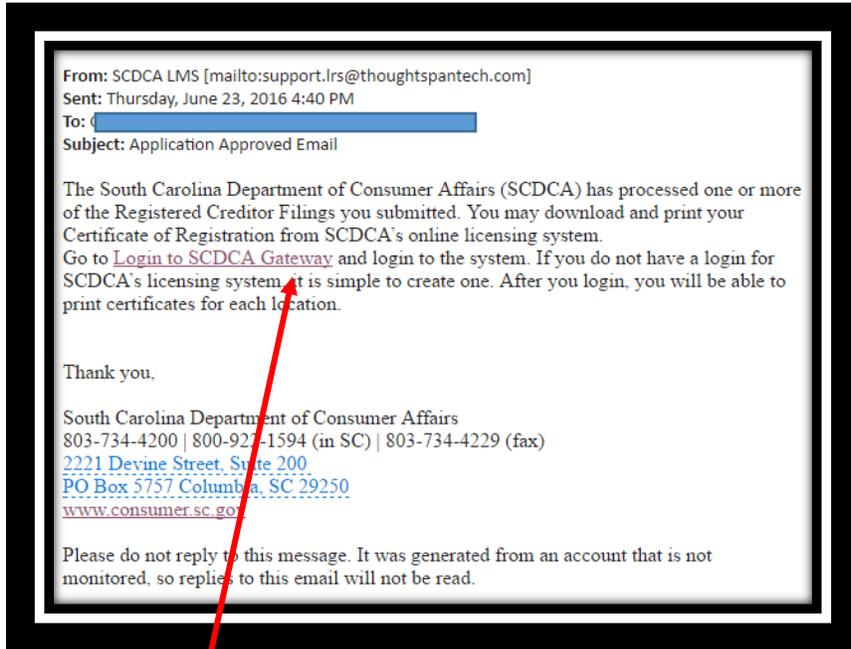


**USER GUIDE FOR REGISTERED CREDITORS—IN ORDER TO RETRIEVE AND PRINT CERTIFICATES**

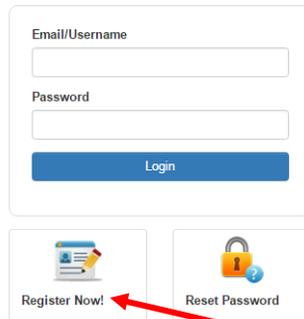
1. Once the Department approves your registration, you will receive an email notifying you that it is ready for retrieval.



2. Click on the link to access the Licensure Gateway. You will see the page below...

**Welcome to the Licensure Gateway!**

This system is used to provide a single portal to manage licenses and listings. It grants access to printable documents, change of address, online applications and many more features. The Gateway is used to submit all license applications and renewals.



3. If you have never logged in to the system, then you will click on Register Now.

4. You will enter your name and email address. Then click Next.

## Certificate Information

Each licensee must register in the Licensure Gateway in order to submit applications and maintain licenses and information with the SCDCA. The secure server encrypts your personal information via Secure Sockets Layer (SSL).

Please enter the following information to create your user profile.

**\*Name:**

First	Middle	Last	Suffix
-------	--------	------	--------

**\*Email Address:\*** 

**\*Verify Email Address:\*** 

\*SCDCA may use your email address to communicate with you. Please keep this information current.

Cancel

Next

5. You will choose a password, then click Next.

## Create Account

Please create a Password to access your Gateway. Your Email/Username and Password ***MUST*** be used to access your Gateway. Keep this information in a secure place.

**Name:** Jim Copeland

**Email/Username:**

**Password:**

**Verify Password:**

Previous

Cancel

Next

6. You will verify the information, then click Next.

### Verification

Please review the information below. If any changes need to be made, navigate to the applicable page and make changes. Once all information is correct, continue to create your account.

**User Information**

---

**Name:** Jim Copeland

**Email Address / User Name:** jim@test.com

7. You will receive a confirmation. Click Exit.

### Confirmation

Your account has been successfully created. Be sure to print this page for your records.

**User Information**

---

**Name:** Jim Copeland

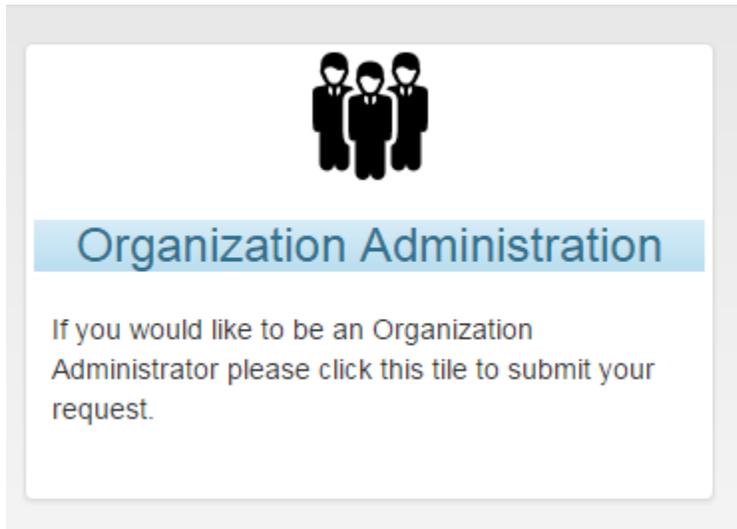
**Email Address / User Name:** jim@test.com

8. Login with your username and password.

**Email/Username**

**Password**

9. The first step is to click on Organization Administration.



10. You will enter your personal SSN. SCDCA uses this for VERIFICATION ONLY and to restrict access to important corporate information. Once entered, click Search. Then click Continue.

### Organization Administration

Before submitting an Organization Administration request, use the Social Security # search to verify you aren't already in the SCDCA database.

Name:

**Search By Social Security #**

The South Carolina Department of Consumer Affairs uses your Social Security Number as a method for authenticating and restricting access to Licensing Information. All information provided to the South Carolina Department of Consumer Affairs is encrypted using a secure session established with Secure Socket Layer (SSL) along with Industry Standard Data Encryption.

Social Security #:

Information Not Found

No Existing Data Found. Please click continue.

11. Using the drop down arrow (or begin typing), select your business from the list. **SOME BUSINESSES HAVE VERY SIMILAR NAMES, BE SURE YOU ARE SELECTING THE CORRECT BUSINESS AND THE ADDRESS IS CORRECT!!**

## Organization Administration Request

Name: Jim Copeland

Please enter the desired Organization from the Lookup.

Organization Lookup:

Organization Name:

Physical Address	Mailing Address
Address 1: <input type="text"/>	Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
City/State/Zip: <input type="text"/> <input type="text"/>	City/State/Zip: <input type="text"/> <input type="text"/>

12. You will be returned to the Home page and see a banner indicating a Pending Admin Request has been found. **NO BUSINESS INFORMATION IS VISIBLE YET.** The Department will approve your admin request promptly, you may have to login back in later.

Info: Pending Admin Request Found!

Jim Copeland

Background Check  
Not on file

Contact Info / Licenses

Contact Info Licenses

There were no licenses/certificates found under your profile.

13. After your admin request is approved, you can log back in and the system takes you straight to the home page where you should see your business(es) listed in a table. Click on the business name.

Jim Copeland

Background Check  
Not on file

Contact Info / Licenses

Contact Info Licenses

There were no licenses/certificates found under your profile.

Organizations Unauthorized Apps Pending Invoices Paid Invoices

Organization Name	City	State
[REDACTED] INC.	Beaufort	SC

Showing 1 to 1 of 1 entries

Show 10 entries

Previous 1 Next

14. Your company page will load and you will see any active licenses for your business. Click on Locations to see a list of your registered locations, then click on one to access your Certificates.

[REDACTED] INC.

Contact Info / Licenses

Contact Info Licenses

Active Active Active

Consumer Grantor Notification  
Registration #: [REDACTED]  
Expiration: 01/31/2016

Max Rate (Credit Sales)  
Registration #: [REDACTED]  
Expiration: 01/31/2016

Motor Vehicle Dealers Closing  
Registration #: [REDACTED]  
Expiration: 01/31/2017

Representatives Locations Unauthorized Apps Pending Invoices Paid Invoices

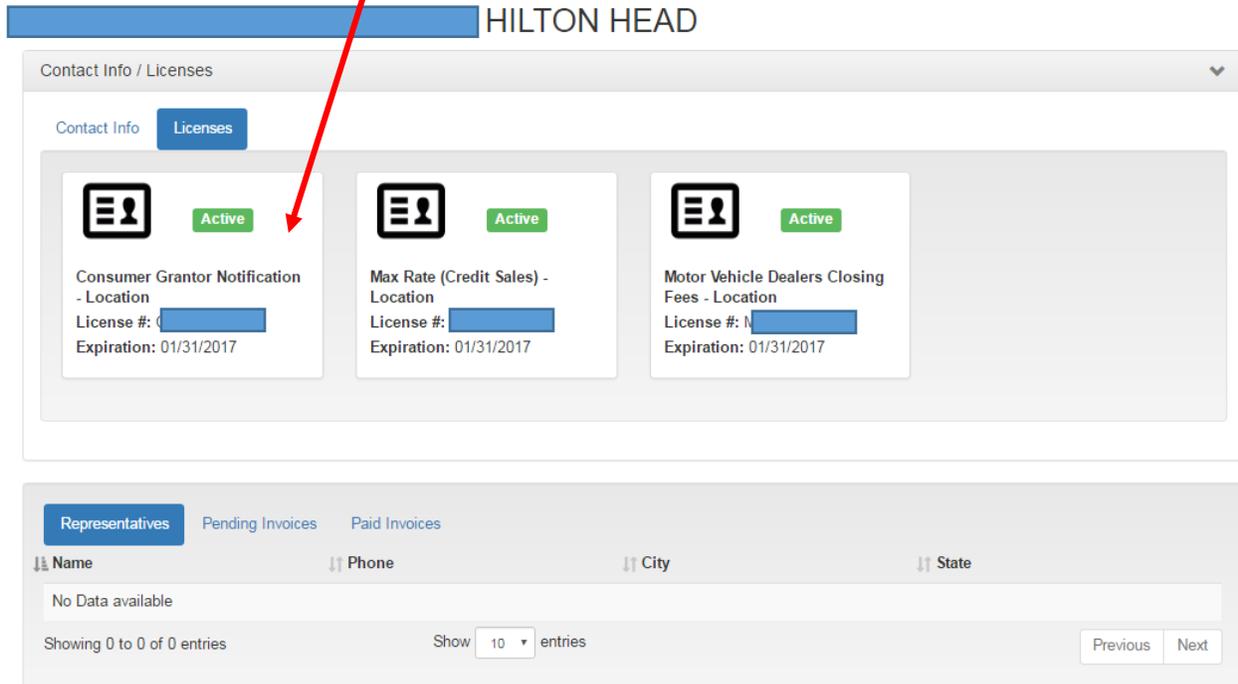
Location Name	Phone	City	State
[REDACTED]		BLUFFTON	SC
[REDACTED]		BEAUFORT	SC

Showing 1 to 2 of 2 entries

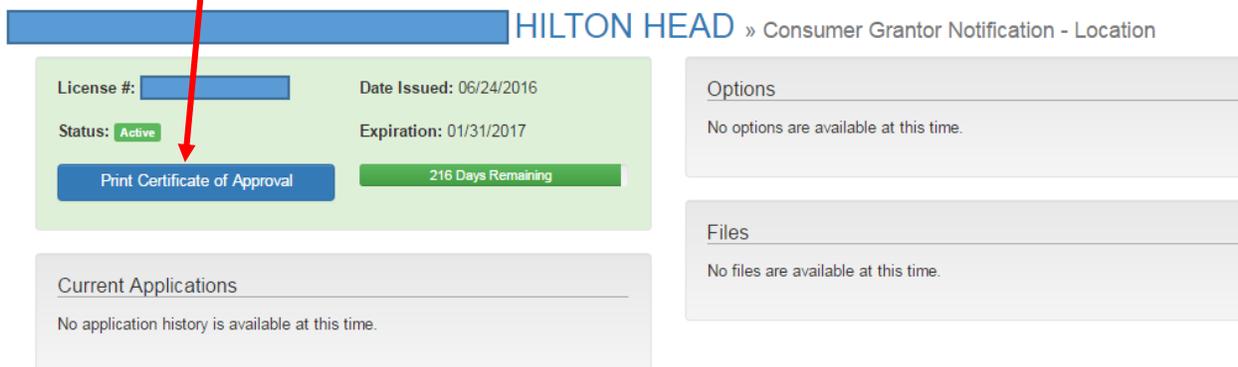
Show 10 entries

Previous 1 Next

15. The location page will load and you will see any active licenses for THAT LOCATION. Click on any of the available license tiles.



16. The certificate page will load and you will see an option to Print Certificate of Approval. Click the blue button to access your Certificate, then print and post the Certificate accordingly.



17. Use your browser's Back button and repeat as necessary for each license and then each location.

