

# Step by Step Instructions for Issuing Emergency Permits

- 1) Login to your Online Services Account (enter User ID/Password and select Login)

**SOUTH CAROLINA**  
DEPARTMENT OF INSURANCE

Home | [SCDOI Online Services](#) | [Search SCDOI Database](#) | [Contact Us](#) SCDOI Online Services

**Login** [SCDOI Connect Login](#)

Account Type:

\*UserId:

\*Password:

\* Required Fields

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

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

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## Example

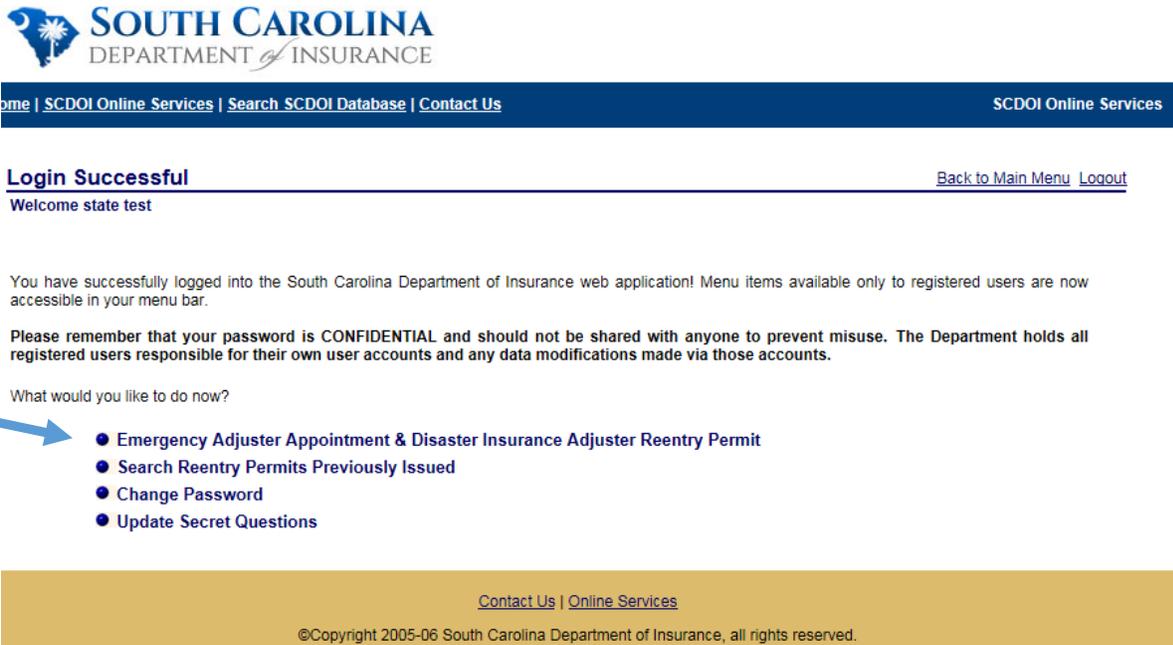
**Login**

Account Type:

\*UserId:  ?

\*Password:  ?

2) Select the option “Emergency Adjuster & Disaster Insurance Adjuster Reentry Permit”



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

Welcome state test

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.

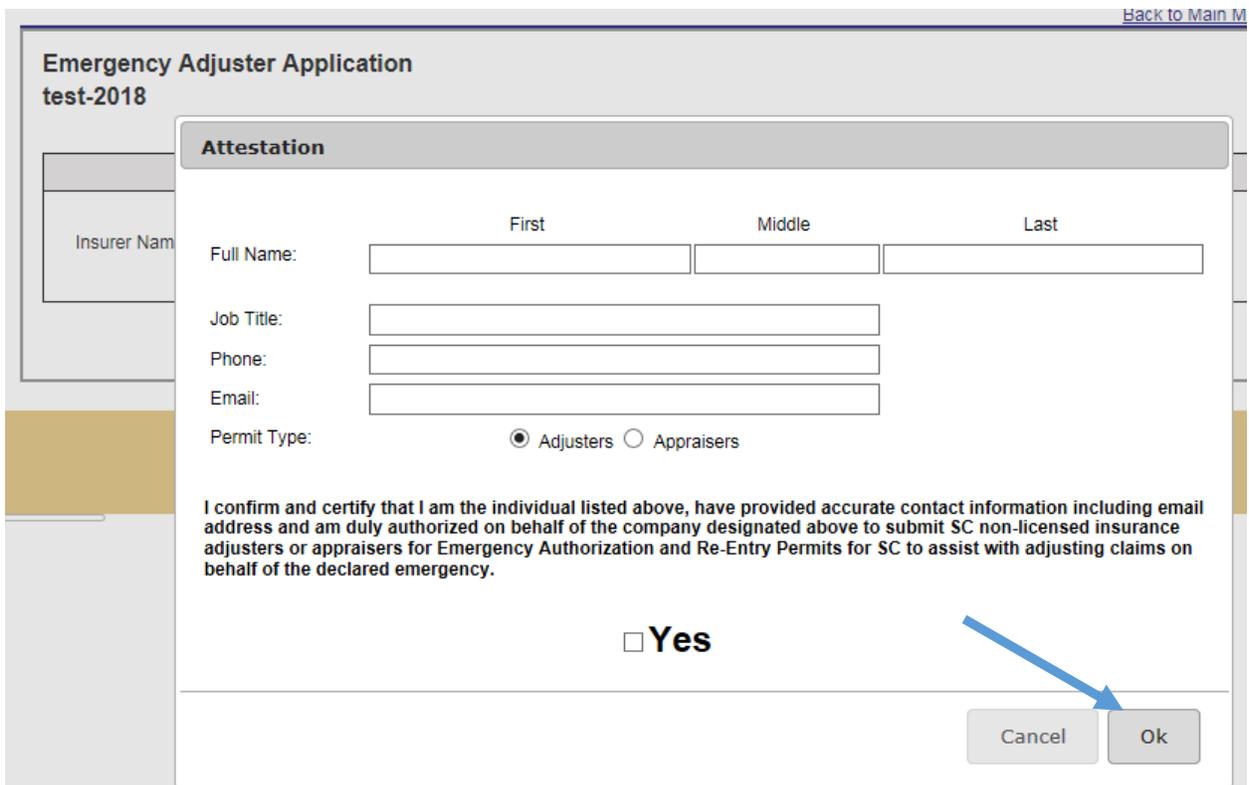
What would you like to do now?

- **Emergency Adjuster Appointment & Disaster Insurance Adjuster Reentry Permit**
- Search Reentry Permits Previously Issued
- Change Password
- Update Secret Questions

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3) Complete the Attestation form and select either Adjusters or Appraisers, as needed – then click “Ok”



[Back to Main M](#)

**Emergency Adjuster Application**  
test-2018

Insurer Name

**Attestation**

Full Name:  First  Middle  Last

Job Title:

Phone:

Email:

Permit Type:  Adjusters  Appraisers

I confirm and certify that I am the individual listed above, have provided accurate contact information including email address and am duly authorized on behalf of the company designated above to submit SC non-licensed insurance adjusters or appraisers for Emergency Authorization and Re-Entry Permits for SC to assist with adjusting claims on behalf of the declared emergency.

**Yes**

**Example**

**Attestation**

Full Name:

Job Title:

Phone:

Email:

Permit Type:  Adjusters  Appraisers

I confirm and certify that I am the individual listed above, have provided accurate contact information including email address and am duly authorized on behalf of the company designated above to submit SC non-licensed insurance adjusters or appraisers for Emergency Authorization and Re-Entry Permits for SC to assist with adjusting claims on behalf of the declared emergency.

**Yes**

- 4) You can either add each adjuster/appraiser individually **or** you can obtain a template and import numerous adjusters/appraisers from an Excel spreadsheet. Your company's name, SC Code and NAIC # will be displayed.

Note – If more than one emergency is declared and “active” at a given time, you will have to select the emergency event for which a permit is desired.

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**Emergency Adjuster Application**  
test-2018

**Insurer**

Insurer Name:  Insurer SC Code:  Insurer NAIC:

**Permits**

[Get Template](#)

Name	Email	Phone	DOB	State	Lic in Res State	License #	Driver Lic #	MEM

**Copy of template** (points to Get Template)  
**Import spreadsheet** (points to Import from spreadsheet)  
**Individual Entry** (points to Add Adjuster)

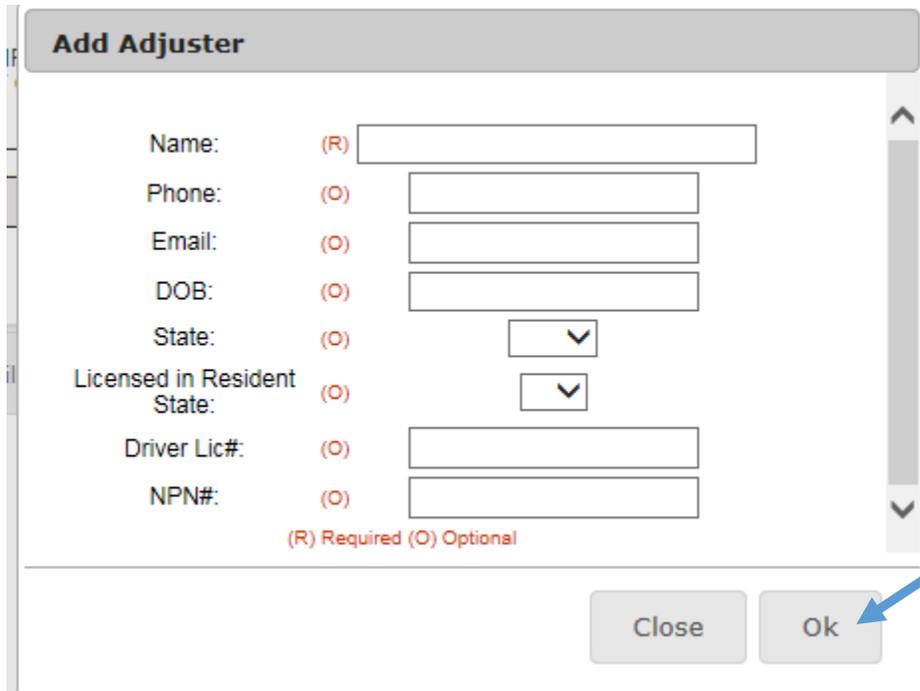
- **Option to Add Adjuster(s) Individually:** Complete all “R” required fields; “O” represents other optional fields and select “Ok”

**Add Adjuster**

Name:	(R)	<input type="text"/>
Phone:	(O)	<input type="text"/>
Email:	(O)	<input type="text"/>
DOB:	(O)	<input type="text"/>
State:	(O)	<input type="text" value="v"/>
Licensed in Resident State:	(O)	<input type="text" value="v"/>
Driver Lic#:	(O)	<input type="text"/>
NPN#:	(O)	<input type="text"/>

(R) Required (O) Optional

Close Ok



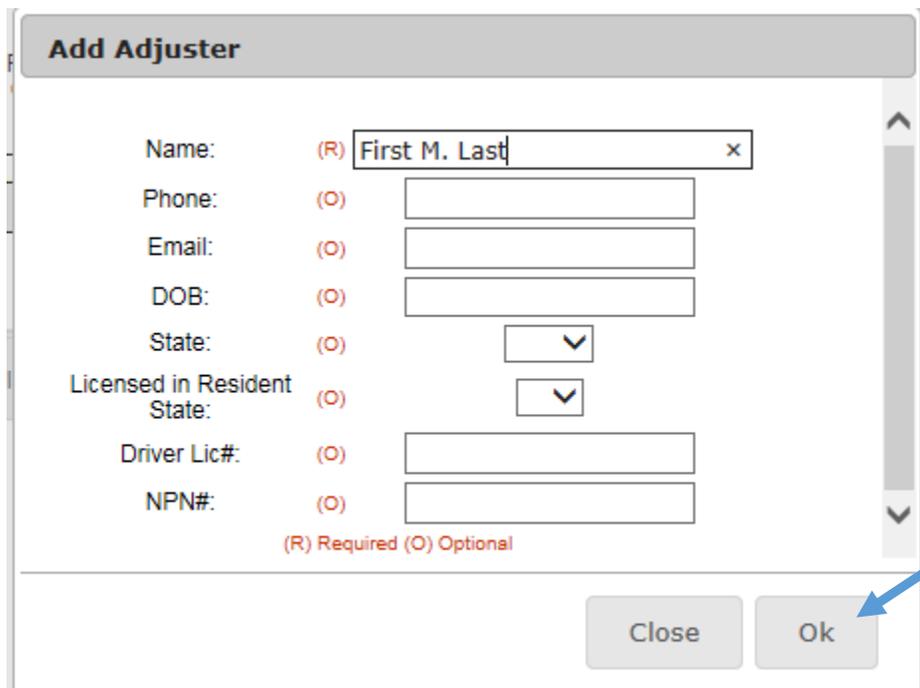
**Example**

**Add Adjuster**

Name:	(R)	<input type="text" value="First M. Last"/>
Phone:	(O)	<input type="text"/>
Email:	(O)	<input type="text"/>
DOB:	(O)	<input type="text"/>
State:	(O)	<input type="text" value="v"/>
Licensed in Resident State:	(O)	<input type="text" value="v"/>
Driver Lic#:	(O)	<input type="text"/>
NPN#:	(O)	<input type="text"/>

(R) Required (O) Optional

Close Ok



❖ Select either *Print and Email Permits* or just *Email Permits*.

Permits

Restart [Get Template](#) Import from spreadsheet Add Adjuster

	Name	Email	Phone	DOB	State	Lic in Res State	License #	Driver Lic #	NPN
✖ ✎	First M. Last								

Items colored red indicate invalid data. Hover over the item to see more information.

Print and Email Permits Email Permits

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Example of permit and email notification:



**South Carolina  
Department of Insurance**

**HENRY MCMASTER**  
Governor

**RAYMOND G. FARMER**  
Director of Insurance

**Disaster Insurance Adjuster Reentry Permit**

The name of the declared emergency will appear here on the permits.

**test-2018**

ID #: EA27121

Date Issued: 07/16/2018  
Date of Expiry: 10/03/2018

If more than one emergency is declared and "active" then you will select the emergency desired.

**First M. Last**

is authorized to adjust losses for

Which is licensed to transact business in the State of South Carolina

Subject to Cancellation, Suspension or  
Revocation per Statutes

Handwritten signature of Raymond G. Farmer in cursive.

Director of Insurance of South Carolina

.....  
(Cut Along This Line)

**Remarks:**

The bearer of this permit must be an adjuster approved by the South Carolina Department of Insurance in accordance with the laws of the State of South Carolina. A company photo ID and proof of South Carolina adjuster authorization must be available for review at all times.

For additional verification, please contact: SC Department of Insurance, Agent Licensing Services. 803-737-6095 or e-mail [agntmail@doi.sc.gov](mailto:agntmail@doi.sc.gov)

## Notification

An email message has been sent to agentslicensing@doi.sc.gov  
Please allow up to 10 minutes for delivery.

Close

**From:** SCDOI Agents Licensure Mailbox  
**Sent:** Tuesday, July 17, 2018 6:57 AM  
**To:** Tommy Watson  
**Subject:** SC Non-Licensed Emergency Adjusters Authorization & Re-Entry Permits Confirmatio  
**Attachments:** 100372-20180717065647-SCDOI-Emergency-Adjusters-ReEntry-Permits.pdf

Dear First Middle Last,  
Director of Disaster Recovery

(000) 000-0000

Confirmation: 2018-883

Expiration: 10/03/2018

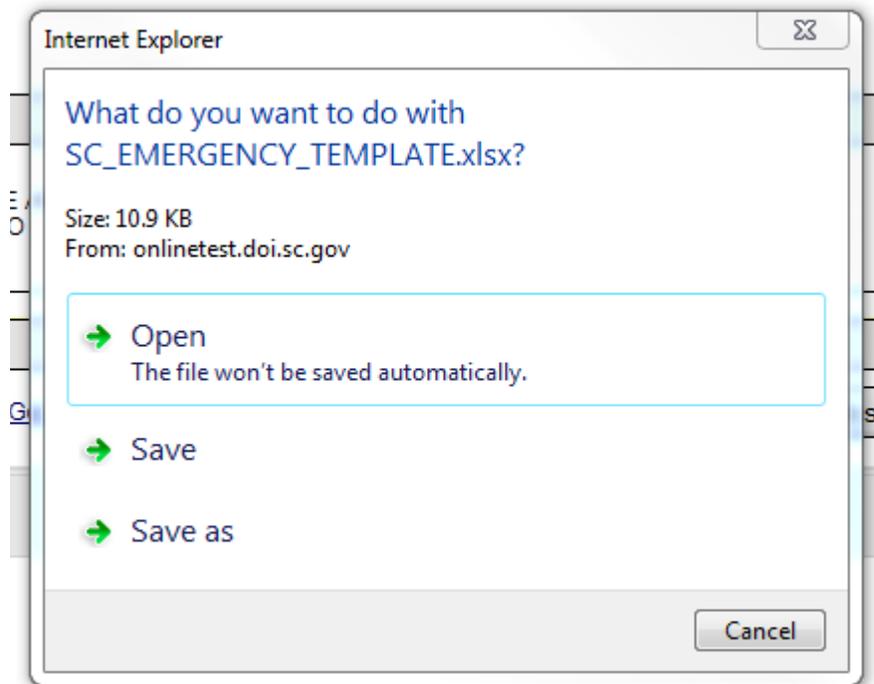
*Per your request and certification, 1 SC non-licensed insurance adjusters have been granted (attached) Emergency Authorization & Re-Entry Permits for SC to assist with adjusting claims on behalf of the declared emergency, bulletin .*

*We thank you for your assistance!*

**SC DOI** <http://doi.sc.gov/>

**Attachments:** 100372-20180717065647-SCDOI-Emergency-Adjusters-ReEntry-Permits.pdf

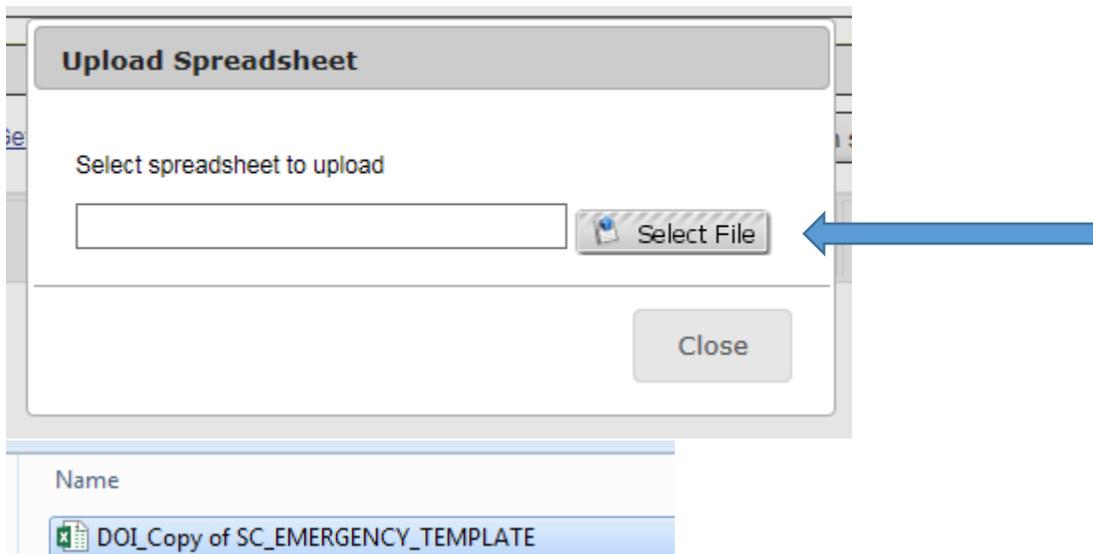
➤ **Option to import groups of adjusters from spreadsheet (SC\_Emergency\_Template.XLSX):**



❖ **Starting with row #2, enter at least the name (required field) and save file**

	A	B	C	D	E	F	G	H	I
1	Name	Email address	Phone Number	DOB	State of Residence	Licensed in resident state as an adjuster	License #	DL #	NPN# (If you are Licensed in South Carolina)
2	Second M. Name								
3									

❖ **Select file from saved location**



❖ Select either *Print and Email Permits* or just *Email Permits*.

Permits									
Restart		<a href="#">Get Template</a>				Import from spreadsheet		Add Adjuster	
	Name	Email	Phone	DOB	State	Lic in Res State	License #	Driver Lic #	NPN
	 Second M. Name			01/01/2001					

Items colored red indicate invalid data. Hover over the item to see more information.



Print and Email Permits    Email Permits



**South Carolina  
Department of Insurance**

**HENRY MCMASTER**  
Governor

**RAYMOND G. FARMER**  
Director of Insurance

**Disaster Insurance Adjuster Reentry Permit**  
**test-2018**

ID #: EA27122

Date Issued: 07/16/2018  
Date of Expiry: 10/03/2018

**Second M. Name**

is authorized to adjust losses for



Which is licensed to transact business in the State of South Carolina

Subject to Cancellation, Suspension or  
Revocation per Statutes

Handwritten signature of Raymond G. Farmer.

Director of Insurance of South Carolina

.....  
(Cut Along This Line)

**Remarks:**

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