



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

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

Password

Login



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 message states: "Warning: You are currently authenticated via the Licensure Management System." Below this, a red box indicates "Background Check Not on file". The main content area has tabs for Contact Info and Licenses. The Licenses tab is active, showing a message: "There were no licenses/certificates found under your profile." Below this, there are tabs for Organizations, Unauthorized Apps, Pending Invoices, and Paid Invoices. The Organizations tab is active, displaying a table with columns for Organization Name, City, and State. A red arrow points to the first entry in the table.

Organization Name	City	State
[REDACTED] LLC	GREER	SC

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

4. Click on Locations

The screenshot shows the Licensure Gateway interface for the South Carolina Department of Consumer Affairs. The header and navigation bar are the same as in the previous screenshot. The warning message and background check status are also present. The main content area has tabs for Contact Info and Licenses. The Licenses tab is active, showing two active licenses: "Consumer Grantor Notification" and "Max Rate (Credit Sales)". Below this, there are tabs for Representatives, Locations, Unauthorized Apps, Pending Invoices, and Paid Invoices. The Locations tab is active, displaying a table with columns for Location Name, Address, City, and State. A red arrow points to the Locations tab.

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

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

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

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

LLC

Contact Info / Licenses

Contact Info Licenses

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

Max Rate (Credit Sales)
Registration #: [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.

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 SCDCA, and Logout. A yellow warning banner states: "Warning: You are currently authenticated via the Licensure Management System." Below this, the user's profile is shown as "LLC". The main content area is titled "Contact Info / Licenses" and has two tabs: "Contact Info" and "Licenses". Under the "Licenses" tab, there are two active license tiles. The first tile, "Consumer Grantor Notification - Location", is highlighted with a red arrow. It shows a license number and an expiration date of 01/31/2018. The second tile, "Max Rate (Credit Sales) - Location", also shows a license number and an expiration date of 01/31/2018. Below the licenses, there is a section for "Representatives" with tabs for "Representatives", "Pending Invoices", and "Paid Invoices". The "Representatives" tab is selected, and the table below it is empty, displaying "No Data available". The table has columns for Name, Phone, City, and State. At the bottom of the table, it says "Showing 0 to 0 of 0 entries" and includes a "Show" dropdown menu set to "10" and "Previous" and "Next" buttons.

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

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

[Redacted] LLC » Consumer Grantor Notification - Location

License #: [Redacted] Date Issued: 01/13/2017
Status: **Active** Expiration: 01/31/2018
Print Certificate of Approval 111 Days

Options
No options are available at this time.

Files
No files are available at this time.

Current Applications
No application history is available at this time.