



USER GUIDE: PRINTING CERTIFICATES FOR REGISTERED CREDITORS, PHYSICAL FITNESS, PRENEED PROVIDERS, CREDIT COUNSELING ORGANIZATIONS & PAWNBROKERS



1. Log into the Licensure Gateway at <https://dcagateway.sc.gov/>. To login you must use the email address you used when you logged into the Licensure Gateway successfully the last time.
2. If you have forgotten your password, you may reset it by clicking on Reset Password. An email to reset your password will be sent to the email address you used when you the last time you logged into the Licensure Gateway.



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.



Email/Username	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	
	<input type="button" value="Register Now"/>
	<input type="button" value="Reset Password"/>

3. Under Organizations, click on Name of the Organization

The screenshot shows the Licensure Gateway interface for the South Carolina Department of Consumer Affairs. The header includes the department logo and name, and the 'Licensure Gateway' title. A navigation bar contains links for Home, User Options, Account Profile, Contact SCDCA, and Logout. A warning banner states: 'Warning: You are currently authenticated via the Licensure Management System.' Below this, a red box indicates 'Background Check Not on file'. The 'Contact Info / Licenses' section has tabs for 'Contact Info' and 'Licenses'. A message states: 'There were no licenses/certificates found under your profile.' The 'Organizations' section has tabs for 'Organizations', 'Unauthorized Apps', 'Pending Invoices', and 'Paid Invoices'. A table lists organizations with columns for Organization Name, City, and State. One entry is visible: 'LC', 'GREER', 'SC'. A red arrow points to the 'LC' organization name. The table footer shows 'Showing 1 to 1 of 1 entries' and pagination controls.

4. Click on Locations

The screenshot shows the Licensure Gateway interface for the South Carolina Department of Consumer Affairs. The header includes the department logo and name, and the 'Licensure Gateway' title. A navigation bar contains links for Home, User Options, Account Profile, Contact SCDCA, and Logout. A warning banner states: 'Warning: You are currently authenticated via the Licensure Management System.' Below this, a red box indicates 'Background Check Not on file'. The 'Contact Info / Licenses' section has tabs for 'Contact Info' and 'Licenses'. Two active license cards are displayed: 'Consumer Grantor Notification' and 'Max Rate (Credit Sales)', both with registration numbers and expiration dates of 01/31/2018. The 'Locations' section has tabs for 'Representatives', 'Locations', 'Unauthorized Apps', 'Pending Invoices', and 'Paid Invoices'. A warning message states: 'any locations that are discontinued during the renewal process, will still be listed below until the certificate expires'. A table lists locations with columns for Location Name, Address, City, and State. One entry is visible: 'LC', 'SPARTANBURG', 'SC'. A red arrow points to the 'Locations' tab. The table footer shows 'Showing 1 to 1 of 1 entries' and pagination controls, along with an 'Add Location(s)' button.

5. Click on the name of the location you wish to print.

SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS Licensure Gateway

Warning: You are currently authenticated via the Licensure Management System.

LLC

Contact Info / Licenses

Contact Info Licenses

Consumer Grantor Notification
Registration #: CGC- [REDACTED]
Expiration: 01/31/2018

Max Rate (Credit Sales)
Registration #: CSC- [REDACTED]
Expiration: 01/31/2018

Representatives Locations Unauthorized Apps Pending Invoices Paid Invoices

▲ - any locations that are discontinued during the renewal process, will still be listed below until the certificate expires

Add Location(s)

Location Name	Address	City	State
[REDACTED] LLC	[REDACTED]	SPARTANBURG	SC

Showing 1 to 1 of 1 entries Show 10 entries Previous 1 Next

6. Click on the Active tile for the certificate you want to print. This screen indicates we are printing the certificate for the Consumer Grantor Notification.

Warning: You are currently authenticated via the Licensure Management System.

LLC

Contact Info / Licenses

Contact Info Licenses

Consumer Grantor Notification - Location
License #: CGL- [redacted]
Expiration: 01/31/2018

Max Rate (Credit Sales) - Location
License #: CSL- [redacted]
Expiration: 01/31/2018

Representatives Pending Invoices Paid Invoices

Name Phone City State

No Data available

Showing 0 to 0 of 0 entries Show 10 entries Previous Next

7. Select Print Certificate of Approval to print the Certificate. Select the back arrow key to print other certificates as needed.

The screenshot displays the Licensure Gateway interface for the South Carolina Department of Consumer Affairs. At the top, there is a header with the department's logo and name, and a navigation bar with links for Home, User Options, Account Profile, Contact SCDC, and Logout. A yellow warning banner states: "Warning: You are currently authenticated via the Licensure Management System." Below this, the breadcrumb trail reads: "LLC » Consumer Grantor Notification - Location". The main content area is divided into several sections:

- License Information:** License #: CGL- [redacted], Date Issued: 01/13/2017, Status: Active, Expiration: 01/31/2018. A blue button labeled "Print Certificate of Approval" is highlighted with a red arrow. A green box indicates "111 Days" remaining.
- Options:** A section titled "Options" with the message "No options are available at this time."
- Files:** A section titled "Files" with the message "No files are available at this time."
- Current Applications:** A section titled "Current Applications" with the message "No application history is available at this time."