

SC DEPARTMENT OF CONSUMER AFFAIRS **2011 REGISTRATION RENEWAL TUTORIAL**

PLEASE READ BEFORE YOU BEGIN THE ONLINE FILING PROCESS

There are seven easy steps to assist you in filing your registration renewal forms online through SC Business One Stop (SCBOS). Fees can be paid online using the SCBOS secure and confidential payment engine which accepts credit cards and electronic funds transfers. **To file online, you will need the following: your seven-digit SC Department of Consumer Affairs (SCDCA) registration number, and your SCBOS user name and password.**

To avoid penalties ALL registration renewal forms and fees are due at the SC Department of Consumer Affairs on or before January 31, 2011.

STEP 1

Go to www.scbos.sc.gov and log in. To access your business account, look for the login area on the top right side of the SCBOS home page. Enter your user name and password then click on the login button. The User Workspace Summary page will be displayed.

STEP 2

Click on Start Renewal that is located on the left side of the page. Under Renewal Type, select Consumer Affairs Renewal. You will then see the Businesses List. Select the business that is targeted for renewal. If your business is not listed, click on Start Your Business or Run Your Business to add your business to SCBOS.

STEP 3

The Consumer Affairs Renewal Wizard will welcome you to SCBOS. Enter your business registration number and select the renewal you want to file. The previous year's filings will be displayed for the selected renewal. The answers to the next few questions will determine whether you are renewing one or more of last year's filings. **You can only renew or not renew the previous year's filings.**

STEP 4

Next, the following information should be entered about your business: (1) your Social Security Number (SSN) or Federal Employee Identification Number (FEIN), (2) your general business mailing address, (3) contact person, (4) whether you are a direct seller or lender, (5) any changes to the South Carolina business locations entered the previous year, (5) the types of consumer credit transactions you made, (6) the name and address of your designated business agent, (7) whether you conduct consumer credit transactions from any retail locations in South Carolina, (8) consumer credit contract sales--list no more than five (5) businesses and addresses that you sold contracts to, and (9) consumer credit contract purchases--list no more than five (5) businesses and addresses that you purchased contracts from.

STEP 5

Verify the accuracy of ALL information, submit it to the shopping cart, and check out. Confirm the items to be paid and select your payment method. If the information is incorrect, it can be edited by clicking on the edit button until you reach the screen that contains the information to be corrected.

The following fees apply:

Credit Grantor Notification - \$120 per location
Maximum Rate Schedules - \$40 per location
Rent-To-Own Notification - \$120 per location
Motor Vehicle Closing Fee - \$10 per entity

STEP 6

Enter your payment information.

Review your account information. If the information is not correct, click the edit button and correct your information. When you have completed the correction(s), return to the shopping cart and proceed to the authorize button. **After clicking the authorize button, do not close the page until you receive confirmation that your payment has been processed.**

STEP 7

After your payment has been confirmed, click view print receipt. After you print your receipt, click on the **Return to Workspace Summary** button. This will take you back to the User Workspace page. You may Log out of the system by clicking on the log out button under "Welcome" on the left side of the page.

If you do not receive confirmation, contact the SCBOS Help desk, 803.898.5690 and select option three, or SCBOSHelp@scbos.sc.gov. Once SCDCA completes the processing of your renewal, a new registration will be sent to you via the U.S. Postal Service.

Contact Information:

SC Department of Consumer Affairs
Mailing Address: P.O. Box 5246, Columbia, SC 29250-5246
Physical Address: 3600 Forest Drive, Third Floor, Columbia, SC
Web site: www.sconsumer.gov
Phone: 803.734.4253

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