



State of South Carolina

Office of the Secretary of State

The Honorable Mark Hammond

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Division of Public Charities
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Creating Your Online Account— User Names

If you are an organization that has been registered with our division, the email you have provided us for the contact person will be the email where instructions will be sent for resetting the password.

- If you are unsure of the email address on file or would like the address updated, please email the Division of Public Charities at charities@sos.sc.gov and use the name of the organization as the subject. You may request that we provide you with the email address on file with our office or request we update the email address.

Existing Users— Online Account and Password Setup

The user name for an organization is the private ID assigned when the organization first registered with our office. This can be found on the renewal letter sent to the organization.

- The user name for a charity registration begins with a C.
- The user name for a fundraiser company, counsel or CCV registration begins with an F.
- The user name for a raffle registration begins with an R.
- If you cannot locate your private ID, please email the Charities Division at charities@sos.sc.gov and use the name of the organization as the subject for the email.
- In the message please request assistance with obtaining your username or creating an online account. Our office will respond to all emails received prior to 4:30pm EST the same business day.

Organizations that are suspended with the Charities Division or have not registered with our office since January 1, 2017 will need to contact the Charities Division for assistance obtaining a password.

- Please email the Charities Division at charities@sos.sc.gov and use the name of the organization as the subject for the email.
- In the message please request assistance with obtaining your username or creating an online account. Our office will respond to all emails within 24 business hours or less during non-peak filing seasons.
- If your organization has been registered with our office at any time or if you have received a Notice of Violation, you should select the [Existing User Login].

To access the South Carolina Division of Public Charities online filing application please follow this link to [File Online](#).

Please read the information provided on the screen regarding the online filing application and use the link at the bottom of the page to take you to the welcome screen below.

You should select the [Existing User Login] button under the appropriate link if you have been registered with the Charities Division.

Welcome to the Charities Online Site.

| Charity | Fundraiser | Raffle |
|--|--|--|
| <input type="button" value="First Time Registration"/> ? | <input type="button" value="First Time Registration"/> ? | <input type="button" value="First Time Registration"/> ? |
| <input type="button" value="Existing User Login"/> ? | <input type="button" value="Existing User Login"/> ? | <input type="button" value="Existing User Login"/> ? |

On the Public Charities Login screen use the “Forgot your password? [Click here to reset it](#)” link at the bottom of the screen.

Public Charities Login

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Forgot your password? [Click here to reset it.](#)

The email address on file with our office for the contact person will receive an email with a link to create a password.

SC Secretary of State

Password Reset for Single Signon

To reset your password click on or goto the link below. You will be given the option to set a new password. This link must be used within 30 minutes or it will expire. If you have second factor authentication enabled, you will be required to provide your second factor password.

<http://securitytest.scsos.local/SSO5/ResetPassword.aspx?>

Passwords must be at least 8 characters long and include at least 1 upper case letter, 1 lower case letter and 1 number. Passwords may not be reused.

Reset your account password. Enter your new password below, if you have second factor authentication enabled, you will also need to enter your verification code.

* New Password

* Confirm Password:

Reset Password Cancel

Once your password is reset you will be asked to login with your user name (private ID) and new password. You will then be taken into the organization’s Home screen where you can renew the registration, file financial reports and extensions, update account information and pay fines.

Home

ID: C4939625
Name:
Account: [Update Account](#) | [Logout](#)

| Charity Registration | Financial Reports | Violations |
|--|--|---------------------------|
| Renew Update Contact Update Physical Address Update Officers/Board Members Upload Document Add DBA Change Name | File Financial Report or Extension | Pay Fines |

First Time Users— With Violation Letter

The user name for an organization registering as a result of a Notice of Violation is the private ID found on the violation letter.

- The user name for a charity registration begins with a C.
- The user name for a fundraiser company, counsel or CCV registration begins with an F.
- The user name for a raffle registration begins with an R.
- To file online please email the Charities Division at charities@sos.sc.gov and use the name of the organization and private ID as the subject for the email.

- In the message please provide the organization’s FEIN and request assistance with creating an online account. Our office will respond to all emails received prior to 4:30pm EST the same business day.
- The email will provide you with all the instructions needed to complete your online account and password setup along with information needed to resolve the violation.

First Time Users— Online Account and Password Setup

To access the South Carolina Public Charities online filing applications please use this link to [File Online](#).

Please read the information provided on the screen regarding the online filing application and use the link at the bottom of the page to take you to the welcome screen below.

The screenshot shows a web interface with the following structure:

| Charity | Fundraiser | Raffle |
|--|--|--|
| <input type="button" value="First Time Registration"/> ? | <input type="button" value="First Time Registration"/> ? | <input type="button" value="First Time Registration"/> ? |
| <input type="button" value="Existing User Login"/> ? | <input type="button" value="Existing User Login"/> ? | <input type="button" value="Existing User Login"/> ? |

You should select the [**First Time Registration**] button under the appropriate link if you have never been registered with the Charities Division.

You should use the [**Existing User Login**] button under the appropriate link if you began a first time registration but have not completed the registration.

Follow the instructions on the screen until you come to the **Create Account** screen.

The email you provide in the account screen will be the email our office will use for all requests to reset the password.

The email address and password may be changed at any time while you are logged into your account using the [Update Account](#) link on your Home screen.

Passwords must be at least 8 characters long and include at least 1 upper case letter, 1 lower case letter and 1 number. Passwords may not be reused.

The screenshot shows a web interface with the following structure:

Create Account

* Email Address

You will log into the online filing system using the login id shown below and a password you create.

Login ID: C81671006

* Create Password:

* Confirm Password:

From your Home screen you may use the [**Resume/Renew**] button to complete the registration.

Home

Charity

[Resume/Renew](#)

ID: C81671006

Name: New Charity

Account: [Update Account](#) [Logout](#)

Financial Reports **Violations**

[File Financial Report or Extension](#) [Pay Fines](#)