



# Premium Service Company Online Renewal Process

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South Carolina Department of  
Insurance

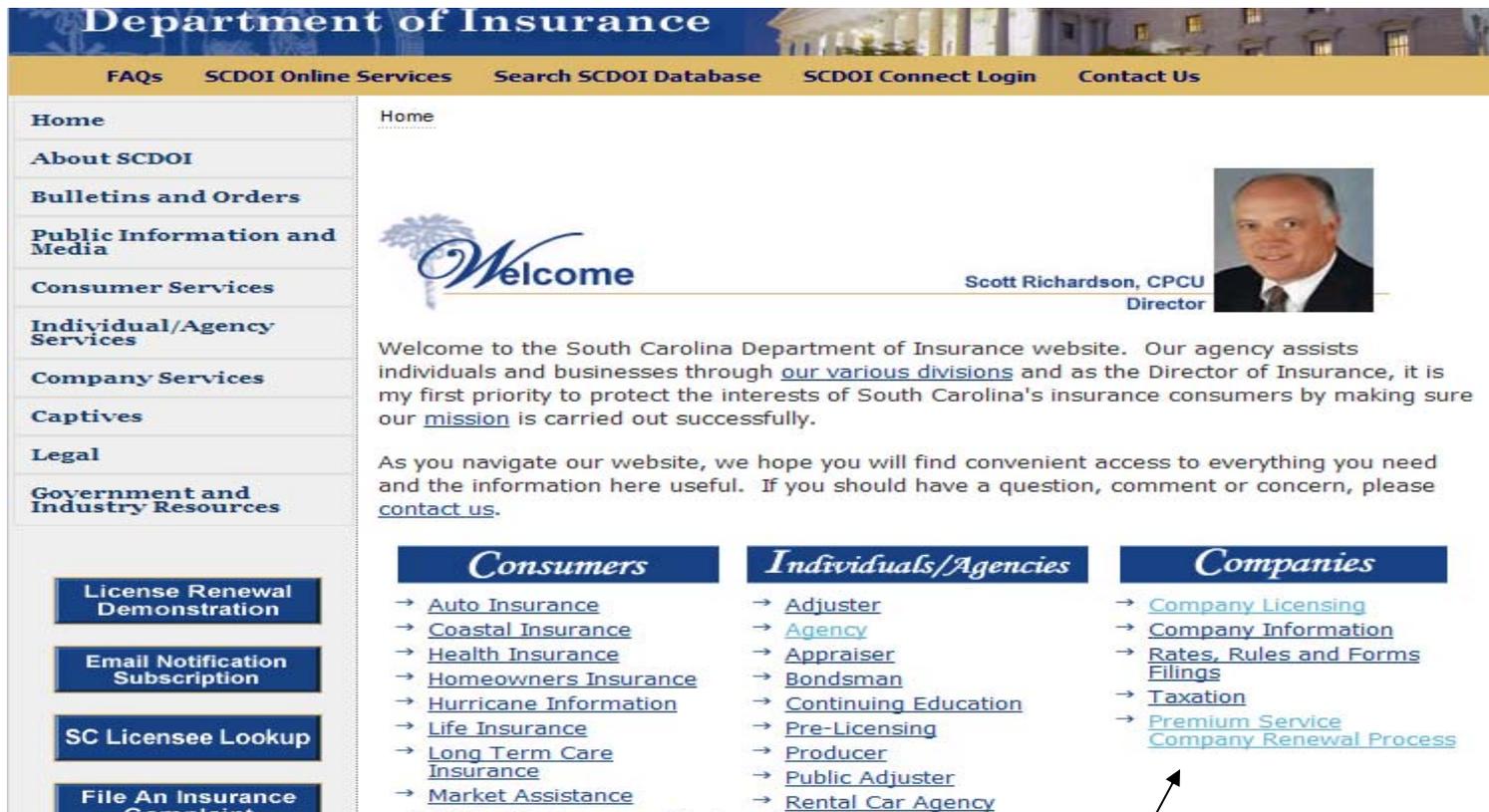


## Follow these preliminary steps necessary prior to Renewal:

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You will need to download and fill out the “Annual Statement” pdf file. You will upload this file later in the renewal process.

# Preliminary Step 1



The screenshot shows the homepage of the South Carolina Department of Insurance. At the top, there is a navigation bar with links for FAQs, SCDOI Online Services, Search SCDOI Database, SCDOI Connect Login, and Contact Us. On the left side, there is a vertical menu with categories such as 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 these are four buttons: License Renewal Demonstration, Email Notification Subscription, SC Licensee Lookup, and File An Insurance Complaint. The main content area features a 'Welcome' message from Scott Richardson, CPCU, Director, accompanied by his portrait. Below the welcome message, there are three columns of links: Consumers (Auto Insurance, Coastal Insurance, Health Insurance, Homeowners Insurance, Hurricane Information, Life Insurance, Long Term Care Insurance, Market Assistance), Individuals/Agencies (Adjuster, Agency, Appraiser, Bondsman, Continuing Education, Pre-Licensing, Producer, Public Adjuster, Rental Car Agency), and Companies (Company Licensing, Company Information, Rates, Rules and Forms Filings, Taxation, Premium Service Company Renewal Process). An arrow points from the text below to the 'Premium Service Company Renewal Process' link.

Click "Premium Service Company Renewal Process" under Companies on the home page.

# Preliminary Step 2

Under no circumstances will the \$50,000 security bond or Certificate of Deposit requirement be waived.

**The following items (items 6- 10) must be submitted in duplicate.**

6. Premium Service Agreement  
[Sample Premium Service Agreement](#) [pdf 92k]
7. [Maximum Rate Schedule, Form 4503](#) [pdf 674k]  
[Promulgated Maximum Schedule](#) [pdf 108k]
8. Payment Book
9. Notice of Overdue Payment (Intent to Cancel)
10. Notice to Insurer that Policy is Financed
11. Request for Cancellation

**Renewals**

Every premium service company is required to renew its license by March 1st of each year. The following information must be submitted to the Department before March 1st. Renewals received after March 1st are subject to administrative disciplinary action. If you wish to surrender your license, please contact the Department for instructions.

All signatures and documents must be original. Documents with reproduced or stamped signatures will not be accepted. Faxed documents will also not be accepted.

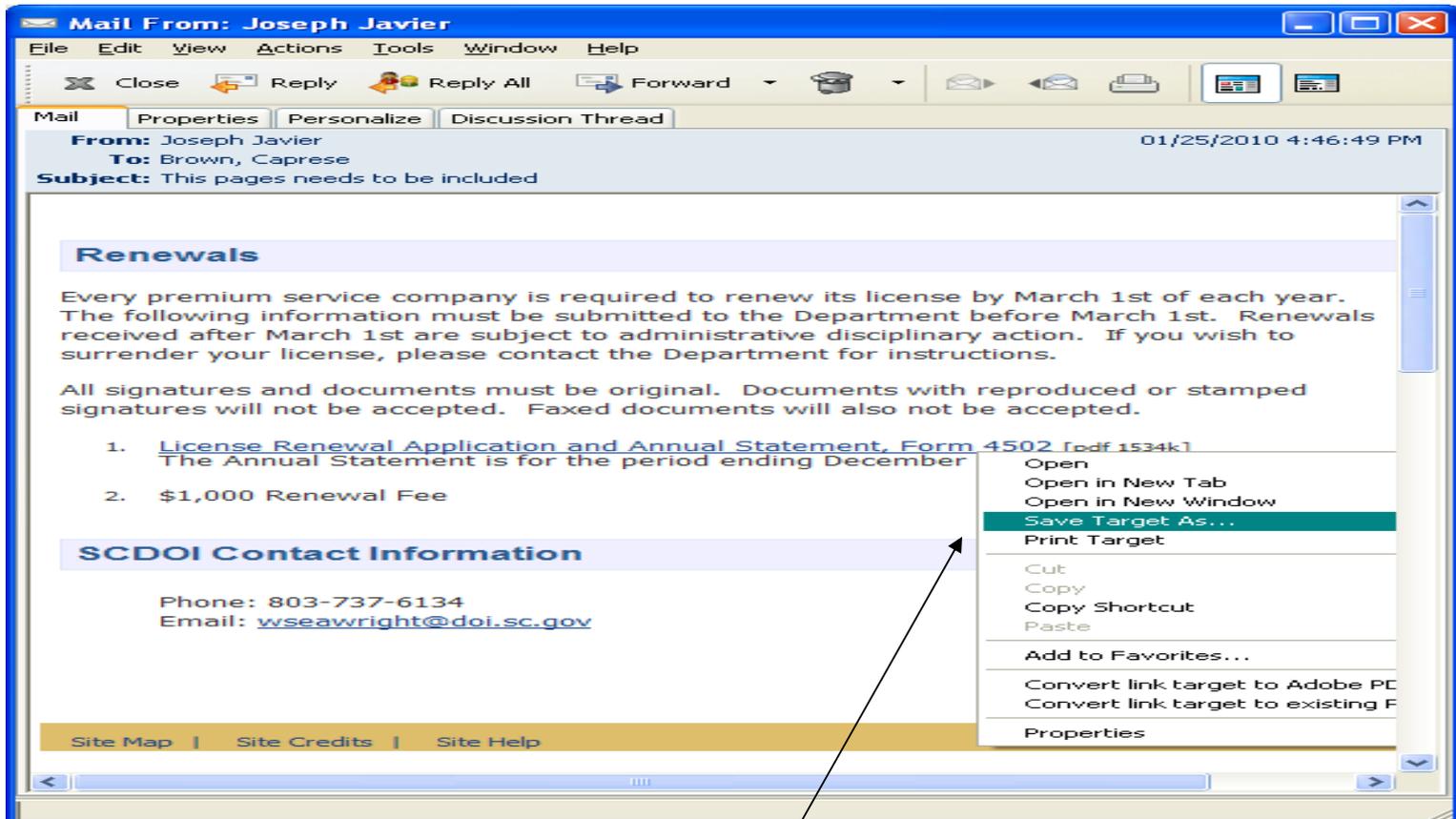
1. [License Renewal Application and Annual Statement, Form 4502](#) [pdf 1534k]  
The Annual Statement is for the period ending December 31st.
2. \$1,000 Renewal Fee

**SCDOI Contact Information**

Internet 100%

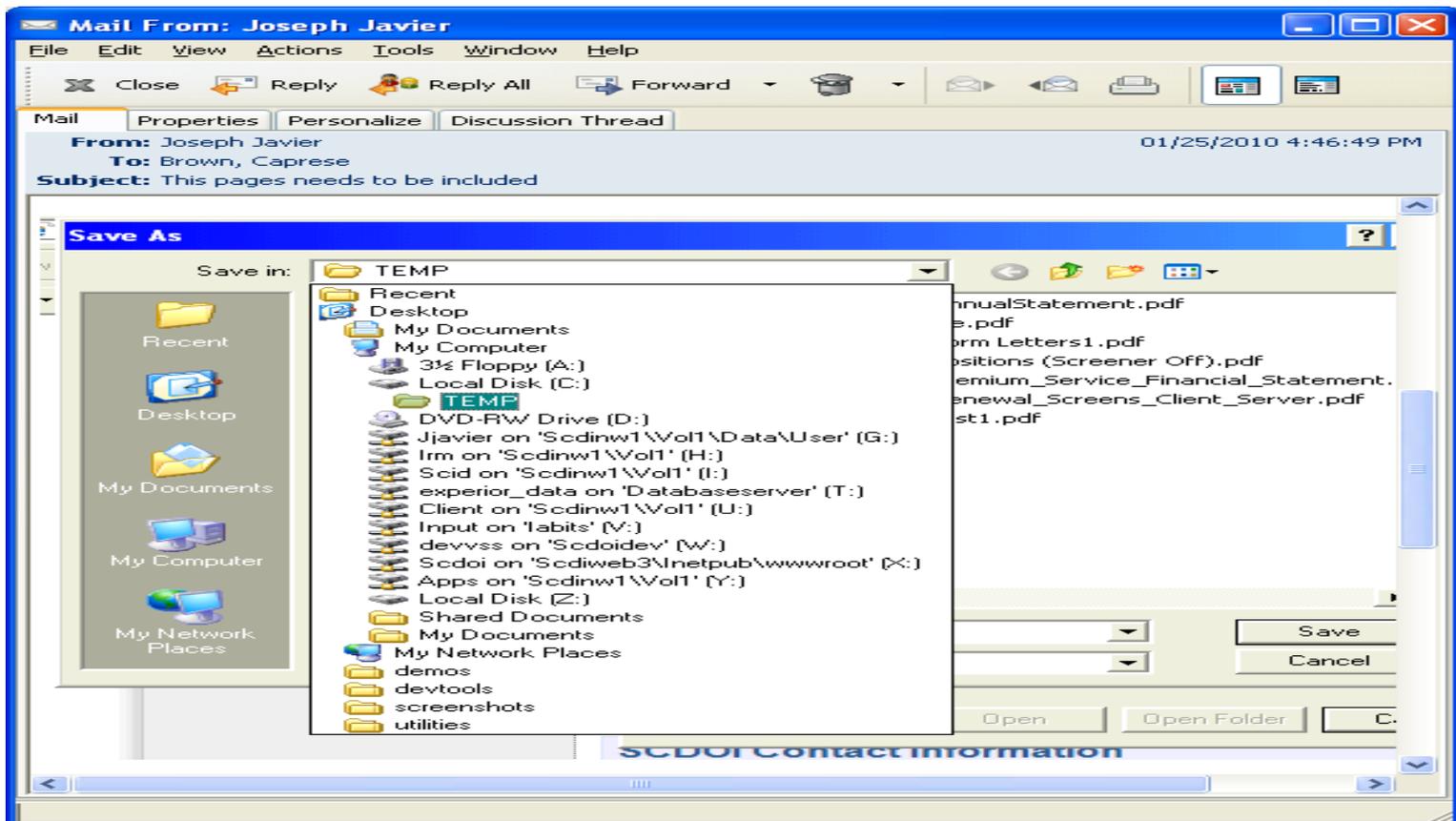
Scroll down to  
Renewals and  
locate #1 License  
Renewal & Annual  
Statement form  
4502

# Preliminary Step 3



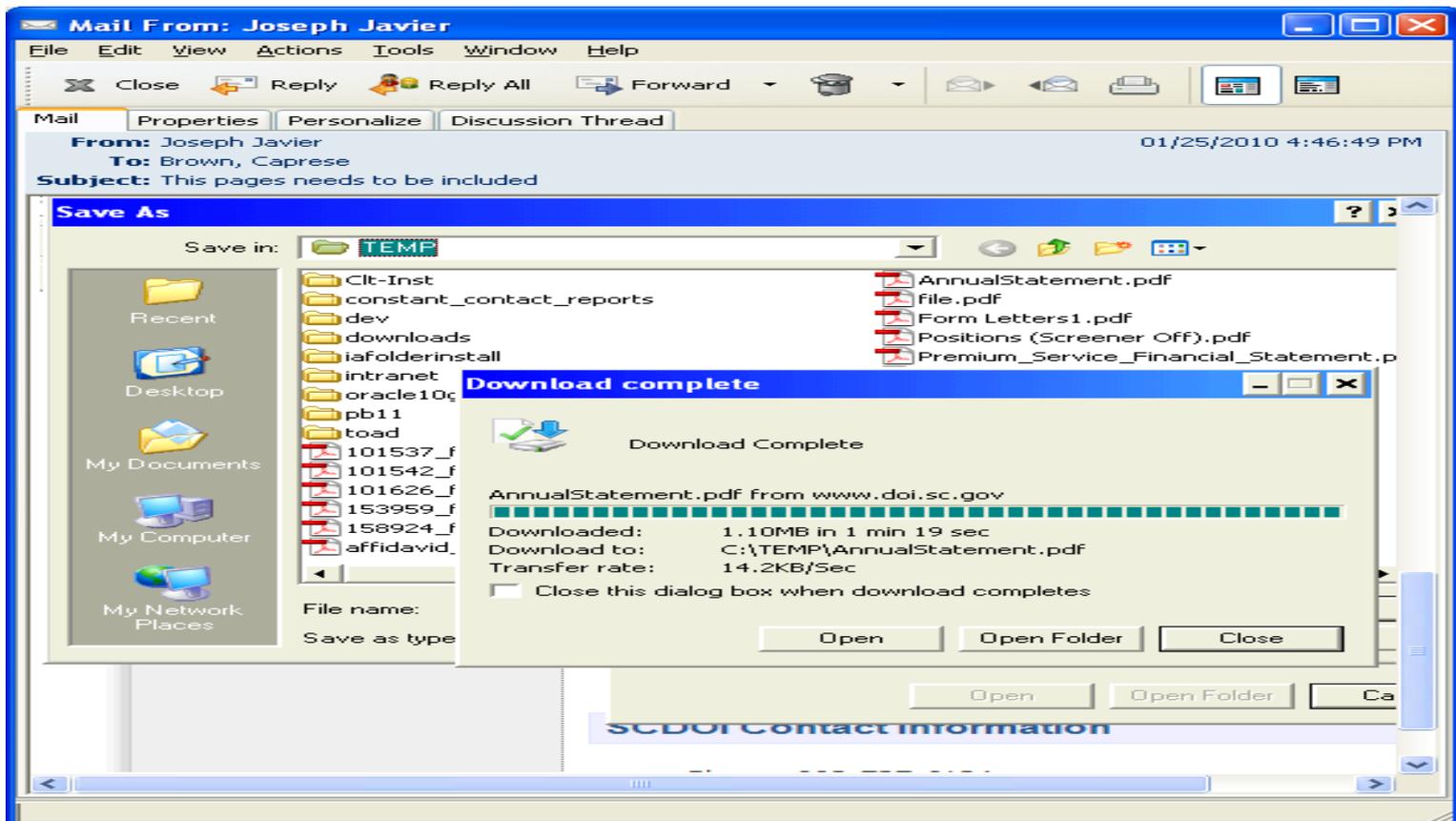
Right click on the link and choose "Save Target As"

# Preliminary Step 4



Navigate to a familiar directory. Press Save.

# Preliminary Step 5



Wait until download is finished. Press close. Remember where you saved the file to.

# Preliminary Step 6

1) After form is completed click "File" and "Save"

http://www.doi.sc.gov/NR/rdonlyres/AC3319D2-A463-4882-9FCF-15120C967BD9/0/AnnualStatement.pdf - Windows Internet Explorer

http://www.doi.sc.gov/NR/rdonlyres/AC3319D2-A463-4882-9FCF-15120C967BD9/0/AnnualStatement.pdf

File Edit Go To Favorites Help

http://www.doi.sc.gov/NR/rdonlyres/AC3319D2-A463-4882-9FCF-15120C967BD9/0/AnnualStatement.pdf

This document contains interactive form fields. Highlight fields

**ANNUAL STATEMENT**

**OF**

NAME OF COMPANY Front Page Company Name

COMPANY ADDRESS

1 of 17

Unknown Zone

After saving, go to where you saved the "ANNUAL STATEMENT" pdf file, open it, and fill out all information. After form is completed, click "File" and "Save".

# Step 1

Go to the department's homepage (www.doi.sc.gov)

The screenshot shows a Windows Internet Explorer browser window displaying the homepage of the South Carolina Department of Insurance (SCDOI). The browser's address bar shows the URL <http://www.doi.sc.gov/>. The website header includes the SC.GOV logo, navigation links for Online Services and Agency Listing, and a search bar. The main content area features a large banner with the text "South Carolina Department of Insurance" and a photograph of the state capitol building. Below the banner is a navigation menu with links for FAQs, SCDOI Online Services, Search SCDOI Database, SCDOI Connect Login, and Contact Us. The main content area is divided into two columns. The left column contains a sidebar with links for Home, About SCDOI, Bulletins and Orders, Public Information and Media, Consumer Services, Individual/Agency Services, Company Services, Captives, Legal, and Government and Industry Resources. The right column features a "Welcome" message from Scott Richardson, CPCU, Director, accompanied by his portrait. Below the welcome message is a paragraph of text and a "contact us" link. At the bottom of the page, there are three columns of links categorized under "Consumers", "Individuals/Agencies", and "Companies".

**Consumers**

- [Auto Insurance](#)
- [Coastal Insurance](#)
- [Health Insurance](#)
- [Homeowners Insurance](#)
- [Hurricane Information](#)

**Individuals/Agencies**

- [Adjuster](#)
- [Agency](#)
- [Appraiser](#)
- [Bondsman](#)
- [Continuing Education](#)

**Companies**

- [Company Licensing](#)
- [Company Information](#)
- [Rates, Rules and Forms Filings](#)
- [Taxation](#)

# Step 2

doi.sc.gov - home - Windows Internet Explorer

http://www.doi.sc.gov/

File Edit View Favorites Tools Help

YouTube - Money Goes, Hon... Materials: GEN/200 FOUNDA... doi.sc.gov - home

SC.GOV Online Services Agency Listing Search doi.sc.gov Go

South Carolina Department of Insurance

FAQs SCDOI Online Services Search SCDOI Database SCDOI Connect Login Contact Us

Home About SCDOI Bulletins and Orders Public Information and Media Consumer Services Individual/Agency Services Company Services Captives Legal Government and Industry Resources

License Renewal Demonstration Email Notification Subscription

Welcome Scott Richardson, CPCU Director

Welcome to the South Carolina Department of Insurance website. Our agency assists individuals and businesses through [our various divisions](#) and as the Director of Insurance, it is my first priority to protect the interests of South Carolina's insurance consumers by making sure our [mission](#) is carried out successfully.

As you navigate our website, we hope you will find convenient access to everything you need and the information here useful. If you should have a question, comment or concern, please [contact us](#).

Consumers	Individuals/Agencies	Companies
→ <a href="#">Auto Insurance</a>	→ <a href="#">Adjuster</a>	→ <a href="#">Company Licensing</a>
→ <a href="#">Coastal Insurance</a>	→ <a href="#">Agency</a>	→ <a href="#">Company Information</a>
→ <a href="#">Health Insurance</a>	→ <a href="#">Appraiser</a>	→ <a href="#">Rates, Rules and Forms Filings</a>
→ <a href="#">Homeowners Insurance</a>	→ <a href="#">Bondsman</a>	→ <a href="#">Taxation</a>
→ <a href="#">Hurricane Information</a>	→ <a href="#">Continuing Education</a>	

Internet 100%

At top of the home page, click on "SCDOI Online Services"

# Step 3

South Carolina Department of Insurance - SCDOI Online Services - Windows Internet Explorer

http://10.1.1.72/Eng/Public/Common/OnlineServices.aspx

File Edit View Favorites Tools Help

http://www.doi.sc.gov/NR/r... South Carolina Departme...

- Update Secret Questions
- \*\*Generate Certificate of Authority
- \*\*Print License
- Renew Bondsmen License
- Renew Individual License(s) - excludes Bondsmen Licenses

**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
- Renew Company License

**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

Internet 100%

Under Registered Company Users, click "Renew Individual License(s)".

# Step 4

Be sure to read the Terms and Instructions. Once done, scroll down.

The screenshot shows a Windows Internet Explorer browser window. The title bar reads "South Carolina Department of Insurance - - Windows Internet Explorer". The address bar shows the URL "https://10.1.1.72/Eng/Members/Companies/CmpnyRnwTerms.aspx?page=PremServFinInfo.aspx" with a "Certificate Error" warning. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is titled "Company License Renewal Application - Terms and Instructions" and includes a "SCDOI Connect Login" link. The main text welcomes users to the application and provides instructions on how to use it. It also contains a legal agreement section and a list of important restrictions. The browser's status bar at the bottom shows the address "http://www.doi.sc.gov/about/contact.htm", the "Internet" icon, and a "100%" zoom level.

**Company License Renewal Application - Terms and Instructions** [SCDOI Connect Login](#)

Welcome to the South Carolina Department of Insurance Company License Renewal Application!

This is an online license renewal application designed to accelerate the company license renewal process for licenses of the following types: Premium Service. The application is for license renewals only; it is not to be used for new licenses, suspended or revoked licenses. It also cannot be used to reapply for a license that was previously denied.

Please read carefully 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 license application 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.

**IMPORTANT RESTRICTIONS:**

If you have your license revoked by the South Carolina Department of Insurance, you may not begin the license renewal application process on-line.

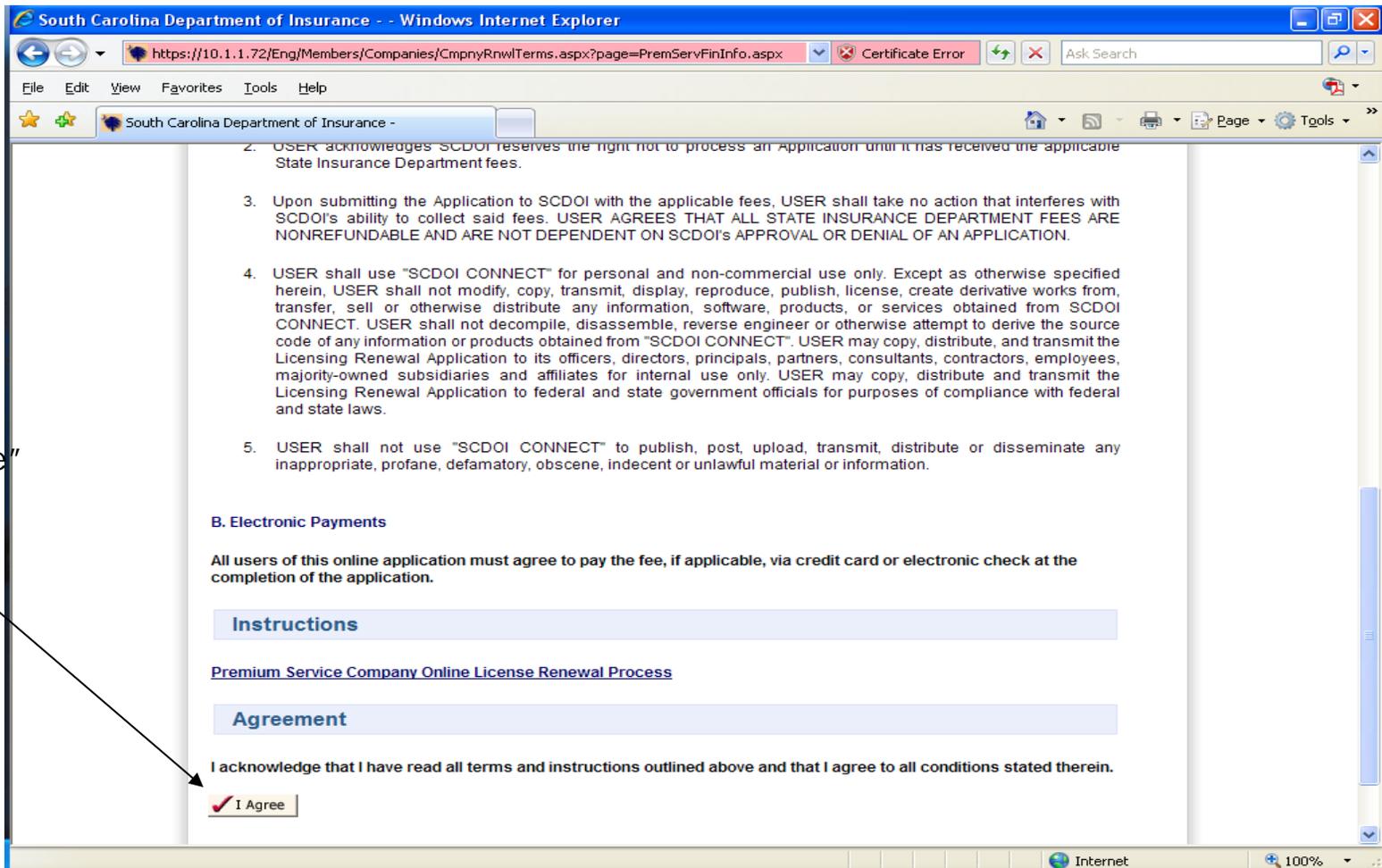
**Terms of Use**

**A. Legal Information**

1. USER shall be any entity whose name appears on the Application or an officer, director, principal, partner, or authorized representative of the business entity on whose behalf the application is filed.
2. USER acknowledges SCDOI reserves the right not to process an Application until it has received the applicable State Insurance Department fees.

http://www.doi.sc.gov/about/contact.htm

# Step 4, continued



South Carolina Department of Insurance - - Windows Internet Explorer

https://10.1.1.72/Eng/Members/Companies/CmpnyRnwITerms.aspx?page=PremServFinInfo.aspx Certificate Error Ask Search

File Edit View Favorites Tools Help

South Carolina Department of Insurance -

2. USER acknowledges SCDOI reserves the right not to process an Application until it has received the applicable State Insurance Department fees.
3. Upon submitting the Application to SCDOI with the applicable fees, USER shall take no action that interferes with SCDOI's ability to collect said fees. USER AGREES THAT ALL STATE INSURANCE DEPARTMENT FEES ARE NONREFUNDABLE AND ARE NOT DEPENDENT ON SCDOI's APPROVAL OR DENIAL OF AN APPLICATION.
4. 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". USER may copy, distribute, and transmit the Licensing Renewal Application to its officers, directors, principals, partners, consultants, contractors, employees, majority-owned subsidiaries and affiliates for internal use only. USER may copy, distribute and transmit the Licensing Renewal Application to federal and state government officials for purposes of compliance with federal and state laws.
5. 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.

**B. Electronic Payments**

All users of this online application must agree to pay the fee, if applicable, via credit card or electronic check at the completion of the application.

[Instructions](#)

[Premium Service Company Online License Renewal Process](#)

[Agreement](#)

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

I Agree

Internet 100%

After reading  
Click "I Agree"  
to continue.

# Step 5

Enter  
Company  
login  
information.

South Carolina Department of Insurance - Login - Windows Internet Explorer

http://10.1.1.72/Eng/Members/Login.aspx

File Edit View Favorites Tools Help

Home | Online Services | Search SCDOI Database | Contact Us

SCDOI Online Services

### Login

[SCDOI Connect Login](#)

\*UserId:  ?

\*Password:  ?

Not a registered user?  
[Create an account](#) now!

Only those individuals who currently hold an **active individual license** with the State of South Carolina Department of Insurance may create a new user account. **Companies and Agencies with online account problems can contact the department at [IRMMAIL@doi.sc.gov](mailto:IRMMAIL@doi.sc.gov).**

\* Required Fields

[Change Password](#) [Forgot Password?](#)

If you need additional assistance, please contact [IRMmail@doi.sc.gov](mailto:IRMmail@doi.sc.gov)

[Contact Us](#) | [Online Services](#)

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# Only if creating a new password, if not proceed to Step 6

South Carolina Department of Insurance - Login - Windows Internet Explorer

http://10.1.1.72/Eng/Members/Login.aspx

File Edit View Favorites Tools Help

YouTube - Usher Feat. Nicki ... doi.sc.gov - home South Carolina Departme... x

Department of Insurance

Home | Online Services | Search SCDOI Database | Contact Us SCDOI Online Services

Login SCDOI Connect Login

\*Userid: JSAPR02821 ?

\*Password: ?

\*New Password: ?

\*Confirm New Password: ?

\* Required Fields

Clear Login

Not a registered user?  
[Create an account now!](#)

Only those individuals who currently hold an **active individual license** with the State of South Carolina Department of Insurance may create a new user account. **Companies and Agencies with online account problems can contact the department at [IRMMAIL@doi.sc.gov](mailto:IRMMAIL@doi.sc.gov).**

The account password for 'JSAPR02821' must be changed.

If you need additional assistance, please contact [IRMail@doi.sc.gov](mailto:IRMail@doi.sc.gov)

Contact Us | Online Services

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Done Internet 100%

Create and  
Confirm a  
New  
Password

# If you created a new password, If not proceed to Step 6

South Carolina Department of Insurance - Account Maintenance - Secret Questions - Windows Internet Explorer

http://10.1.1.72/Eng/Members/ChngSecretQustn.aspx

File Edit View Favorites Tools Help

Home | Online Services | Search SCDOI Database | Contact Us

### Account Maintenance - Secret Questions

[Back to Main Menu](#) [Logout](#)

The South Carolina Department of Insurance uses secret questions to identify you in the event that you forget your password. Three questions are used, each of which must be unique. Please carefully select questions whose answers you will be able to remember, and whose answers would only be known by you.

\*Question 1:  ?

\*Answer 1:  ?

\*Confirm Answer 1:  ?

\*Question 2:  ?

\*Answer 2:  ?

\*Confirm Answer 2:  ?

\*Question 3:  ?

\*Answer 3:  ?

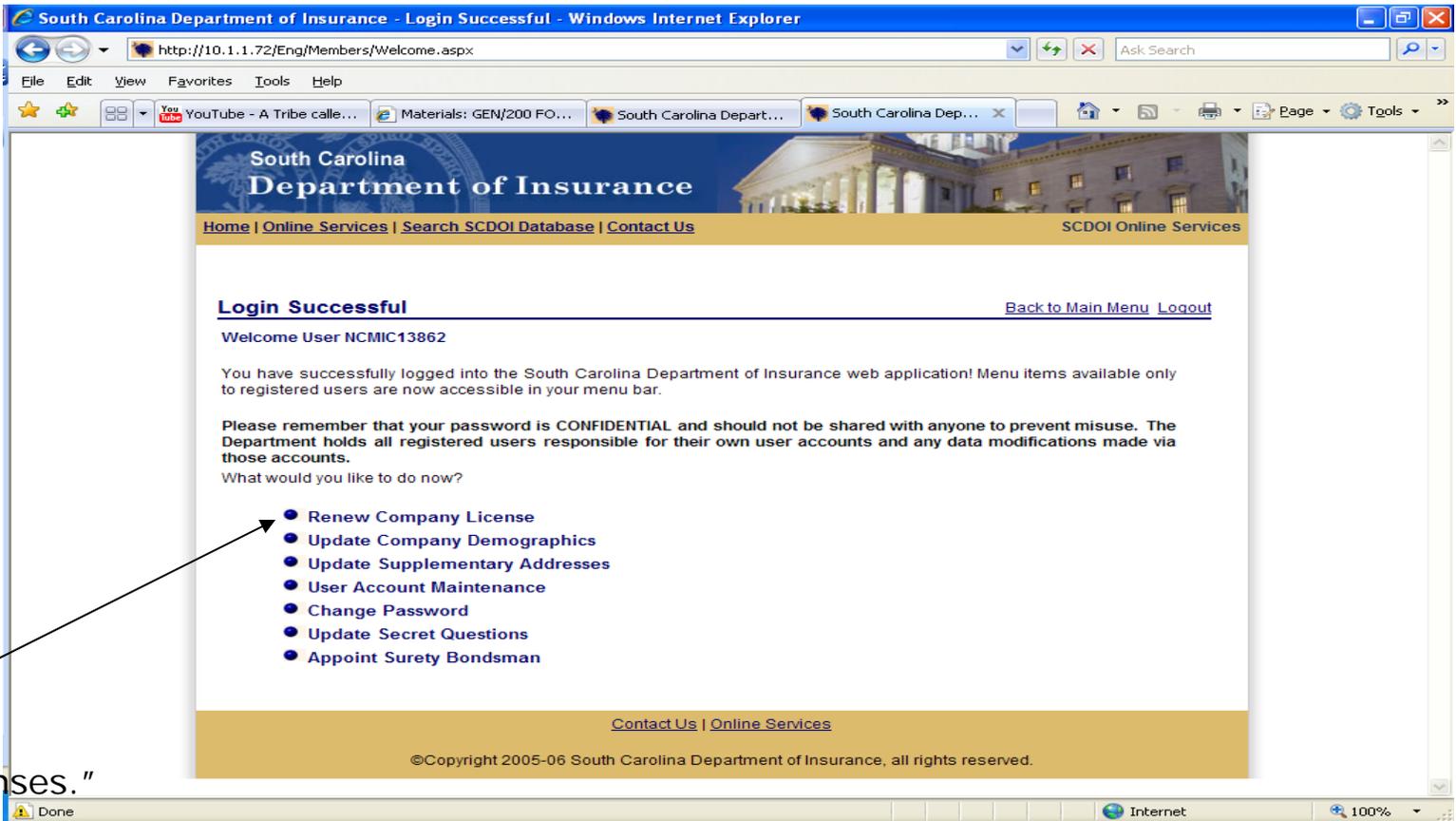
\*Confirm Answer 3:  ?

\* Required Fields

Done, but with errors on page. Internet 100%

Create and Answer Secret Questions

# Step 6



South Carolina Department of Insurance - Login Successful - Windows Internet Explorer

http://10.1.1.72/Eng/Members/Welcome.aspx

File Edit View Favorites Tools Help

South Carolina Department of Insurance

Home | Online Services | Search SCDOI Database | Contact Us

SCDOI Online Services

**Login Successful** [Back to Main Menu](#) [Logout](#)

Welcome User NCMIC13862

You have successfully logged into the South Carolina Department of Insurance web application! Menu items available only to registered users are now accessible in your menu bar.

Please remember that your password is **CONFIDENTIAL** and should not be shared with anyone to prevent misuse. The Department holds all registered users responsible for their own user accounts and any data modifications made via those accounts.

What would you like to do now?

- [Renew Company License](#)
- [Update Company Demographics](#)
- [Update Supplementary Addresses](#)
- [User Account Maintenance](#)
- [Change Password](#)
- [Update Secret Questions](#)
- [Appoint Surety Bondsman](#)

[Contact Us](#) | [Online Services](#)

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Done Internet 100%

Click "Renew Company licenses."

# Step 7

South Carolina Department of Insurance - Premium Service - Financial Information - Windows Internet Explorer

http://10.1.1.72/Eng/Members/Companies/PremServFinInfo.aspx

File Edit View Favorites Tools Help

South Carolina Department of Insurance

Home | Online Services | Search SCDOI Database | Contact Us SCDOI Online Services

### Premium Service - Financial Information

[Back to Main Menu](#) [Logout](#)

Please enter the financial information for the year 2009:

(Personal)

Month	No. Contracts Written	Total Premium of Contracts (\$)	Down Payment on Contracts (\$)	Total Amount Financed (\$)	Service Charge (\$)	No. Contracts cancelled by power of Attorney
January	0	0.0	0.0	0.0	0.0	0
February	0	0.0	0.0	0.0	0.0	0
March	0	0.0	0.0	0.0	0.0	0
April	0	0.0	0.0	0.0	0.0	0
May	0	0.0	0.0	0.0	0.0	0
June	0	0.0	0.0	0.0	0.0	0
July	0	0.0	0.0	0.0	0.0	0
August	0	0.0	0.0	0.0	0.0	0
September	0	0.0	0.0	0.0	0.0	0
October	0	0.0	0.0	0.0	0.0	0
November	0	0.0	0.0	0.0	0.0	0
December	0	0.0	0.0	0.0	0.0	0

(Commercial)

Done Internet 100%

Enter all financial information, then Scroll Down

# Step 7 continued

1) Enter all Commercial information

2) If you did not download the "ANNUAL STATEMENT" form in the preliminary steps, it can be downloaded here.

South Carolina Department of Insurance - Premium Service - Financial Information - Windows Internet Explorer

http://10.1.1.72/Eng/Members/Companies/PremServFinInfo.aspx

File Edit View Favorites Tools Help

YouTube - A Tribe Calle... Materials: GEN/200 FO... South Carolina Depart... South Carolina Dep...

(Commercial)

Month	No. Contracts Written	Total Premium of Contracts (\$)	Down Payment on Contracts (\$)	Total Amount Finances (\$)	Service Charge (\$)	No. Contracts cancelled by power of Attorney
January	0	0.0	0.0	0.0	0.0	0
February	0	0.0	0.0	0.0	0.0	0
March	0	0.0	0.0	0.0	0.0	0
April	0	0.0	0.0	0.0	0.0	0
May	0	0.0	0.0	0.0	0.0	0
June	0	0.0	0.0	0.0	0.0	0
July	0	0.0	0.0	0.0	0.0	0
August	0	0.0	0.0	0.0	0.0	0
September	0	0.0	0.0	0.0	0.0	0
October	0	0.0	0.0	0.0	0.0	0
November	0	0.0	0.0	0.0	0.0	0
December	0	0.0	0.0	0.0	0.0	0

Please download the [Annual Statement](#) pdf file, fill in the details in the file and upload it back before you submit this page.

Upload the completed Annual Statement pdf file:

Submit

[Contact Us](#) | [Online Services](#)

Done Internet 100%

3) Once completed upload the ANNUAL STATEMENT FORM Here

# Step 8

South Carolina Department of Insurance - - Windows Internet Explorer

http://10.1.1.72/Eng/Members/Companies/PremServFinInfo.aspx

File Edit View Favorites Tools Help

YouTube - Chingy Feat... Materials: GEN/200 FO... South Carolina Depart... South Carolina Dep...

South Carolina Department of Insurance

Home | Online Services | Search SCDOI Database | Contact Us SCDOI Online Services

**Attestation - Premium Service Company** [Back to Main Menu](#) [Logout](#)

On behalf of the owners/or officers of the said organization and that on the thirty-first day of December last, hereby certifies that:

The described assets shown in the submitted financial statement were the absolute property of the said organization, free and clear from any liens or claims thereon, except as above stated, and the foregoing statement with the schedules and explanations therein contained, annexed or referred to, is a full and correct exhibit of all the assets, liabilities, income and expenses, and of the conditions and affairs of the said organization on the said thirty-first day of December last, and for the year ending on that date, according to the best of their information, knowledge and belief respectively.

I Agree

[Contact Us](#) | [Online Services](#)

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Done Internet 100%

After reading,  
click "I  
Agree"

# Step 9

South Carolina Department of Insurance - - Windows Internet Explorer

http://10.1.1.72/Eng/Members/Companies/CmpnyRnwPaymentSummary.aspx

File Edit View Favorites Tools Help

South Carolina Department of Insurance

Home | Online Services | Search SCDOI Database | Contact Us

SCDOI Online Services

**License Renewal Application(s) Payment Summary** [Back to Main Menu](#) [Logout](#)

**Company Demographics**

Company Name: NCMIC FINANCE CORPORATION  
SC Company Code: 153959

**License Renewal Application(s)**

License Type	License Renewal Fees
Premium Service	\$1,000.00
Total Fees Due: \$1,000.00	

[>> Continue](#)

Select "Continue to Proceed"

[Contact Us](#) | [Online Services](#)

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Internet 100%

# Step 10, Payment Option 1: Electronic Check

If paying by "Electronic Check" select that from the drop box and hit continue.

South Carolina Department of Insurance - Select Payment Method - Windows Internet Explorer

https://10.1.1.72/Eng/Members/Companies/CmpnyRnwPaymentSummary.aspx Certificate Error Live Search

File Edit View Favorites Tools Help

South Carolina Department of Insurance - Select Pay...

South Carolina Department of Insurance

Home | Online Services | Search SCDOI Database | Contact Us SCDOI Online Services

**Select Payment Method** [Back to Main Menu](#) [Logout](#)

Please select your Payment Method.

Electronic Check

>> Continue

Please note, when paying with credit card there will be a 1.70% processing fee added to your total amount plus \$1 portal fee.

[Contact Us](#) | [Online Services](#)

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# Step 10 continued: Electronic Check

South Carolina Department of Insurance - Submit Electronic Check Payment - Windows Internet Explorer

https://10.1.1.72/Eng/Members/PaymentMethod.aspx Certificate Error Live Search

File Edit View Favorites Tools Help

South Carolina Department of Insurance - Submit Elec...

### Submit Electronic Check Payment [Back to Main Menu](#) [Logout](#)

Please enter your bank account information in the fields provided below. When finished, click the Submit button **ONCE** to submit your payment.

J. L. Webb  
123 Main Street  
Anytown, USA 12345 DATE 11 75

PAY TO THE ORDER OF \$ \_\_\_\_\_ DOLLARS

MEMO \_\_\_\_\_

⑆ 123456789 ⑆ 1234567890123 ⑆ 1175

\*Bank Routing Number:  \*Check Account Number:  Check Number: (DO NOT ENTER) (NOT your ATM, Debit, or Credit Card Number)

\*Confirm Check Account Number:

\*Account Type:  Checking  Savings

Transaction Amount: \$1,000.00

\*Daytime Phone:  (###-###-####)

\*Required Fields

Enter your check information in the boxes as shown, then click submit **ONLY ONCE!**

# Step 10 continued: Electronic Check

1) Review and verify check information

South Carolina Department of Insurance - Authorize Payment - Windows Internet Explorer

https://10.1.1.72/Eng/Members/ACHPayment.aspx

File Edit View Favorites Tools Help

South Carolina Department of Insurance - Authorize P...

South Carolina Department of Insurance

Home | Online Services | Search SCDOI Database | Contact Us

SCDOI Online Services

Please carefully review the following information. If it is correct, click the "Authorize" button **ONCE** to authorize your payment. If it is not correct, choose the "Change" button to return to the payment information.

After clicking the "Authorize" button, **do not close your browser until you receive confirmation that your payment has been processed**. In the rare event that you do not receive confirmation, please contact the Department of Insurance at 803-737-6193.

**Account Type:** Checking  
**Bank Routing Number:** 053900225  
**Account Number:** 1234567890123  
**Amount:** \$1,000.00  
**Daytime Phone:** 000-000-0000

By clicking "Authorize", I authorize the South Carolina Department of Insurance to debit the Transaction Amount shown above from the bank account identified.

Authorize  Change

2) Click Authorize (only once) to proceed.

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# Step 10, Payment Option 2: Credit Card

South Carolina Department of Insurance - Select Payment Method - Windows Internet Explorer

http://10.1.1.72/Eng/Members/Companies/CmpnyRnwPaymentSummary.aspx

File Edit View Favorites Tools Help

South Carolina Department of Insurance

Home | Online Services | Search SCDOI Database | Contact Us SCDOI Online Services

**Select Payment Method** [Back to Main Menu](#) [Logout](#)

Please select your Payment Method.

Credit Card

>> Continue

Please note, when paying with credit card there will be a 1.70% processing fee added to your total amount plus \$1 portal fee.

[Contact Us](#) | [Online Services](#)

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Done Internet 100%

If paying by Credit Card, select the option from the drop box and hit continue

# Step 10 continued: Credit Card

South Carolina Department of Insurance - Continue with Credit Card Payment - Windows Internet Explorer

http://10.1.1.72/Eng/Members/PaymentMethod.aspx

File Edit View Favorites Tools Help

YouTube - TEAIRRA MA... Materials: GEN/200 FO... South Carolina Depart... South Carolina Dep...

South Carolina Department of Insurance

Home | Online Services | Search SCDOI Database | Contact Us SCDOI Online Services

### Continue with Credit Card Payment [Back to Main Menu](#) [Logout](#)

Credit Card Payment Transaction Amounts

Transaction Amount: \$1,000.00  
Processing Fee: \$17.00  
Portal Fee: \$1.00  
**Total Amount: \$1,018.00**

If you want to continue with Credit Card Payment, press the Continue button.  
If you want to choose a different payment method, press the Previous button.

[<< Previous](#) [>> Continue](#)

Select "Continue to Proceed."

[Contact Us](#) | [Online Services](#)

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Internet 100%

# Step 10 continued: Credit Card

South Carolina Department of Insurance - Submit Credit Card Payment - Windows Internet Explorer

http://10.1.1.72/Eng/Members/CreditCardContinue.aspx

File Edit View Favorites Tools Help

DISCOVER MasterCard VISA

Transaction Amount: \$1,018.00

\*Card Type:

\*Name on Credit Card:

\*Credit Card Number:  (No Spaces)

\*Expiration Date:  /

\*Card Security ID:

**Credit Card Billing Address**

\*Address:

\*City:

\*State:

\*Zip Codes:

**Credit Card Contact**

\*Contact Name:

\*Daytime Phone:  (#### ####)

Email Address:

\*Required Fields

Clear Submit

Done Internet 100%

Enter Credit Card information

# Step 10 continued: Credit Card

South Carolina Department of Insurance - Submit Credit Card Payment - Windows Internet Explorer

http://10.1.1.72/Eng/Members/CreditCardContinue.aspx

File Edit View Favorites Tools Help

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\*Card Type:

\*Name on Credit Card:

\*Credit Card Number:  (No Spaces)

\*Expiration Date:  /

\*Card Security ID:

**Credit Card Billing Address**

\*Address:

\*City:

\*State:

\*Zip Codes:

**Credit Card Contact**

\*Contact Name:

\*Daytime Phone:  (### ### ####)

Email Address:

\*Required Fields

Select "Submit" to Proceed

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Done Internet 100%

# Step 10 continued: Credit Card

1) Review and Verify Credit Card Information

**Authorize Payment** [Back to Main Menu](#) [Logout](#)

Please carefully review the following information. If it is correct, click the "Authorize" button **ONCE** to authorize your payment. If it is not correct, choose the "Change" button to return to the payment information.

After clicking the "Authorize" button, **do not close your browser until you receive confirmation that your payment has been processed.** In the rare event that you do not receive confirmation, please contact the Department of Insurance at 803-737-6095.

**Amount:** \$1,018.00

**Name on Credit Card:** CB  
**Credit Card Type:** Visa  
**Credit Card Number:** 4111111111111111  
**Security Number:** 342  
**Expiration Date:** 01/11  
**Daytime Phone:** 000-000-0000

**Address:** dffdg

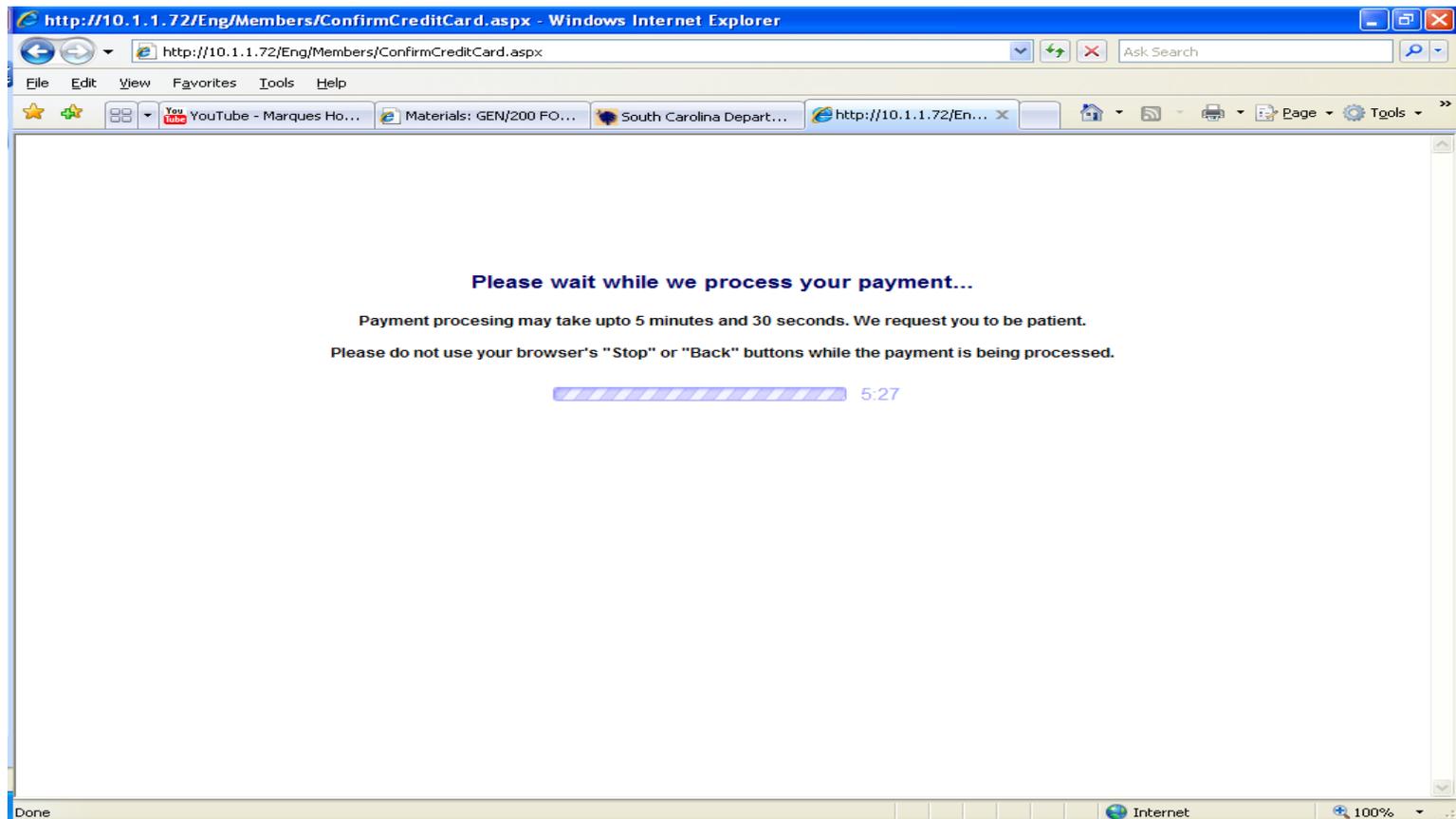
**City:** ggfg  
**State:** MO  
**Zip Code:** 00000  
**Daytime Phone:** 000-000-0000

By clicking "Authorize", I authorize the South Carolina Department of Insurance to debit the Transaction Amount shown above from the credit card identified.

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2) Click "Authorize (only click once) to proceed

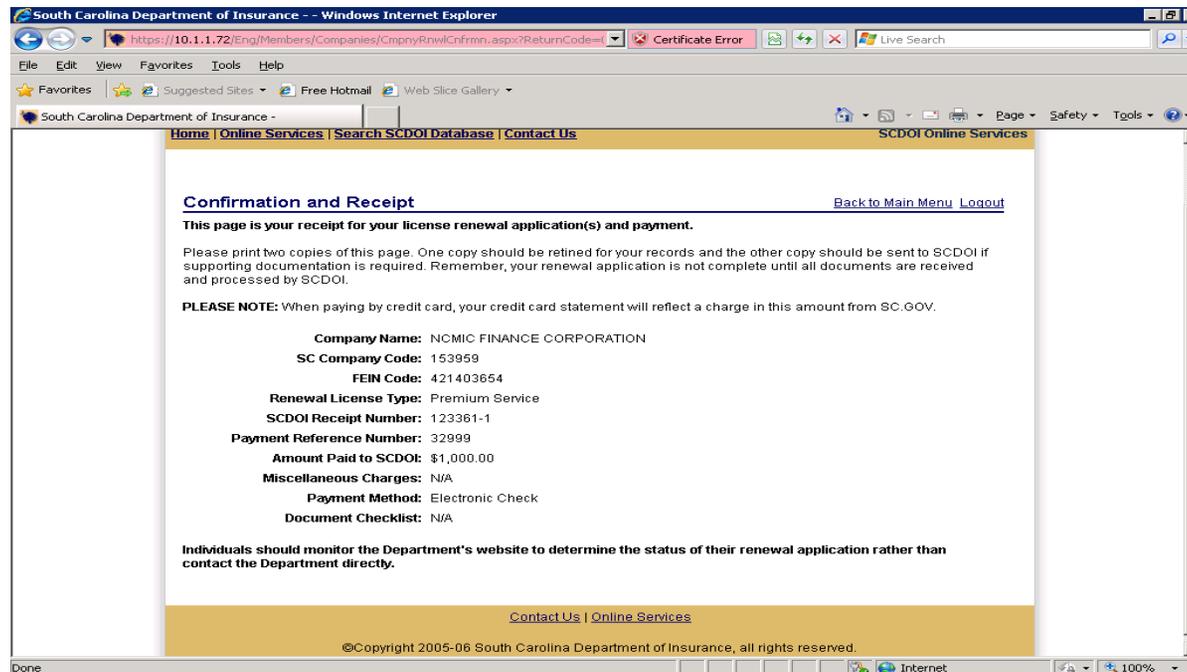
# Step 11



Note: The processing can take a few minutes to complete.

# Step 12

Once the renewal is completed, a confirmation page will be displayed. Please print and keep this page as your receipt.



The screenshot shows a Windows Internet Explorer browser window displaying the South Carolina Department of Insurance website. The page title is "Confirmation and Receipt" and it includes a "Back to Main Menu" and "Logout" link. The main content area contains the following information:

**Confirmation and Receipt** [Back to Main Menu](#) [Logout](#)

This page is your receipt for your license renewal application(s) and payment.

Please print two copies of this page. One copy should be retained for your records and the other copy should be sent to SCDOI if supporting documentation is required. Remember, your renewal application is not complete until all documents are received and processed by SCDOI.

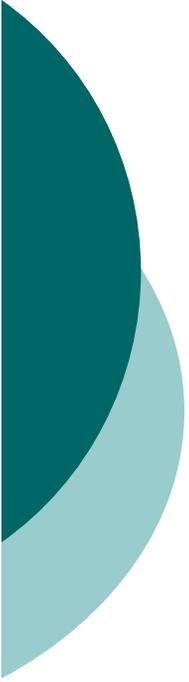
**PLEASE NOTE:** When paying by credit card, your credit card statement will reflect a charge in this amount from SC.GOV.

**Company Name:** NCMIC FINANCE CORPORATION  
**SC Company Code:** 153959  
**FEIN Code:** 421403654  
**Renewal License Type:** Premium Service  
**SCDOI Receipt Number:** 123361-1  
**Payment Reference Number:** 32999  
**Amount Paid to SCDOI:** \$1,000.00  
**Miscellaneous Charges:** N/A  
**Payment Method:** Electronic Check  
**Document Checklist:** N/A

Individuals should monitor the Department's website to determine the status of their renewal application rather than contact the Department directly.

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# Thank You

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If you have any questions, please contact the SC Department of Insurance - Special Licensing Services by email at:

[wseawright@doi.sc.gov](mailto:wseawright@doi.sc.gov)