

PREPAID LEGAL REPRESENTATIVES RENEWAL APPLICATION PROCESS

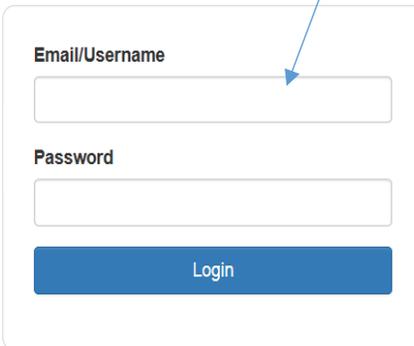
The Prepaid Legal Representative Renewal Period begins August 1st and ends October 1st annually. Representatives should follow the following steps to renew their license.

Access the website at <https://dcagateway.sc.gov/>

Login to the Licensure Gateway: Enter your username and password

Welcome to the Licensure Gateway!

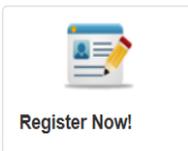
This system is used to provide a single portal to manage licenses and listings. It grants access to printable documents, change of address, online applications and many more features. The Gateway is used to submit all license applications and renewals.



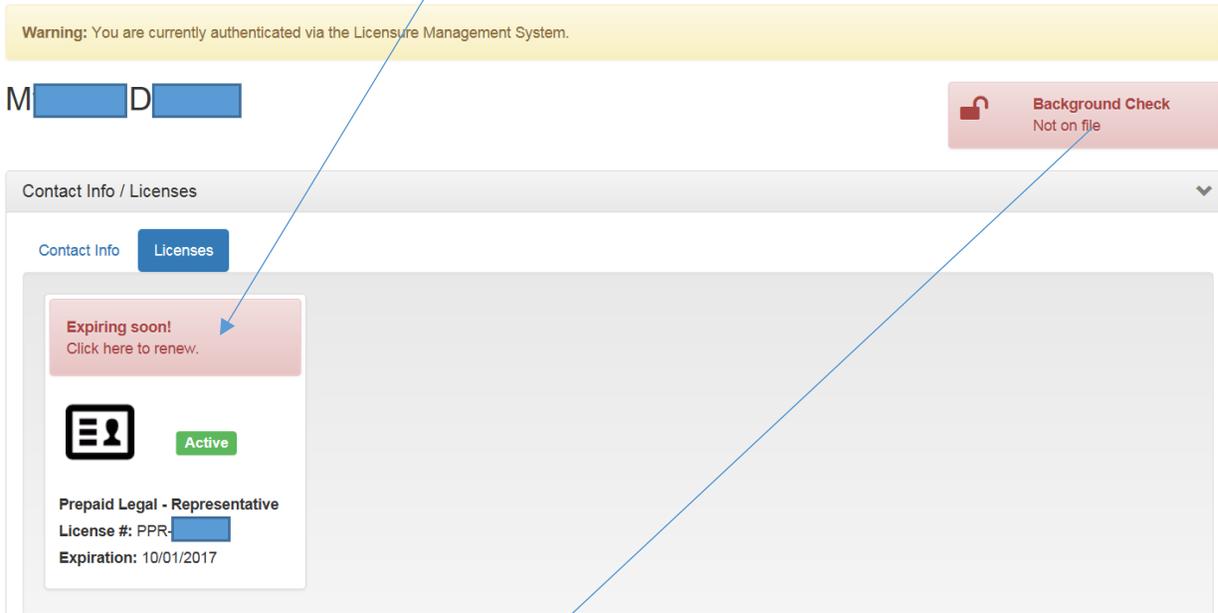
Email/Username

Password

Login



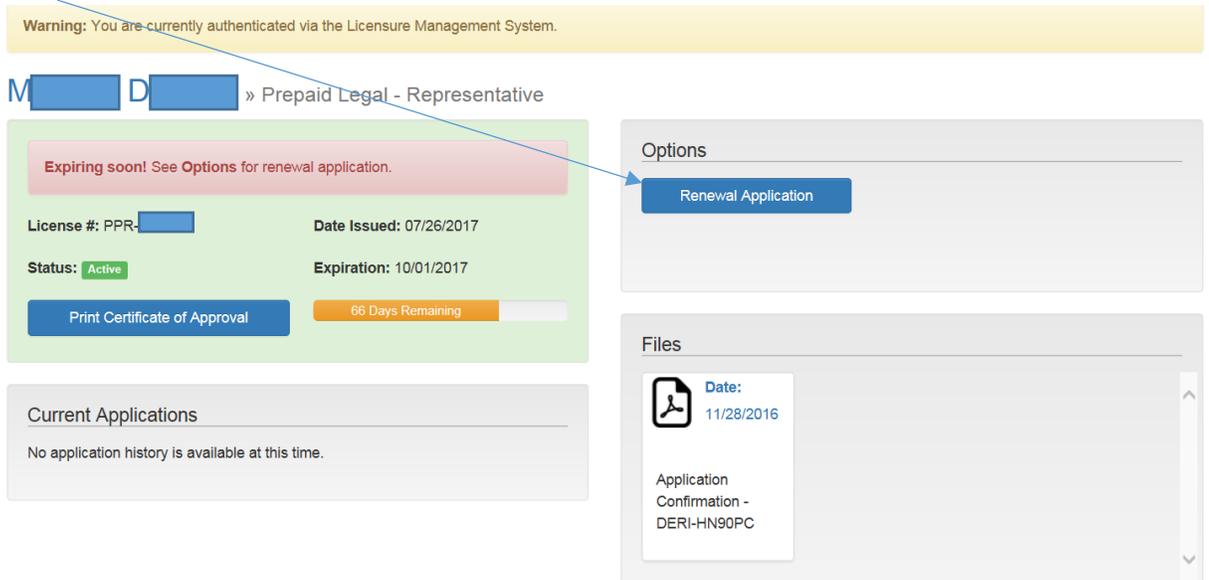
1. Click on the License tile to renew.



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. **Prepaid Legal Representatives are not required to provide a background check.**

2. Under Options, select the Renewal Application



3. Read the instructions then click “I Agree” to continue.

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

Instructions

Membership Information

Confirmation

The Prepaid Legal Services Act requires that all companies selling prepaid legal services plans in South Carolina to be registered with the Department of Consumer Affairs. Individuals selling plans must be appointed by the company and file through the company to the Department of Consumer Affairs.

NOTICE: SCDCA asks for personal information only when needed to fulfill a legitimate public purpose. SCDCA is required to collect certain personal information during the application process. The type of information collected depends on state and federal laws. SCDCA shares personal information when required or allowed by the South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable state and federal laws. For example, under state law, we must share licensee data (including social security numbers) for all new and renewal licenses with the Child Support Enforcement Division of the State Department of Social Services.

The fee for this application is \$40.00

*Click "I Agree" to continue.

I Agree

Cancel Next

4. Key in the required application information then select next to continue

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

Instructions ✓

Membership Information

Questions

Confirmation

Please verify your name and Social Security # below. If the name or ssn displayed is not correct or has changed, you must submit your change after completion of this application. The change forms can be found under "My Profile".

Name: [Redacted]

Social Security #: [Redacted]

*Date of Birth: [Redacted] e.g., 07/27/2017

*Phone: [Redacted]

Current Addresses

Physical Address

*Address 1: [Redacted]

Address 2: [Redacted]

*City/State/Zip: Georgetown SC 29440

Country: United States

County: Georgetown

Mailing Address

Same as Physical Address

Company Being Represented

Business Name: Pre-Paid Legal Services, Inc.

Address 1: [Redacted]

Address 2: [Redacted]

City/State/Zip: [Redacted]

Cancel Next

5. Answer the required questions below then select next.

SOUTH CAROLINA
DEPARTMENT OF CONSUMER AFFAIRS

Licensure Gateway

WARNING : QA System

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

- Instructions ✓
- Membership Information ✓
- Questions **●**
- Confirmation

Questions

Name:
Pre-Paid Legal Services, Inc.

***Have you been convicted of a crime of deceit or dishonesty within the past ten years? If "Yes," provide a copy of the judgment and/or sentencing order.**

Yes
 No

***VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES**

I am a United States citizen
 I am a Legal Permanent Resident of the United States eighteen years of age or older
 I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States
 Other

Previous Cancel **Next**

6. Select "I Agree" to the terms then Submit Application

CONSENT & AUTHORIZATION FOR COLLECTION, RETENTION AND USE OF MEMBER INFORMATION

I, [Redacted], swear or affirm and certify that all information contained in this application and any attachments to this application is true, accurate, and complete. I understand that providing false information or omitting relevant facts constitutes cause for denial or revocation of the application or license and may subject me to criminal prosecution for perjury. I agree to update and correct the information in this application as it changes.

***If you agree to the terms above, click "I Agree" to submit this application.**

I Agree

Previous Cancel **Submit App**

7. You have successfully submitted your Prepaid Legal Renewal Application. The application must be authorized and paid by the Prepaid Legal Company before payment can be made. Please submit your payment to the Prepaid Legal Company. Select the Return to Gateway button to see the submitted Renewal application.

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

Success! You have successfully submitted your application! Please use your Licensure Gateway to check the status of your application.

Application Payment

Applications will not be processed until payment has been received.

Invoices for Payment

ID	Description	Licensee	License #	Confirmation #	Balance
23667	Prepaid Legal Representative - Renewal Application	[REDACTED]	PPR: [REDACTED]	DERI-CK7PGK	\$40.00
					Total: \$40.00

This application must be approved by your Organization before payment can be made.

[Return to Gateway Home](#)

8. Next you will see the screen below. The submitted Renewal application will be available for review. Please note that the exclamation point indicates that the invoice must be authorized and paid by the Prepaid Legal Company. After you have submitted your payment to the Prepaid Legal Company and the Prepaid Legal Company has paid the invoice, you will be able to see all paid invoices by clicking on the paid invoice tab.

The screenshot displays a web application interface with a red header bar containing the text "WARNING : QA System". Below the header is 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." A red notification box on the right indicates "Background Check Not on file". The main content area is titled "Contact Info / Licenses" and includes a "Licenses" tab. A blue notification box says "RENEWAL application found! Click here to view." Below this is a card for a "Prepaid Legal - Representative" with an "Active" status, a license number (PPR- [redacted]), and an expiration date of 10/01/2017. At the bottom, there are tabs for "Pending Invoices" and "Paid Invoices". A legend explains that an exclamation point icon indicates an invoice must be authorized and paid by the organization, and a triangle icon indicates pending unprocessed payments. A "Pay Selected Invoices (0 selected)" button is visible. A table header shows columns for "Description", "Licensee", "License #", "Invoice Date", and "Amount".

9. Select the Logout button to exit. You may login at <https://dcagateway.sc.gov/> to see the status of your application at any time.