Activating and Deactivating Users

ePermitting

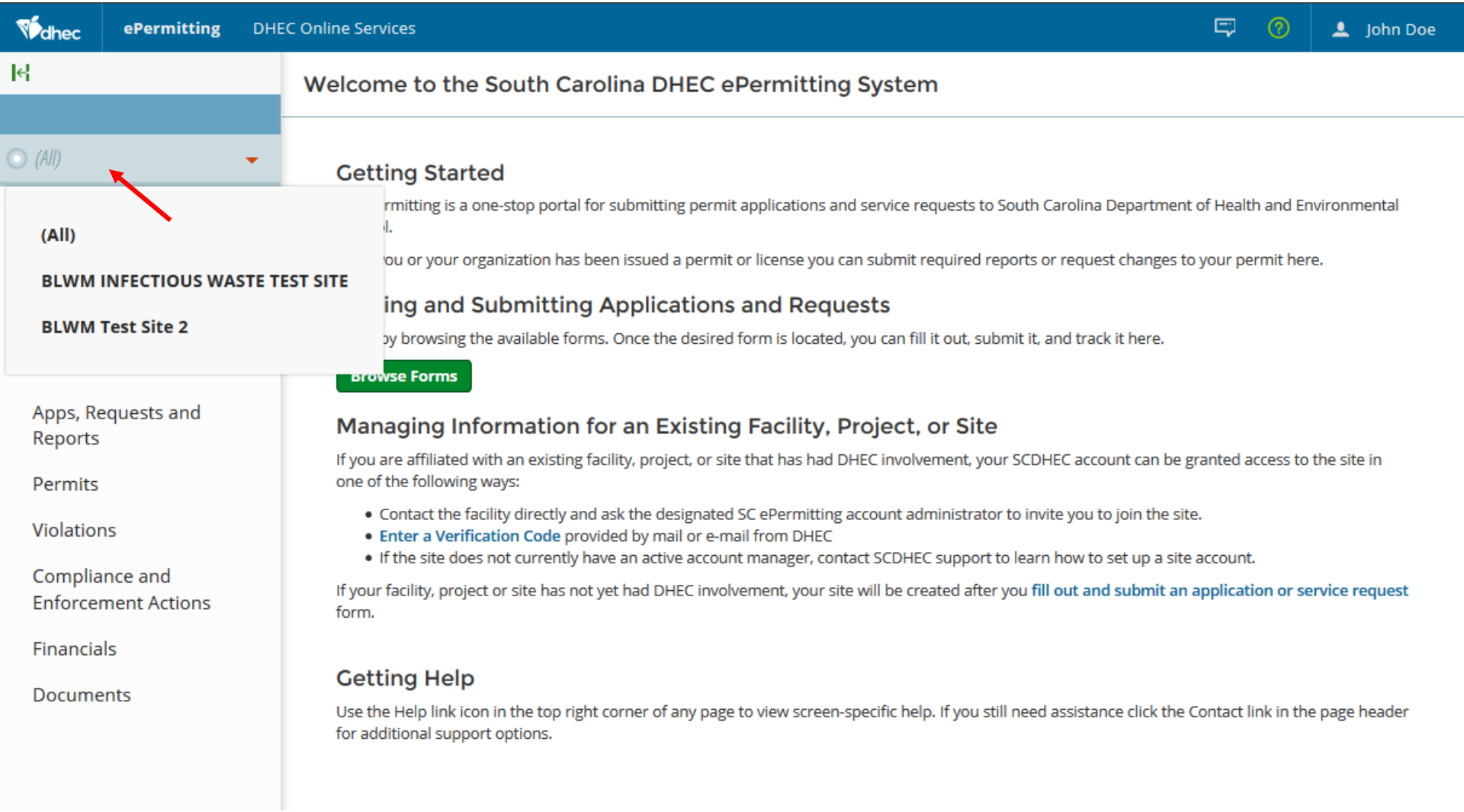
South Carolina Department of Health and Environmental Control

Healthy People. Healthy Communities.

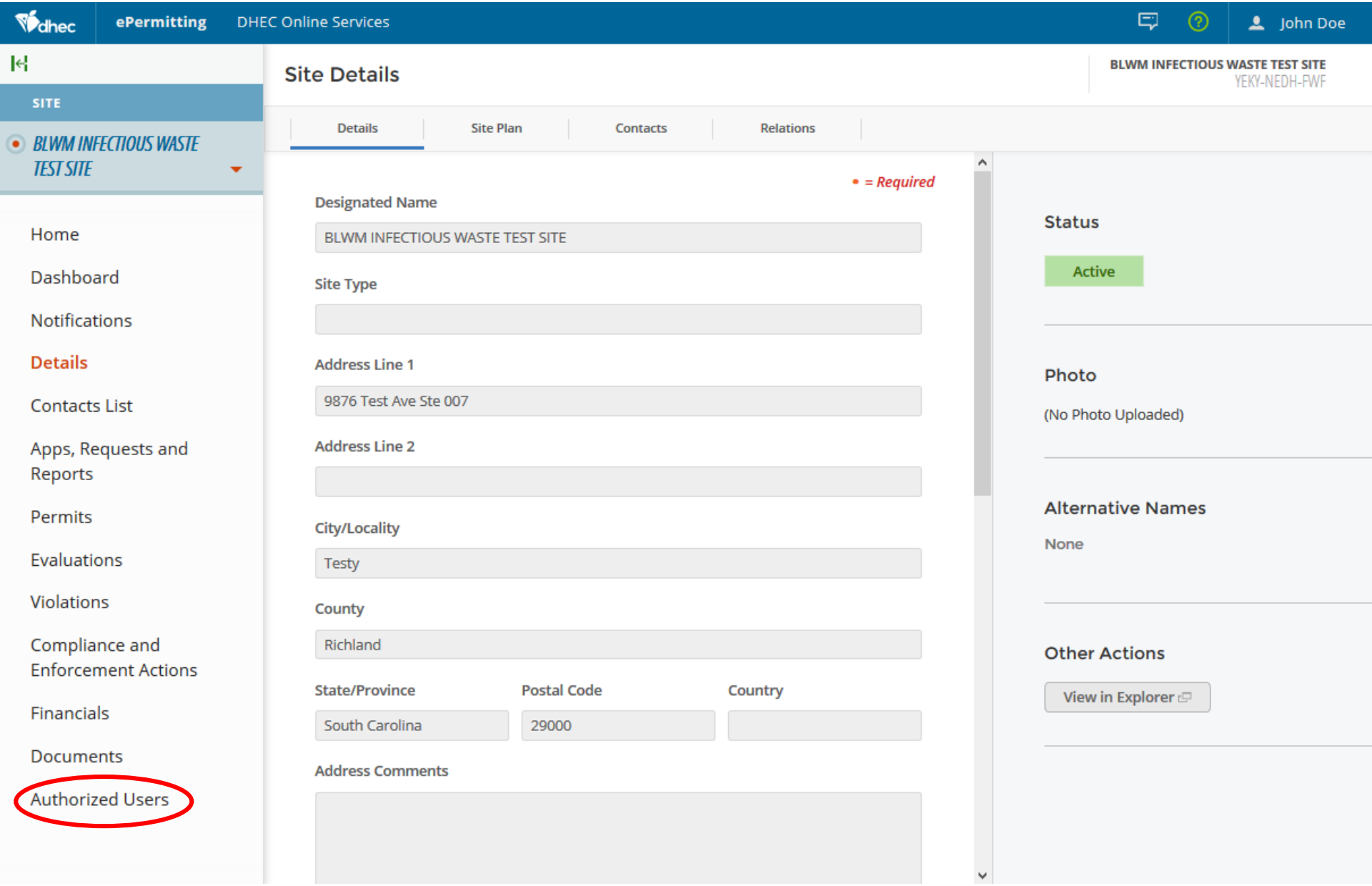
Course Objective

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.

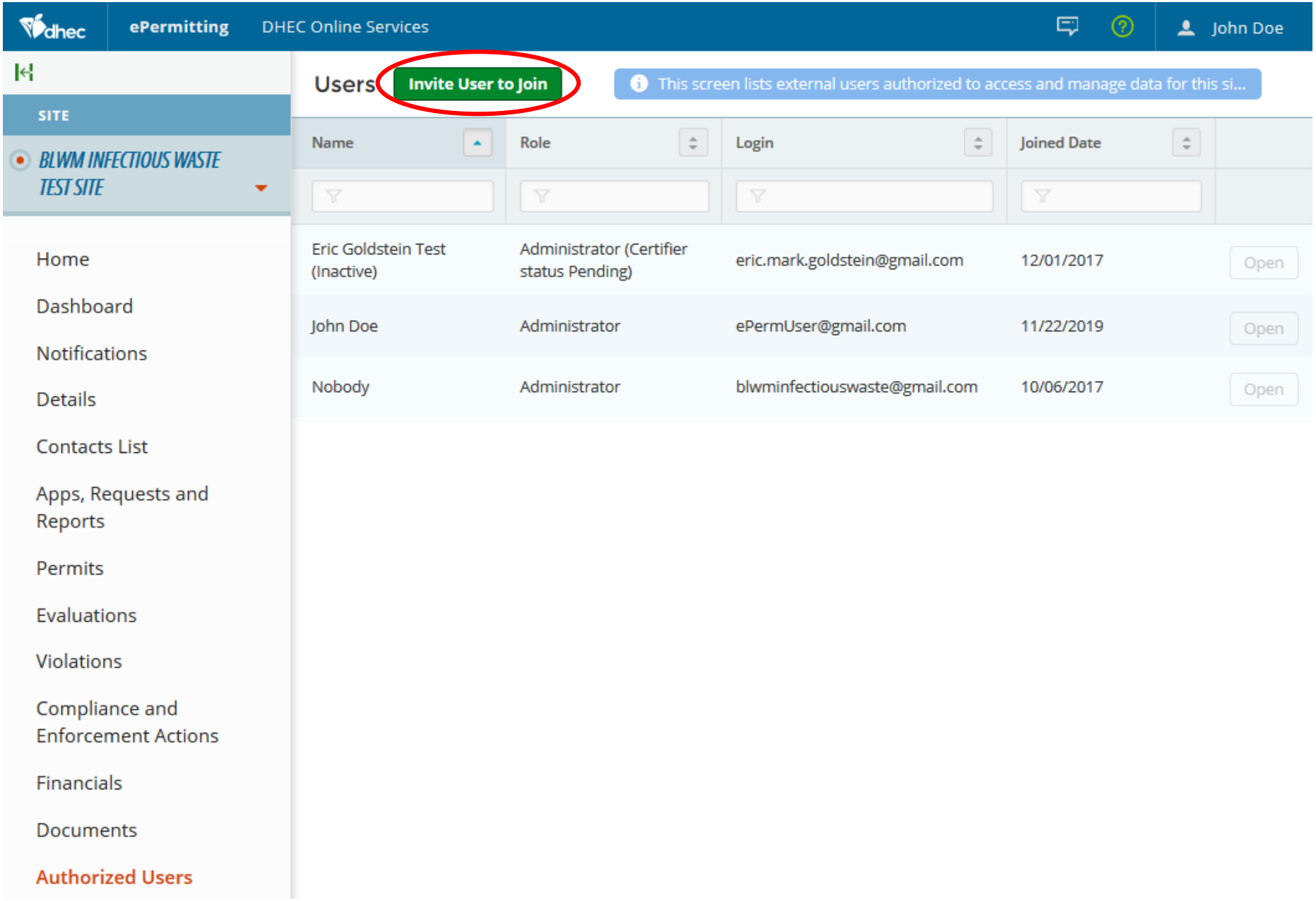
It may be useful to have additional users interact with your Site for Billing or Administrative and for times when the initial user is unavailable. To invite additional users to view, edit, or administer information in the ePermitting system, click in the Select Site *(or All)* box on the top left side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



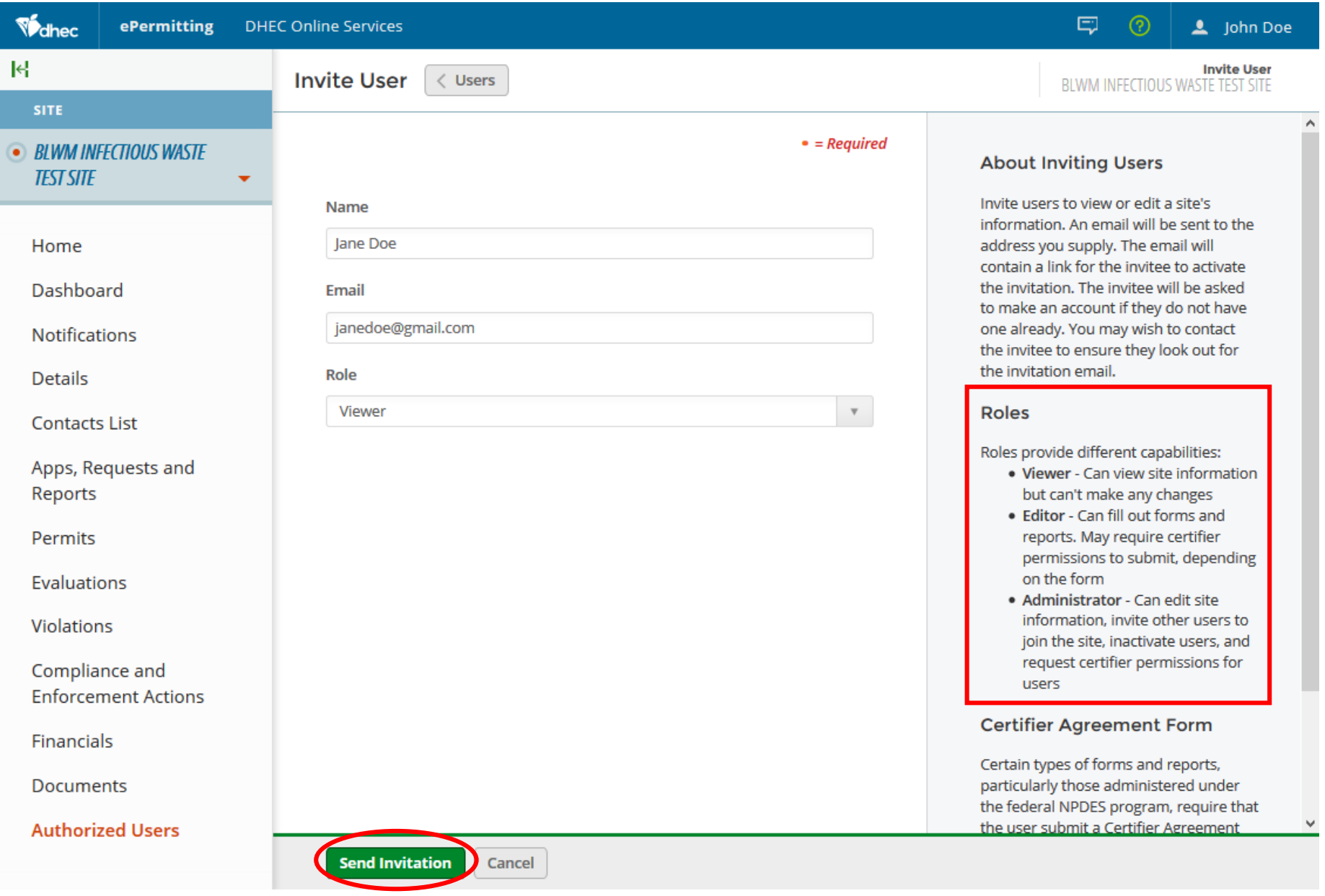
The menu on the left side will display options for the Sites. Select the 'Authorized Users' option as circled below.



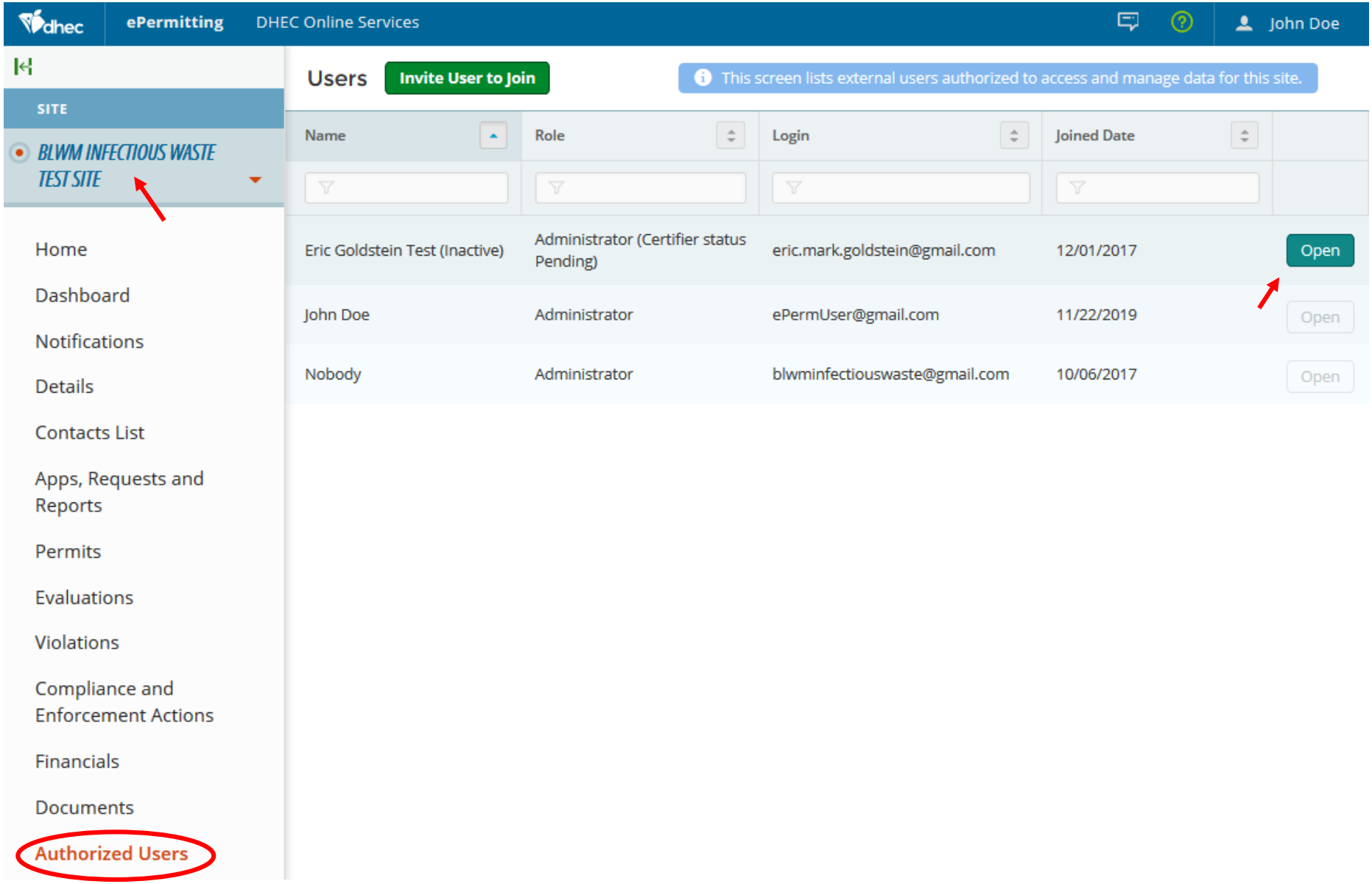
Click the 'Invite User to Join' button to invite a new User.



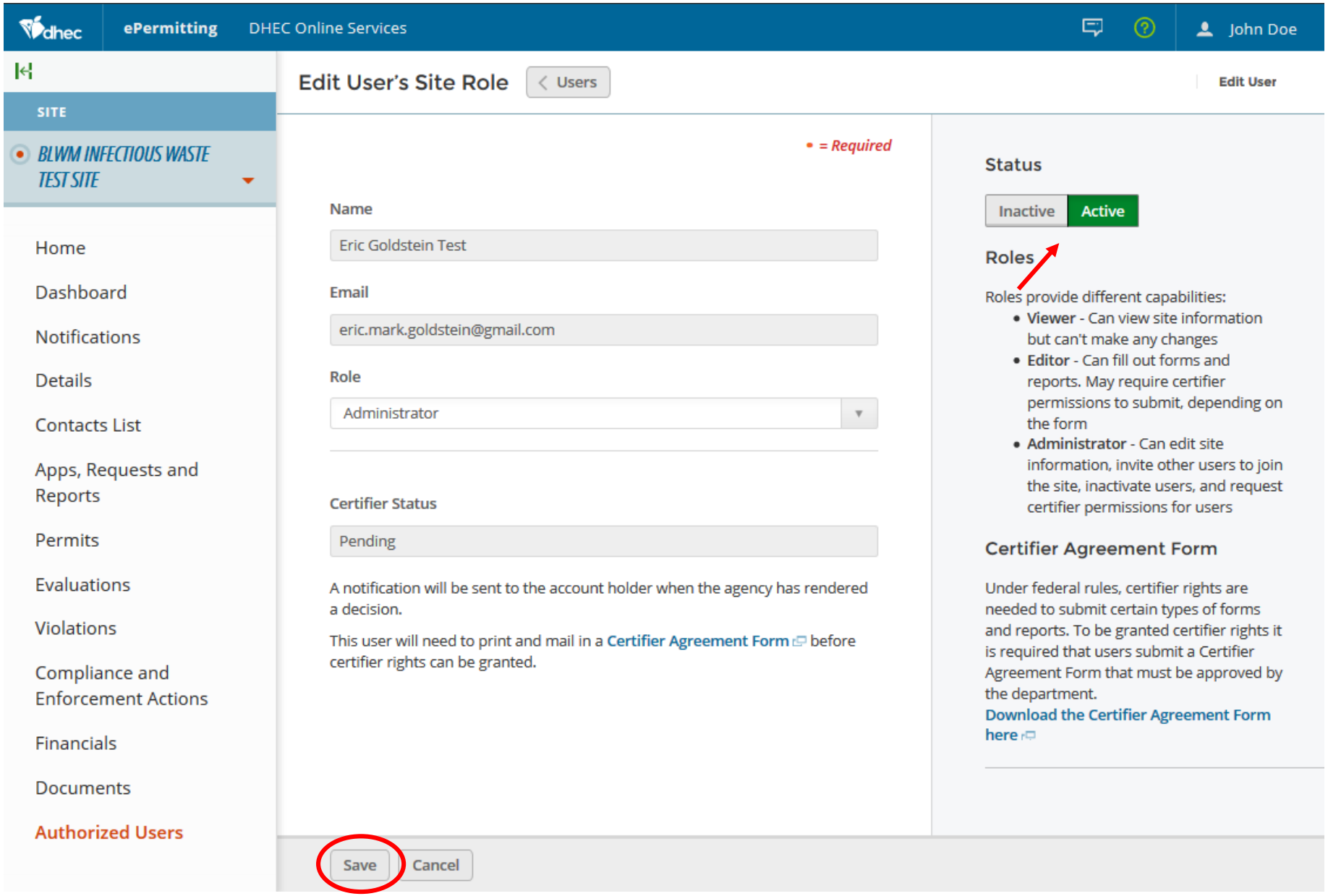
Fill out the required information for the new user and determine their role. Role options are described in the far right column. Once all of the information has been entered, the 'Send Invitation' button will be activated. Click the button to send the invitation. The new user can follow the instructions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



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.



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.



CONTACT US

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