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Authorized Users

Pay by Mail

Payment must be received before your submission can be processed

Mailing Instructions

Please send your payment to one of the following:

Regular Mail

SC DHEC, Bureau of Financial Management
PO Box 100103
Columbia, SC 29202-3103

Make checks payable to SC DHEC.

Please include the below payment voucher with your payment.

.....

Payment Voucher

Keep a copy of this voucher for your records. You may access this information electronically by clicking on the Financials menu option.

Fee Details

Invoice Number: HNV-KB2S-HYP64

Created On: 11/27/2019

Done Print





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

CONTACT US

ePermittinghelp@dhec.sc.gov

Stay Connected

