SOUTH CAROLINA
DEPARTMENT OF CONSUMER AFFAIRS

Licensure Gateway

USER GUIDE FOR INDIVIDUAL LICENSEES

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<u>LOGGING INTO THE GATEWAY THE FIRST TIME</u>

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.
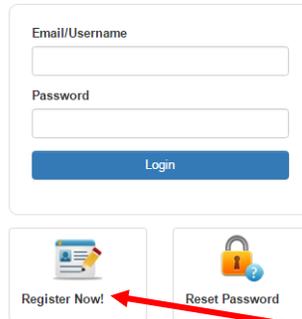
Email/Username

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 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

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:

> jim@test.com

Password:

Verify Password:

[Previous]   [Cancel]   [**Next**]

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

[Previous]   [Cancel]   [**Next**]

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

[**Exit**]

7. Login with your email and password.
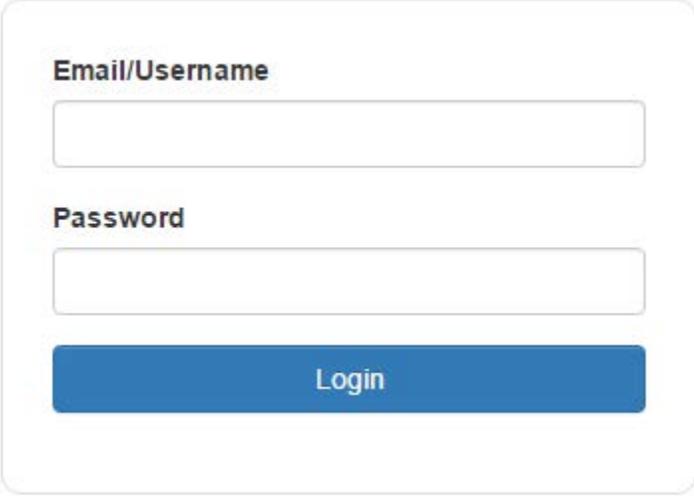
Email/Username

[   ]

Password

[   ]

[Login]

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:
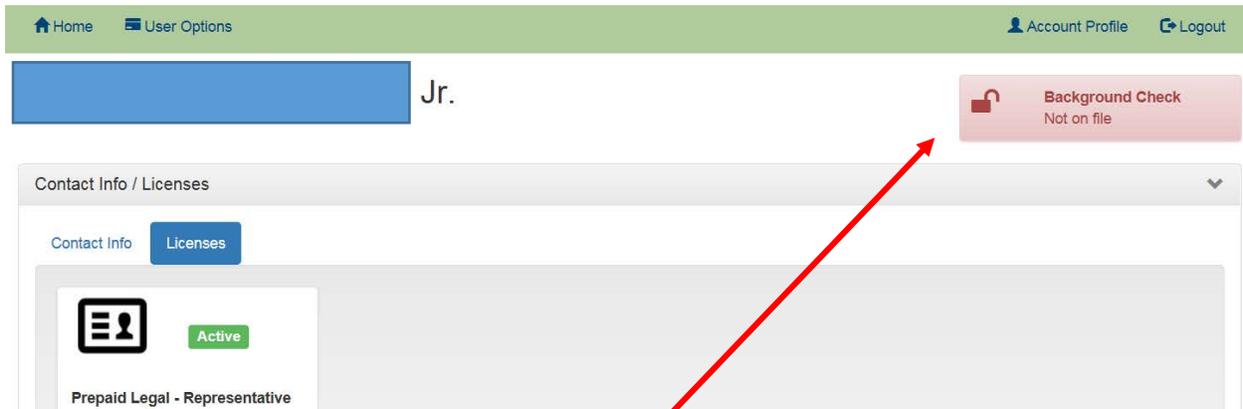
NOTES ABOUT BACKGROUND CHECK BUTTON

- 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.

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2. Click on User Options and then click on Apply for License
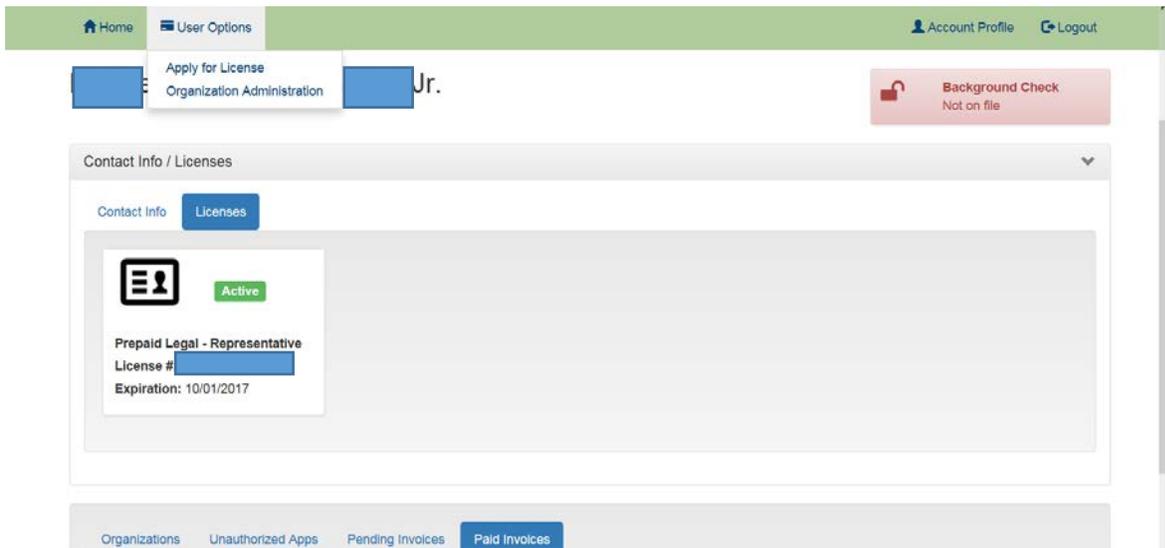
3. You will see a list of programs.

Application Home

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

Athlete Agent Applications

Countinuing Care Retirement Community Applications

Credit Counseling Applications

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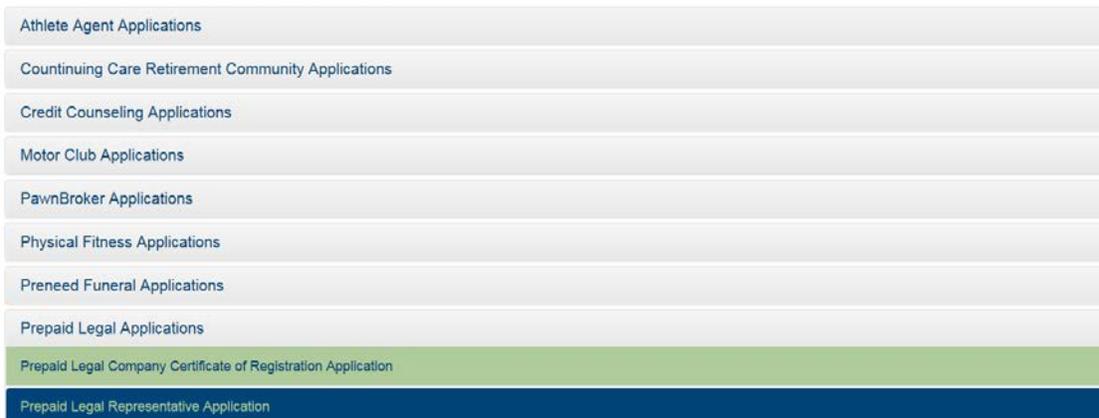
Please select the Application Type, and then select the application.

Athlete Agent Applications

Countinuing Care Retirement Community Applications

Credit Counseling Applications

Motor Club Applications

PawnBroker Applications

Physical Fitness Applications

Preneed Funeral Applications

Prepaid Legal Applications

Prepaid Legal Company Certificate of Registration Application

Prepaid Legal Representative Application

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

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

1. If you have logged into the Licensure Gateway before, skip to instruction #5. Otherwise, when you log in, you will see:
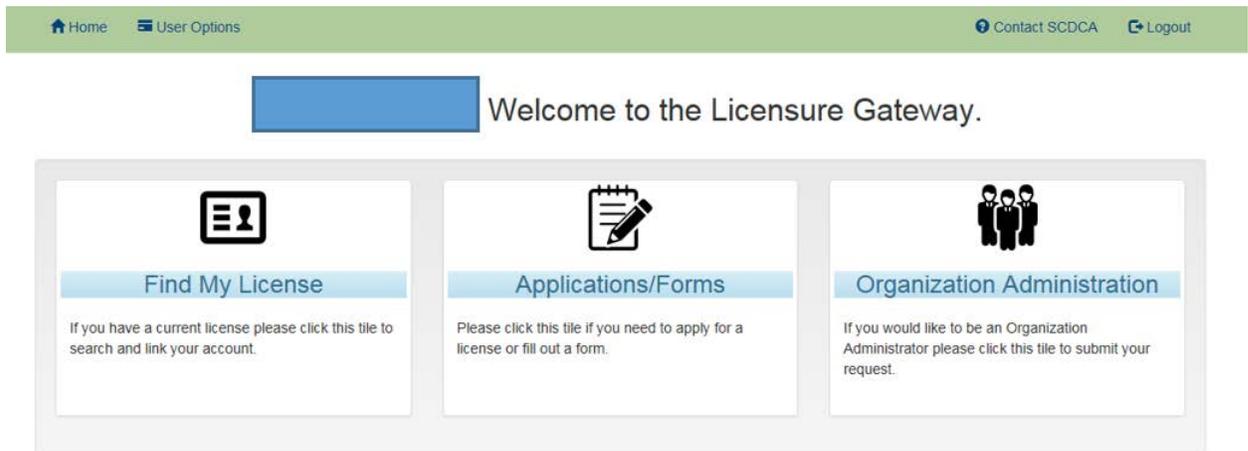
2. Click on "Find My License"
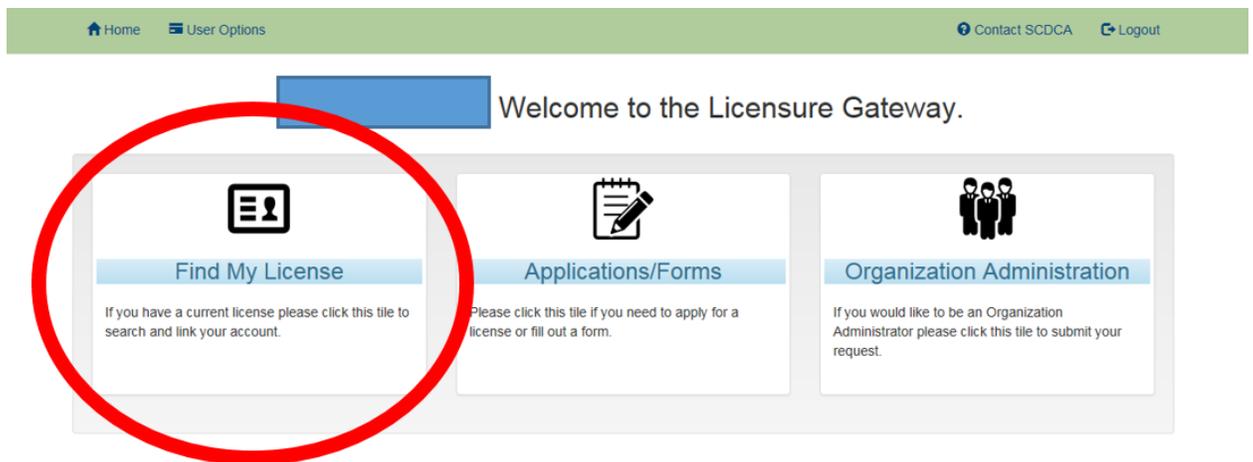
3. Enter your name and Social Security Number. Then select Next.

4. After the system verifies your information, click Continue.

5. Next you will see your home page:
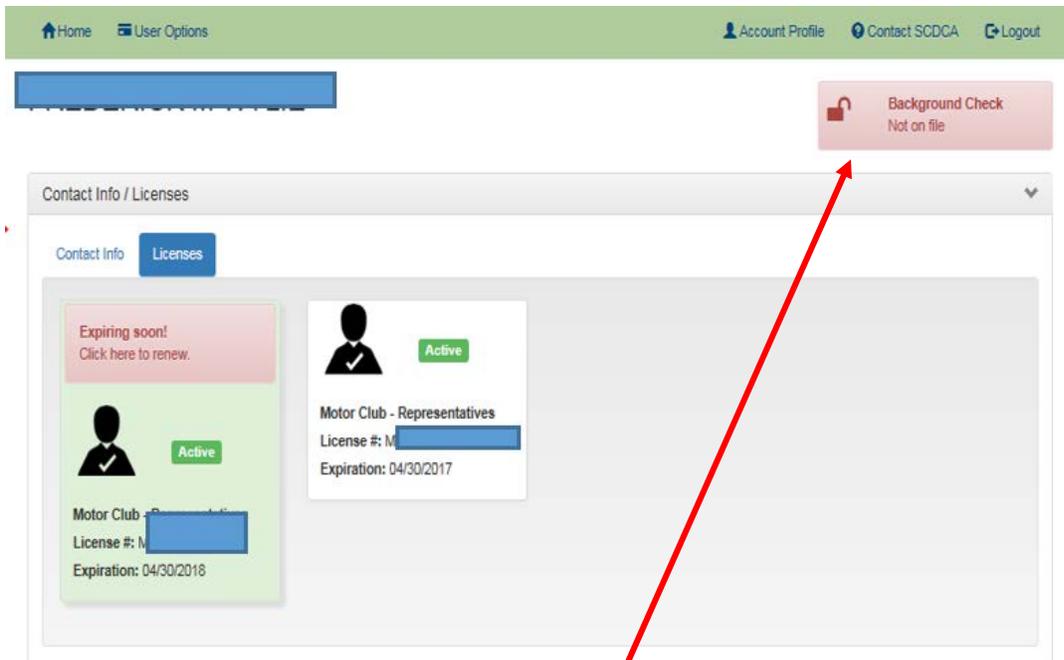
NOTES ABOUT BACKGROUND CHECK BUTTON

- 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.

6. Select "Expiring soon! Click here to renew."

7. Select Renewal Application

8. Follow the instructions and the system will walk you through the application process. If you already have a license in the system, some information will be populated. Please verify this information during the application process.

UPLOADING DOCUMENTS TO THE GATEWAY

1. After logging on to the Gateway and filling out an application, on the gateway home page, under contact info/ licenses, the pending license will appear.

2. Click on the License and it will redirect to the License home page. This page shows the current application, any files that have been uploaded, and the status of the application. Click on the "Current Application" to upload documents.

3. After clicking the "Current Application" it will show the progress of the application. If any files have to be uploaded the option will be available under "Actions".

EDITING YOUR CONTACT INFORMATION

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

2. Click on Edit Contact Info.

3. You can edit your Addresses, Contact Numbers, and Social Media by clicking on Edit.

PRINTING CERTIFICATES

If you click on the licenses tile:
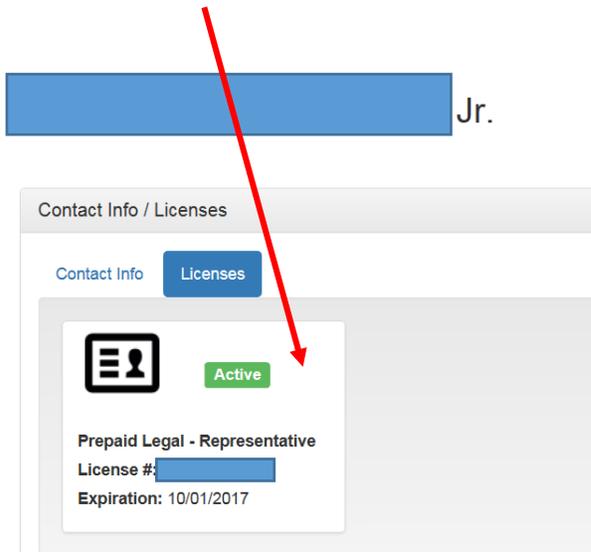
the certificate page will load and you will see an option to Print Certificate of Approval. Click the blue button to access your Certificate, then print and post the Certificate accordingly.
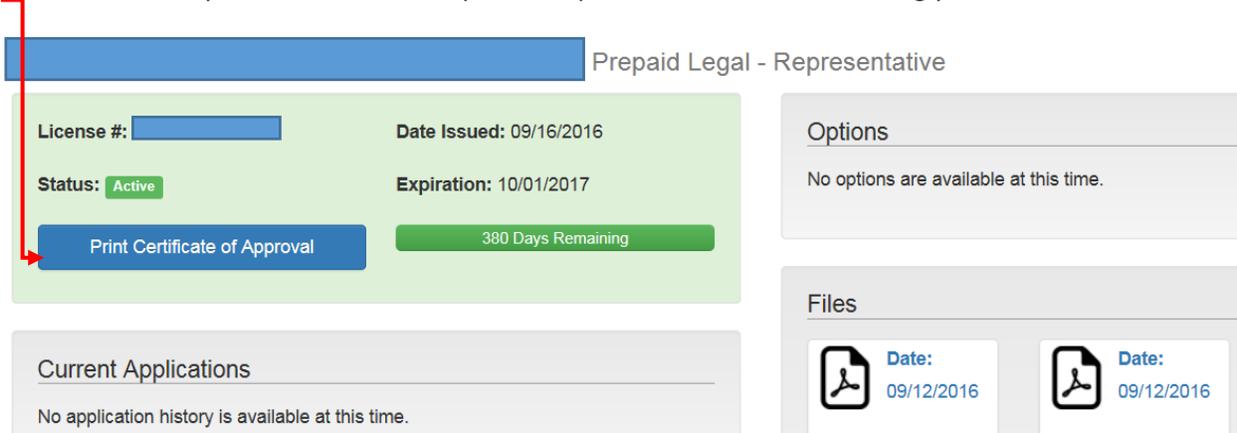
On this page, you can also:

- See your current status and number of days until the license is scheduled to expire
- Open documents in your file, including confirmation of your application
- See your other applications