



PRINTING CERTIFICATES FOR REGISTERED CREDITORS AND PHYSICAL FITNESS FILINGS

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 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"/>



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 page title is "Licensure Gateway". Navigation links for Home, User Options, Account Profile, Contact SCDCA, and Logout are visible. A warning message states: "Warning: You are currently authenticated via the Licensure Management System." Below this, a blue oval highlights a section, and a red button labeled "Background Check Not on file" is present. The main content area has 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 "LLC" entry in the Organization Name column. The table shows one entry: LLC, GREER, SC. Below the table, it says "Showing 1 to 1 of 1 entries" and includes 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 page title is "Licensure Gateway". Navigation links for Home, User Options, Account Profile, Contact SCDCA, and Logout are visible. A warning message states: "Warning: You are currently authenticated via the Licensure Management System." Below this, a blue oval highlights a section. The main content area has tabs for "Representatives", "Locations", "Unauthorized Apps", "Pending Invoices", and "Paid Invoices". The "Locations" tab is active, displaying two active licenses: "Consumer Grantor Notification" and "Max Rate (Credit Sales)". A red arrow points to the "Locations" tab. Below the licenses, a red arrow points to the "Locations" tab in the main content area. The "Locations" tab displays a table with columns for Location Name, Address, City, and State. The table shows one entry: SPARTANBURG, SC. Below the table, it says "Showing 1 to 1 of 1 entries" and includes pagination controls.

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

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

Contact Info / Licenses

Contact Info Licenses

Consumer Grantor Notification
Registration
Expiration: 01/31/2018

Max Rate (Credit Sales)
Registration
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
		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.

SOUTH CAROLINA
DEPARTMENT OF CONSUMER AFFAIRS

Licensure Gateway

Home User Options Account Profile Contact SCDCA Logout

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

Contact Info / Licenses

Contact Info Licenses

Active

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

Active

Max Rate (Credit Sales) - Location
License #: [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.

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

Consumer Grantor Notification - Location

License #: [Redacted] Date Issued: 01/13/2017

Status: **Active** Expiration: 01/31/2018

111 Days

Print Certificate of Approval

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.