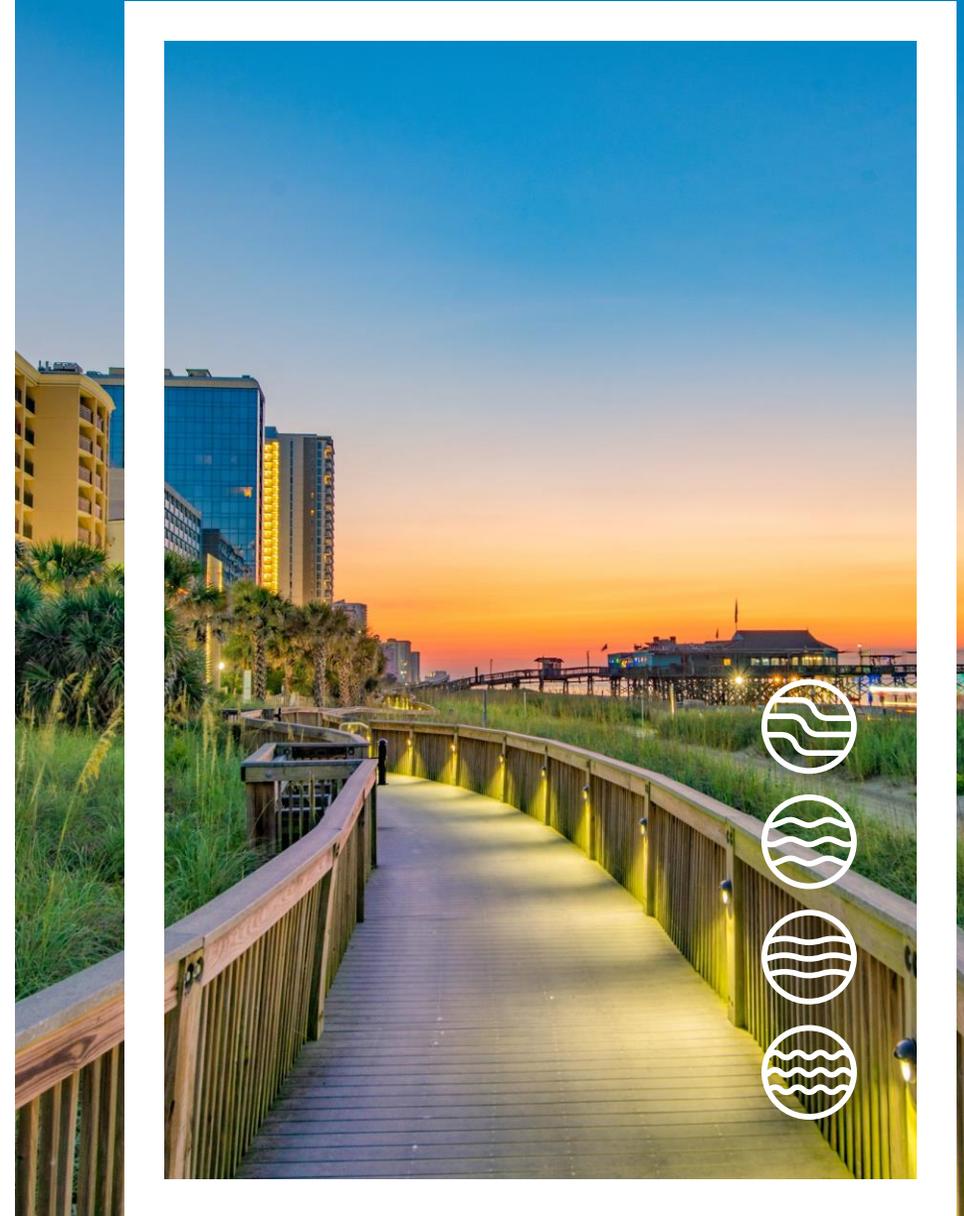




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UIC Submitting a Schedule

March 2025





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Step-by-Step Guide to Submitting a Schedule

March 2025

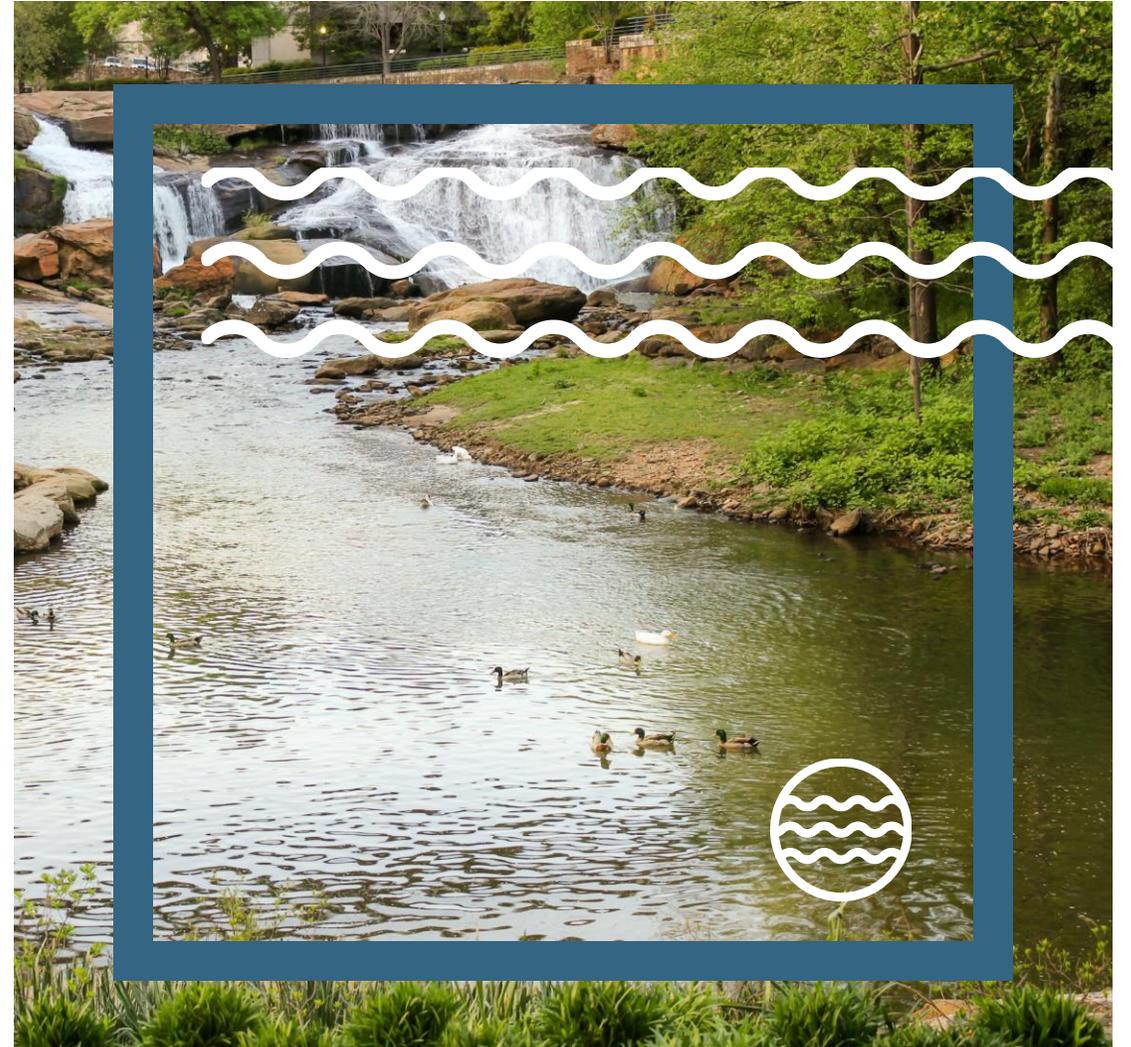
Agenda

- Introduction
 - Log In to Your Account
 - Navigating to the Schedule
 - Filling out the Schedule
 - Schedule Requirements
 - Finalize Schedule
-



Introduction

- The purpose of this training is to guide users through the process of submitting a Schedule in ePermitting
- This training will help you navigate ePermitting to locate and begin the schedule.



Log In to Your Account

- To submit a schedule through ePermitting, you must have an active account, and you must be an authorized user on that site.
- If you already have an account, please log in and proceed to the next step in this training.
- If you do not have an account, please refer to this training for guidance on creating a new account.
 - [Creating an Account](#)
- Please refer to this guidance if you need to be added as an authorized user on that site.
 - [Become an Authorized User](#)

Navigating to the Schedule



Navigating to the Schedule

- Once logged into your account and on the appropriate site, you will see a top menu with the following tabs:

Priority **2** Upcoming **0** As Needed **2** Draft **1** To Be Signed **0** In Process **0**

- Schedules will appear in the specific tab based on their status.
- Scroll to the appropriate tab to locate your schedule, select the appropriate schedule, and click begin.



Filling out the Schedule

- You will now be sent to the schedule to fill out. Choose the begin form entry option.

UIC - Monthly Progress Report

VERSION 1.0

INSTRUCTIONS

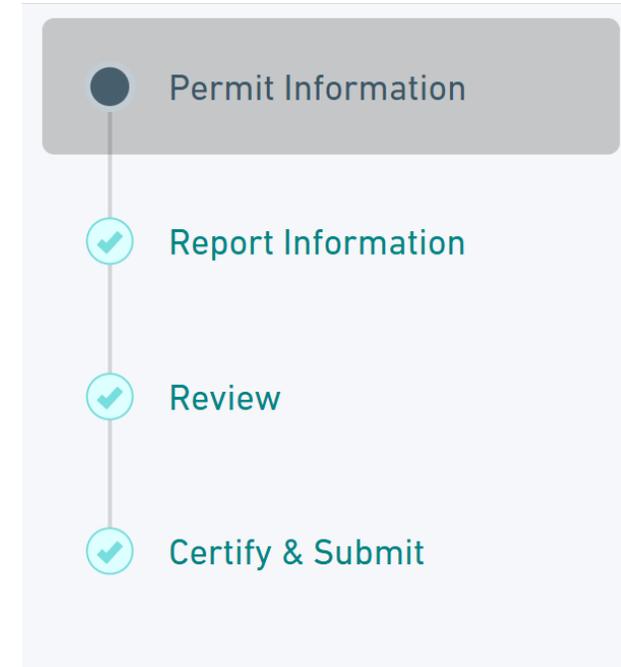
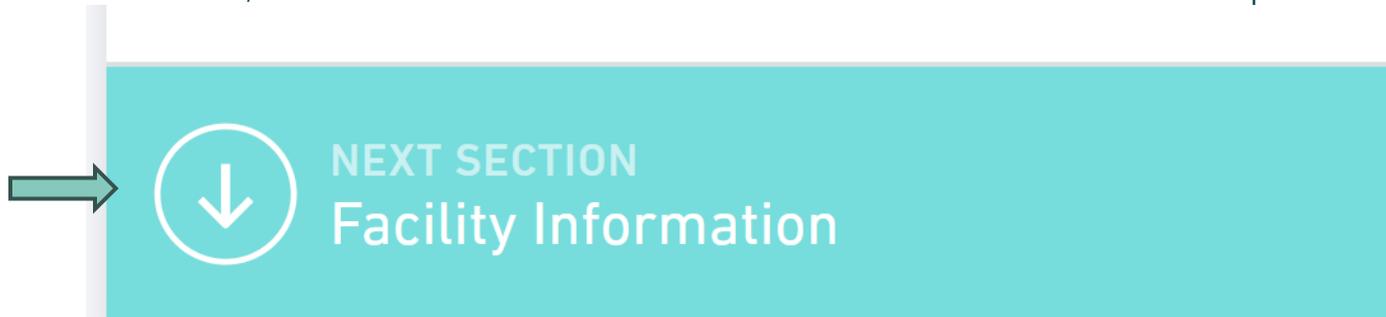
Enter the general instructions for the form here...



Begin Form Entry

Filling out the Schedule

- You can navigate through the form in two ways:
- 1. Click on the sections listed on the left-hand side to move between the sections.
- 2. After completing a section and uploading any necessary documents, scroll to the bottom and click 'Next Section' to proceed.

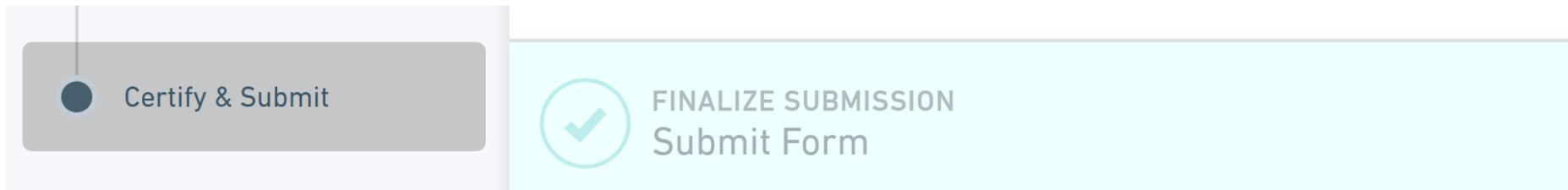


Submission Requirements

- Your schedule may require report attachments. It is essential to include a properly completed report as part of the submission process.
- If a blank or incomplete attachment is uploaded, the submission will be returned for corrections before it can be processed. Please ensure all required information is accurately provided to avoid delays.

Finalize Submission

- This final step allows you to certify the schedule as complete and accurate for submission to the department for review and processing.
- You can only finalize the schedule if:
 - The schedule is fully completed in its entirety.
- If all requirements are met, click the FINALIZE SUBMISSION – Submit Form button to complete the process.





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