Step by Step Instructions for Issuing Emergency Permits

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

Example

Login

Account Type: Company

*Userid: test_state

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

3) Complete the Attestation form and select either Adjusters or Appraisers, as needed – then click “Ok”
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.
**Option to Add Adjuster(s) Individually**: Complete all “R” required fields; “O” represents other optional fields and select “Ok”

**Example**

![Add Adjuster](image)

**Add Adjuster**

- **Name**: (R) [First M. Last]
- **Phone**: (O)
- **Email**: (O)
- **DOB**: (O)
- **State**: (O)
- **Licensed in Resident State**: (O)
- **Driver Lic#**: (O)
- **NPN#**: (O)

(R) Required (O) Optional

![Example](image)
Select either *Print and Email Permits* or just *Email Permits*.
Example of permit and email notification:

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

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

Disaster Insurance Adjuster Reentry Permit

test-2018

ID #: EA27121

Date Issued: 07/18/2018
Date of Expiry: 10/03/2018

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: 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
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/](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):

- Select file from saved location

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

Select file from saved location

Select spreadsheet to upload
Select either **Print and Email Permits** or just **Email Permits**.
South Carolina
Department of Insurance

Disaster Insurance Adjuster Reentry Permit

test-2018

ID #: FA27122
Date Issued: 07/16/2018
Date of Expiry: 10/03/2018

Second M. Name

is authorized to adjust losses for

[Redacted]

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

Subject to Cancellation, Suspension or
Revocation per Statutes

Raymond G. Farmer
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.

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