SC DEPARTMENT *of*
ENVIRONMENTAL
SERVICES

Paying Invoices by Mail

ePermitting

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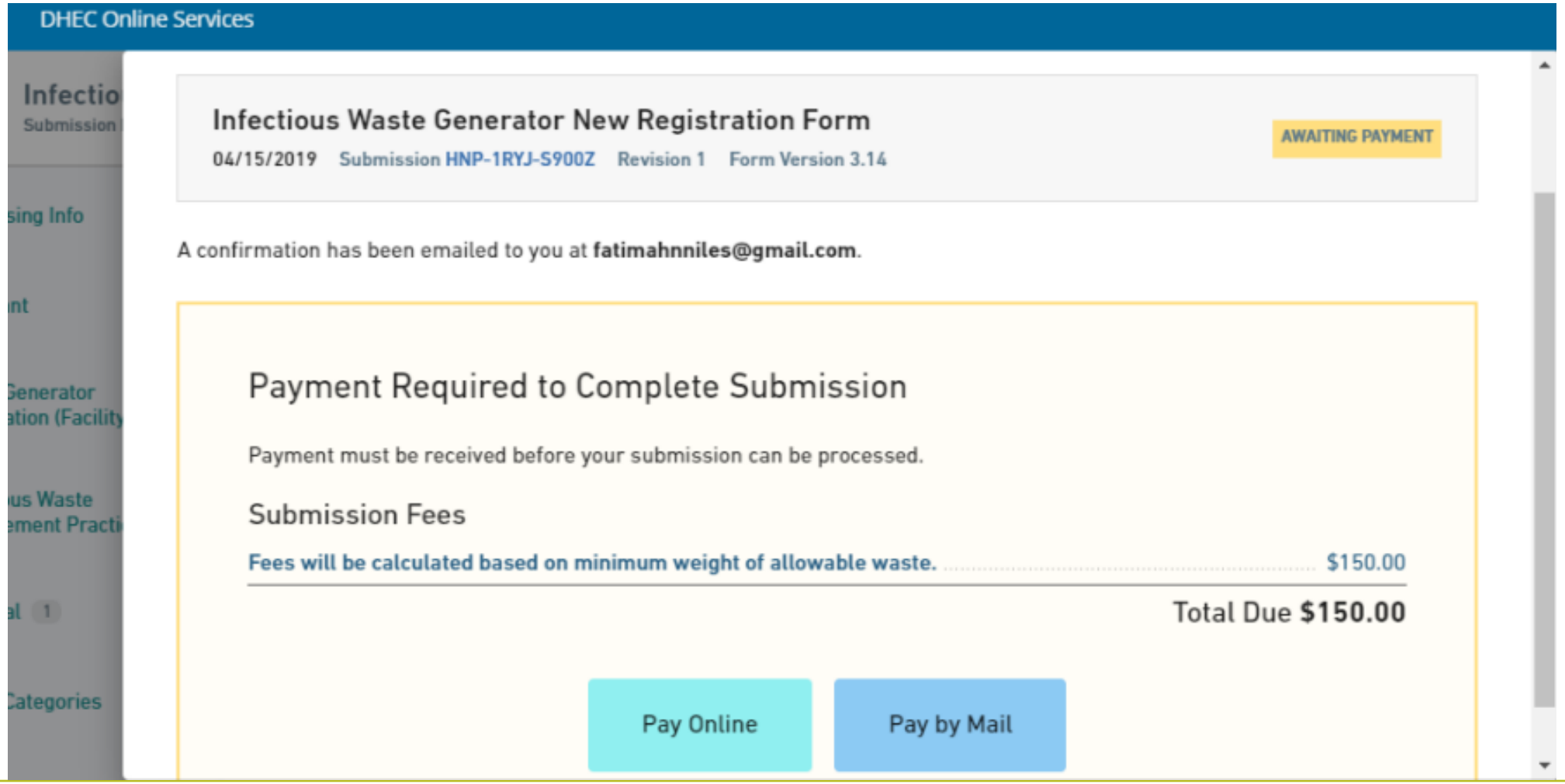
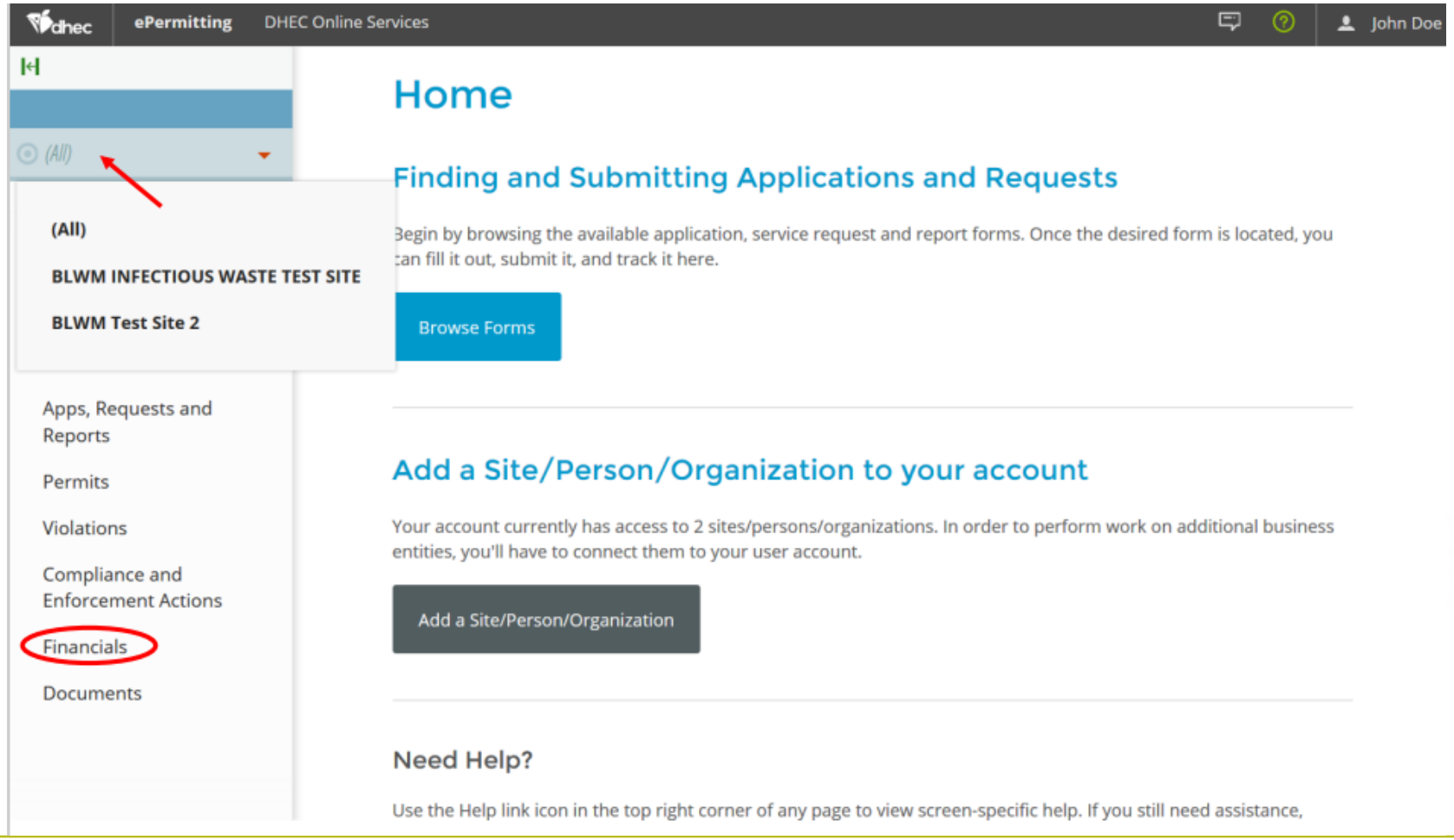
Course Objective

The purpose of this training is for users to learn how to retrieve invoices in ePermitting to pay by mail.

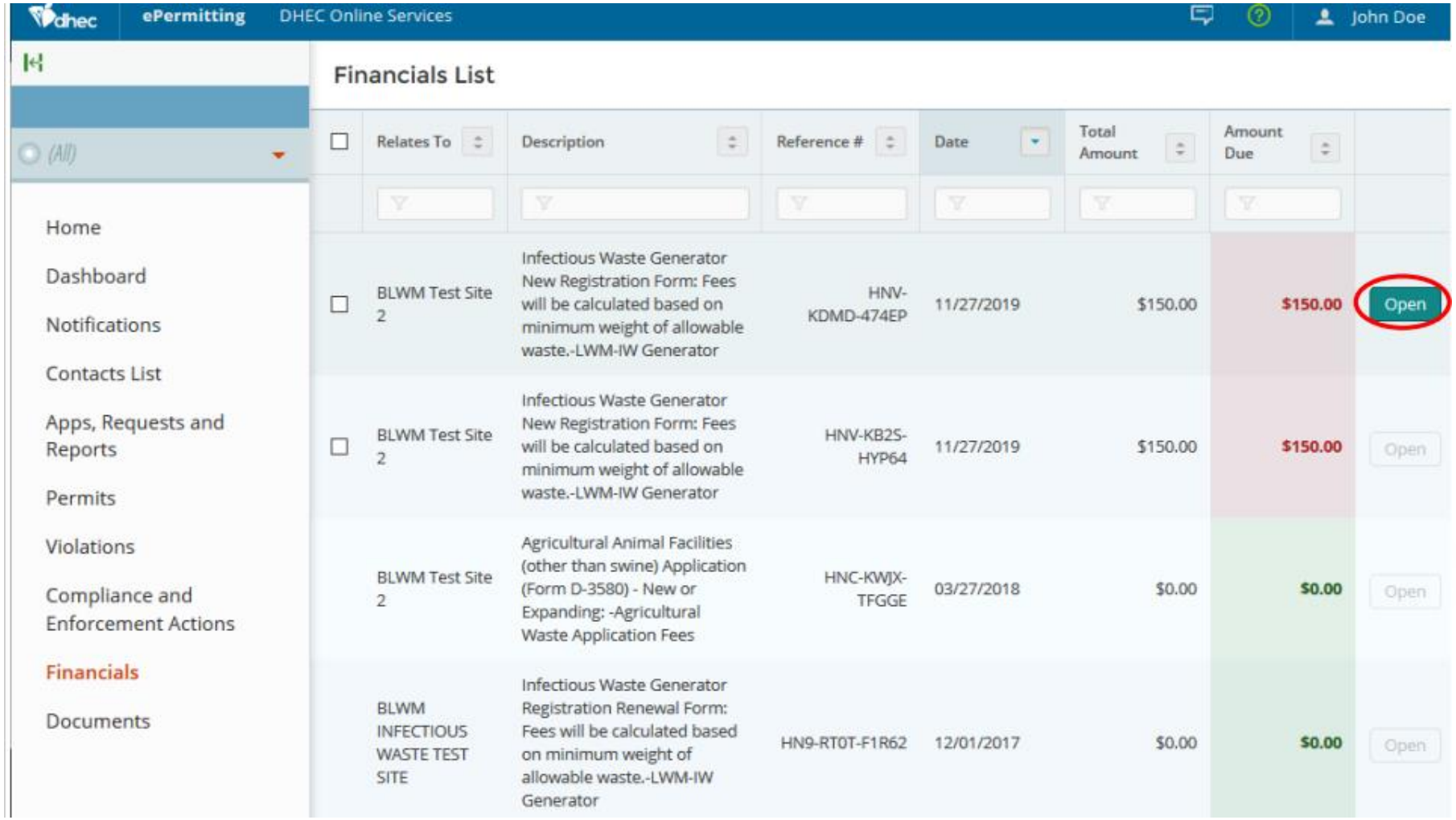
If you are completing an application that has associated fees, this screen will appear to request the payment. You have the option to satisfy the payment here. If you need to submit the payment at another time, you can exit this screen.



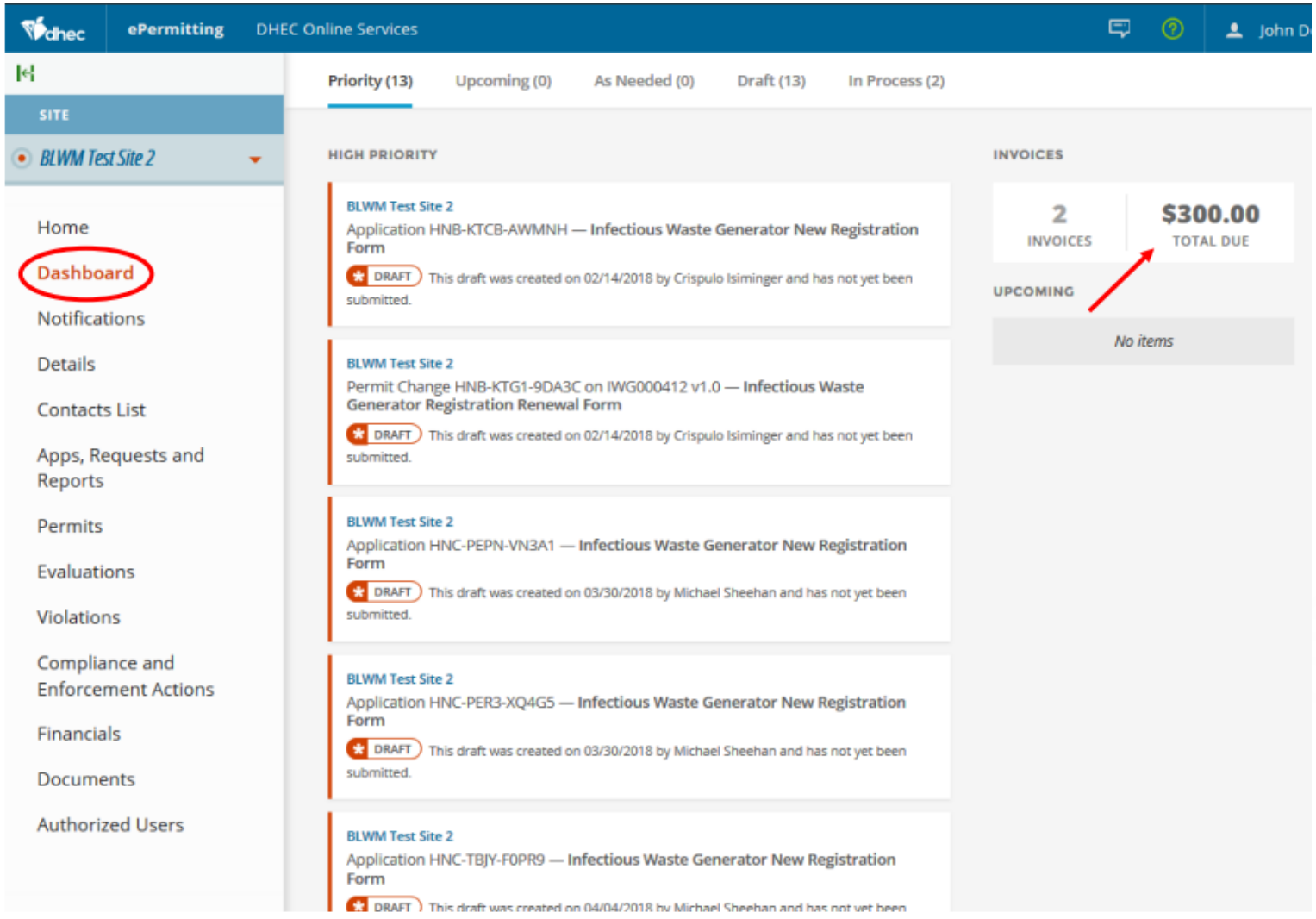
To pay an annual or application fee for a facility or site, you must be an authorized user. You will need to log in and select the site with the active invoice. Click the 'All' box on the left to see a list of the sites for which you are an authorized user. Select the appropriate site, then select Financials. *(Tip: To become an authorized user, see **INVITING ADDITIONAL USERS** training.)*



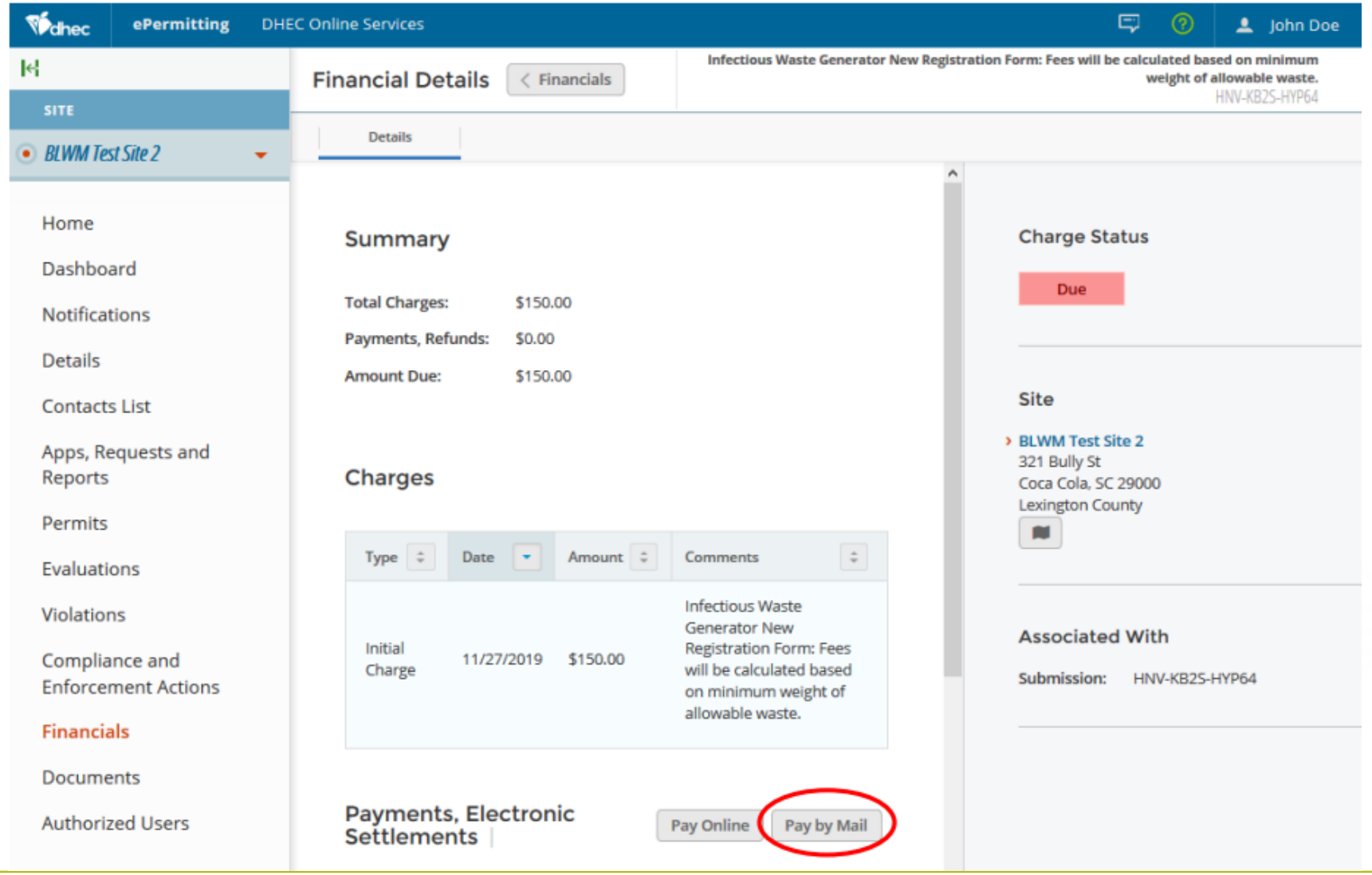
This is your Financials List. You will see a listing of all invoices for this site, both paid & unpaid. To select the unpaid invoice click the green ‘Open’ button to the right.



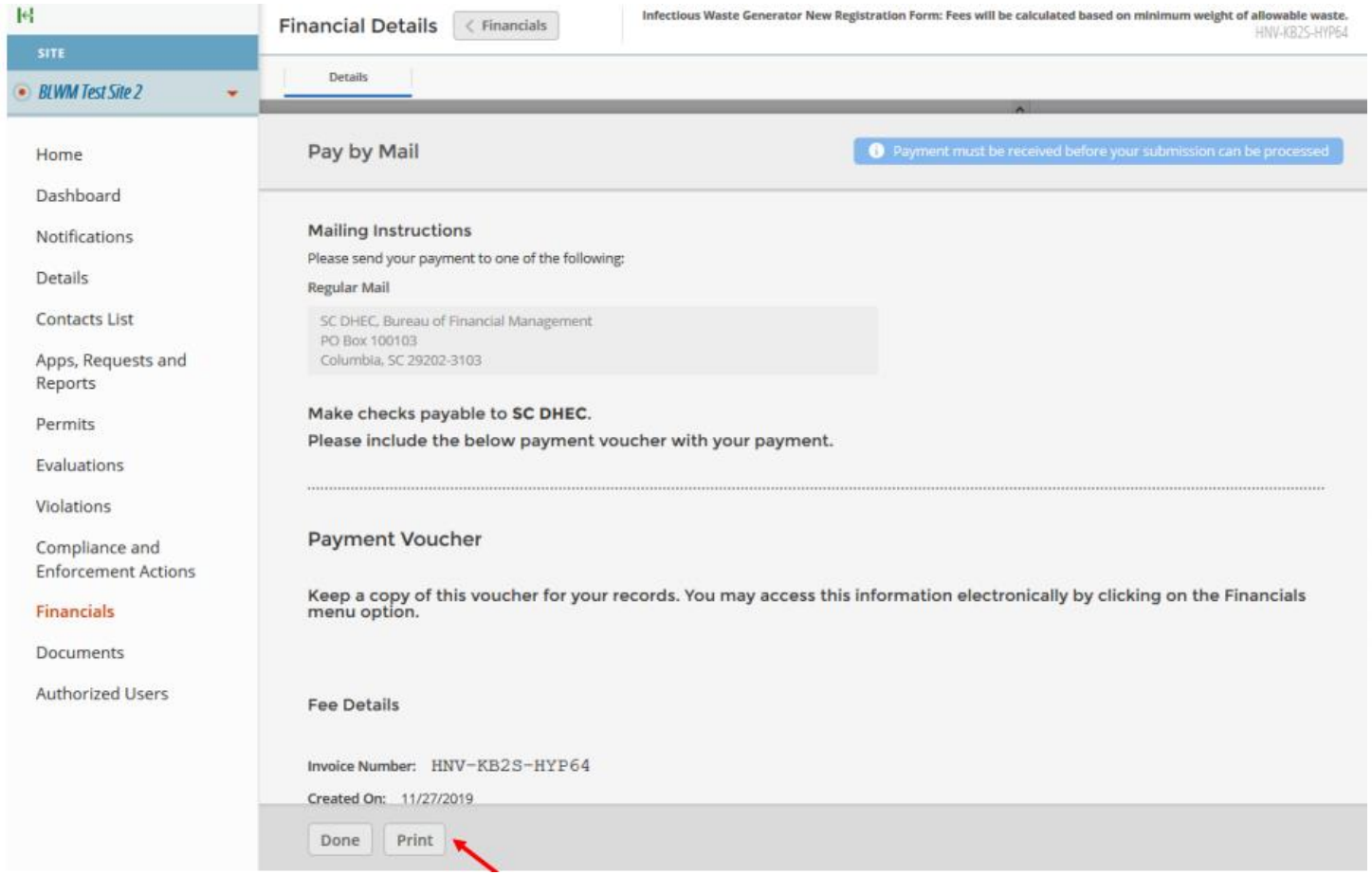
You can also locate your invoice from your dashboard. From the Dashboard screen, click anywhere in the INVOICES box to take you to your Financials List screen. Both paths will lead you to the invoice/payment options.



To pay by mail, from the Financial Details screen, select Pay by Mail to obtain an invoice. This invoice must be printed and sent with your check to the Department's Bureau of Finance.



This screen will appear with instructions for submitting payment via post. The top portion includes the address to mail in your payment. Below the dotted line includes the payment voucher to mail in with your payment. The voucher includes pertinent information such as the invoice number, when the invoice was created, description and fee amounts. This invoice must be printed and sent with your check to the Department's Bureau of Finance. Please retain a copy of the invoice for your records. Click 'Done' to return to the previous screen.



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Get in touch

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