



Locating or Creating a Payment Voucher (Invoice)

ePermitting

Course Objective

The purpose of this training is for users to learn how to locate or generate and download a payment voucher/invoice.



To locate or generate a payment voucher/invoice for a fee or fine for a facility or site, you must be an authorized user for that site in ePermitting. To become an authorized user, see [Creating an Account](#). You will need to log in to the ePermitting system ([Logging In](#)). To determine if an invoice already exists, select documents in the left-hand menu (circled below).

The screenshot shows the ePermitting system dashboard. At the top, there is a navigation bar with the dhec logo, 'ePermitting', and 'DHEC Online Services'. On the right side of the navigation bar are links for 'Home', 'About', 'Contact', 'Sign Out', and 'scdhec.gov Home'. Below the navigation bar, there is a user profile section for 'Jane Doe' with a search icon and a help icon. The main content area is divided into a left-hand menu and a main workspace. The left-hand menu includes 'Home', 'Dashboard', 'Notifications', 'Start a New Form', 'Submissions', 'Discharge Monitoring Reports', 'Permits', 'Evaluations', 'Violations', 'Compliance and Enforcement Actions', 'Financials', and 'Documents' (which is circled in red). The main workspace is titled 'Priority (9)' and contains a list of documents. Each document entry includes a title, a description, a status (e.g., 'OVERDUE > 30 DAYS' or 'DRAFT'), and a 'Begin' button. The right-hand side of the dashboard features a summary section for 'INVOICES' showing '2 INVOICES' and a 'TOTAL DUE' of '\$62.75'. Below this is a section for 'UPCOMING' which currently shows 'No items'.

UAT EXT

(All)

Home About Contact Sign Out scdhec.gov Home

Priority (9) Upcoming (0) As Needed (17) Draft (5) To Be Signed (0) In Process (5)

Home

Dashboard

Notifications

Start a New Form

Submissions

Discharge Monitoring Reports

Permits

Evaluations

Violations

Compliance and Enforcement Actions

Financials

Documents

HIGH PRIORITY

BLWM Test Site 2
Schedule — Annual Monitoring Report
OVERDUE > 30 DAYS The schedule was due 01/07/2020. Begin

BLWM Test Site 2
Schedule on Compliance Action AI-0000962 — Annual Monitoring Report
OVERDUE > 30 DAYS The schedule was due 01/20/2020. Begin

BLWM Test Site 2
Schedule on Compliance Action AI-0000962 — Annual Monitoring Report
OVERDUE > 30 DAYS The schedule was due 01/31/2020. Begin

BLWM Test Site 2
Application HN2-CB41-VMKKG — Agriculture Large Swine Facility Application (Form D-3578) - New or Expanding
DRAFT This draft was created on 04/29/2020 by Leslie E Yasinsac and has not yet been submitted.

BLWM Test Site 2
Schedule HP1-TWED-KYCVB — Agricultural Facility Annual Report
DRAFT This draft was created on 08/07/2020 by Leslie E Yasinsac and has not yet been submitted.

BLWM Test Site 2
Application HP4-VJFT-F4E3C — Stormwater - Industrial Notice of Intent (NOI) (D 2611)
DRAFT This draft was created on 12/08/2020 by Leslie E Yasinsac and has not yet been submitted.

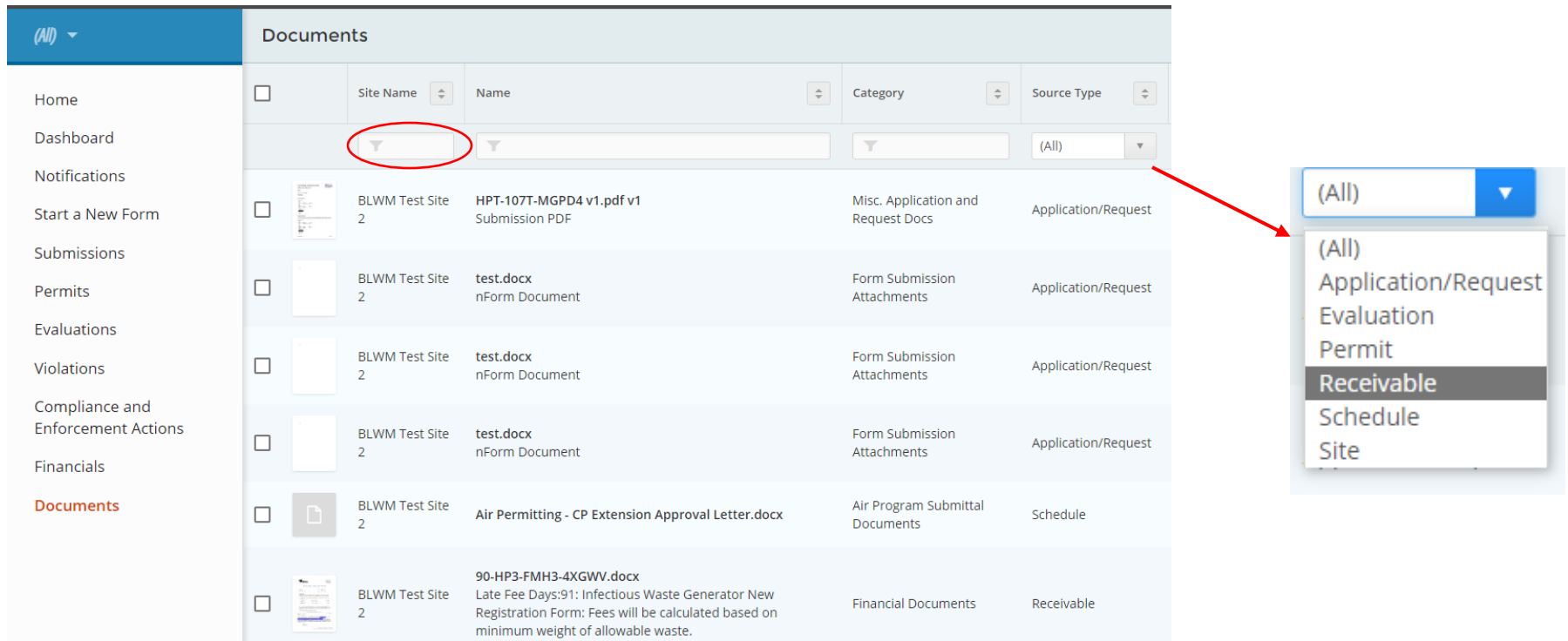
INVOICES

2 INVOICES | \$62.75 TOTAL DUE

UPCOMING

No items

If you don't immediately see the document you need, you can filter to determine if it exists. If you have more than one site linked to your account, you can filter by typing in the filter box under Site name (circled below). If the list is still too long to find the document, select 'Receivable' from the drop-down under Source Type.



	Site Name	Name	Category	Source Type
<input type="checkbox"/>	BLWM Test Site 2	HPT-107T-MGPD4 v1.pdf v1 Submission PDF	Misc. Application and Request Docs	Application/Request
<input type="checkbox"/>	BLWM Test Site 2	test.docx nForm Document	Form Submission Attachments	Application/Request
<input type="checkbox"/>	BLWM Test Site 2	test.docx nForm Document	Form Submission Attachments	Application/Request
<input type="checkbox"/>	BLWM Test Site 2	test.docx nForm Document	Form Submission Attachments	Application/Request
<input type="checkbox"/>	BLWM Test Site 2	Air Permitting - CP Extension Approval Letter.docx	Air Program Submittal Documents	Schedule
<input type="checkbox"/>	BLWM Test Site 2	90-HP3-FMH3-4XGWW.docx Late Fee Days:91: Infectious Waste Generator New Registration Form: Fees will be calculated based on minimum weight of allowable waste.	Financial Documents	Receivable

Callout Box Content:

- (All)
- Application/Request
- Evaluation
- Permit
- Receivable**
- Schedule
- Site

Once you locate the document you need, click the box next to it to select it for download. Multiple documents can be selected for each download. Documents will be downloaded in a zip file.

Documents

<input type="checkbox"/>	Site Name	Name
<input checked="" type="checkbox"/>	BLWM Test Site 2	HPT-107T-MG Submission P
<input type="checkbox"/>	BLWM Test Site 2	test.docx nForm Docun
<input type="checkbox"/>	BLWM Test Site 2	test.docx nForm Docun
<input type="checkbox"/>	BLWM Test Site 2	test.docx nForm Docun
<input type="checkbox"/>	BLWM Test Site 2	Air Permittin
<input type="checkbox"/>	BLWM Test Site 2	90-HP3-FMH3 Late Fee Days Registration F minimum wei

[Download](#) 1 Selected (78.69 KB)

Documents

<input type="checkbox"/>	Site Name	Name
<input checked="" type="checkbox"/>	BLWM Test Site 2	HPT-107T-MGF Submission PD
<input checked="" type="checkbox"/>	BLWM Test Site 2	test.docx nForm Docum
<input checked="" type="checkbox"/>	BLWM Test Site 2	test.docx nForm Docum
<input type="checkbox"/>	BLWM Test Site 2	test.docx nForm Docum
<input type="checkbox"/>	BLWM Test Site 2	Air Permitting
<input type="checkbox"/>	BLWM Test Site 2	90-HP3-FMH3-Late Fee Days: Registration Fc minimum weig

[Download](#) 3 Selected (100.93 KB)



Click Generate Payment Voucher (circled below) and a payment voucher will be generated and downloaded to your computer.

Financial Details

< Financials

test fee
C77F-19KQ-SRND

Details

Summary

Total Charges: \$50.00
Payments, Refunds: \$0.00
Amount Due: \$50.00

Charges

Type	Date	Amount	Comments
Base Charge	05/29/2023	\$50.00	test fee

Payments, Electronic Settlements

Pay Online **Generate Payment Voucher**

Type	Date	Status	Amount	Confirmation
------	------	--------	--------	--------------

Charge Status

Due

Site

> BLWM Test Site 2
2600 Bull Street
Columbia, SC 29201
Richland County

Associated With

Submission: HPT-107T-MGPD4



Payment Voucher

Facility: BLWM Test Site 2
 2600 Bull Street
 Columbia, SC 29201

Invoice Date: 05/29/2023
 Invoice Number: C77F-19KQ-SRND
 Invoice Amount: 50.00
 Program ID: HPT-107T-MGPD4

Qty	Description	Unit Price
1.00	test fee	50.00
Total		50.00

To the right is an example of a payment voucher.

South Carolina DHEC

Facility Name: BLWM Test Site 2
 Program ID: HPT-107T-MGPD4
 Invoice Number: C77F-19KQ-SRND

Total Due: \$50.00

To ensure proper credit, please return this portion of the invoice with your payment to the address below. **Payment due upon receipt and will be past due 30 days from invoice date.** Please contact Staff Name at Staff Phone if you have any questions.

SC DHEC, Bureau of Financial Management

PO Box 100103
 Columbia, SC 29202-3103



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

CONTACT US

scdhec.gov/ePermitting

Stay Connected

