

SC Department of Consumer Affairs
PO Box 5246
Columbia, SC 29250-5246



SCDCA 2019 Renewal Notice

Filing Fees:

Credit Grantor Notification	\$120 fee per location
Maximum Rate Schedule	\$40 fee per location
Rent-To-Own Notification	\$120 fee per location
Motor Vehicle Closing Fee	\$25 fee per entity
Credit Card Disclosure	\$20 fee per entity

RENEWAL FORMS AND FEES MUST BE SUBMITTED ONLINE OR POSTMARKED BY JANUARY 31, 2019

*** FILE ONLINE USING THE SCDCA LICENSURE GATEWAY ***

If you have an email address, you can file online! First go to the “REGISTERED CREDITORS” webpage:

STEP 1: Go to www.consumer.sc.gov	STEP 2: Click Online Filing	STEP 3: Click Registered Creditors
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On this page, you will find all of the information you need:

- Registered Creditors Filing Instructions and Flowchart
- Terminology and Filing Assistance
- Online Licensing System Instructions on:
 - How to Become an Organization Administrator
 - How to Print Registered Creditors Certificates
 - How to Reset Passwords
- “Consumer Credit: A Guide for Business”

WHY FILE ONLINE?

- ✓ It's faster
- ✓ It's available 24/7
- ✓ You can pay using a credit card without paying convenience fees

When you are ready to file, click **FILE ONLINE** to go to <https://dcagateway.sc.gov> (For returning users, enter your username and password. If you've never used the SCDCA Licensure Gateway before, click on “Register Now.”)

NOTE: If you have trouble resetting your password, make sure you are using the same email address you used the last time you registered/logged into the SCDCA Licensure Gateway.

DO I NEED TO FILE?

Businesses receiving this notice have submitted one or more of the above filings with SCDCA. Therefore, it is likely you need to file during this renewal. For more information, refer to “Consumer Credit: A Guide for Business” on the “REGISTERED CREDITORS” webpage (see instructions in the box above).

NOTE: If your business has closed, please notify SCDCA in writing immediately at the mailing address below.

WHAT DO I NEED TO FILE?

Please review the Filing Instructions and Flowchart available on the “REGISTERED CREDITORS” webpage (see instructions in the box above).

Paper Filing: Download forms from www.consumer.sc.gov. Go to the “REGISTERED CREDITORS” webpage (see instructions in the box above), choose the type of filing(s) you will make, and then download the forms. Deliver completed renewal forms with the fees to **SCDCA, ATTN: Registered Creditors** at one of the addresses below.

Mailing Address

PO Box 5246
Columbia, SC 29250-5246

Physical Address

2221 Devine St., Ste. 200
Columbia, SC 29205

SCDCA Contacts

Tenitia Baskett (803) 734-4238
Celeste Brown (803) 734-4264
Julie Hayes (803) 734-4226

Renewals are processed in the order received. Renewals filed after January 1 will take longer to process.