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.

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.

dhec | **ePermitting** | DHEC Online Services

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).

---

dhec   **ePermitting**   DHEC Online Services

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   **Extension**

803-123-4567

Organization or Company Name

SC DHEC

By clicking Create Account you agree to the terms stated in our Terms of Use

Create Account   Cancel

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

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

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

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.

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.

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

dhec   ePermitting   DHEC Online Services   John Doe

Welcome to the South Carolina DHEC ePermitting System

Welcome

Home

Notifications

Start a New Form

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.

CONTACT US

ePermittinghelp@dhec.sc.gov

Stay Connected

scdhec   @scdhec   blog.scdhec.gov   scdhec   S.C. Department of Health and Environmental Control