

Go to our website at <http://www.doi.sc.gov> . Click on "SCDOI Online Services"

The screenshot shows the homepage of the South Carolina Department of Insurance. At the top, there is a navigation bar with "SC.GOV", "Online Services", "Agency Listing", a search box for "doi.sc.gov", and a "Go" button. Below this is a banner for the "South Carolina Department of Insurance" featuring a building image. A secondary navigation bar includes "FAQs", "SCDOI Online Services" (highlighted with a red box), "Search SCDOI Database", "SCDOI Connect Login", and "Contact Us".

On the left side, there is a vertical menu with the following items: Home, About SCDOI, Bulletins and Orders, Public Information and Media, Consumer Services, Individual/Agency Services, Company Services, Captives, Legal, and Government and Industry Resources. Below the menu is a "Questions About AIG?" button and the "SCSAFEHOME" logo with a link to "Capital Assurance Risk Retention Group".

The main content area features a "Welcome" message from Scott Richardson, CPCU, Director, accompanied by his portrait. The text reads: "Thank you for visiting the South Carolina Department of Insurance website. We appreciate your taking the time to stop by and hope the information you are looking for is only a point-and-click away. As you may have noticed, the website has been completely redesigned in an effort to make it more user friendly." It also includes a paragraph: "Please take the time to look around by clicking the navigational links on the left side of the page or accessing the most commonly requested pages below. If we can be of assistance at any time, we also invite you to email us at info@doi.sc.gov."

At the bottom, there are three columns of links under blue headers:

- Consumers:** Auto Insurance, Coastal Insurance, Health Insurance, Homeowners Insurance, Life Insurance, Market Assistance, SC Health Insurance Pool (SCHIP)
- Individuals/Agencies:** Adjuster, Agency, Appraiser, Bondsman, Continuing Education, Pre-Licensing, Producer, Public Adjuster
- Companies:** Company Licensing, Company Information, Rates, Rules and Forms Filings, Taxation, SCDOI Connect Login

On the Online Services Page, Click “Submit Roster” Link in the **Registered CE Sponsors** Section:

SCDOI Online Services

[SCDOI Connect Login](#)

General Public

- Search SCDOI Database
- Apply for License(s)
- Apply for Non-Resident License
- Generate Certificate of Authority / Letter of Clearance for Individuals
- CE Sponsor Application
- CE Proctor Application
- Generate Proctor Approval Document
- Print Licenses

Registered Individual Users

- Update Individual Demographics
- Apply for License(s)
- Apply for Non-Resident License
- Change Password
- Update Secret Questions
- **Generate Certificate of Authority
- **Print License

Registered Company Users

- Update Company Demographics
- Update Supplementary Address
- ***Apply for Producer Licenses
- ***Pay for Producer Licenses
- ***Company User Account Maintenance
- Change Password
- Appoint Surety Bondsman
- Update Secret Questions

Registered Agency Users

- Update Agency Demographics
- ***Agency User Account Maintenance
- Change Password
- Update Secret Questions
- Generate Agency Certification Letter
- Print Agency License

Registered CE Sponsors

- Generate Sponsor Approval Document
- Update Authorized Representative(s)
- CE Instructor Application
- Generate Instructor Approval Document
- CE Course Application
- Generate Course Approval Document
- **Submit Roster**
- Search Courses
- Search Submitted Rosters

Instructions

- Change of Address for Licensed Individuals
- Websites for Online Licensure

Press Releases

- Press Release Regarding Online Licensure

Click the "I Agree" button on the Terms page:

CE Roster Submission Terms of Use

[SCDOI Connect Login](#)

Welcome to the South Carolina Department of Insurance Online application for submitting the CE class Rosters

This is an on-line application designed to accelerate the process for submitting the CE class roster to the South Carolina Department of Insurance. Please carefully read the terms of use and instructions given below. You must agree that you have read, understood, and agreed to all terms, conditions, and fees before continuing with the CE class Roster Submission process.

THIS IS A LEGAL AGREEMENT BETWEEN YOU ("USER") AND THE STATE OF SOUTH CAROLINA DEPARTMENT OF INSURANCE (referred to as "SCDOI" herein). BY CLICKING ON THE AGREE BUTTON OR USING THE SERVICES PROVIDED HEREIN, USER IS CONSENTING TO BE BOUND BY AND IS BECOMING A PARTY TO ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT. PLEASE READ THIS ENTIRE AGREEMENT CAREFULLY BEFORE ACCEPTING ITS TERMS.

Terms of Use

A. Legal Information

1. USER shall use "SCDOI CONNECT" for personal and non-commercial use only. Except as otherwise specified herein, USER shall not modify, copy, transmit, display, reproduce, publish, license, create derivative works from, transfer, sell or otherwise distribute any information, software, products, or services obtained from SCDOI CONNECT. USER shall not decompile, disassemble, reverse engineer or otherwise attempt to derive the source code of any information or products obtained from "SCDOI CONNECT".
2. USER may copy, distribute, and transmit the Application to its officers, directors, principals, partners, agents, consultants, contractors, employees, majority-owned subsidiaries and affiliates for internal use only. USER may copy, distribute and transmit the Application to federal and state government officials for purposes of compliance with federal and state laws.
3. USER shall not use "SCDOI CONNECT" to publish, post, upload, transmit, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful material or information.

Agreement

I acknowledge that I have read all terms and instructions outlined above and that I agree to all conditions stated therein.

I Agree

Fill in the Sponsor Credentials – Use FEIN or SSN and the Sponsor ID (Sponsor Number) and click on “Continue.”

CE Roster Submission

[SCDOI Connect Login](#)

Sponsor Information

FEIN: (#####)
OR
SSN: (#####) (SSN of the sponsor if the sponsor is an individual)
* Sponsor ID:

* - Indicates required fields

Fill in the course ID and the instructor ID for class roster being submitted and click “Next:”

CE class Instructor and Course information

[SCDOI Connect Login](#)

Instructor and Course Information

*Instructor ID: (#####) (The individual number of the instructor.)
*Course ID: (#####) (The course number.)

* - Indicates required fields

After clicking “Continue” on the preview screen, you will be able to preview the roster before you submit it. If you want to make changes, click on the “Previous” button. Once you verify the roster, click “Submit” to submit the roster.

CE Roster Information

[SCDOJ Connect Login](#)

Roster Information

| | |
|-------------------------------|--------------------------------------|
| Sponsor ID: 173174 | Sponsor Name: SAMPLE SPONSOR |
| Instructor ID: 520411 | Instructor Name: Joseph James |
| Course ID: 115503 | Course Name: Bail Bonding 101 |
| Class Date: 12/12/2008 | Course Credits: 6 hours |

Class Attendee List

Class List:

| Bondsman Individual Number | Bondsman Name |
|----------------------------|------------------------|
| 255281 | SHARON M DAVIS |
| 262675 | ALISIA H AKBAR |
| 283999 | RAYMOND E CHAPLIN |
| 266530 | JOHN M COUTSOS |
| 256726 | SEAN C MCCRAY |
| 183939 | TAMEKA S KING |
| 255292 | KEVIN R HAWKINS |
| 174466 | NETTIE M ARCHIE |
| 250700 | ERICH SIMPSON |
| 255298 | MIKE T FALLAW SR |
| 188525 | RONALD E HOLLIDAY |
| 255344 | MARY C SMALL |
| 105953 | DONNA M DAVIS |
| 163902 | JAMES C DANIELS |
| 255373 | ROBBIE P KING-BOYD |
| 202235 | FRED L WILHELM |
| 191321 | CHARLES B WATTS |
| 178872 | DIVETT L MAYS JR |
| 162218 | mr FORREST S SMITH iii |
| 185250 | TAMMY V WILLIAMS |

[← Previous](#) | [Submit](#)

