



SC DEPARTMENT *of*
**ENVIRONMENTAL
SERVICES**

Electronic Identity Verification in ePermitting

October 2025





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SERVICES**

Becoming CROMERR Certified

October 2025

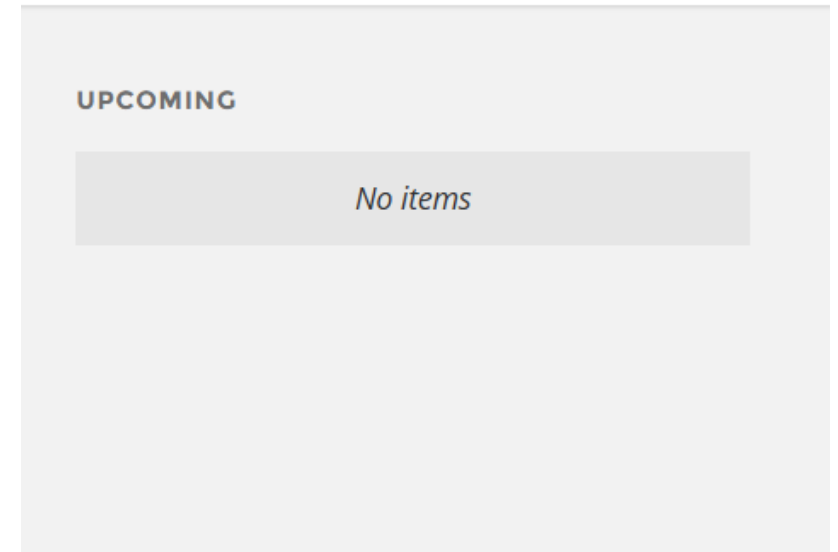
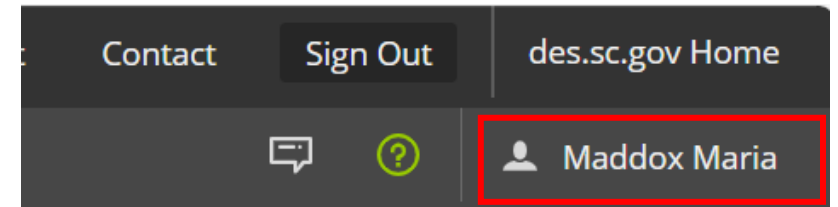


Agenda

- Access Your Profile
 - Complete Your User Profile
 - Begin the Electronic Signature Agreement
 - Identity Verification
 - If Verification Fails
 - Site-Level Approval Required
-

Access Your Profile

- Log into your account.
- Right click on your name in the top-right corner.
- You will be brought to your user profile.



Complete Your User Profile

You will see these tabs:

- Details
- Sites
- Signing Authority
- Subscriptions (only for those subscribed to alerts)
- In the Details tab:
 - Ensure the following fields are filled out:
 - First Name & Last Name
 - Organization or Company Name
 - Enter "Self" if applicable
 - Phone Number
- *These fields are required to proceed with the Electronic Signature Agreement. If any are missing, you will not be able to continue.*

Details Sites Signing Authority

First Name Last Name

Display Name

Title

Organization or Company Name

Phone Number Extension

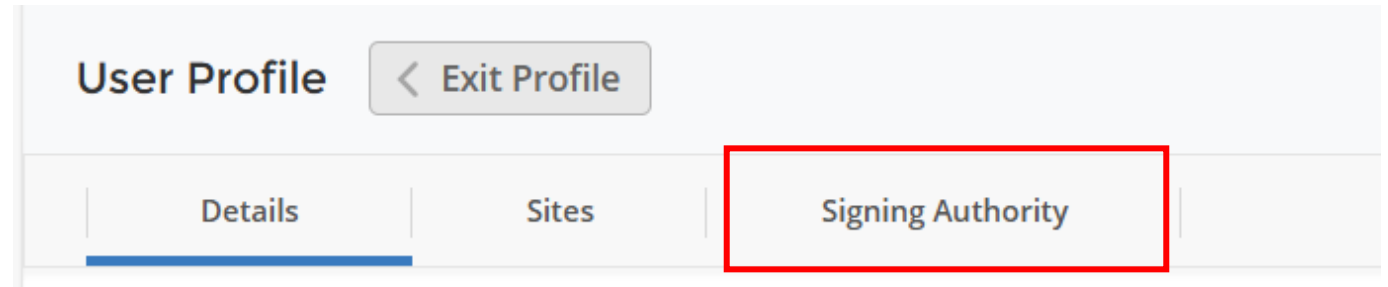
Save Cancel

Begin the Electronic Signature Agreement



Begin the Electronic Signature Agreement

- Go to the Signing Authority tab.
- Click Begin Online Electronic Signature Agreement.
- Read the Electronic Signature Agreement Statement carefully.
- Enter:
 - Your account password
 - The security question answer you set during account creation
 - You have 3 attempts to enter this information correctly.If you get locked out, contact the ePermitting Team at: ePermittingHelp@des.sc.gov



Identity Verification

- Once your password and security question are accepted:
- You'll be taken to the Identity Verification page.
- Enter the following:
 - Full Name
 - Address
 - Date of Birth
 - Last 4 digits of your Social Security Number
- Once complete, click the green “Verify Identity” button at the bottom.
- You will either be approved or denied.
- You have 3 attempts to verify your identity.

First Name		Last Name	
• Mailing Address Line 1			
Mailing Address Line 2			
• City	• State	• Zip Code	
		00000	
Phone Number			
• Date of Birth		• Last 4 Digits SSN	
 MM/DD/YYYY		0000	

If Verification Fails

- If you are unable to verify your identity through the online system:
 - You must complete the paper identity verification form.
 - [CertifierAgreement.pdf](#)
 - Once complete, mail the original to the address provided in the agreement.
 - Contact the ePermitting Team for assistance.
 - ePermittinghelp@des.sc.gov

Site-Level Approval Required

- After your electronic signature is approved, you must still be approved at the site level.
- What This Means:
 - Program Area Staff must:
 - Review your request
 - Confirm you have the appropriate access rights
 - Approve your access to the specific site(s) you need
- *Both identity verification and site-level approval are required before you can fully submit forms requiring CROMERR certification.*



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Office of Technology

ePermitting Team

ePermittingHelp@des.sc.gov

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