

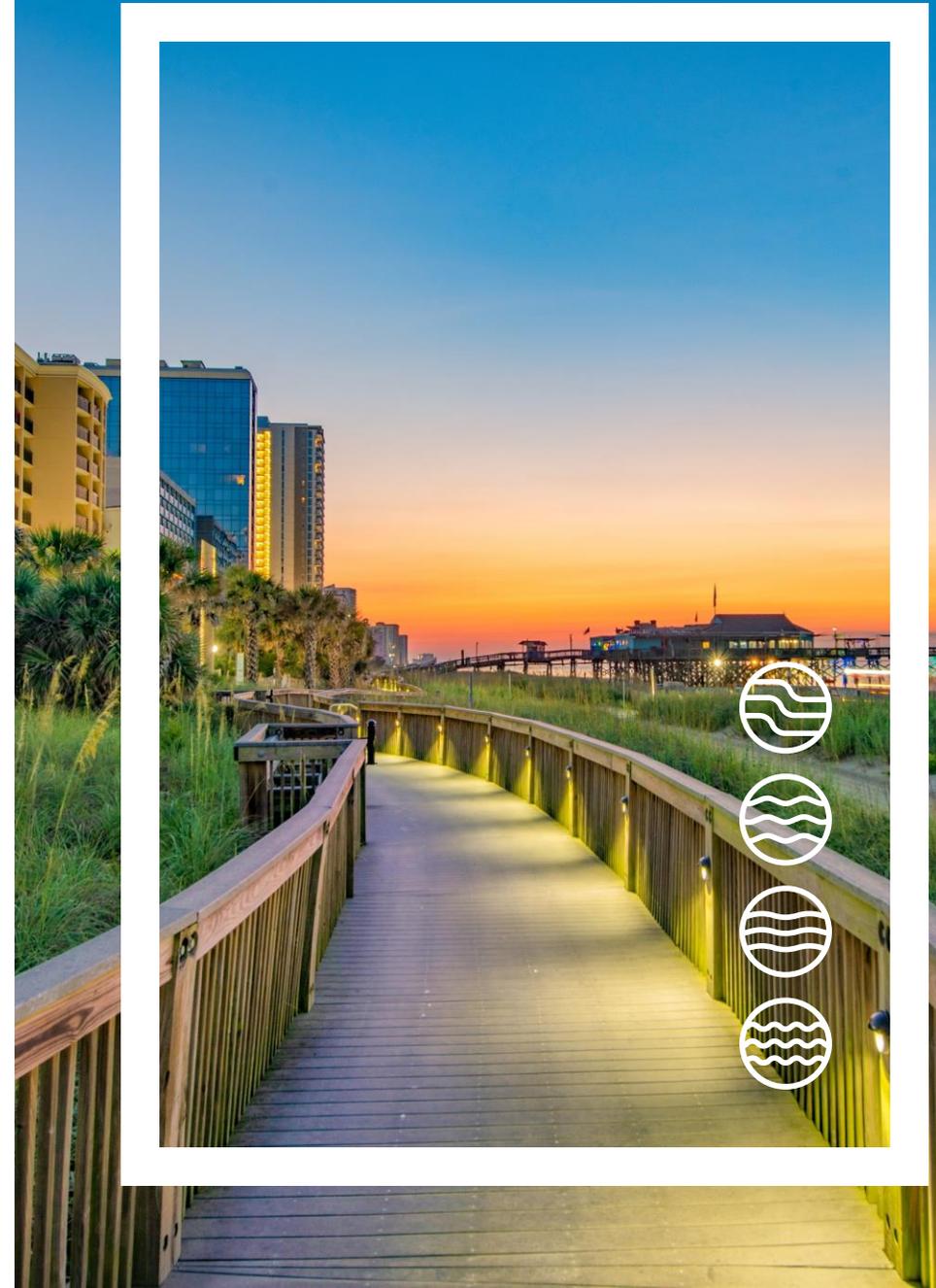


SC DEPARTMENT *of*  
**ENVIRONMENTAL  
SERVICES**

# Add Your Account to a Site & Become an Authorized User

March 2025

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**ENVIRONMENTAL  
SERVICES**

# Step-by-Step Guide

March 2025

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# Agenda

- Introduction
  - Logging into Your Account
  - Adding a Site to Your Account
  - Checking Site Registration
  - Searching for a Site
  - Claiming the Site
  - Submitting Your Request
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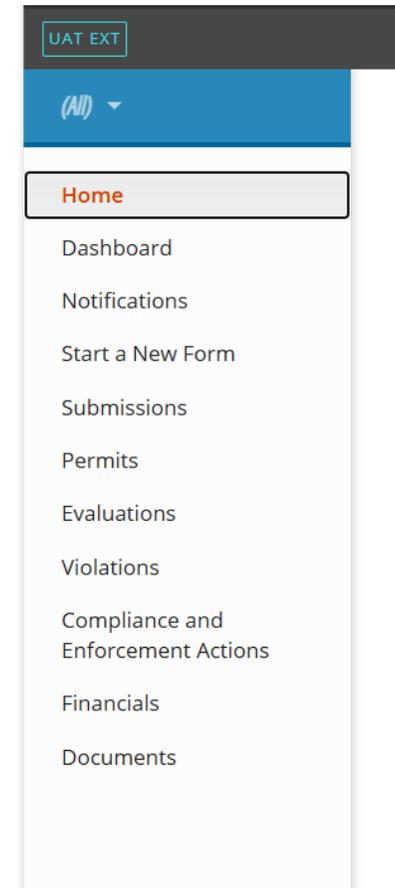
# Introduction

- This training will guide you through the process of adding a site to your account and becoming an authorized user.
- You will also learn about the different user roles available: Administrator, Editor, and Viewer.



# Logging into Your Account

- Ensure that you are logged into your account.
- Navigate to the Home button on the left menu.



# Adding a Site to Your Account



# Adding a Site to Your Account

- Scroll down and location the option that says 'Add a Site/Person/Organization to your account'

## Add a Site/Person/Organization to your account

Your account currently has access to 5 sites/persons/organizations. In order to perform work on additional business entities, you'll have to connect them to your user account.



# Checking Site Registration

- After click on the option, you will be asked to select what best describes the site, person, or organization you need to work with.
- Choose between registered and not registered.
- If the site is registered, choose that option to begin searching for your site.
- If not registered is selected, you will be directed to search for the correct form to fill out.

## What best describes the site, person or organization you need to work with?

It has been registered with SCDES

If your site, person or organization is or has been registered/permitted at any time, or has ever been required to submit reports (i.e. compliance documents) to SCDES, select this option. >

It has never been registered with SCDES

If your site, person or organization has never been registered, permitted or submitted reports (i.e. compliance documents) to SCDES in the past, please choose this option. After completing an application or service request, a new site/person/organization record will be registered and linked to your account. >

# Searching for a Site

- Clicking 'Search for a Site (by location)' will open Site Explorer in a new window.

## Find your site on an online map

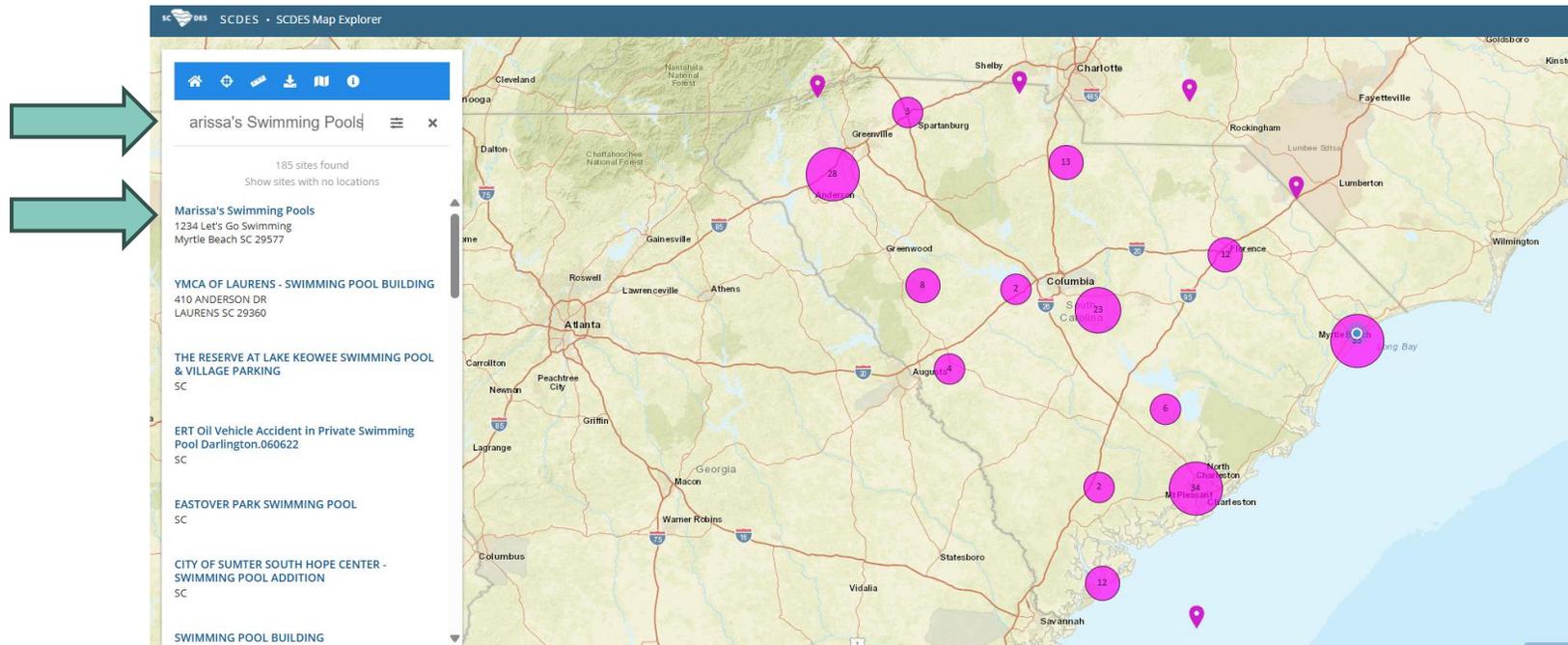
If you're looking to connect a *site/facility* with a *specific address*, you can use our online map to find it and request access.

[Search for a Site \(by location\)](#)

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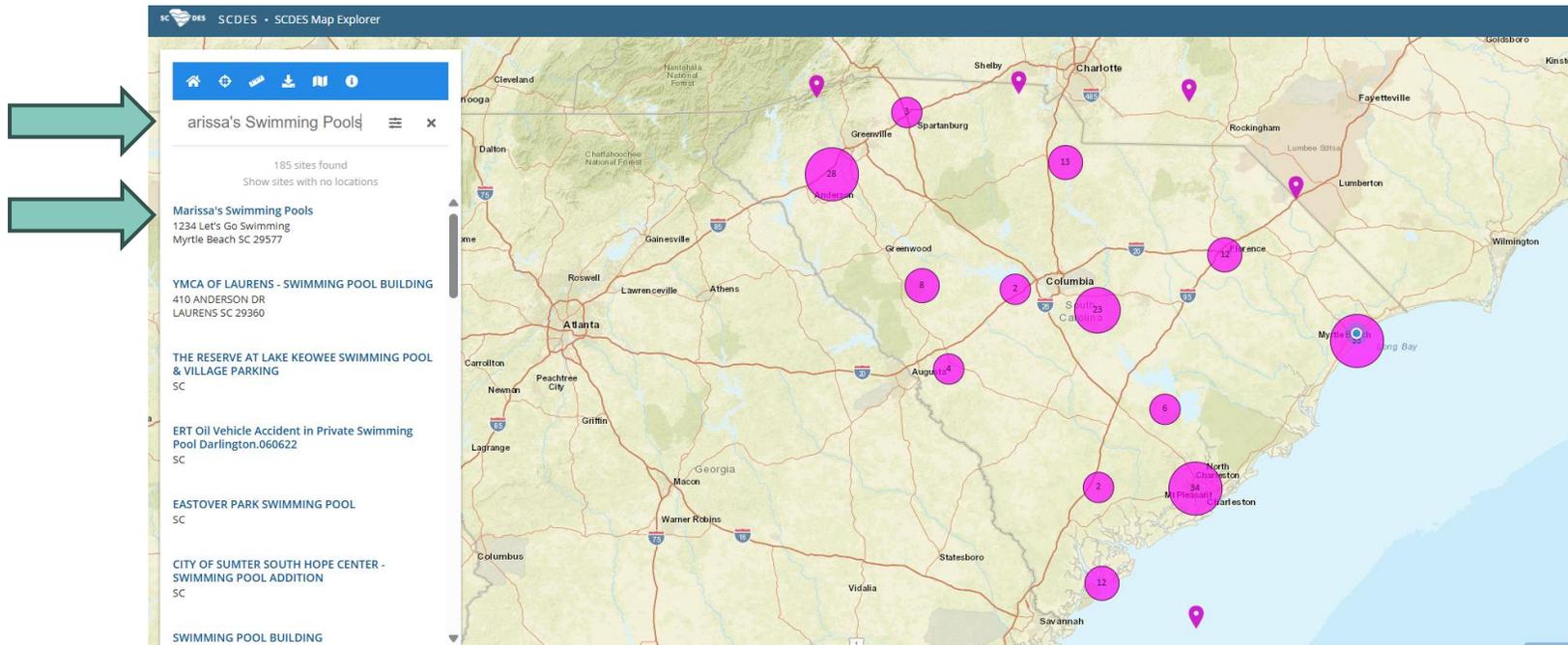
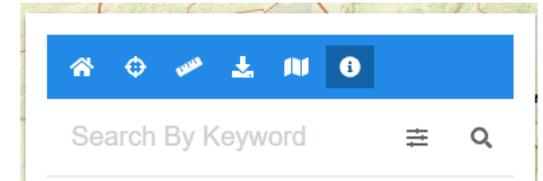
# Searching for a Site

- You can use the left menu to search for the site by keyword or site name.
- Once you find the correct site click the blue hyperlink to proceed.



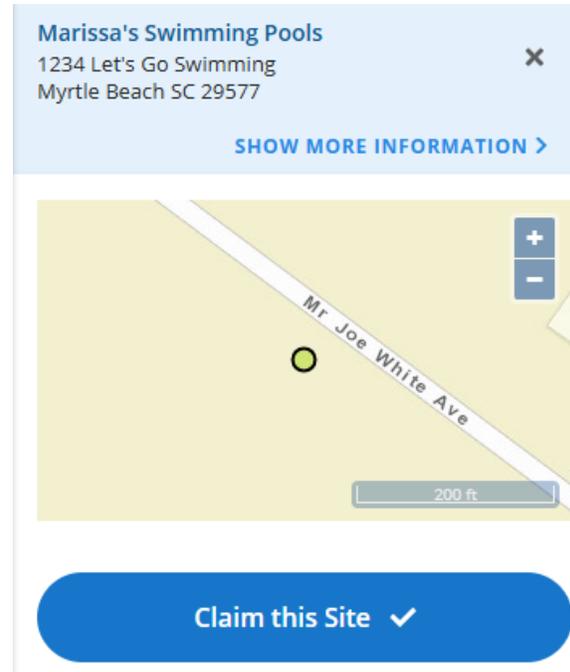
# Searching for a Site

- You can use the left menu to search for the site by keyword or site name.
- Once you find the correct site click the blue hyperlink to proceed.



# Claiming the Site

- After selecting the site, click the “Claim This Site” button.
- Your name, phone number, and email will be auto-filled into the form.



Claim Site

NAME

PHONE

EMAIL

REQUEST REASON

**i** Account Role

SUBMIT

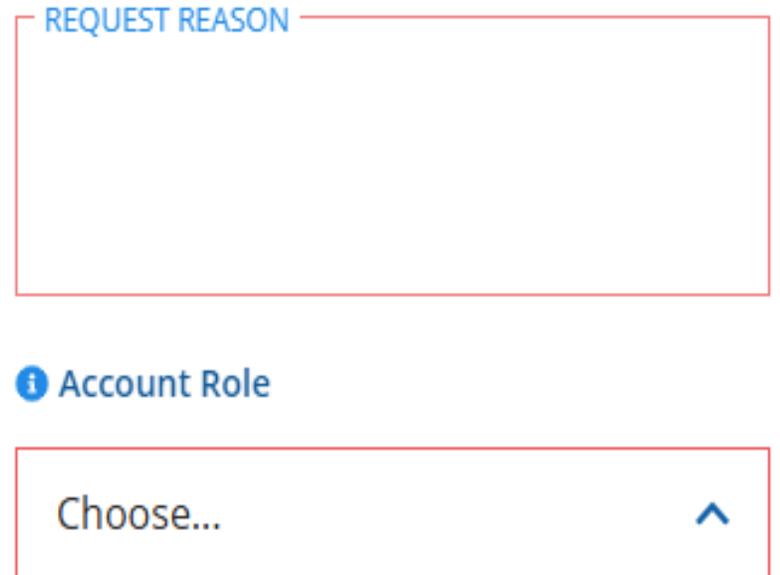
# Claiming the Site

- You must enter the following:
  - Request Reason
  - Account Role
    - Administrator - Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users
    - Editor - Can fill out forms and reports. May require certifier permissions to submit, depending on the form
    - Viewer - Can view site information but can't make any change

REQUEST REASON

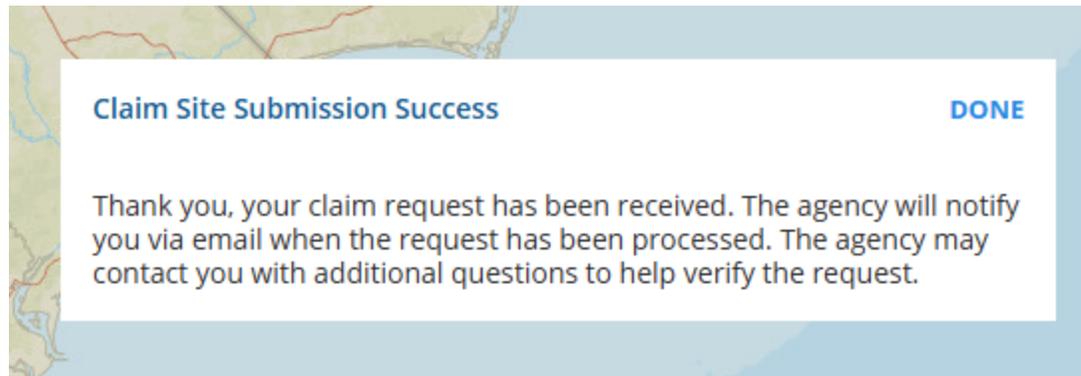
Account Role

Choose...



# Submitting Your Request

- Once all information is entered, click Submit.
- After submission, you will see a confirmation message that reads the following.





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# Get in touch

## **The ePermitting Team**

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