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/](https://dcagateway.sc.gov/). You will see the page below...

   ![Gateway Welcome Page](image)

   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.

   ![Login Form](image)

   ![Register Now Button](image)

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

Create Account

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

Verification

6. You will receive a confirmation. Click Exit.

Confirmation
7. Login with your email and password.

Email/Username

Password

Login
**BECOMING AN ORGANIZATION ADMINISTRATOR**

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

![Organization Administration](image)

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.

**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.

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!!**

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.
6. 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

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

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

   ![Home Page Screenshot]

   **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

   ![User Options Screenshot]
3. You will see a list of programs.

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](http://www.consumer.sc.gov).

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.

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.
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/](https://dcagateway.sc.gov/) and click on the Organization Name.

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.

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.

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

4. When this screen appears, click on 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.