SC Safe Home Application Tutorial

SC Department of Insurance
SC Safe Home Mitigation Program
Create your account

1. Go to https://online.scsafehome.sc.gov
2. Click “Sign Up” to start an application
Fill in your information

1. Complete all fields
2. Click “Create Account”
Check your email

1. Log into your email account/provider and open up email received with the subject of “SC Safe Home – Confirm your account” from scsafehome@doi.sc.gov
   *Ignore “noname” attachment in email

2. Click “Click Here” in email body
Start your application

1. Click “Click here if you would like to create a new application?”
Gather your information

1. Click “Open Award Estimator”

2. If you are creating a new application after June 30, 2018, click “FY 19 Calculator”
   *This will apply to most applicants

3. You will input your county, household AGI, family size (based on your tax information) and an estimate of your retrofit.
   *Depending on the size of your home, this typically runs from $5k – $10k
Award Calculator

Be sure you qualify by reading “Does My Home Qualify?”

- After entering your details, be sure to hit enter to update your values. Write your information down or print this page because you will need this information again.

- Open a new tab or return to the Safe Home session and “Click here if you would like to create a new application.”

- This time you will select “I have already estimated my award”
Let’s get started

Click “I have already estimated my award”
Let’s get started

1. Continue to fill in all information as accurately and completely as possible
2. Click “Save” at the top, right hand corner

* Electronic Signature(s) must match EXACTLY or you will not be able to save the application
1. Your application is now saved! However; it is NOT complete

2. You should have received a “SC Safe Home – Account Created!” email from scsafehome@doi.sc.gov
   * This email has a link to access your application in the future
   * Ignore the “noname” attachment in your email

3. Get your documents ready, next we will complete the Homeowner Tasks
Let’s Upload

1. Click “Upload” next to “Proof of Income” Task
2. You will do this for each Homeowner Task; “Proof of Income,” “Proof of Homeowners Insurance,” and “County Tax Assessment”
   *You may upload more than one file for each task
3. Notice the “Status” column will change to “Complete” for each successful upload
Let’s select an Inspector

1. Click “Select” next to “Select Inspector” Task

2. Once you have chosen an Inspector, click “Select”

* Do not choose TESTING ONLY, these are not Inspectors, they are for administrative use only

** You will be redirected automatically to the Task Lists after your selection

*** Your chosen Inspector will now show under the “Other Information” column next to the “Select Inspector” row

**** Your selected Inspector has been notified of your choice via an automatic email. Feel free to reach out to your chosen Inspector
Let’s select a Contractor

1. Click “Select” next to “Select Contractor” Task

2. Once you have chosen a Contractor, click “Select”

* Do not choose TESTING ONLY; these are not contractors, they are for administrative use only

** You will be redirected automatically to the Task Lists after your selection

*** Your chosen Contractor will now show under the “Other Information” column next to the “Select Contractor” row

**** Your selected Contractor has been notified of your choice via an automatic email. Feel free to reach out to your chosen Contractor

You are welcome to receive multiple quotes from participating SCSH Contractors. Be sure to update your online portal when you have selected a final contractor.
What’s next?

*Inspector must be chosen from the Safe Home Approved Inspectors list at https://online.scsafehome.sc.gov/Home/InspectorsAndContractors

**INSPECTION $150.00**
Schedule your inspection
Pay $150 fee to your inspector

**LOG ON APPROVE HOME SURVEY CHECKLIST**
Once inspection is complete, login to your grant application & “Approve Home Survey Checklist”

**LOG ON APPROVE RECOMMENDED IMPROVEMENTS**
Once inspection is complete, login to your grant application & “Approve Recommended Improvements”
My inspection is complete…

Now what?

* Contractor must be chosen from the Safe Home Approved Contractors list at https://online.scsafehome.sc.gov/Home/InspectorsAndContractors
** You will receive an email notifying you that an estimate has been uploaded to your account
*** Your application is NOT complete and will NOT be reviewed until you have clicked “Submit Application”

Now your chosen contractor can estimate the cost of your home retrofit project

You MUST login to your grant application & click “Submit Application”
It’s our turn

Our SC Safe Home staff will begin processing your application as soon as you click the “Submit Application” button!

Our team will carefully review your application to determine eligibility, compliance & that your project meets the SC Safe Home standards.

You will be notified via email each step of the way! You may also want to periodically login to your account to view status updates.

If your application is approved, you will receive an award letter electronically via email.

You’ve been awarded! The hard part is over!

You will now enter into a signed contract with your chosen contractor.

Sit back & relax as your contractors get to work making hazard mitigation upgrades to your home!

* Only sign a contract agreement with your contractor when you have decided on a contractor. Once a signed contract is agreed upon, your contractor will give you a copy and send one to the SC Safe Home team for review.
Thank you for participating!

To learn about how you can take advantage of tax credits for fortification measures, go to http://www.scsafehome.com/DocumentCenter/View/9335/Mitigation-Credits-Display-Card-Final-2016?bidId=

For more information, visit our website www.scsafehome.com or email us at scsafehome@doi.sc.gov