



Creating an Account

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 create an ePermitting account.

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.

ePermitting Online Services

Infectious Waste, Coastal Zone Consistency, Critical Areas, Agriculture, Dam Safety, Stormwater Construction

 [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](#)

[Sign in with an existing 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.



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

* = Required

Account Info

* First Name

* Last Name

* Email Address

* Confirm Email Address

* Password

* Confirm Password

Phone Number

Extension

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

Create Account

Cancel

Once you have entered all required information, the Create Account button (*circled below*) will be activated. Click the button to create an account. Once the account is set up, you will be able to add additional users from your facility, agents, contractors or additional property owners, etc. to the account (See **INVITING OTHER USERS** training).



Create an Account

First Name

John

Last Name

Doe

Email Address

ePermUser@gmail.com

Confirm Email Address

ePermUser@gmail.com

Password

••••••••••

Confirm Password

••••••••••

Phone Number

803-123-4567

Extension

Organization or Company Name

SC DHEC

By clicking Create Account you agree to the terms stated in our [Terms of Use](#)

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

Create Account

Cancel


You will get a notification on screen that an account has been created. No action needs to be taken from this screen.



ePermitting

DHEC Online Services



 Your account has been created.

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

[Return to Home](#)

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.

John,

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

Your user name is: ePermUser@gmail.com.

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

<https://epermweb.dhec.sc.gov/ncore/#/validateexternaluser?token=ADDAE9D35048FEFA2C00867D471A2D0>

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.

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.

DHEC Online Services



Account Activated

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

Sign In

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.

The screenshot displays the 'Set Up Security Questions' interface. At the top, the navigation bar includes the DHEC logo, 'ePermitting', and 'DHEC Online Services'. A left-hand sidebar contains navigation links: 'Welcome', 'Home', 'Notifications', and 'Start a New Form'. The main content area is titled 'Set Up Security Questions' and features a yellow warning banner: 'To continue using the ePermitting system, you are required to set security questions.' Below this, three questions are listed, each with a dropdown menu for the question and a text input field for the answer. The first question is 'What is the name of a college you applied to but didn't attend?' with the answer 'Clemson'. The second is 'What is your maternal grandmothers maiden name?' with the answer 'Smith'. The third is 'In what city or town was your first job?' with the answer 'Greenville'. At the bottom of the page, a green 'Save' button is highlighted with a red circle.

dhec ePermitting DHEC Online Services

Set Up Security Questions

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

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

Answer 3
Clemson

Question 4
What is your maternal grandmothers maiden name?

Answer 4
Smith

Question 5
In what city or town was your first job?

Answer 5
Greenville

Save

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 user interface of the South Carolina DHEC ePermitting System. At the top, there is a dark blue header with the DHEC logo, 'ePermitting' text, and 'DHEC Online Services'. On the right side of the header are icons for chat, help, and a user profile labeled 'John Doe'. Below the header is a light blue sidebar with a 'Welcome' link highlighted. The main content area has a title 'Welcome to the South Carolina DHEC ePermitting System' and three sections: 'Getting Started', 'Finding and Submitting Applications and Requests', and 'Managing Information for an Existing Facility, Project, or Site'. Each section contains introductory text and a list of instructions or links. A green 'Browse Forms' button is located under the 'Finding and Submitting Applications and Requests' section.

dhec ePermitting DHEC Online Services John Doe

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.

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.



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Healthy People. Healthy Communities.

CONTACT US

ePermittinghelp@dhec.sc.gov

Stay Connected

