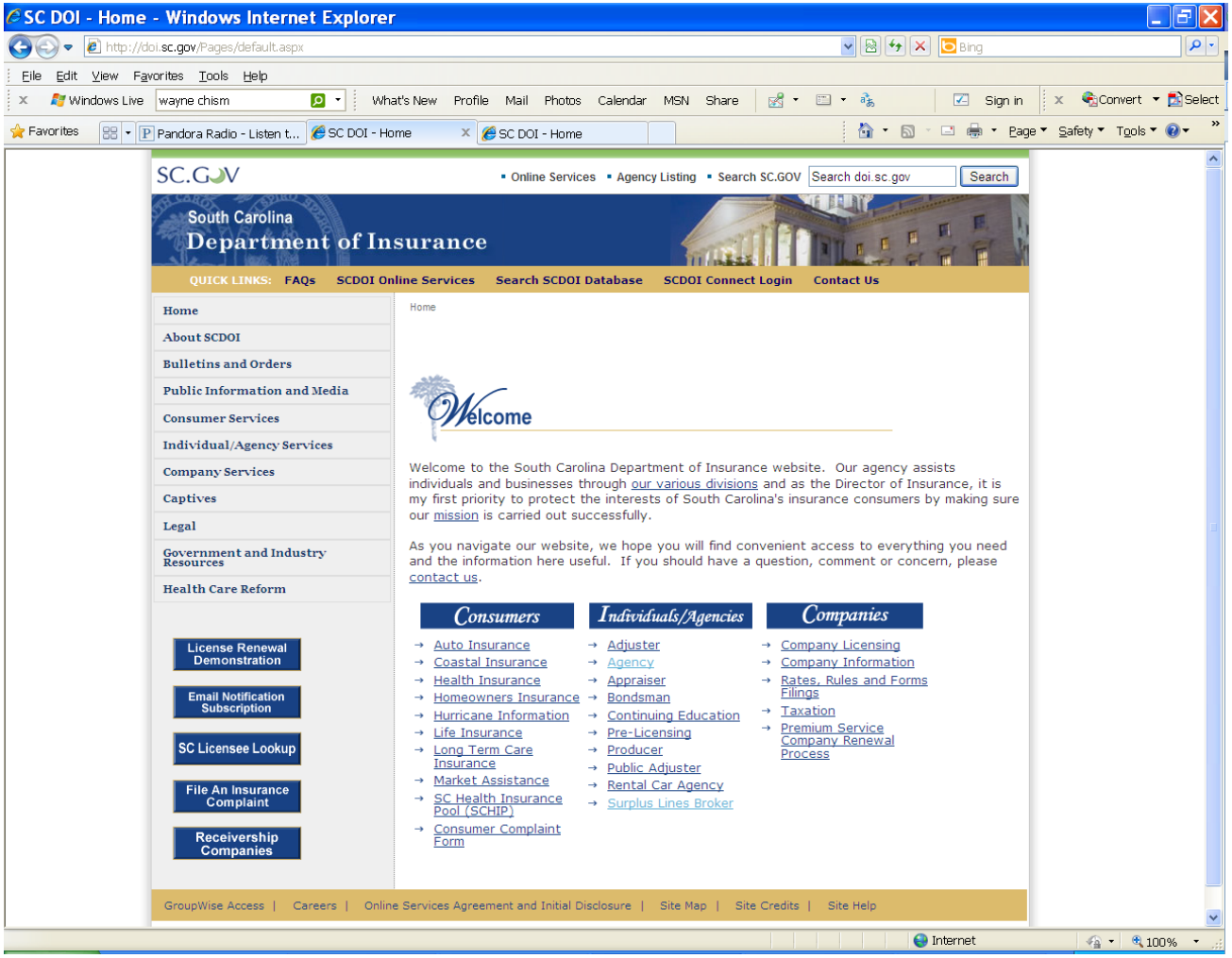
SC Department of Insurance

How to add users to Company accounts.

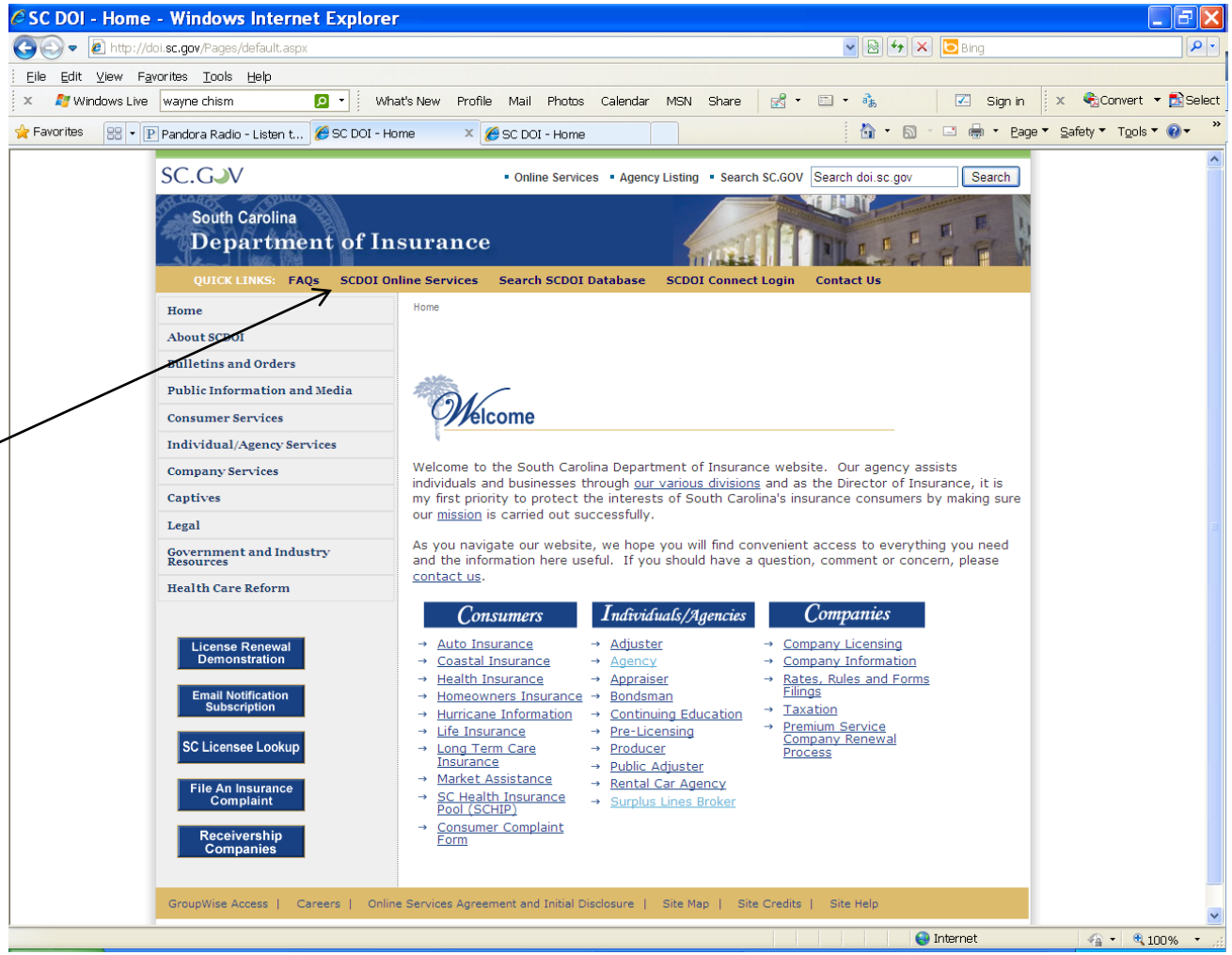
Be advised: Company Taxes are not available until February so you will not see that as a menu option.

Visit SCDOI Homepage: www.doi.sc.gov



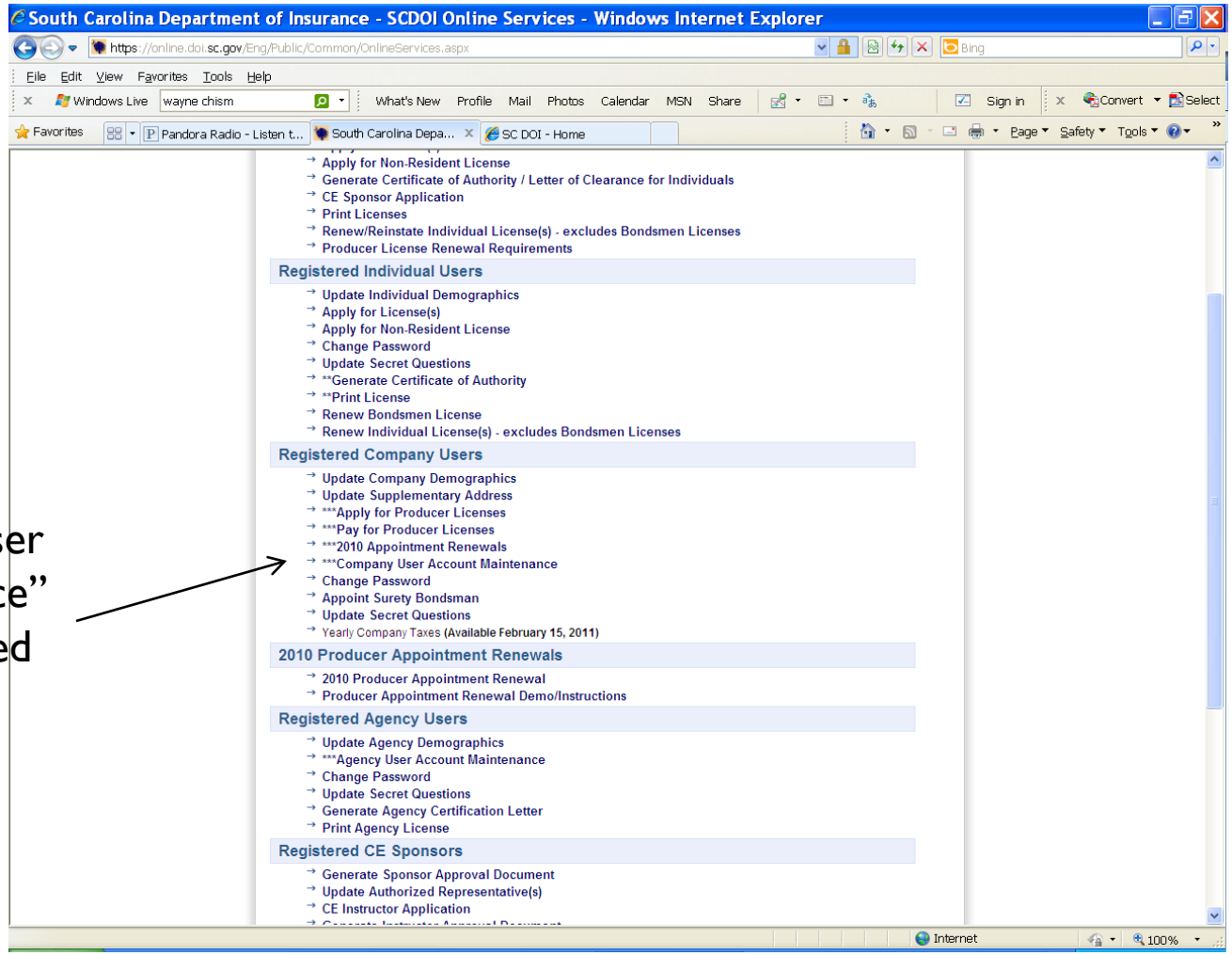
Step 1

Select SCDOI Online Services from within the gold bar.



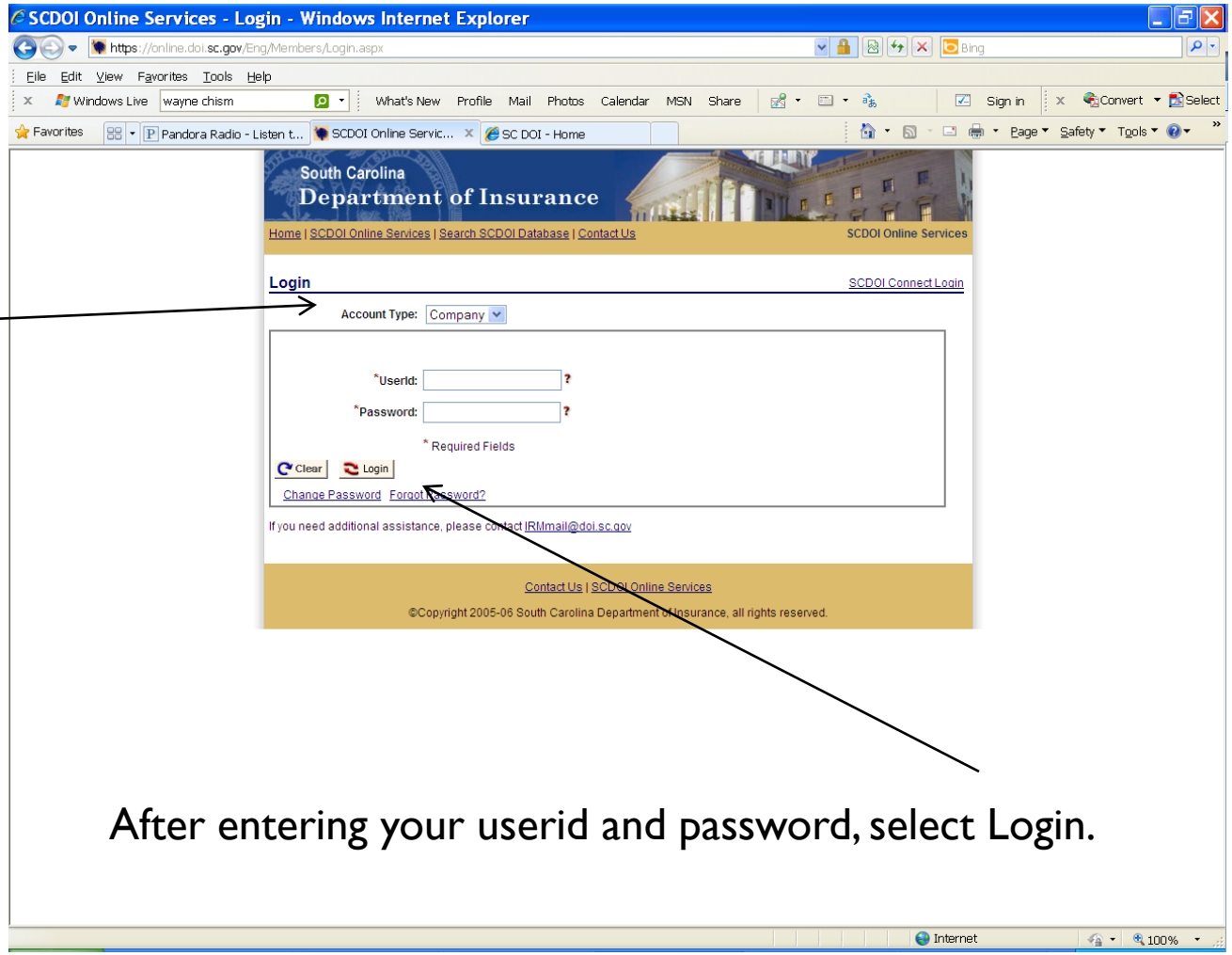
Step 2

Select "Company User Account Maintenance" under the "Registered Company Users" heading.



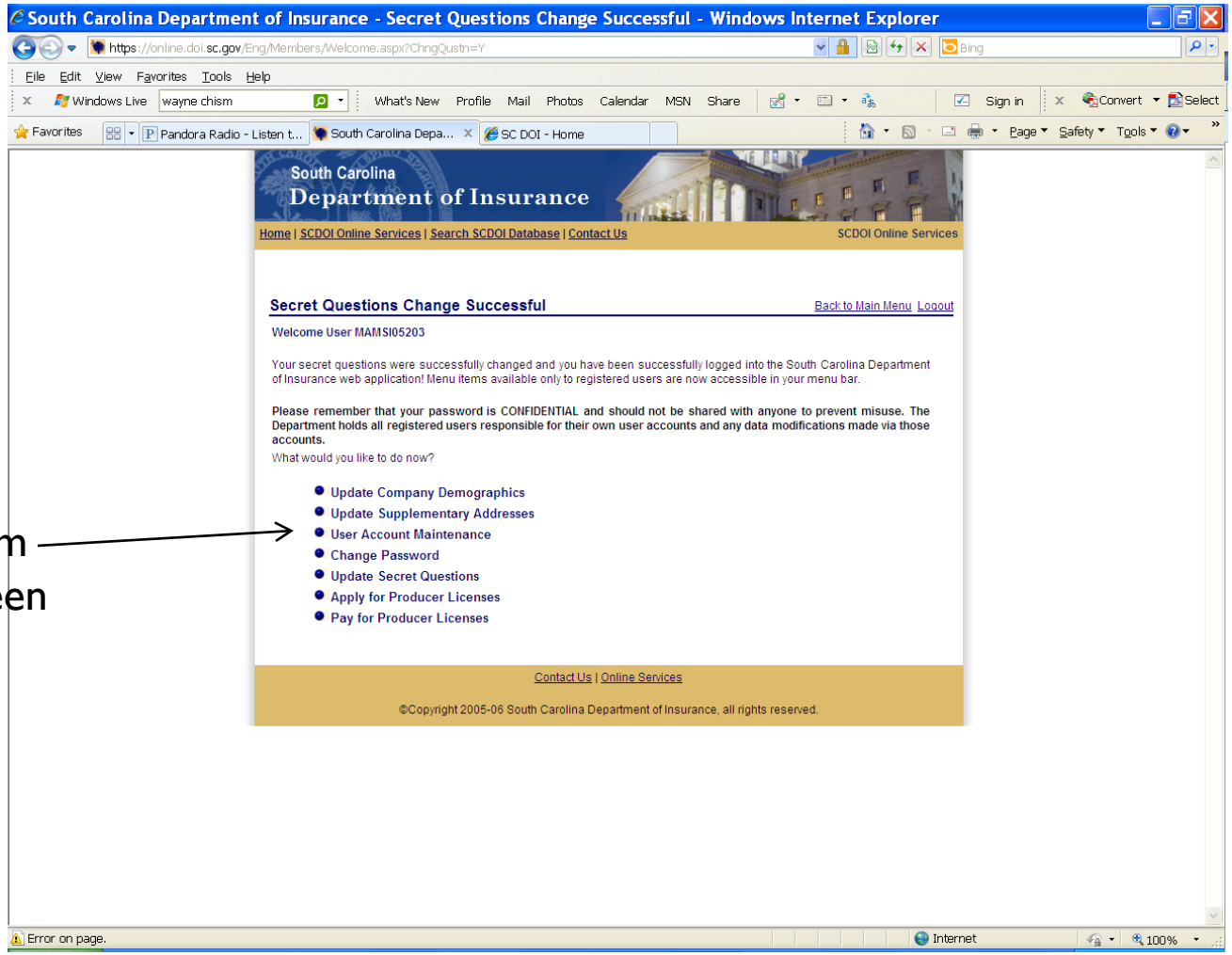
Step 3

Select "Company" from the drop box.



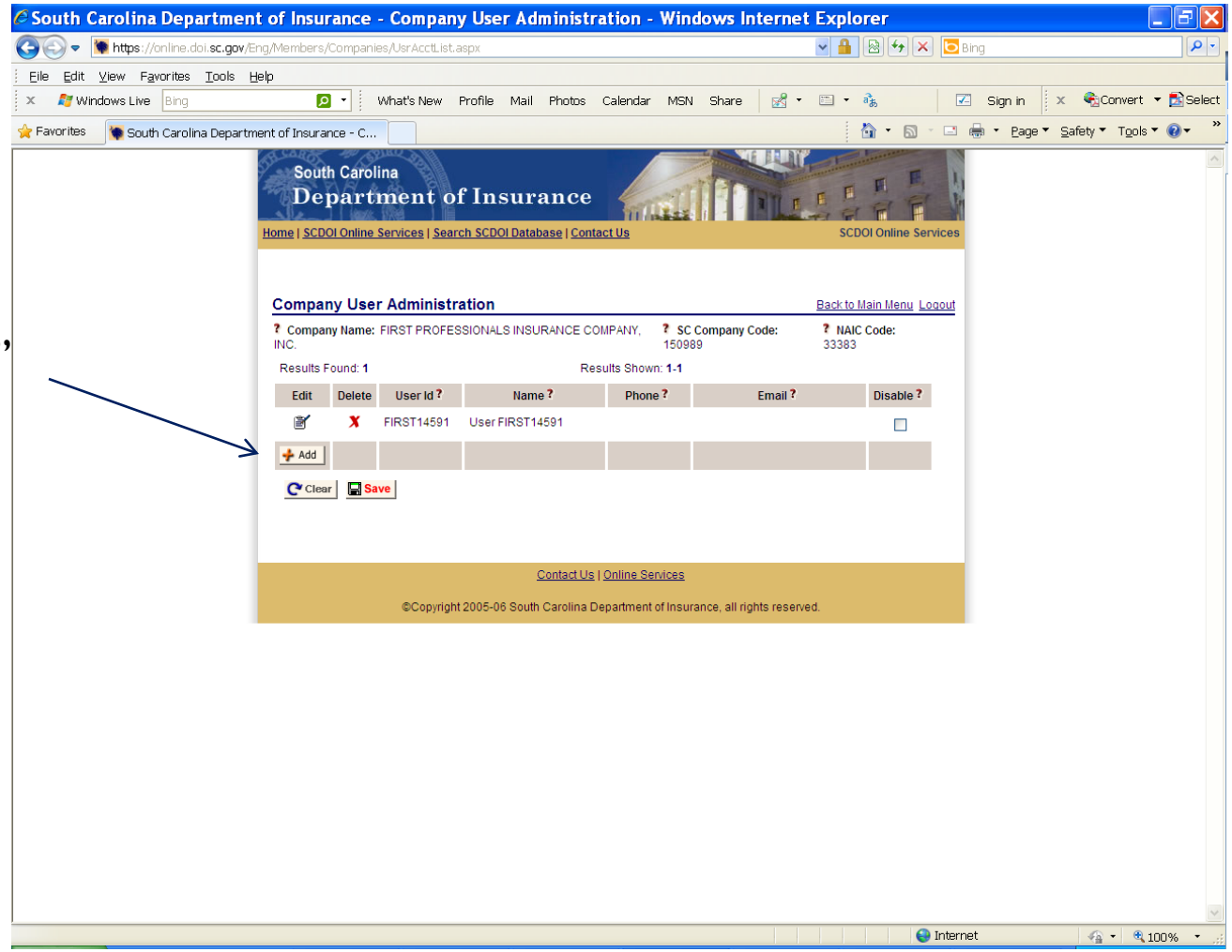
Step 4

Select "User Account Maintenance" from the welcome screen



Step 5

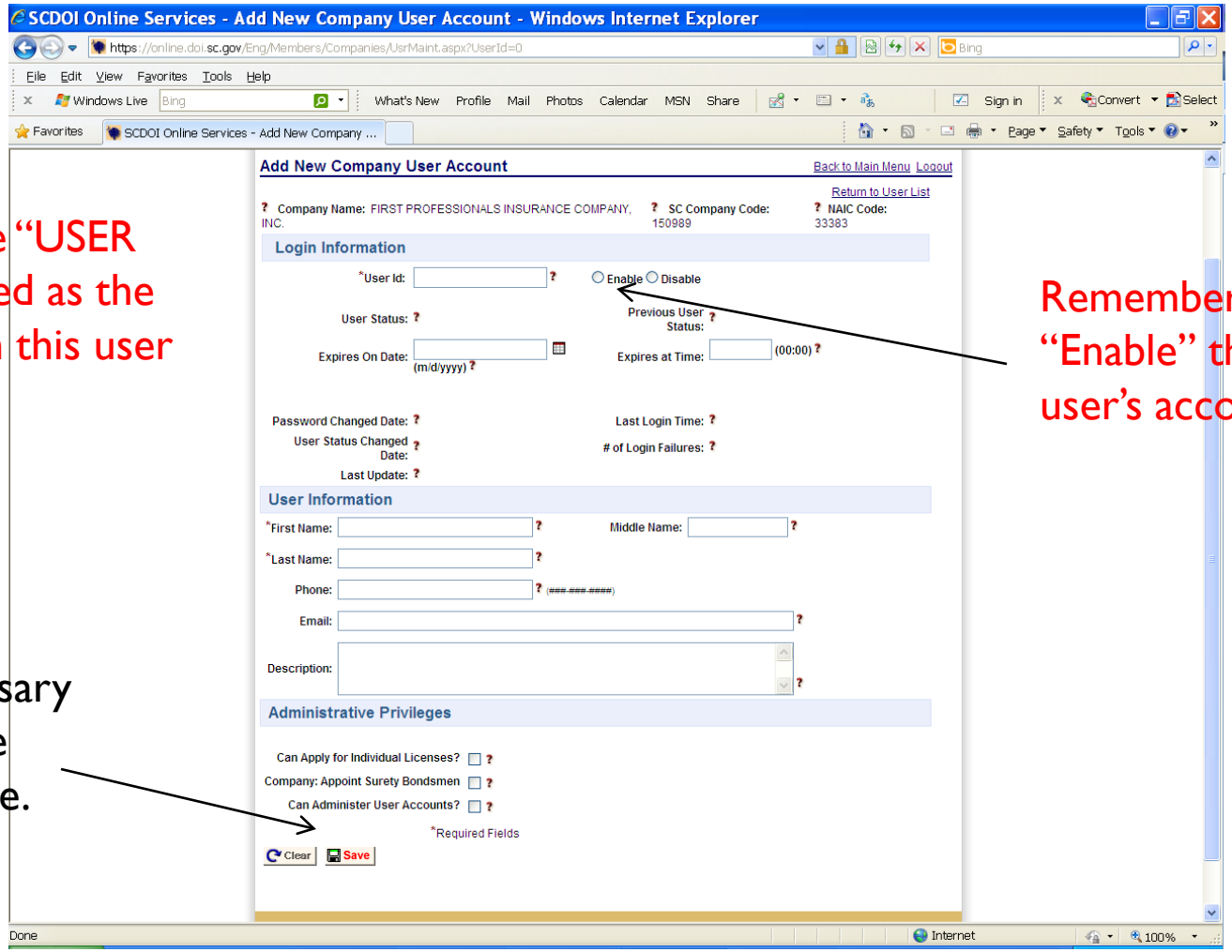
Select "Add"



Step 6

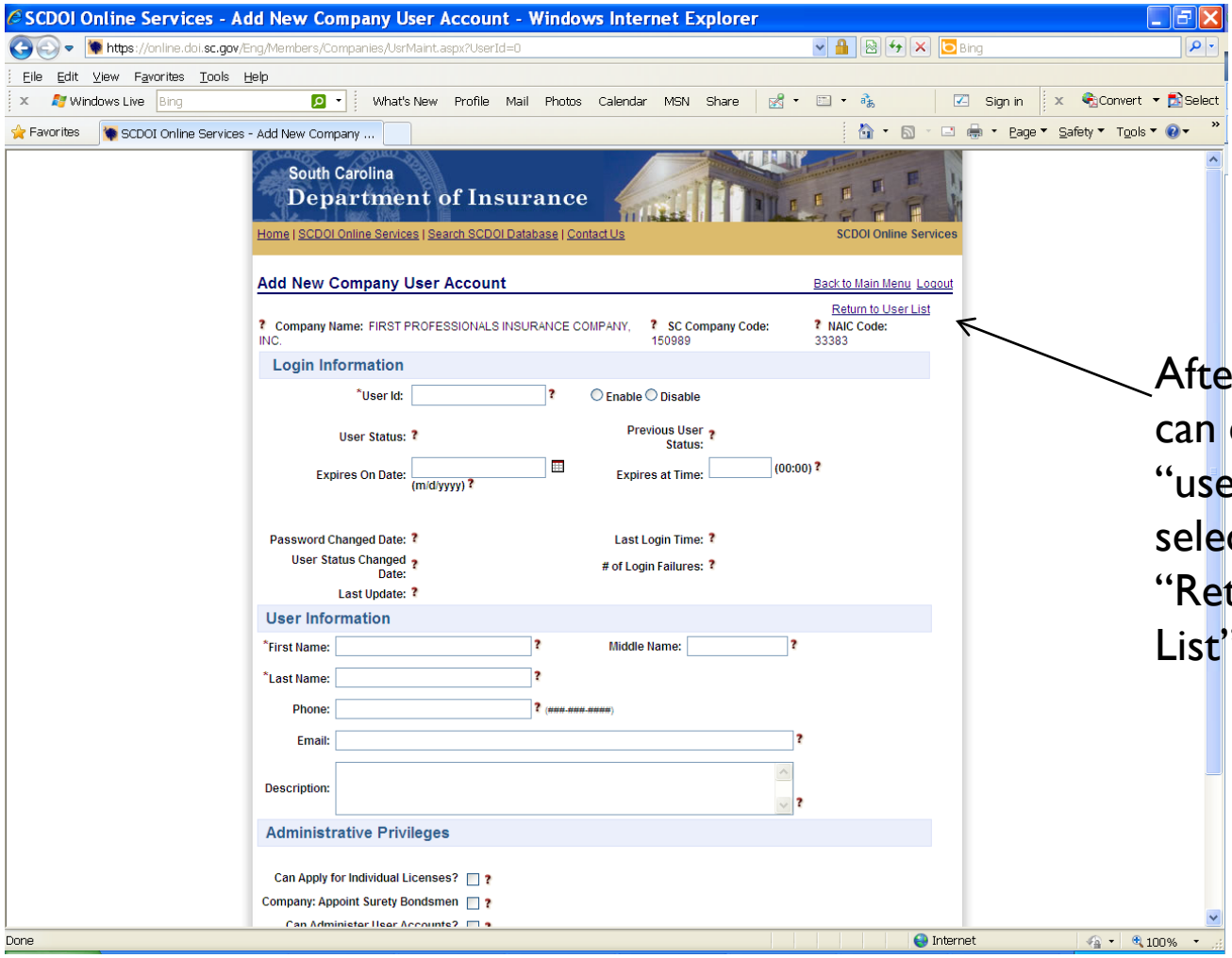
Be advised that the "USER ID" will also be used as the PASSWORD when this user logs in.

Enter all the necessary information for the user and select save.



Remember to "Enable" this user's account

Step 7



After saving you can check your "user list" by selecting the "Return to User List"