



# Paying Invoices Online

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 pay invoices online in Permitting.

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.

The screenshot shows the DHEC ePermitting interface. A modal window titled "Submission Received" is displayed over the application progress. The modal contains the following information:

- Submission Received** (Section Header)
- Infected Waste Generator New Registration Form** (Form Title)
- AWAITING PAYMENT** (Status)
- 02/04/2020 Submission HNV-KBY0-ZVXGZ Revision 1 Form Version 4.5** (Submission Details)
- Your submission was successfully submitted. It is recommended that you print and retain a copy of your submission receipt for this transaction using the [Print Confirmation](#) feature.** (Message)
- Payment Required to Complete Submission** (Section Header)
- Payment must be received before your submission can be processed.** (Text)
- Submission Fees** (Section Header)
- Fees will be calculated based on minimum weight of allowable waste. .... \$150.00** (Fee Calculation)
- Total Due \$150.00** (Total Amount)
- Pay Online** (Button)
- Pay by Mail** (Button)

The background shows the application progress on the left side, with steps: Applicant, Waste Generation Information (F), Infectious Waste Management Practices, Disposal 1, Waste Category, Review, and Certify & Submit. The bottom of the screen has two main buttons: "FINALIZE SUBMISSION Submit Form" and "FINISH LATER Save and Exit".

To pay an annual or application fee for a facility or site, you must be an authorized user for that site in ePermitting. To become an authorized user, see the [LINKING YOUR ACCOUNT TO A SITE](#) training. First log in to ePermitting then select the site with the active invoice. Click the drop down at the top left to see a list of the sites for which you are an authorized user. Select the appropriate site, then select Financials.

The screenshot shows the ePermitting website interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign Out, along with the user's name John Doe. Below this is a secondary navigation bar with the dhec logo, ePermitting, and DHEC Online Services. A sidebar on the left contains a list of navigation options: Apps, Requests and Reports, Permits, Violations, Compliance and Enforcement Actions, Financials (circled in red), and Documents. A dropdown menu is open from the top left, showing a list of sites: (All), BLWM INFECTIOUS WASTE TEST SITE, and BLWM Test Site 2. A red arrow points to the (All) option. The main content area features a 'Home' heading, a section titled 'Finding and Submitting Applications and Requests' with a 'Browse Forms' button, a section titled 'Add a Site/Person/Organization to your account' with an 'Add a Site/Person/Organization' button, and a 'Need Help?' section.

Home About Contact Sign Out scdhec.gov Home

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,

Apps, Requests and Reports

Permits

Violations

Compliance and Enforcement Actions

**Financials**


Documents




(All)

BLWM INFECTIOUS WASTE TEST SITE

BLWM Test Site 2

You will see a listing of all invoices for this site, active and paid.  
 To select the active invoice, click the corresponding 'Open' button.


ePermitting
DHEC Online Services



 John Doe

**K**

**Financials List**

(All)

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Home

Dashboard

Notifications

Contacts List

Apps, Requests and Reports

Permits

Violations

Compliance and Enforcement Actions

**Financials**

Documents

	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

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

The screenshot displays the DHEC ePermitting 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 shows '2 INVOICES' and a 'TOTAL DUE' of '\$300.00'. Below this, an 'UPCOMING' section shows 'No items'. A red arrow points from the 'INVOICES' summary to the 'Financials' link in the sidebar.

**Navigation Bar:** dhec ePermitting DHEC Online Services [User: John Doe]

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

**Main Content - HIGH PRIORITY:**

- BLWM Test Site 2**  
Application HNB-KTCB-AWMNH — Infectious Waste Generator New Registration Form  
\* DRAFT This draft was created on 02/14/2018 by Crispulo Isiminger and has not yet been submitted.
- BLWM Test Site 2**  
Permit Change HNB-KTG1-9DA3C on IWG000412 v1.0 — Infectious Waste Generator Registration Renewal Form  
\* DRAFT This draft was created on 02/14/2018 by Crispulo Isiminger and has not yet been submitted.
- BLWM Test Site 2**  
Application HNC-PEPN-VN3A1 — Infectious Waste Generator New Registration Form  
\* DRAFT This draft was created on 03/30/2018 by Michael Sheehan and has not yet been submitted.
- BLWM Test Site 2**  
Application HNC-PER3-XQ4G5 — Infectious Waste Generator New Registration Form  
\* DRAFT This draft was created on 03/30/2018 by Michael Sheehan and has not yet been submitted.
- BLWM Test Site 2**  
Application HNC-TBJY-F0PR9 — Infectious Waste Generator New Registration Form  
\* DRAFT This draft was created on 04/04/2018 by Michael Sheehan and has not yet been submitted.

**INVOICES Summary:** 2 INVOICES, \$300.00 TOTAL DUE

**UPCOMING:** No items

The Financial Details screen of that invoice will appear.  
Select Pay Online to be taken to SC.gov to pay the invoice online.

**Financial Details** < Financials

Infectious Waste Generator New Registration Form: Fees will be calculated based on minimum weight of allowable waste.  
HNV-KB25-HYP64

**SITE**  
BLWM Test Site 2

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

**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.

**Payments, Electronic Settlements** | **Pay Online** Pay by Mail

**Charge Status**  
Due

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

**Associated With**  
Submission: HNV-KB25-HYP64

Type	Date	Status	Amount	Confirmation
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This is the SC.GOV website. Notice that ePermitting takes you directly to your Transaction Detail screen. In the details, you can review the description and amount of your transaction. In the payment section, select your payment type and choose to pay using a credit card or by electronic check. Let's explore the credit card option first. Click 'Next' once your selection is made. *(Please note: a \$1.00 portal fee + 1.7% Merchant fee will be applied.)*



### Transaction Summary

SC DHEC - e-Permitting Payment \$150.00

**SC.GOV TOTAL ? \$153.55**

### Transaction Detail

The following amount will be remitted back to SCDHEC.

SKU	Description	Unit Price	Quantity	Amount
1	SC DHEC - e-Permitting Payment	\$150.00	1	\$150.00
			<b>Total</b>	<b>\$150.00</b>

### Payment

#### Payment Type

Payment Type \*

Credit Card  ✓

Next >

### Need Help?

Select Payment Method and Continue to proceed with payment.

#### Customer Information

#### Payment Info



Fill out the pertinent information and click 'Next.' (There may be an auto fill option that when selected, will pull information from your application.)

### Customer Information

Complete all required fields [ \* ]

**Country**

**First Name \***

**Last Name \***

**Address \***

**Address 2**

**City \***

**State**

**ZIP/Postal Code \***

**Phone \***

**Email \* ?**



### Transaction Summary

SC DHEC - e-Permitting Payment \$150.00

**SC.GOV TOTAL ? \$153.55**

### Need Help?

Please complete the Customer Information Section



On this screen, you will enter the credit card information for payment. Once you have entered all applicable information, click 'Next'. (You can cancel at any time if needed.)

### Customer Information ✓

Edit

#### Address

John Doe  
123 Main Street  
Columbia, SC 29201

#### Phone

803-555-1234

#### Country

United States

#### Email Address

ePermUser@gmail.com

### Payment Info

Complete all required fields [ \* ]

#### Credit Card Number \* ?

4111111111111111 ✓

#### Credit Card Type



#### Expiration Month \*

01 - January ✓

#### Expiration Year \*

2021 ✓

#### Security Code \*

123 ? ✓

#### Name on Credit Card \*

John Doe ✓

Next >

Cancel



### Transaction Summary

SC DHEC - e-Permitting Payment \$150.00

**SC.GOV TOTAL ? \$153.55**

### Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

This screen is used to submit your payment on the SC.GOV website. Please review your information for accuracy. Once you are ready to complete your transaction, click 'Submit Payment'.

Payment Type ✓

Edit

Credit Card

Customer Information ✓

Edit

Address

John Doe  
123 Main Street  
Columbia, SC 29201

Phone

803-555-1234

Country

United States

Email Address

ePermUser@gmail.com

Payment Info ✓

Edit

Credit Card

Visa \*\*\*\*1111  
Exp. 01/2021

Name on Credit Card

John Doe

Cancel

Submit Payment



Transaction Summary

SC DHEC - e-Permitting Payment \$150.00

SC.GOV TOTAL \$153.55

Need Help?

Your payment has NOT been completed. Please review the payment information below and select Submit Payment.

The payment confirmation screen appears after the payment is processed. Here you can review the DHEC contact information, the transaction summary, transaction detail, and print a copy of this confirmation for your records.

## Payment Receipt Confirmation

Your payment was successfully processed.

Print 



### Receipt Contact Information

**Contact Name** SC DHEC  
**Contact Phone** (803) 898-3432

**Contact Address** 2600 Bull Street  
Columbia, SC 29201

### Transaction Summary

*Receipt Confirmation*

Description	Amount
SC DHEC - e-Permitting Payment TEST	\$150.00
<b>SC.GOV TOTAL</b>	<b>\$153.55</b>

### Transaction Detail

The following amount will be remitted back to SCDHEC.

SKU	Description	Unit Price	Quantity	Amount
1	SC DHEC - e-Permitting Payment TEST	\$150.00	1	\$150.00
<b>Total</b>				<b>\$150.00</b>

Under transaction detail, you can review the customer, payment, and account holder information.

### Transaction Detail

The following amount will be remitted back to SCDHEC.

SKU	Description	Unit Price	Quantity	Amount
1	SC DHEC - e-Permitting Payment TEST	\$150.00	1	\$150.00
<b>Total</b>				<b>\$150.00</b>

The online price of items or services purchased through SC.GOV, the state's official Web portal, includes funds used to develop, maintain, enhance, and expand the service offerings of the state's portal.

### Customer Information

**Customer Name** John Doe  
**Local Reference ID** HNV-KBY0-ZVXGZ

**Receipt Date** 2/5/2020  
**Receipt Time** 12:03:19 PM EST

### Payment Info

**Payment Type** Credit Card  
**Credit Card Type** VISA

**Credit Card Numb...** \*\*\*\*\*1111  
**Order ID** 50219668  
**Name on Credit C...** John Doe

### Account Holder Information

**Billing Address** 123 Main Street  
**Billing City, State** Columbia, SC  
**ZIP/Postal Code** 29201  
**Country** US

**Phone Number** 803-555-1234

**This receipt has been emailed to the address below.**

**Email Address** ePermUser@gmail.com

Continue

Now let's explore the Electronic Check option.

- 1 Payment Type
- 2 Customer Info
- 3 Payment Info
- 4 Submit Payment

### Transaction Detail

The following amount will be remitted back to SCDHEC.

SKU	Description	Unit Price	Quantity	Amount
1	SC DHEC - e-Permitting Payment	\$150.00	1	\$150.00
<b>Total</b>				<b>\$150.00</b>





### Transaction Summary

SC DHEC - e-Permitting Payment	\$150.00
<b>SC.GOV TOTAL</b>	<b>\$152.50</b>

### Payment

#### Payment Type

Payment Type \*

Electronic Check  

Select if this payment IS being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ("IAT").

Next >

#### Customer Information

#### Payment Info

Cancel

### Need Help?

Select Payment Method and Continue to proceed with payment.

Fill out the pertinent information and click 'Next.'

Payment Type

Edit

Electronic Check

Customer Information

Complete all required fields [ \* ]

Country

United States

First Name \*

John

Last Name \*

Doe

Address \*

123 Main Street

Address 2

City \*

Columbia

State

SC - South Carolina

ZIP/Postal Code \*

29201

Phone \*

803-555-1234

Email \* ?

ePermUser@gmail.com

Next >



Transaction Summary

SC DHEC - e-Permitting Payment \$150.00

SC.GOV TOTAL ? \$152.50

Need Help?

Please complete the Customer Information Section

Payment Info

On this screen, you will enter the name on the account and bank routing and account numbers. You will have to re-enter the account number for security purposes. Once you have entered the pertinent information, click 'Next'. (Please note: \$2.50 ACH fee will be applied per transaction).

**Address**

John Doe  
123 Main Street  
Columbia, SC 29201

**Phone**

803-555-1234

Edit

**Country**

United States

**Email Address**

ePermUser@gmail.com

**Payment Info**

Complete all required fields [ \* ]

**Name on Account \***

John Doe ✓

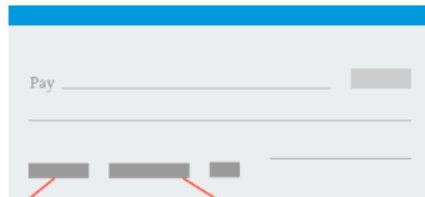
This is a business account.

**Routing Number \***

123456789 ✓

**Account Number \*** ?

12345678998765432 ✓



012345678  
Routing Number

01234567890  
Account Number

**Re-enter Account Number \***

12345678998765432 ✓

Checking  Savings

Next >

Cancel



**Transaction Summary**

SC DHEC - e-Permitting Payment \$150.00

**SC.GOV TOTAL** ⓘ \$152.50

**Need Help?**

You have selected to pay by Electronic Check. Complete Customer Billing Information and enter Electronic Check Information.



Please review your information for accuracy on this screen.  
Once you are ready to complete your transaction, click 'Submit Payment'.

Customer Information



Edit

Address

John Doe  
123 Main Street  
Columbia, SC 29201

Phone

8035551234

Country

United States

Email Address

ePermUser@gmail.com

Payment Info



Edit

Electronic Check

\*\*\*\*6806

Name on Account

John Doe

Terms and Conditions

[Open a new window to print](#)

revocation of this authorization, I may contact SC.gov at 866-340-7105.  
I understand the Originating ID for this transaction is "1234567890".  
Please make sure your banking institution has released any debit blocks  
(if applicable) for this ID to ensure successful payment.  
I (we) agree that ACH transactions I (we) authorized comply with all  
applicable NACHA Rules and all applicable US law and the laws governing  
SC.gov's state.

Yes, I authorize this transaction.

Cancel

Submit Payment



Transaction Summary

SC DHEC - e-Permitting  
Payment TEST \$150.00


**SC.GOV TOTAL ? \$152.50**

Need Help?

Your payment has NOT been completed.  
Please review the payment information  
below and select Submit Payment.



You will see that the invoice has been marked as paid in the Financials List once the payment has processed.

dhec		ePermitting		DHEC Online Services		John Doe		
Financials List		Relates To	Description	Reference #	Date	Total Amount	Amount Due	
<input type="checkbox"/>								
<input type="checkbox"/>	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
<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-KB2S-HYP64	11/27/2019	\$150.00	\$150.00		Open



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

# CONTACT US

[ePermittinghelp@dhec.sc.gov](mailto:ePermittinghelp@dhec.sc.gov)

## Stay Connected

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