



USER GUIDE FOR SCDCA’S LICENSURE GATEWAY

ORGANIZATION ADMINISTRATORS

An Organization Administrator is an individual who can act on behalf of the business for various purposes including applying or renewing a license; paying invoices; and approving individuals to work for the business. A business can have more than one Organization Administrator but should limit this access to the minimum number of individuals who need to use it on behalf of the business.

Table of Contents

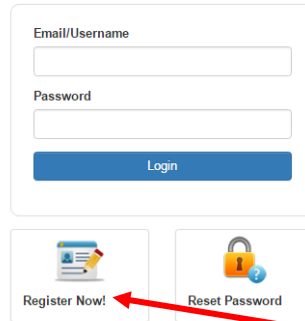
LOGGING INTO THE GATEWAY THE FIRST TIME	2
BECOMING AN ORGANIZATION ADMINISTRATOR.....	5
APPLYING FOR A LICENSE / CERTIFICATE OF AUTHORITY / REGISTRATION.....	8
APPROVING AN UNAUTHORIZED REPRESENTATIVE.....	10
PAYING INVOICES.....	12

LOGGING INTO THE GATEWAY THE FIRST TIME

1. Go to <https://dcagateway.sc.gov/> . 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.



Email/Username

Password

Login

Register Now! Reset Password


2. If you have never logged into the system, then you will click on Register Now.
3. You will enter your name and email address. Then click Next.


Each licensee must register in the Licensure Gateway in order to submit applications and maintain licenses and information with the SCDC. 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

4. 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:

5. 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

6. You will receive a confirmation. Click Exit.

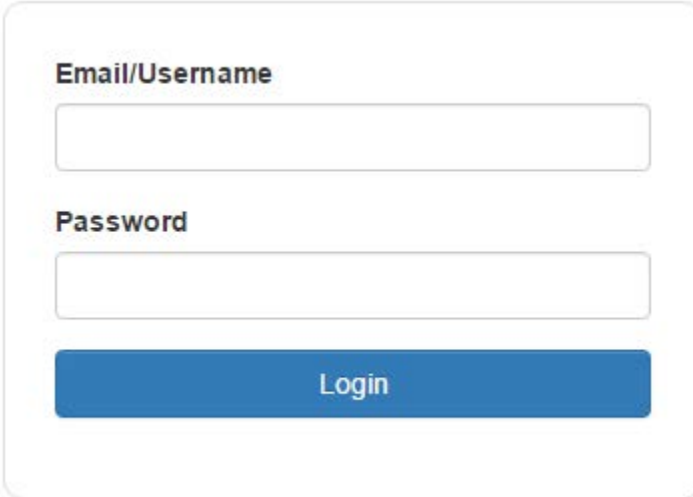
Confirmation

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

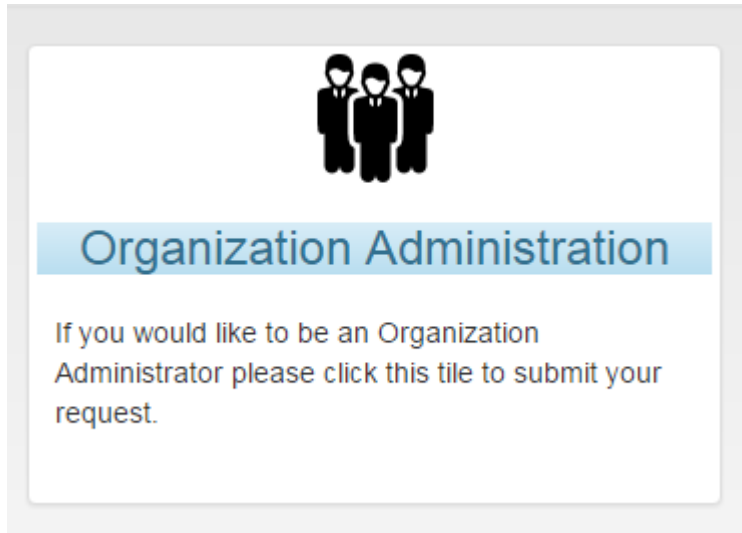
7. Login with your email and password.



The image shows a login form with a light gray border and rounded corners. It contains three main elements: a label 'Email/Username' above a white text input field, a label 'Password' above another white text input field, and a blue rectangular button with the text 'Login' centered on it.

BECOMING AN ORGANIZATION ADMINISTRATOR

1. Once you have logged into the Licensure Gateway (see above instructions), click on Organization Administration.



2. You will enter your personal SSN. The system uses the SSN for to consolidate an individual's licenses and access to information in the system. See example below for more information. Once entered, click Search.

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 #:

Example: If Joe Smith has a license as a prepaid legal representative for Company A and a license as a motor club representative for Company B, but is also an Organization Administrator for Company C, all of that access will be visible on Joe's home page based on his SSN.

3. If your SSN is in the system, your information will appear. If not, then click Continue.

Information Not Found

No Existing Data Found. Please click continue.


Continue

4. 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"/> <input type="text"/>	City/State/Zip: <input type="text"/> <input type="text"/> <input type="text"/>

5. You will be returned to the Home page and see a banner indicating a Pending Admin Request has been found. **NO BUSINESS INFORMATION WILL BE VISIBLE YET.** The Department will approve your admin request promptly but you may have to log 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.

- 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
██████████ INC.	Beaufort	SC

Showing 1 to 1 of 1 entries

Show 10 entries


Previous 1 Next

- Your company page will load and you will see any active licenses for your business.

Legal, Inc.

Contact Info / Licenses

Contact Info Licenses

 Active

Prepaid Legal

License #: ██████████

Expiration: 03/01/2017

You can also see any representatives who are active for your business, any pending applications for representatives, as well as invoices.

Representatives Locations Unauthorized Apps Pending Invoices Paid Invoices

Deny Selected Apps (0 selected) Approve Selected Apps (0 selected)

<input type="checkbox"/>	Description	Licensee	License #	Date
No Data available				

Showing 0 to 0 of 0 entries

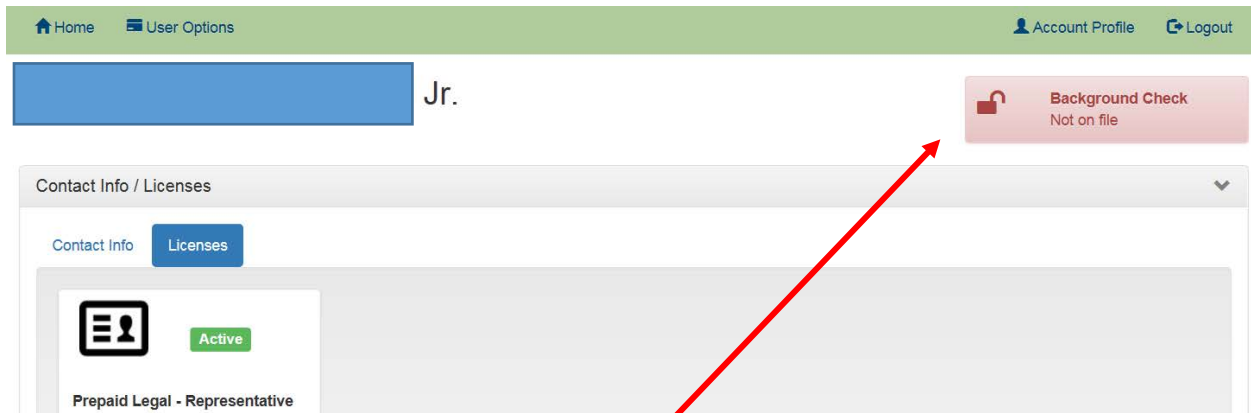
Show 10 entries

Previous Next

APPLYING FOR A LICENSE / CERTIFICATE OF AUTHORITY / REGISTRATION

SCDCA recommends that you have any required documents saved electronically on your computer so that you can upload them during the application process.

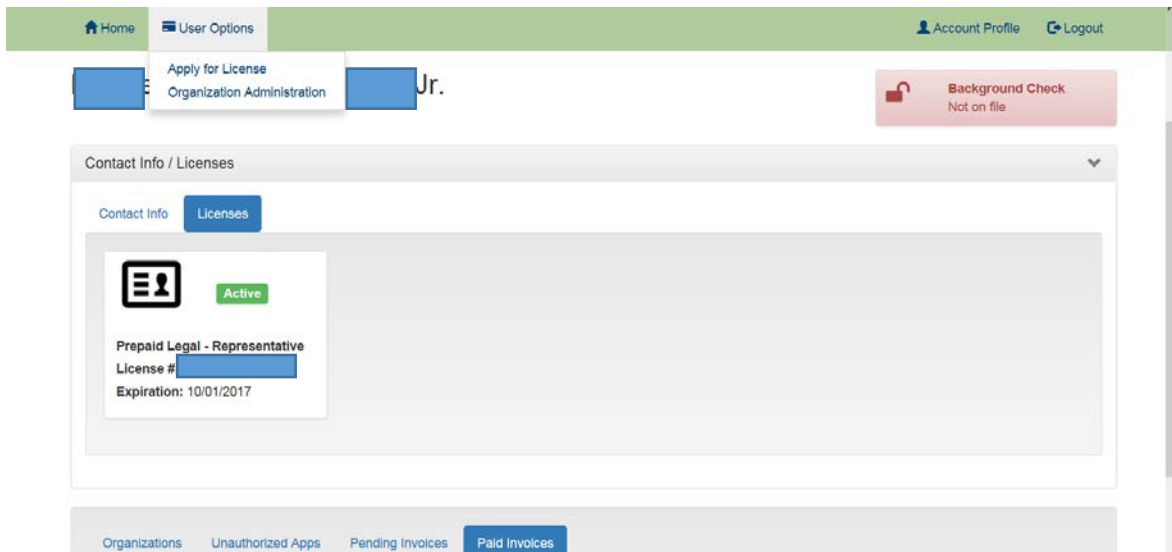
1. Once you have logged into the Licensure Gateway (see above instructions), you will immediately see your home page:



NOTES ABOUT BACKGROUND CHECK BUTTON

- You will be able to see whether SCDCA has a background check on file for you. If we do not, the button will be red. This does not mean you have to provide a background check.
- If you are required to submit background check information, that will be listed in the items required during the application process.

2. Click on User Options and then click on Apply for License

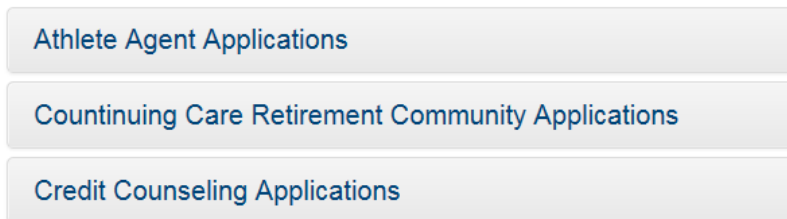


3. You will see a list of programs.



Application Home

Please select the Application Type, and then select the application.



4. Click on the program and then click on the proper license type. If you are trying to apply for a license that is not available, you will receive an error message and will need to submit the paper application available on our website at www.consumer.sc.gov.

Application Home

Please select the Application Type, and then select the application.



5. Follow the instructions and the system will walk you through the application process.

APPROVING AN UNAUTHORIZED REPRESENTATIVE

1. Once you have been approved as an Organization Administrator (see above instructions), log into the Licensure Gateway <https://dcagateway.sc.gov/> and click on the Organization Name.

Contact Info / Licenses

Contact Info Licenses

Active

Prepaid Legal - Representative
License #: [REDACTED]
Expiration: 10/01/2017

Organizations Unauthorized Apps Pending Invoices Paid Invoices

Organization Name	City	State
[REDACTED].LC	Columbia	SC

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

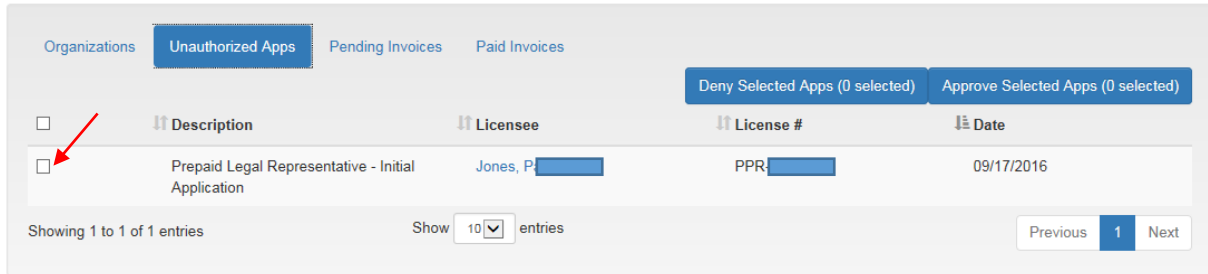
2. You will see all representatives that are currently active under the Representatives tab. Click on Unauthorized Apps to see which ones need to be approved.

Representatives Locations Unauthorized Apps Pending Invoices Paid Invoices

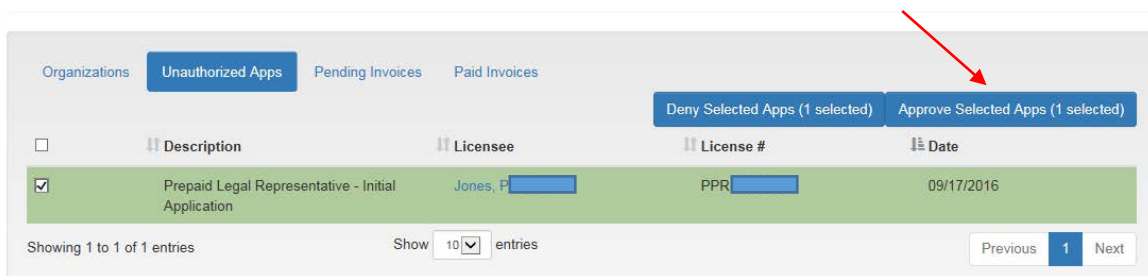
Name	Phone	City	State	
Jones, S. [REDACTED]		Columbia	SC	Deactivate
Jones, P. [REDACTED]		Columbia	SC	Deactivate
Spooks, V. [REDACTED]		Columbia	SC	Deactivate

Showing 1 to 3 of 3 entries Show 10 entries Previous 1 Next

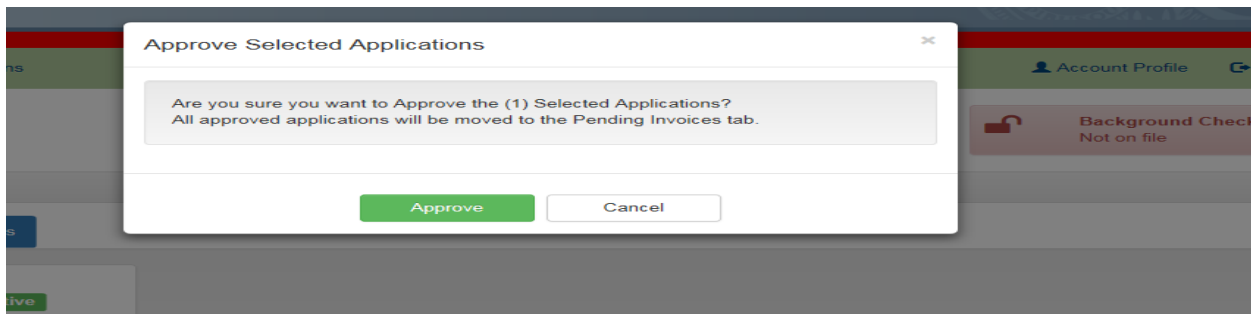
3. Check the box for any representative applications you want to approve or deny.



4. Then click on the proper button.



5. On the next screen, you will be asked if you are sure you want to approve. Click Approve to continue.



6. You will return to the Home screen. Now you are ready to pay the invoice.

PAYING INVOICES

1. Once you have been approved as an Organization Administrator (see above instructions), log into the Licensure Gateway <https://dcagateway.sc.gov/> and click on the Organization Name.

Contact Info / Licenses

Contact Info Licenses

Active

Prepaid Legal - Representative
License #: PPR
Expiration: 10/01/2017

Organizations Unauthorized Apps Pending Invoices Paid Invoices

Organization Name City State
LLC Columbia SC

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


2. Then click on the Pending Invoices tab. Check the box for the representative(s) whose invoices you want to pay. When you have selected all of the ones you are paying, click Pay Selected Invoices.

Organizations Unauthorized Apps Pending Invoices Paid Invoices

Pay Selected Invoices (1 selected)

<input type="checkbox"/>	Description	Licensee	License #	Invoice Date	Amount
<input type="checkbox"/>	Prepaid Legal Representative - Initial Application	Jones, P	PPR	09/17/2016	\$40.00
<input checked="" type="checkbox"/>	Prepaid Legal Representative - Initial Application	Spooks, V	PPR	09/19/2016	\$40.00

Showing 1 to 2 of 2 entries Show 10 entries Previous 1 Next

Note: If the checkbox is not available , you may need to approve the application first or you may have already printed an invoice for that application.

3. On the next screen, click on Send Check.

Applications will not be processed until payment has been received.

Invoices for Payment

ID	Description	Licensee	License #	Confirmation #	Balance
139695	Prepaid Legal Representative - Initial Application	Jones	PPR-...	JONE-CZKSY8	\$40.00

Total: \$40.00

Payment Options

Pay by Check

*** Please print the payment information and mail with the check.***

Send Check

Note: SCDCA anticipates offering online credit card payments by the end of 2016.

4. When this screen appears, click on Print This Page.

Payment Information

Please print this page, and submit with the check (make check payable to S.C. Department of Consumer Affairs).
Mailing Address:
PO Box 5757
Columbia SC 29250-5757

Also place the Batch Number in the memo section of the check, to ensure proper application of funds.

Batch Number: LMS-JONE-VUSH7
Invoices Paid: 139696
Amount Paid: \$40.00

Close Print This Page

- Make the check payable to S.C. Department of Consumer Affairs.
- Make sure the amount of the check matches the amount of the invoice.
- Write the batch number on the check to ensure the fees are applied correctly.
- Include the invoice with the check.