South Carolina Secretary of State

Online Filing Guide for Charities and Professional Fundraisers

April 2010

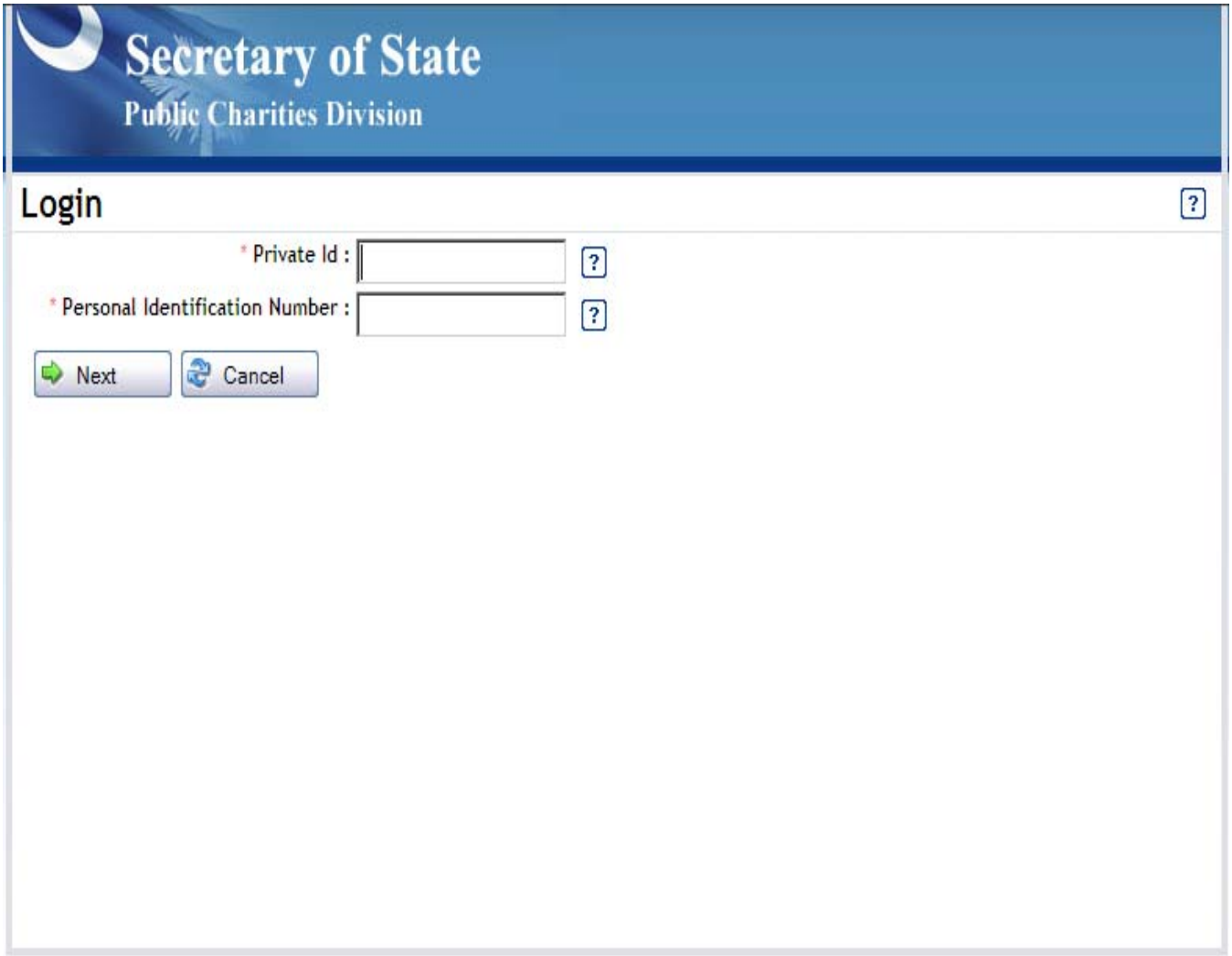
1205 Pendleton Street, Suite 525
Columbia, South Carolina 29201
www.sos.sc.gov

Charitable Organizations

Registration

Resume/Register/Renew
If you have registered with the Secretary of State's Office in the past, you will need to click on the "Resume/Register/Renew" button.

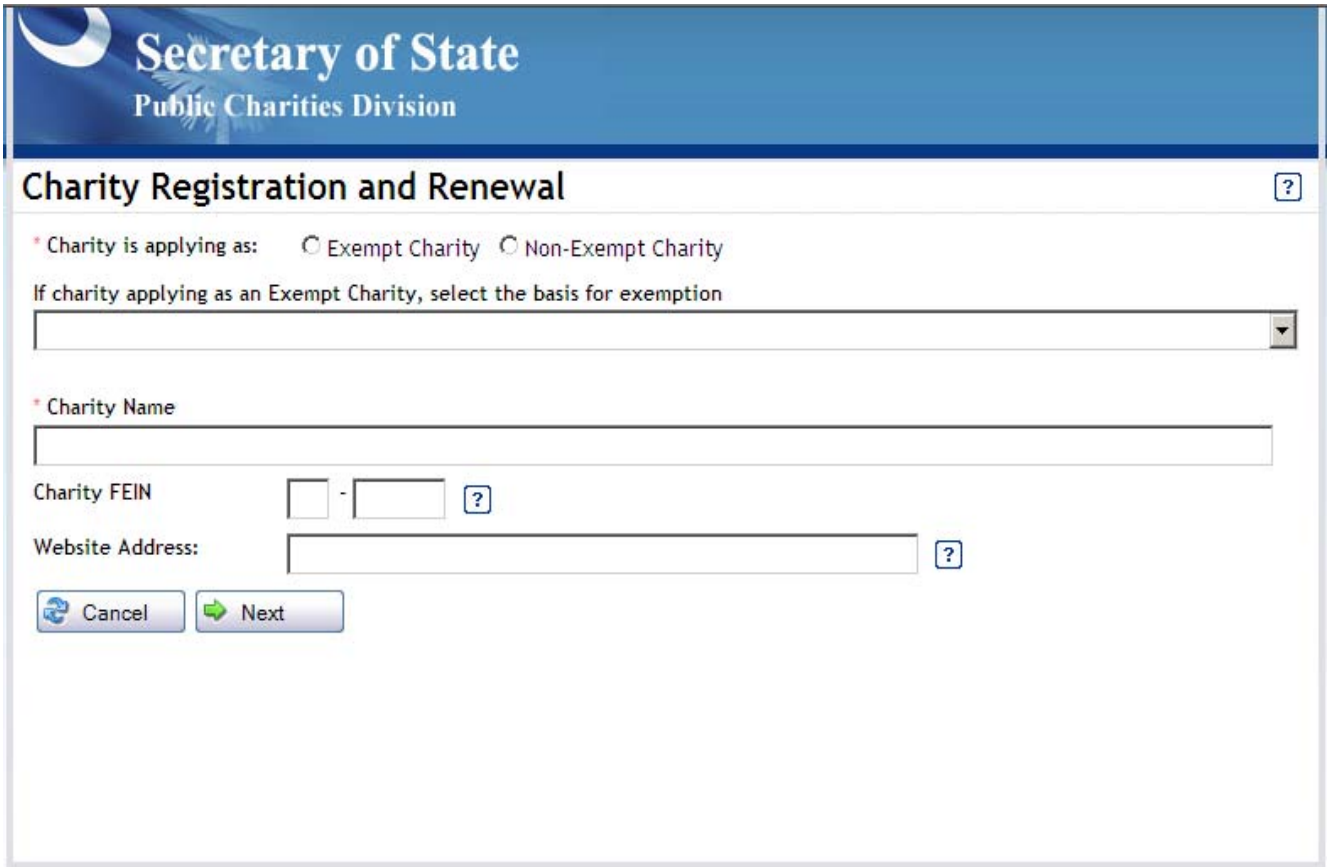
First Time Registration
If you have never registered with the South Carolina Secretary of State's Office, you will need to click on the "First Time Registration" button.



If you click on the "Resume/Register/Renew" button, you will have to enter your Private ID and Registration PIN. The annual registration reminder letter that was mailed six weeks prior to the registration date lists the Private ID (Charity ID) and Registration PIN (upper right-hand corner). Please enter the ID number exactly as it is shown on the letter. That means the "C" that is found in front of the ID number must be entered along with the numbers. The PIN is case sensitive. It should be entered exactly as shown on the letter.

Please note: The Charity Private ID never changes; however PINs will change on an annual basis. A unique PIN is issued for each registration or report which you must file with this office. The PIN will always be included on the reminder letter that is sent to you before the filing is due. Your Charity Private ID is for online filing only. Do not share it with unauthorized persons.

When you have entered your Private ID and PIN, click the "Next" button. If you do not have your ID and PIN, please contact the Charities Division at (803) 734-1790.



Exempt or Non-Exempt Charity
An exempt charity means one that is exempt from the registration requirements of the S.C. Solicitation of Charitable Funds Act. In order to be considered exempt from registration, the charity must fall under one of the statutory exemptions listed in Section 33-56-50. An exempt charity is required to submit the Application for Exemption (no fee) on an annual basis. A non-exempt charity must submit a registration statement, $50 registration fee, and an annual financial report. To read the law concerning exempt and non-exempt charities, please click on the following link http://www.scstatehouse.gov/code/t33c056.htm.
Note: To be exempt from registration does not mean the charity is exempt from taxes. To obtain tax exempt status, the charity must apply to the IRS. For more information, visit www.irs.gov.

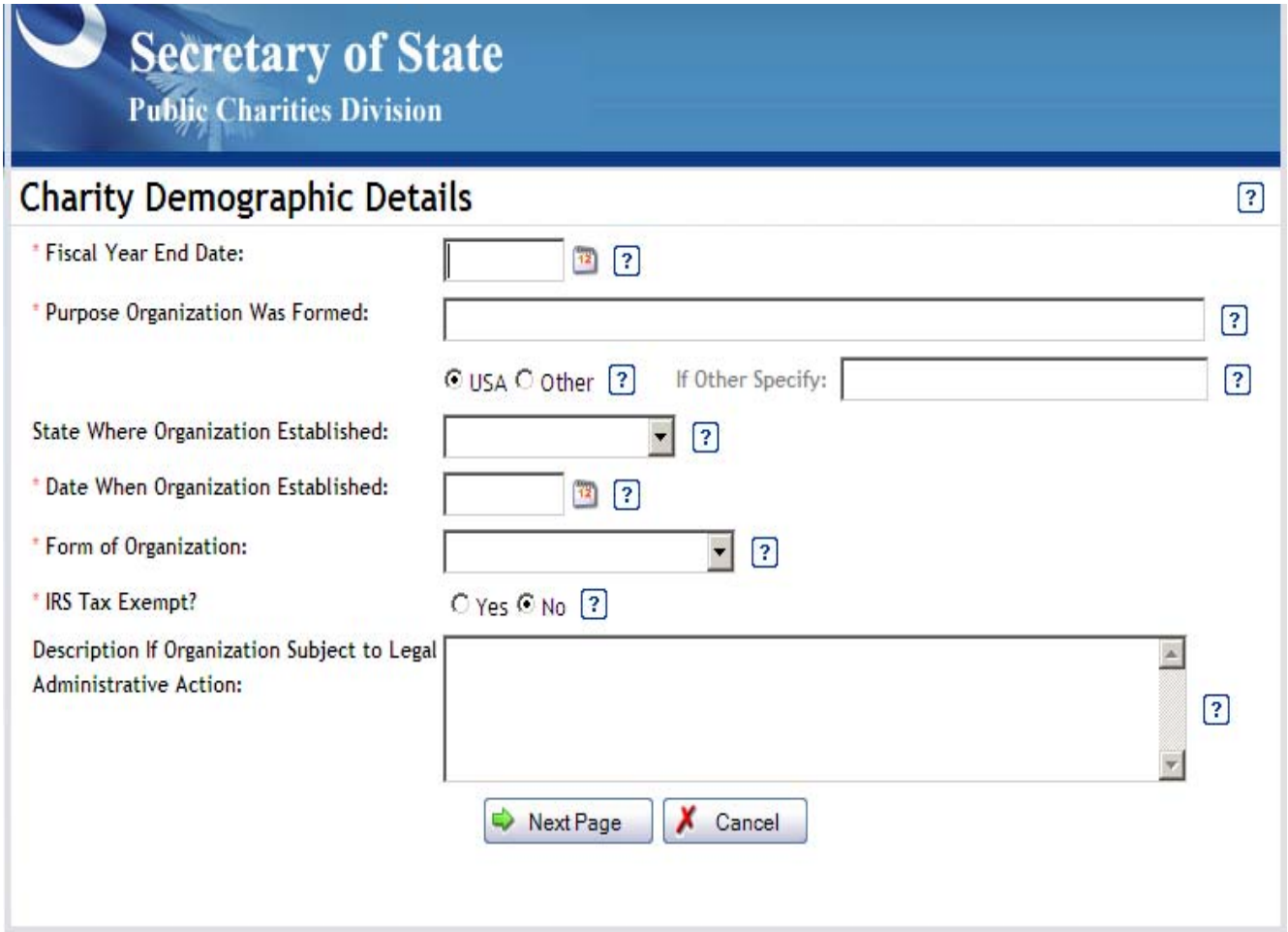
Basis for Exemption
A charity claiming to be exempt from the registration requirements of the S.C. Solicitation of Charitable Funds Act must choose the basis for the exemption. The drop down box will offer 7 different exemption options. Please choose the exemption that you believe the organization falls under.

Charity FEIN (Federal Employer's Identification Number)
All non-exempt charities are required to enter a FEIN. If you do not have a FEIN, you must contact the Internal Revenue Service. Exempt charities are not required to have a FEIN. Each charity must enter a unique FEIN. If you enter an FEIN and the system responds that another organization holds that number, please contact our office.

Website Address
If the charity has a Website address, please enter it in this space.

When you have finished entering information on this page, click the "Next" button.

To complete the filing process, you will need to click on each of the headings and submit the required information. As you complete each section, a green check mark will appear beside the heading.



Fiscal Year End Date
This is the end date of the charity's *current* fiscal year. Please note that the charity chooses its fiscal year end (FYE). It must be the last day of a month. The most common FYE is December 31.
If a charity changes its FYE, it will need to renew within 4 ½ months after its new FYE. Non-exempt charities will also need to file a short-year financial report. That report must run from the day after its last fiscal year to its new fiscal year end.

Purpose Organization Was Formed
Enter a brief description of the purpose for which the charitable organization was formed.

USA/Other
If the charity was established in the United States, click on "USA." If the charity was established in another country, click on "Other."

If Other Specify
If the charity was established in a country other than the US, please enter the name of the country.

State Where Organization Established
From the drop down box, select the state that the charity was first organized in. If the organization is incorporated as a nonprofit corporation, this will be the state in which the articles of incorporation were filed.

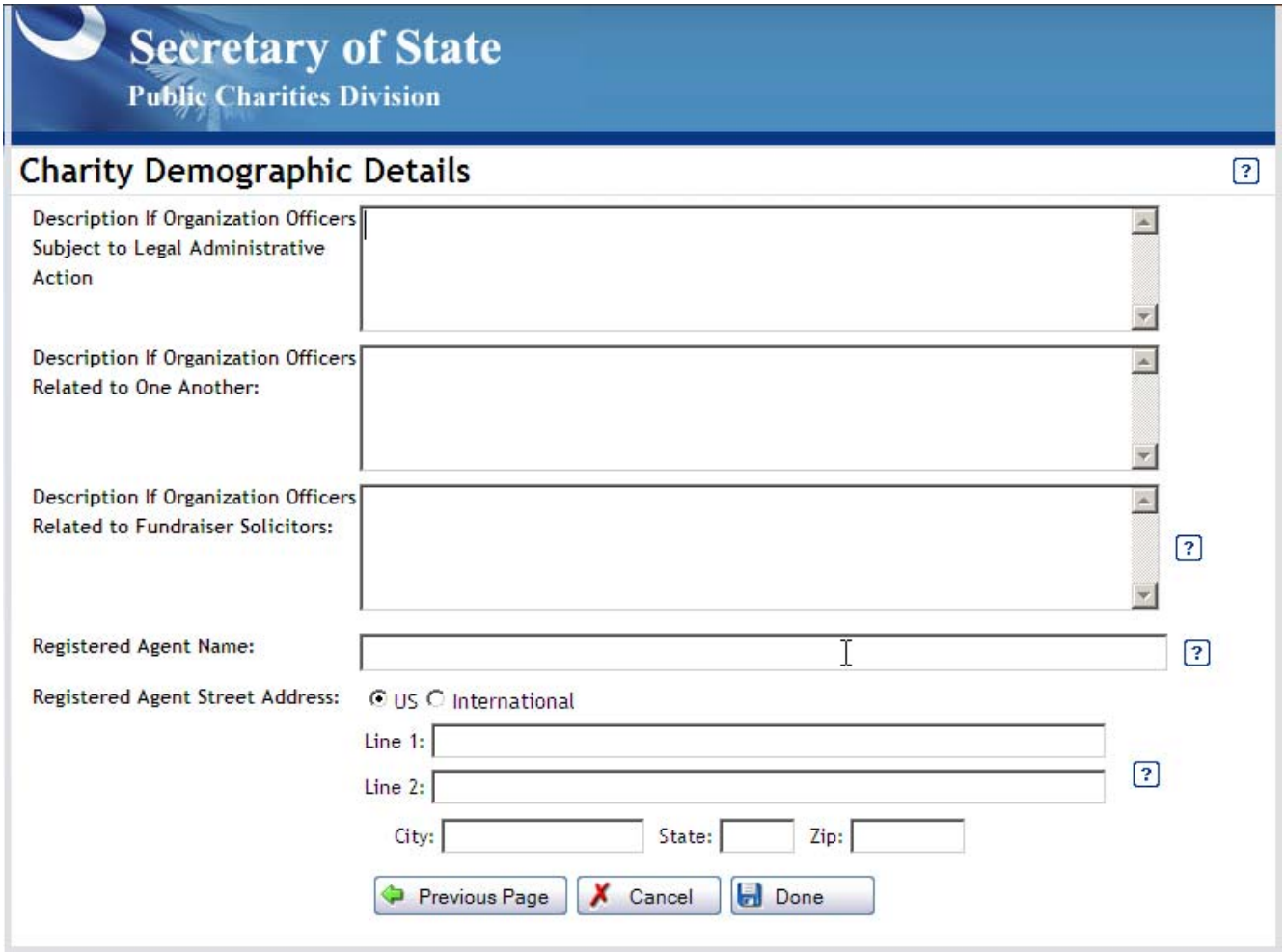
Date When Organization Established
Enter the date that the charity was established. If the organization was formed as a Nonprofit Corporation, Limited Liability Company, Limited Partnership or Limited Liability Partnership, enter the date the original organizing documents were filed with the state. For such organizations established in South Carolina, you can look up this date by clicking on Search Corporations at www.scsos.com. If your charity is an unincorporated entity, enter the date of its organizational meeting.

Form of Organization
Select the type of organization of the charity from the drop down box. An association is an unincorporated group. This means that the entity has not filed any organizational documents with the state to become a corporation or Limited Liability Company. Corporate means an entity that has filed Articles of Incorporation with the state in which it was formed. A Limited Liability Company is an organization that has filed Articles of Organization with the state in which it was formed. A trust is a property interest held by a trustee for the benefit of a charity or charitable purpose.

IRS Tax Exempt
Click "no" if your organization has not received a letter from the IRS recognizing your tax exempt status. Click "yes" if your organization has received a letter from the IRS recognizing your tax exempt (501(c)) status. If you click on "yes," you will be required to upload the IRS determination letter before completing this filing. The letter must be in pdf or tif format. If you need a copy of your IRS letter, call the IRS at 877-829-5500. If you need further information on tax exempt status, please visit the IRS Website at www.irs.gov

Description if Organization Subject to Legal Administrative Action
If the charity is or has been the subject of a legal or administrative action concerning a charitable solicitation, fundraising campaign, or campaign with a commercial co-venturer by another local, state, or federal governmental authority including, but not limited to, registration or license revocation or denial, fines, injunctions, or suspensions, you must include an explanation of all actions.

When you have finished entering information on this page, click the "Next Page" button.



Description if Organization Officers Subject to Legal Administrative Action
If any of the charity's officers, directors, trustees, or board members have been the subject of a legal or administrative action concerning a charitable solicitation, fundraising campaign, or campaign with a commercial co-venturer by another local, state, or federal governmental authority including, but not limited to, registration or license revocation or denial, fines, injunctions, or suspensions, you must include an explanation of all actions.

Description if Organization Officers Related to One Another
If any of the charitable organization's officers, directors, trustees, or board members are related to one another by blood, marriage, or adoption, you must disclose the relationship.

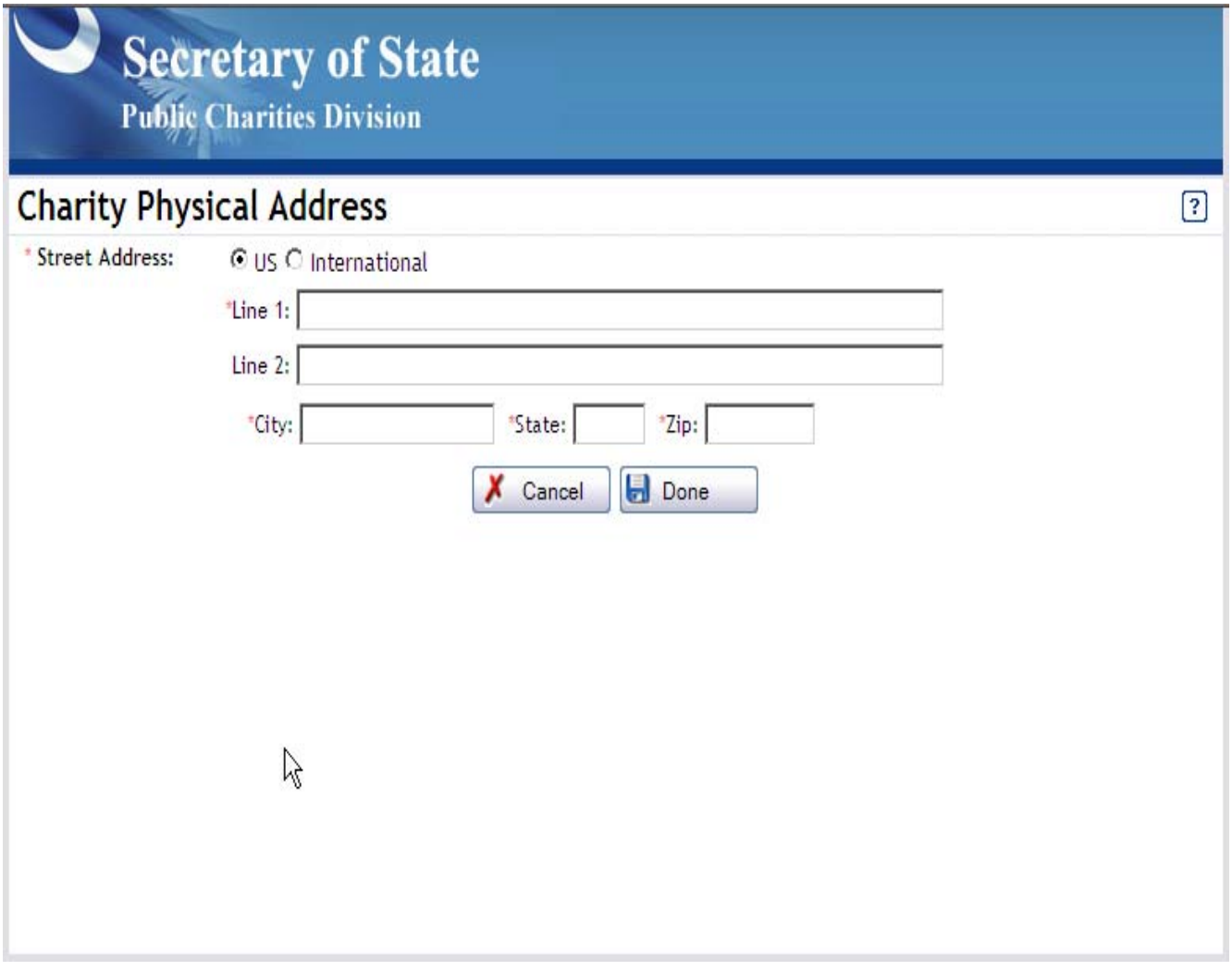
Description if Organization Officers Related to Fundraiser Solicitors
If any of the charitable organization's officers, directors, trustees, or board members are related to a director or an officer of a professional fundraising counsel or professional solicitor under contract with the charitable organization by blood, marriage, or adoption, you must disclose the relationship.

Registered Agent
Enter the name of the charity's registered agent. The registered agent is the party authorized to accept service of process or other legal documents on behalf of the charitable organization. Corporations, Limited Liability Companies, Limited Partnerships and Limited Liability Partnerships are required to have a registered agent. Sole Proprietorships and General Partnerships are not required to have a

registered agent. You can look up the registered agent and registered address for a charity incorporated or organized in South Carolina, or a foreign charity that has a Certificate of Authority in the state of South Carolina by clicking on the “Search Corporations” button on our Website. Charitable organizations that are organized in a state other than South Carolina may use the South Carolina Secretary of State's Office as the registered agent. The South Carolina Secretary of State does not act as the registered agent for domestic charitable organizations.

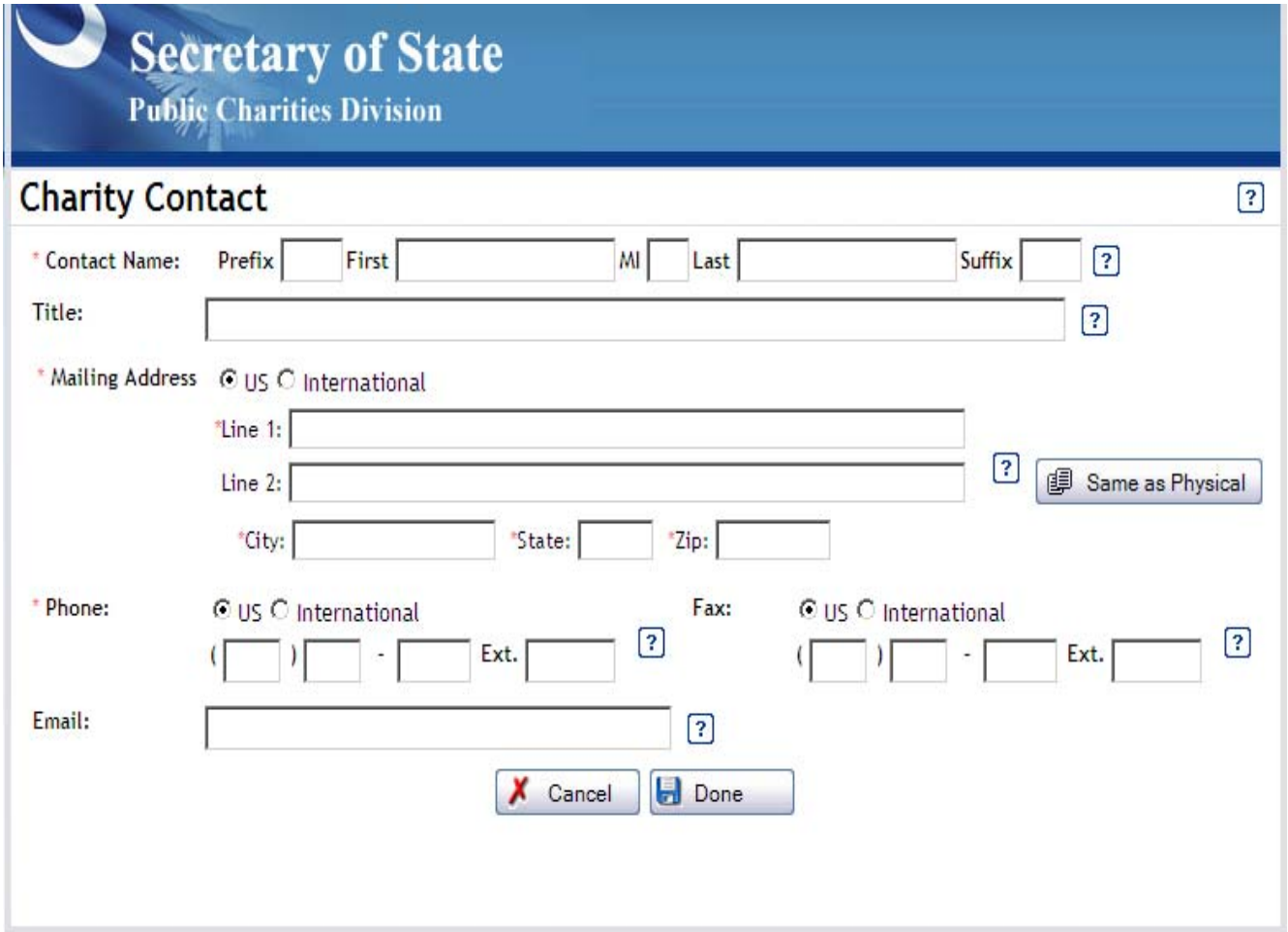
Registered Agent Street Address
The registered agent's address must be a street address. Post office box addresses will not be accepted.

When you have finished entering information on this page, click the “Done” button.



Charity Physical Address
Enter the address where the charity is physically located. If the charity does not have a permanent, physical location, enter the mailing address of the charity.

When you have finished entering information on this page, click the "Done" button.



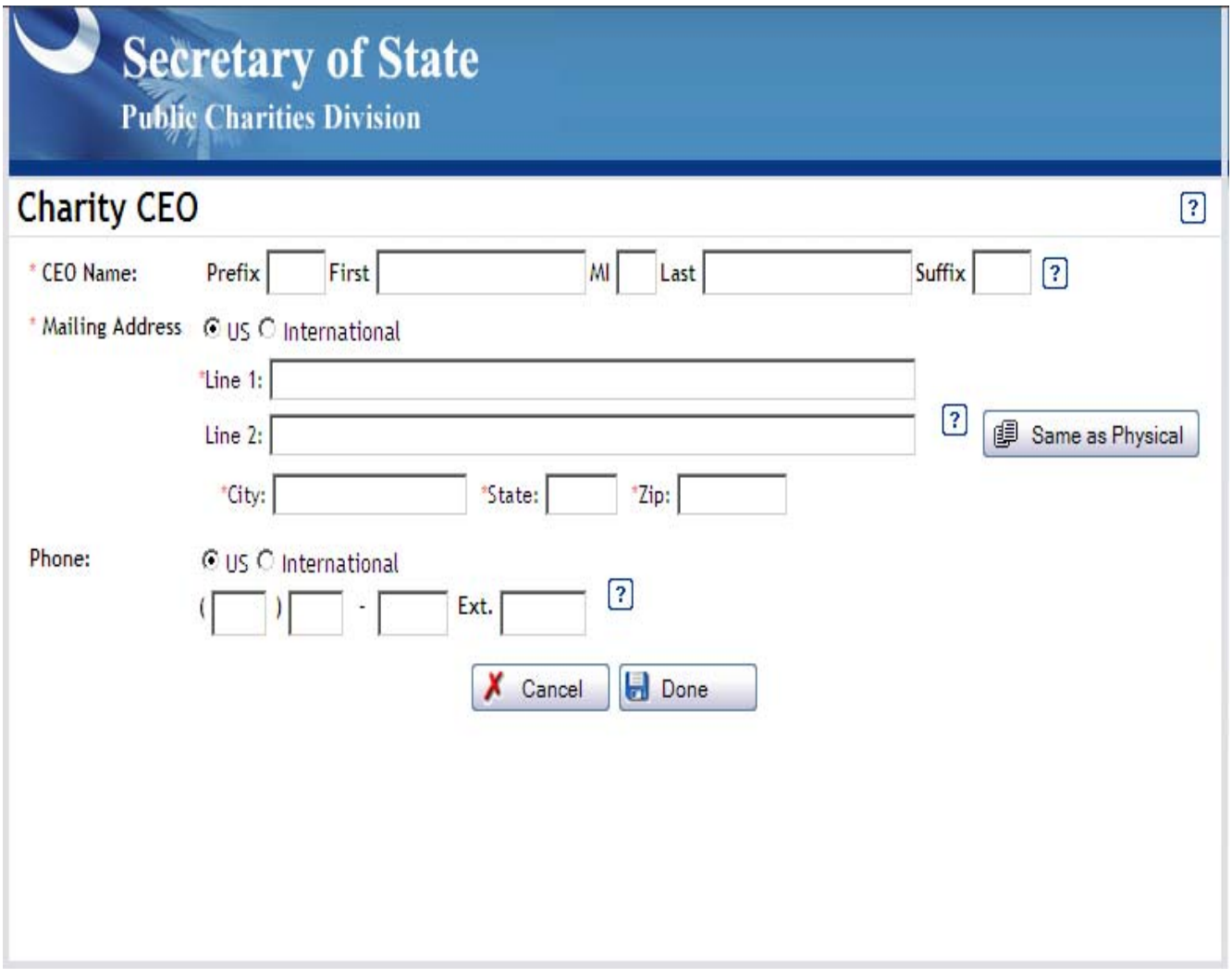
Contact Name
Enter the name of the contact person for the charitable organization. This should be the person who will submit all required forms to our office. All reminders and notifications from the Charities Division will be sent to the contact person. You may designate an attorney, accountant, paralegal or any other person to be your contact person.

Mailing Address
You are also required to enter the mailing address for that contact person. If you wish to use the physical address of the organization as the mailing address for the contact person, please click on the "Same as Physical" button.

Phone
The contact person's daytime phone number is required.

Email
Enter the email address of the contact person. This field is not required, but if you do include the email address, all correspondence from our office will be emailed to the contact person. If the email address is not included, our office will send all correspondence by regular mail to the contact person.

When you have finished entering information on this page, click the "Done" button.

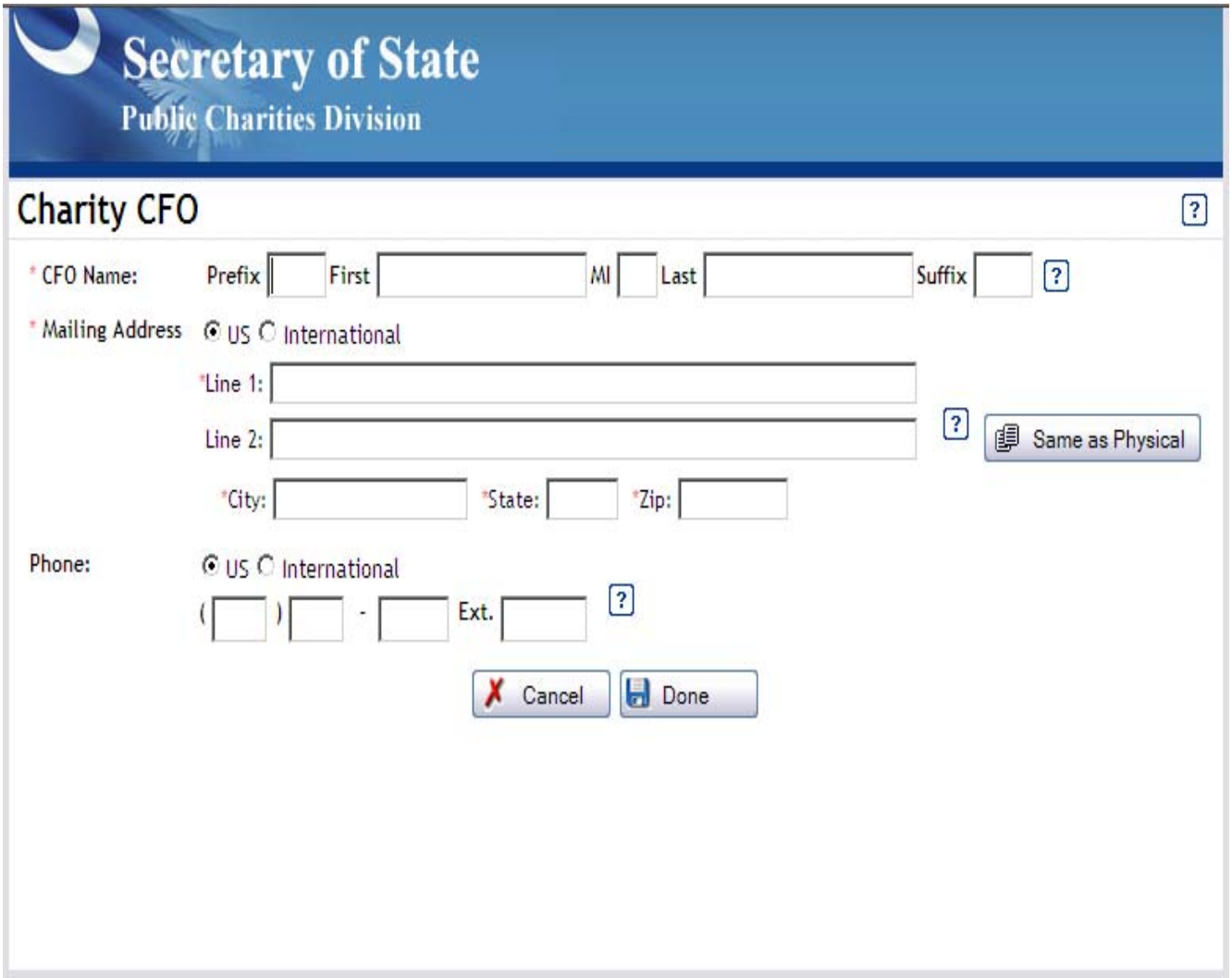


CEO Name
The CEO of the charity is its Chief Executive Officer. If your organization has a president, he or she is probably considered your CEO. Enter the full name of the CEO.

Mailing Address
Enter the address of the CEO of the charity. If you wish to use the physical address of the organization as the mailing address for the CEO, please click on the "Same as Physical" button.

Phone
The phone number of the CEO is optional.

When you have finished entering information on this page, click the "Done" button.



CFO Name
The CFO of the charity is its Chief Financial Officer. If your organization has a treasurer, he or she is probably considered your CFO. The same person may serve as CEO and CFO. Enter the full name of the CFO.

Mailing Address
If you wish to use the physical address of the organization as the mailing address for the CFO, please click on the "Same as Physical" button.

Phone
The phone number of the CFO is optional.

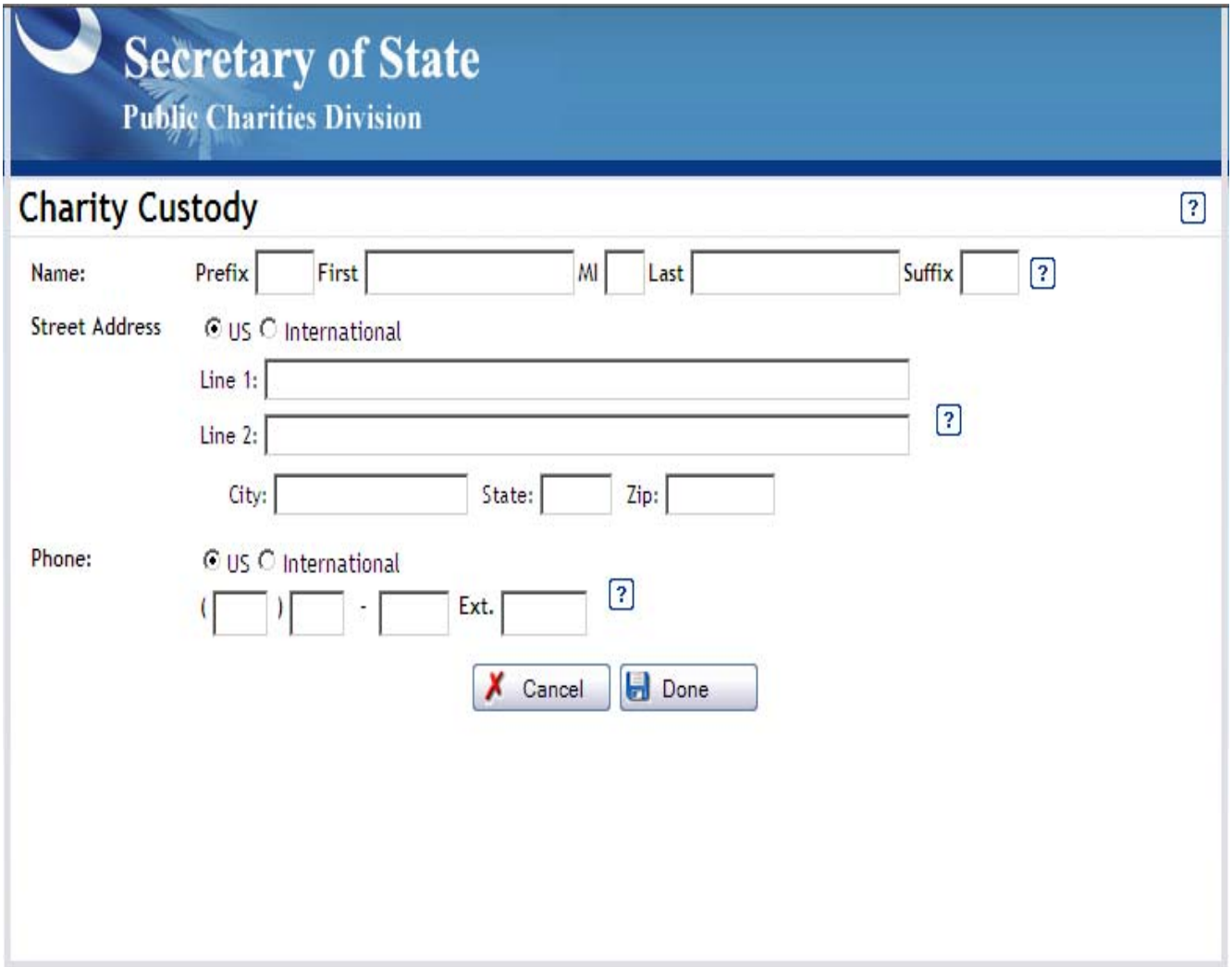
When you have finished entering information on this page, click the "Done" button.

Organization Category
You must choose at least one Organization Category. For Organization Category, choose the NTEE Code that best corresponds to the purpose of the charitable organization. NTEE (National Taxonomy of Exempt Entities) Codes were developed by the National Center for Charitable Statistics to classify nonprofit organizations. For more information about NTEE Codes, click on www.nccs.urban.org.

Organization Solicited Contribution Purpose
You must choose at least one Organization Solicited Contribution Purpose. For Organization Solicited Contribution Purpose, choose the NTEE Code that best classifies the purpose for which the solicited contributions will be used. NTEE (National Taxonomy of Exempt Entities) Codes were developed by the National Center for Charitable Statistics to classify nonprofit organizations. Click on www.nccs.urban.org for more information.

When you have chosen at least one Organization Category and one Organization Solicited Contribution Purpose, the button "Done" will appear at the bottom of the page. When you have finished, click "Done".

Charity Offices in South Carolina (Non-Exempt Charities ONLY)
If the charity has no office in South Carolina, simply click "Done." If the charity has multiple offices located in South Carolina, please enter each of those addresses, then click "Done." If all business of the organization is conducted from the home of an officer, it does not have an office. In that case, just click "Done."



Charity Custody (Non-Exempt Charities ONLY)
Enter the name and address of the person who has custody of the charity's financial records. This would likely be your treasurer or CFO. However, it might be an accountant or bookkeeper.

When you have finished entering information on this page, click the "Done" button.

Charity Board Members (Non-Exempt Charities ONLY)
Click on "+ Add" to enter the names of all Board Members. If none, simply click "Done." If you have a pdf or tif list of the board members, you may simply click "Done" and upload the document under Scanned Documents.

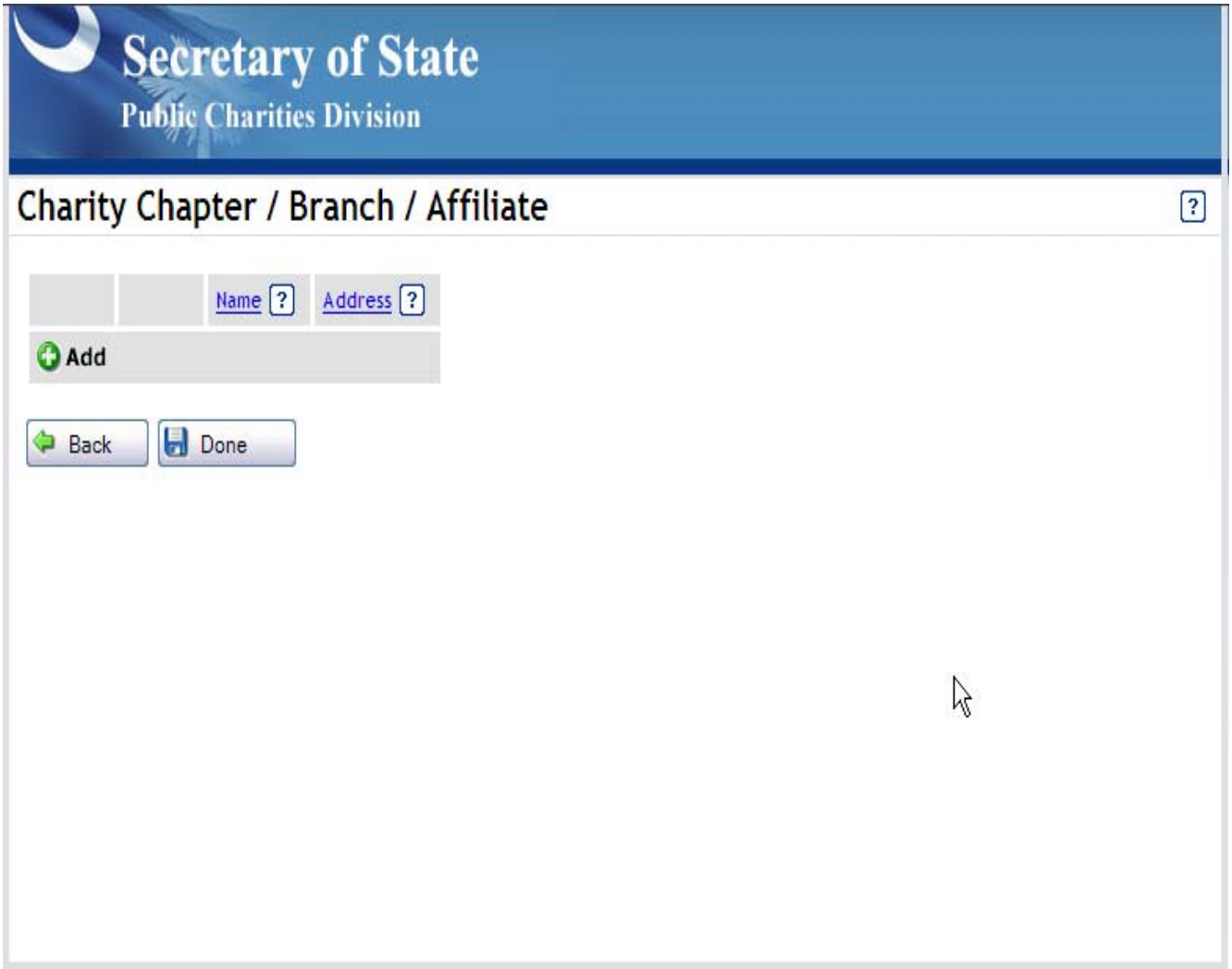
Name
Enter the name of each of the board members.

Title
Enter the title of each of the board members.

Address
Enter the address of each of the board members. You may enter the organization's address for each of the board members.

Phone
Enter the phone number of each of the board members. You may enter the organization's phone number for each of the board members. This field is optional.

When you have finished entering information on this page, click the "Done" button.



Charity Chapter/Branch/Affiliate (Non-Exempt Charities ONLY)
If the charity has any other chapters, branches, or affiliates located in South Carolina, please enter the names and addresses here. Click on "+ Add" to enter each of the locations. If you have none, simply click "Done."

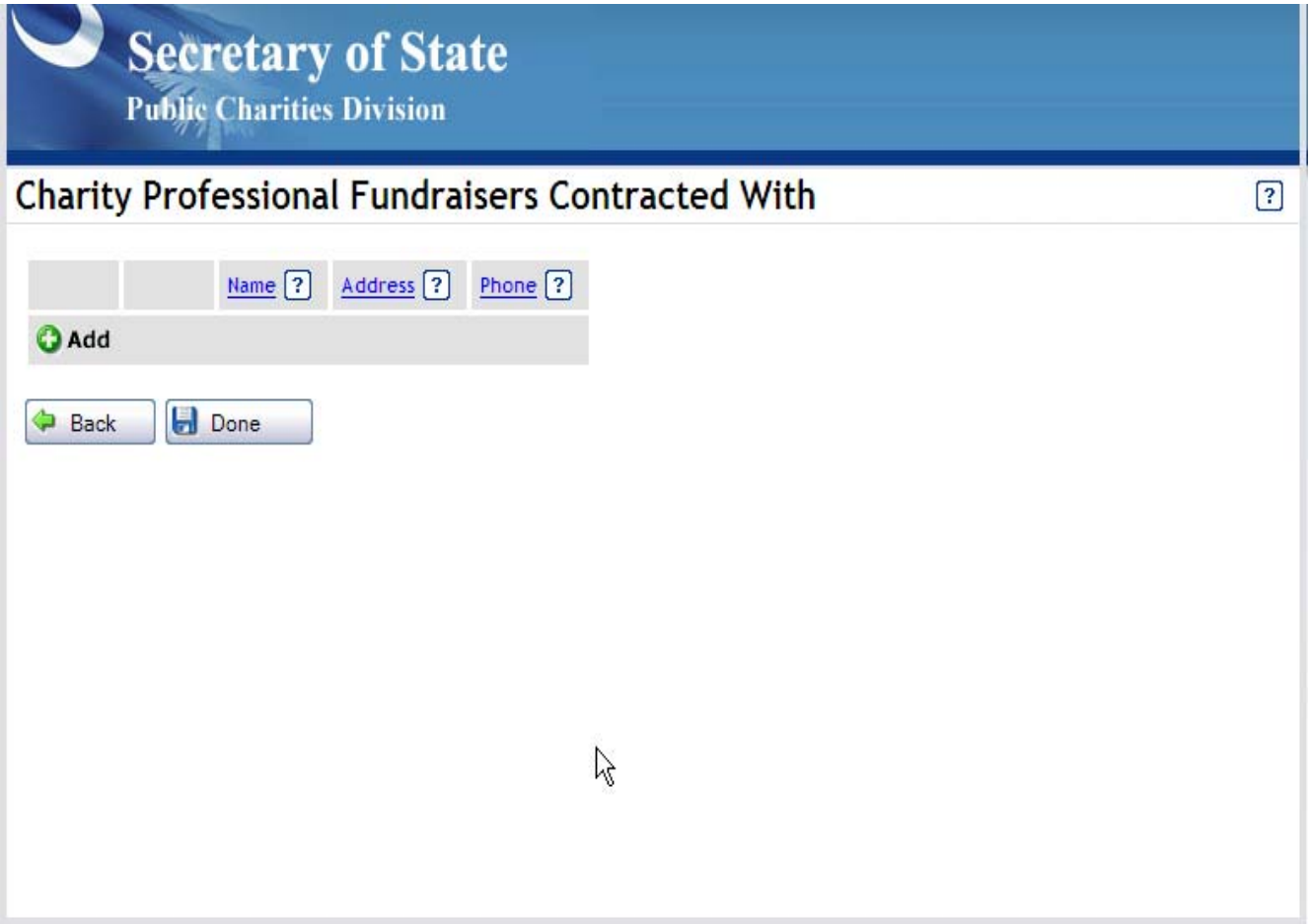
When you have finished entering information on this page, click the "Done" button.

Charity Governmental Authority (Non-Exempt Charities ONLY)
Click on "+ Add" to enter the name of any other state or country for which either you have completed registration or your registration is pending. If none, simply click "Done." If you have a pdf or tif list of the states in which you are currently registered, you may simply click "Done" and upload the document under Scanned Documents rather than entering each state individually.

Name
Enter the name of any other state or country for which either you have completed registration or your registration is pending.

Status
If you have completed the registration process with a particular governmental authority, enter already registered. If your registration with a governmental authority is still pending, enter registration pending.

When you have finished entering information on this page, click the "Done" button.



Charity Professional Fundraisers Contracted With (Non-Exempt Charities ONLY)
Click on "+ Add" to enter all professional fundraising solicitors, counsels or commercial co-venturers that the charity has contracted with to solicit contributions. Professional fundraisers include solicitors, counsel, and commercial co-venturers. A solicitor is a person or company which the charity has contracted to solicit donations on its behalf. A counsel is a person or company which advises a charity on how to raise funds. A commercial co-venturer is a company which sells a product or service at retail price and advertises that a portion of the profit will benefit a charity. If you have not contracted with any of the above, simply click "Done."

Name
Enter the legal name of the professional fundraiser.

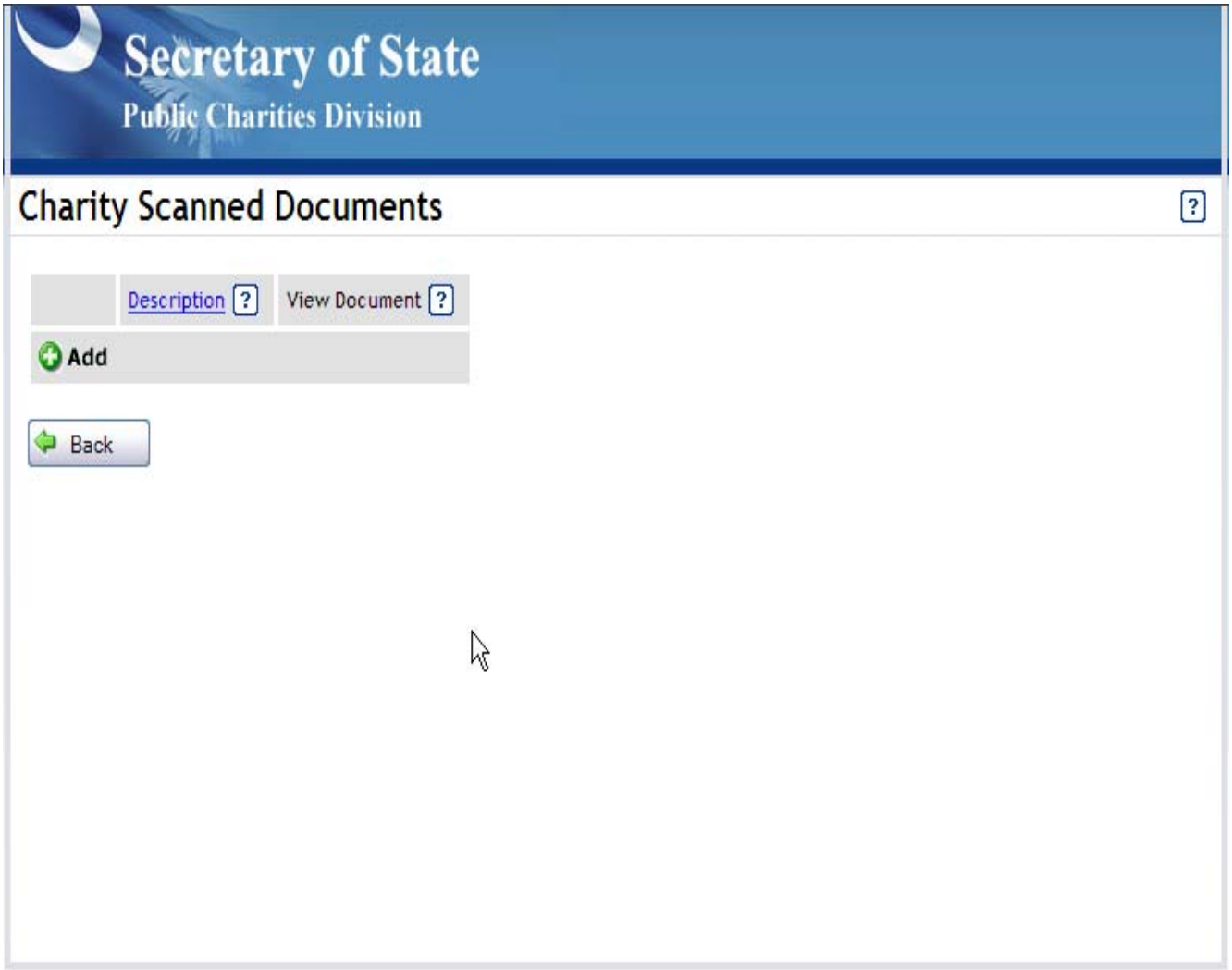
Address
Enter the address of the professional fundraiser.

Phone
Enter the phone number of the professional fundraiser.

When you have finished entering information on this page, click the "Done" button.

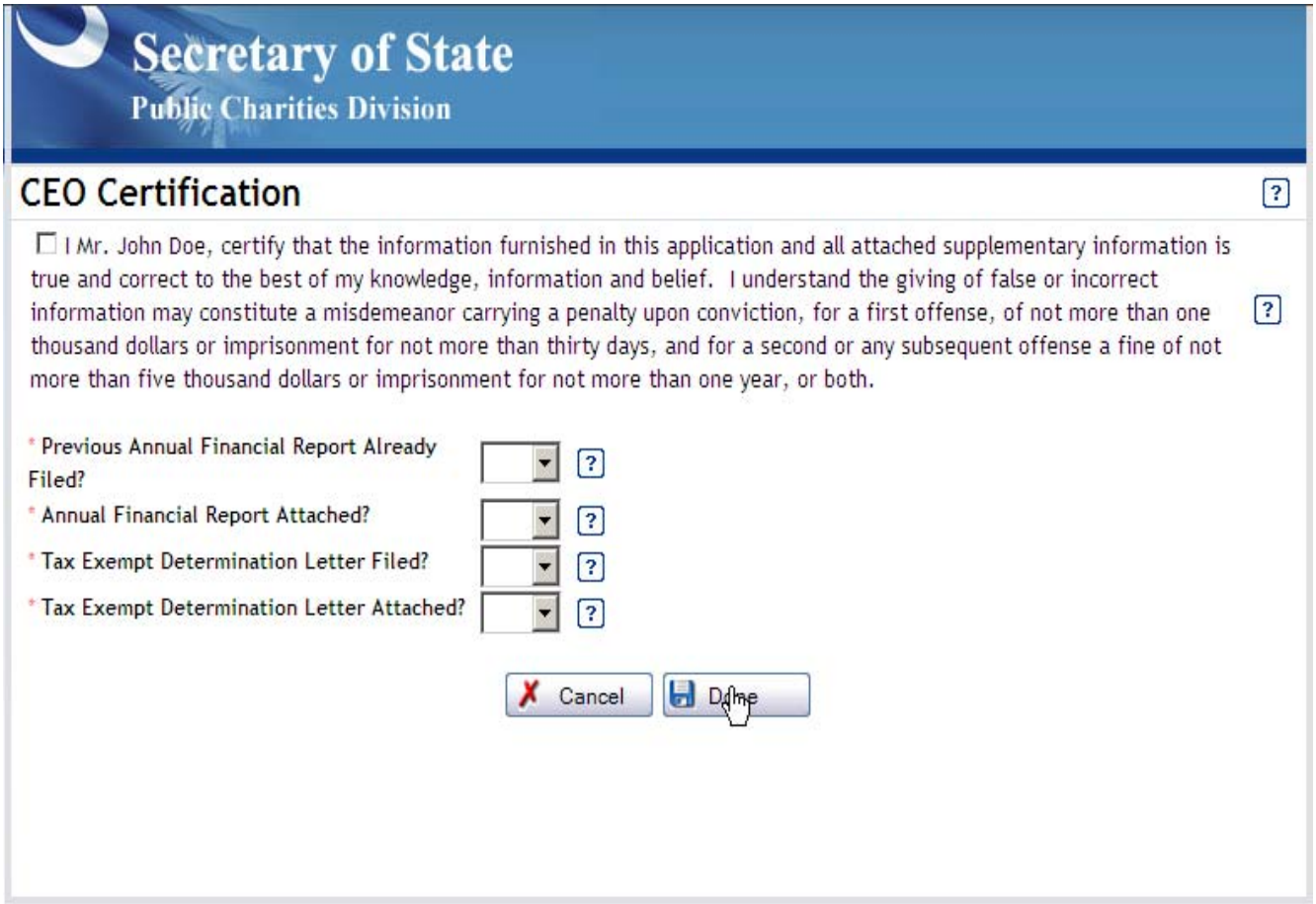
Doing Business As (DBA) Names
A DBA (Doing Business As) name is a name, other than the charity's legal name, under which the charity operates. Click on "+ Add" to enter any DBAs here. If no DBAs, simply click "Done."

When you have finished entering information on this page, click the "Done" button.



Charity Scanned Documents

- Click on "+ Add" to upload documents. All documents loaded must be in either tif or pdf format. You will be required to enter a brief description of each item that you upload.
- You must upload your IRS Tax Exempt Status Determination Letter if you have not already filed it with this Office. In addition, you may upload other documents such as your List of Board Members or list of Governmental Authorities.
- Do NOT upload your financial report here. Instead, return to the Charities Online Site and click on Financial Report Filing.
- Not all charities will need to upload documents during registration. Click "Back" to exit this section if you do not have any documents to upload.
- Please note that under the Registration and Renewal Center, the link to Upload Scanned Documents will not be checked. It does not need to be checked for you to finish your registration.



CEO Certification
The CEO must read the certification statement and click on the box. The CEO will also be required to answer each of the four questions below.

Previous Annual Financial Report Already Filed

- Choose "Yes" if the previous annual financial report has already been submitted to our office.
- Choose "N/A" if the charity has filed an extension with our office or the charity was exempt in the previous year.
- Choose "No" if the annual financial report has not already been filed with our office. If you enter "no" your registration will not be accepted. You must return to the Registration and Renewal Center, click on Pause, and return to Charities Online Filing Site. There you should file your financial report, and then resume registration. If you need to request an extension for the annual financial report, you must mail, email or fax the extension request to our office. Extension requests cannot be filed online.

Previous Annual Financial Report Attached

- Choose "Yes" if the previous annual financial report has already been filed online.
- Choose "N/A" if the charity has already submitted their financial report, or has an extension that has been filed with our office.
- Choose "No" if the annual financial report is past due and has not being submitted before registration. If you enter "no", your registration will not be accepted. You must return to the Registration and Renewal Center, click on Pause, and return to Charities Online Filing Site. There

you should file your financial report and then resume registration. If you need to request an extension for the financial report, you must mail, email or fax the extension request to our office. Extension requests cannot be filed online.

Tax Exempt Determination Letter Filed

- Choose "Yes" if you uploaded your IRS letter during this registration or your organization filed it with our office previously.
- Choose "N/A" if your charity is not a tax exempt entity.
- Choose "No" if your organization is tax exempt and you have never filed the IRS Determination Letter with this Office and will not file it with this registration. If you enter "No" your registration will not be accepted.
- By law a copy of the IRS Determination Letter should be filed with this Office. To get a copy of your IRS Determination Letter, contact the IRS at (877) 829-5500. After receiving a copy of the letter, resume your registration and upload the IRS Letter.

Tax Exempt Determination Attached

- Choose "Yes" if the IRS Determination Letter was uploaded during this registration.
- Choose "N/A" if the charity is not a tax exempt entity, or the IRS Determination Letter has already been filed with the Secretary of State.
- Choose "No" if your organization is a tax exempt organization but you have never filed the IRS Determination Letter with the Secretary of State and will not file it with this registration. If you enter "No" your registration will not be accepted. You may wish to click on Pause and obtain a copy of your letter.
- To get a copy of your IRS Determination Letter, contact the IRS at (877) 829-5500. After receiving a copy of the letter, resume your registration and upload the IRS Letter.

When you have finished entering information on this page, click the “Done” button.

CFO Certification
The CFO must read the certification statement and click on the box.

When you are ready to proceed, click the “Done” button.

As you are going through the registration process, each section that you complete will get a check mark. The screen will look like this once you have completed all sections. Please note that the link to Upload Required Documents will not be checked. It does not need to be checked for you to finish your registration.

When a check mark appears beside each heading (except for Upload Required Documents) and you are comfortable with all of the information that you have entered, click on the "Submit Application" button.

If you are not ready to submit your application, you may click on the "Pause & Close" button. When you click on this button, you will be asked if you are sure you want to pause the application. If you click on "OK", the information that you have submitted will be saved for 90 days. You will also be given your ID and PIN. Please record these numbers. You must have both of these numbers to resume registration at a later date. If you click on "Cancel" you will return to the filing process.

Secretary of State
Public Charities Division

Fees

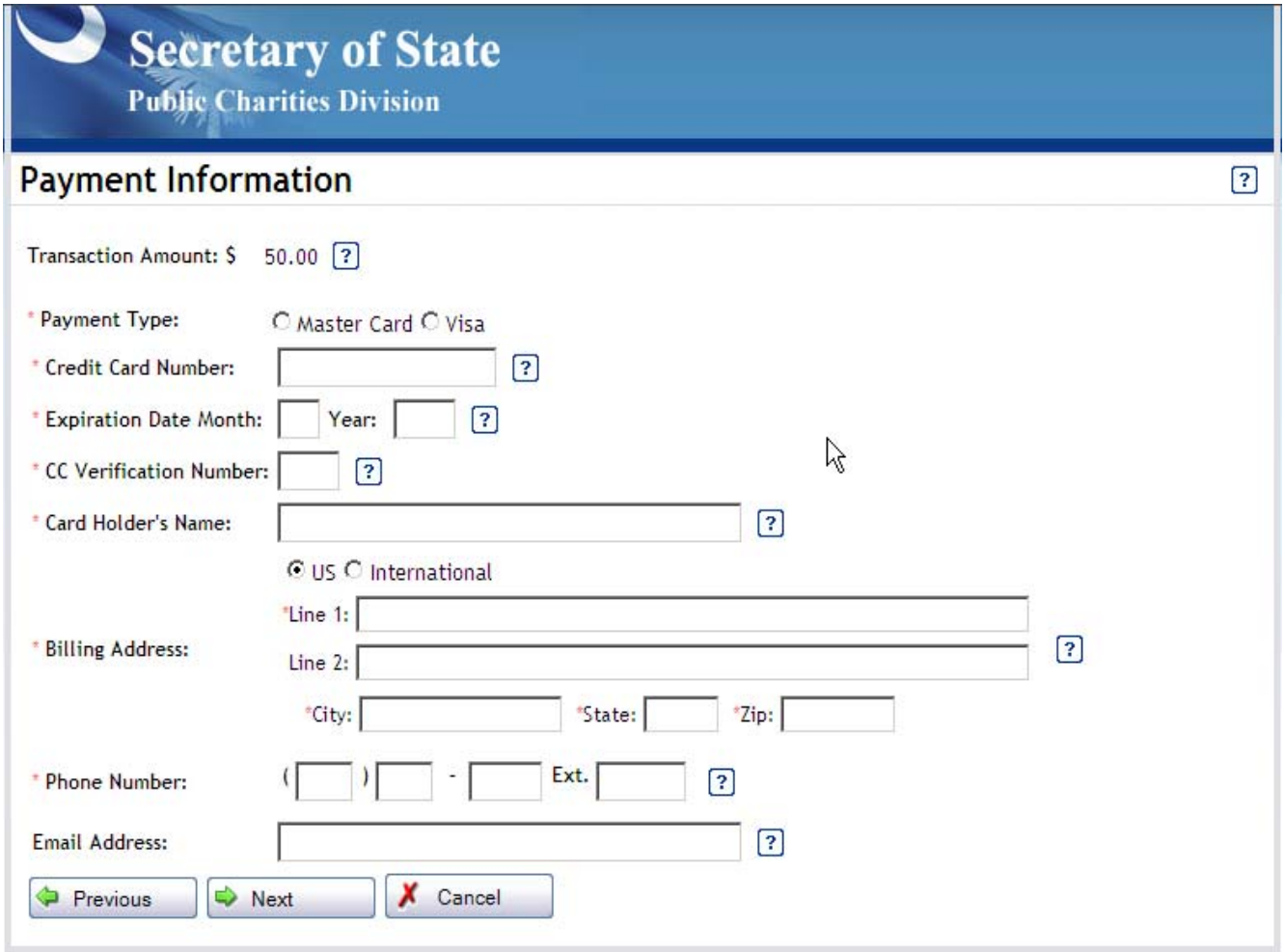
Application Fees	Date	Fee
Non Exempt Charity Registration	3/23/2010	50.00
Convenience Fee		1.85
Total:		51.85

Next Cancel

The Fees screen will show the total amount due. You will need a Visa or Mastercard to pay this fee amount. Click on "Next" to enter your payment information. If you do not have a Visa or Mastercard, you will need to click on "Cancel."

If you have to click on "Cancel" because you do not have a Visa or Mastercard with you at the moment, you may click on the "Pause & Close" button. When you click on this button, you will be asked if you are sure you want to pause the application. If you click on "OK", the information that you have submitted will be saved for 90 days. You will also be given your ID and PIN. Please record these numbers. You must have both of these numbers to resume registration at a later date. If you click on "Cancel" you will return to the filing process.

If you do not have a Visa or Mastercard, you must contact our office immediately at (803) 734-1790.



Payment Type
Choose either Mastercard or Visa.

Credit Card Number
Enter the complete credit card number as it appears.

Expiration Date
Enter the month and year that the credit card expires.

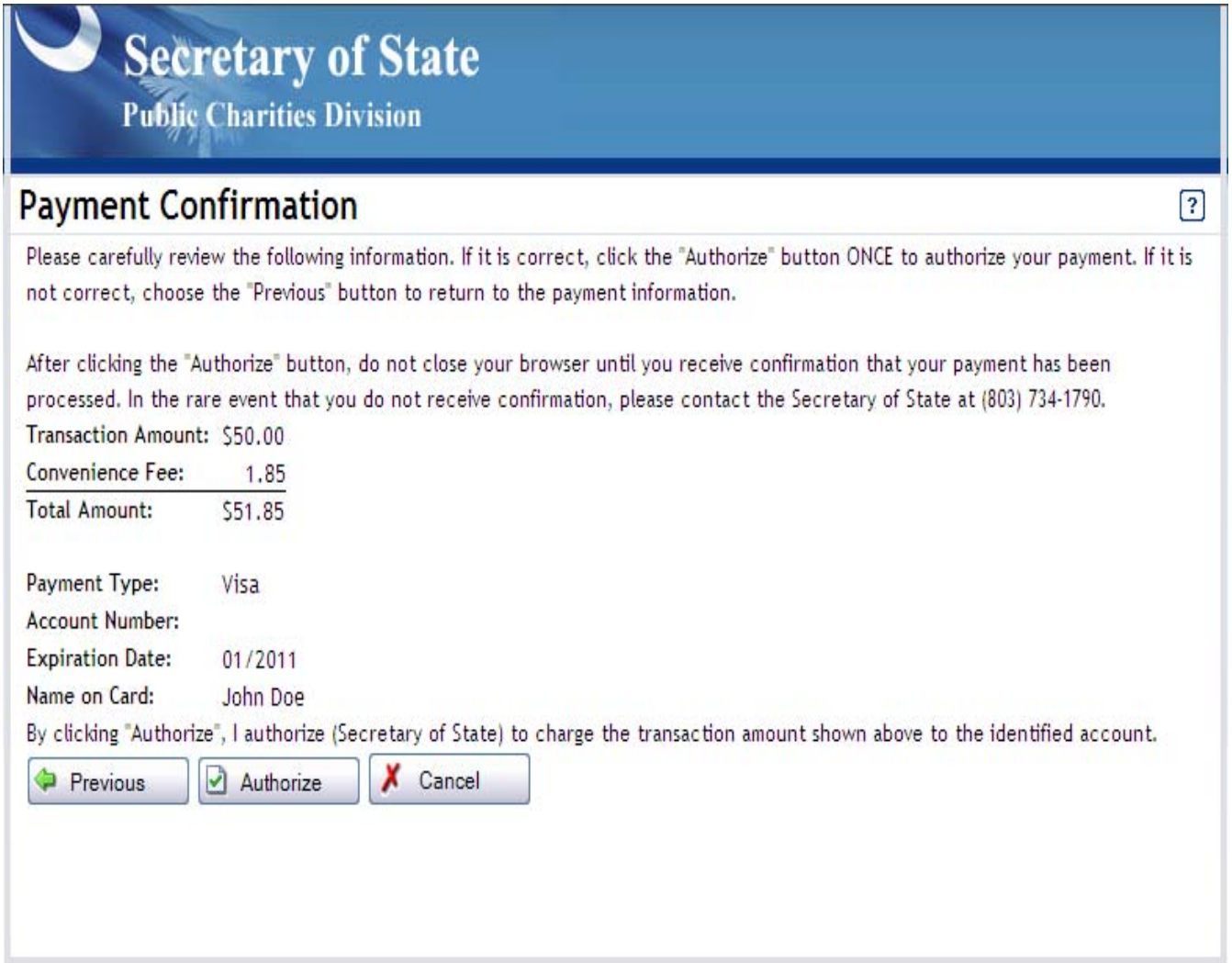
CC Verification Number
Enter the CC Verification Number exactly as it appears on the back of your credit card.

Card Holder's Name
Enter the card holder's full name exactly as it appears on the credit card.

Billing Address
Enter the card holder's billing address.

Phone Number
Enter the card holder's phone number.

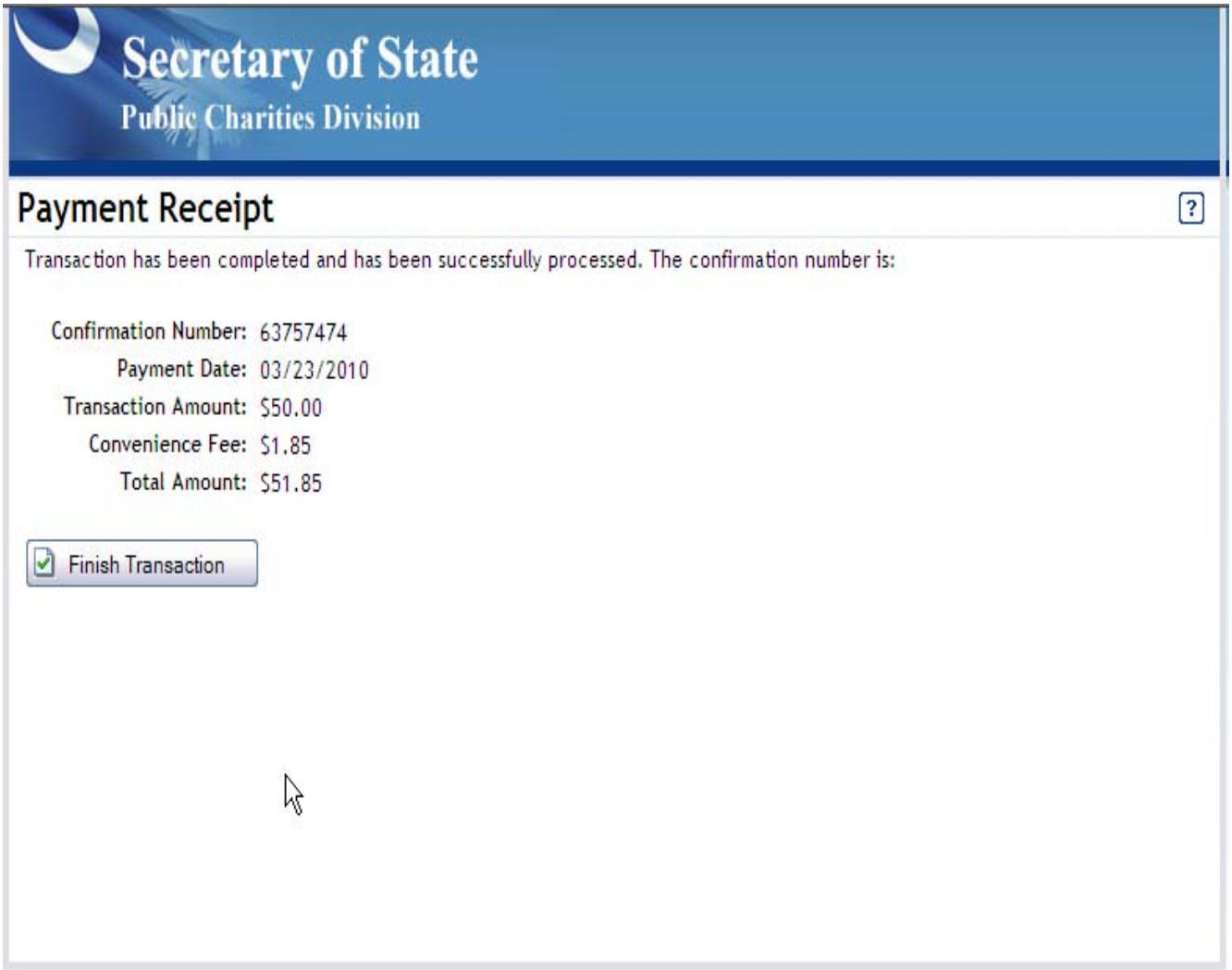
Email Address
The card holder's email address is optional.



"Previous"
If the information on this screen is not correct, click on the "Previous" button. This will take you back to the previous screen to make the necessary corrections.

"Authorize"
If the information on this screen is correct, click on the "Authorize" button to complete the online process. Only click the "Authorize" button one time. If the link to our Website "times out" during the transaction, please contact our office immediately.

"Cancel"
If you do not wish to continue the transaction at his moment, click on the "Cancel" button. If you click on "Cancel," you may then click on the "Pause & Close" button. When you click on this button, you will be asked if you are sure you want to pause the application. If you click on "OK", the information that you have submitted will be saved for 90 days. You will also be given your ID and PIN. Please record these numbers. You must have both of these numbers to resume registration at a later date. If you click on "Cancel" you will return to the filing process.



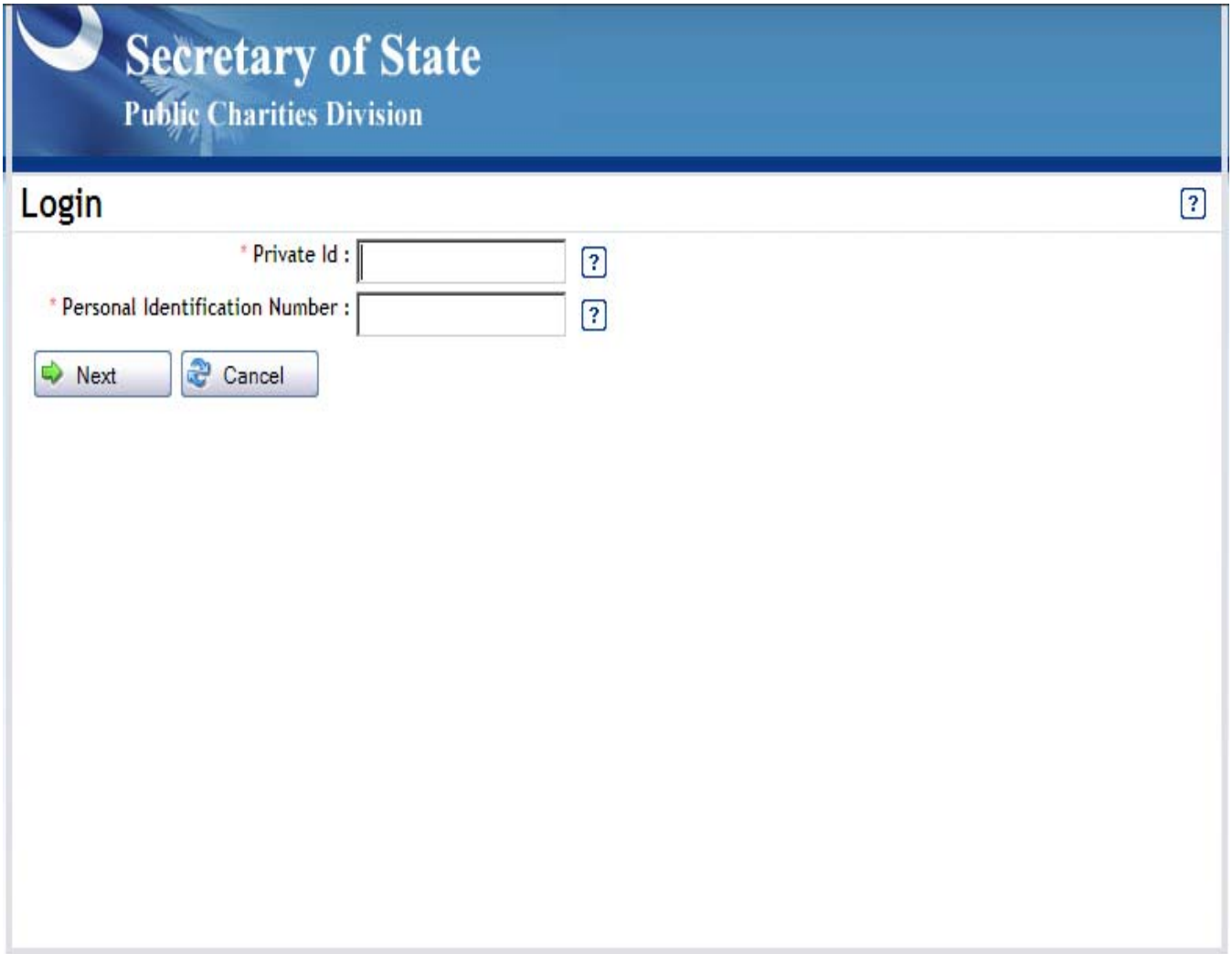
Payment Receipt
This page will show your payment confirmation number. You may wish to print this page for your records. **Before you exit out of the program, you must click on the "Finish Transaction" button. Failure to click on the "Finish Transaction" button will result in your organization's information not being updated.**

Additionally, after completing the online registration you will receive a Registration Confirmation letter from the Secretary of State's Office. If you provided the charity contact person's email address, the letter will be emailed. If you did not provide an email address, the letter will be mailed to the charity contact person.

Charitable Organizations

Financial Report Filing

Financial Report Filing
Click on this button to file the organization's 990 or Secretary of State's Annual Financial Report Form. During the filing process you will be required to upload a signed copy of your 990 or Annual Financial Report Form. The document must be in pdf or tif format. Additionally, the file cannot exceed 1 MB. If it exceeds 1 MB, you must fax, mail, or email the document to our office.



When you click on the Financial Report Filing button, you will have to enter the charity's Private ID and Financial Report PIN. The annual registration reminder letter that was mailed six weeks prior to the registration date lists the Private ID (Charity ID) and Financial Report PIN (upper right-hand corner). Please enter the ID number exactly as it is shown on the letter. That means the "C" that is found in front of the ID number must be entered along with the numbers. The PIN is case sensitive. It should be entered exactly as shown on the letter.

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When you have entered your Private ID and PIN, click the "Next" button. If you do not have your ID and PIN, please contact the Charities Division at (803) 734-1790.

Financial ID
The Financial ID is the ID number that is associated to a particular annual financial report. Each annual financial report has a unique Financial ID.

Report Due Date
This is the initial date the annual financial report is due for filing with the Secretary of State's Office.

Filing Type
Select the type of form that the charity has used for financial reporting.

Amended Due Date
The amended due date is the new date that the annual financial report is due to be filed with the Secretary of State's Office. The Secretary of State's Office will grant a six month extension of time to

file an Annual Financial Report. All requests for extensions should be on the IRS Form 8878 or in writing, and should be mailed, emailed, or faxed to the Secretary of State's Office. Extensions cannot be filed online. If your organization is given an extension, the amended due date will be updated to reflect this extension of time.

FYB Per System
This is the begin date for the charity's fiscal year.

FYE Per System
This is the end date for the charity's fiscal year. Financial information for this particular report should be reported until this end date. This date is populated by the system based on the date recorded as the charity's fiscal year end date.

EIN
Enter the charity's Federal Employer's Identification Number.

FYB Per User
This is the beginning date of the charity's fiscal year. The user should enter the exact date on which the charity's fiscal year begins.

FYE Per User
This is the end date for the charity's fiscal year. The user should enter the exact date on which the charity's fiscal year ended. If your charity has changed its FYE, the FYE Per User will be less than the FYE Per System.
Please Note: Changing your FYE will change your registration expiration date. The expiration date will be changed to 4 ½ months after your new FYE. You will need to re-register by your new expiration date.

Charity Total Revenue
From the Secretary of State's Annual Financial Report Form, Line 6.
From IRS 990-EZ, Line 9.
From IRS 990 (2007), Line 12.
From IRS 990, Line 12, Second Column.
From IRS 990-PF, Part I, Line 12a.

Program Expenses
From the Secretary of State's Annual Financial Report Form, Line 8.
From IRS 990-EZ, Line 32.
From IRS 990 (2007), Line 13.
From IRS 990, Part IX, Line 25b.
From IRS 990-PF, Part I, Line 25a.

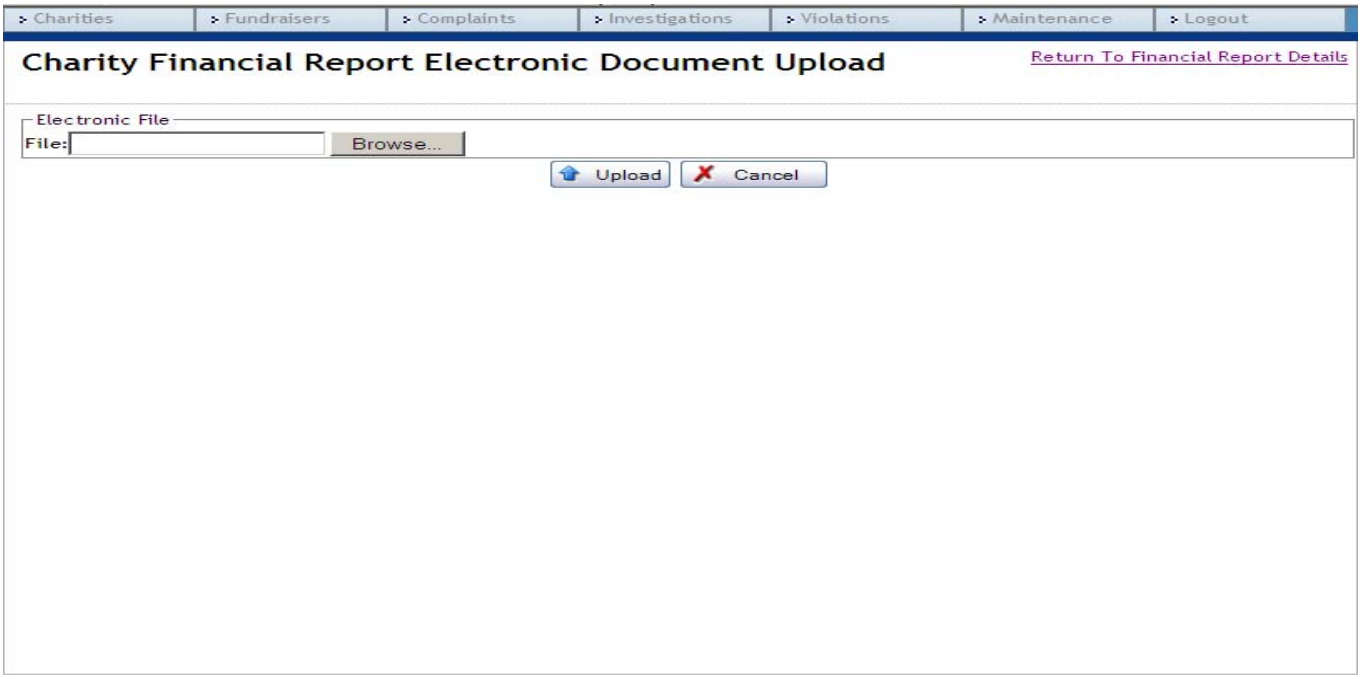
Affiliate Payment
From the Secretary of State's Annual Financial Report Form, Line 9.
From IRS 990-EZ, Not Applicable.
From IRS 990 (2007), Line 16.
From IRS 990, Not Applicable.
From IRS 990-PF, Not Applicable.

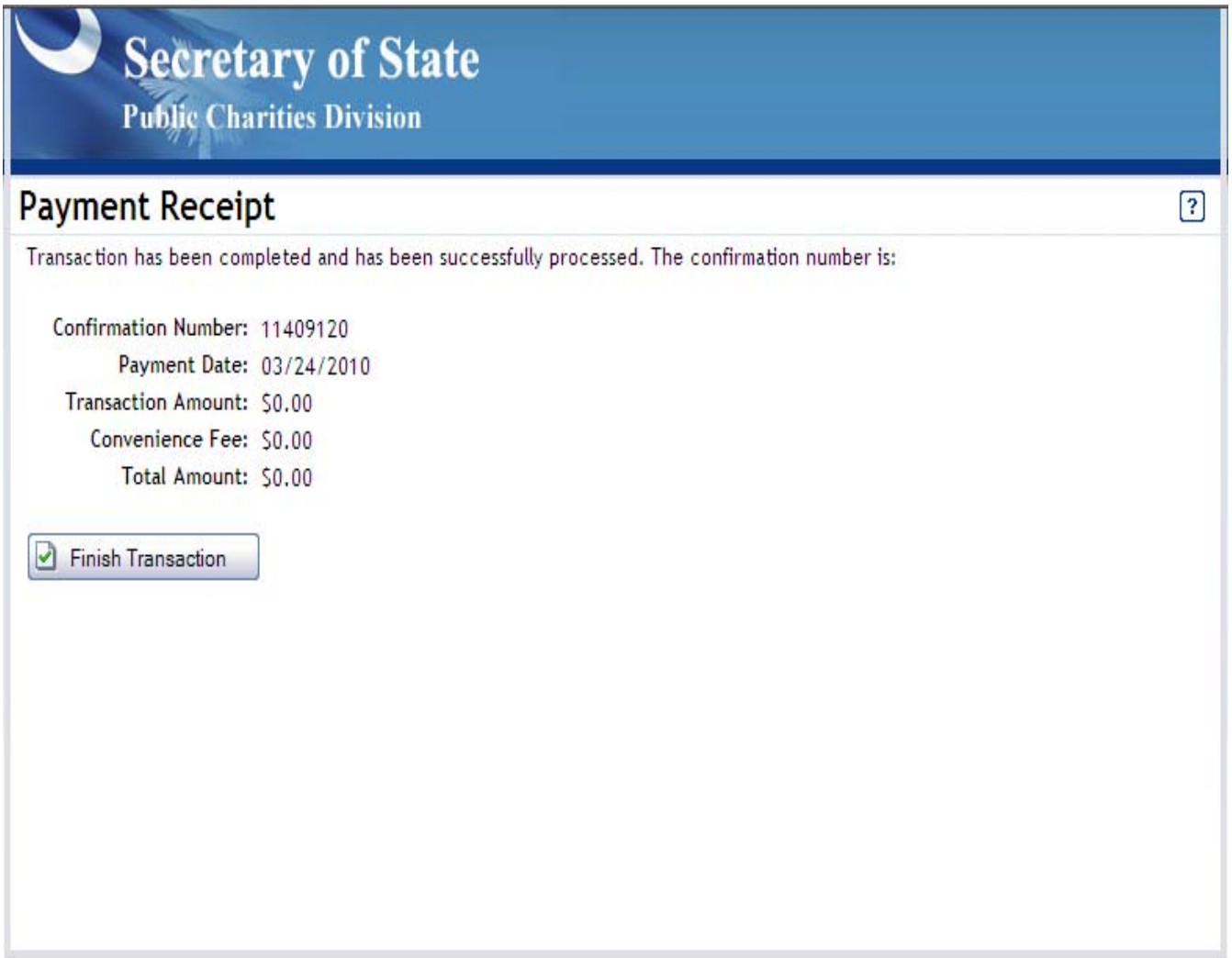
Total Expenses
From the Secretary of State's Annual Financial Report Form, Line 13.
From IRS 990-EZ, Line 17.
From IRS 990, Line 17.
From IRS 990 (2008), Part IX, Line 25a.
From IRS 990-PF, Line 26a.

Net Assets
From the Secretary of State's Annual Financial Report Form, Line 17 or 20.
From IRS 990-EZ, Line 21.
From IRS 990 (2007), Line 21.
From IRS 990, Line 22, Second Column.
From IRS 990-PF, Part II, Line 30b.

Fundraiser Expenses
From the Secretary of State's Annual Financial Report Form, Line 11.
From IRS 990-EZ, Not Applicable.
From IRS 990 (2007), Line 15.
From IRS 990, Part IX, Line 25d.
From IRS 990-PF, Not Applicable.

Electronic Copy
You must upload a pdf or tif copy of your financial report in order for the filing to be completed. Once you click on the "+ Add" button, you will see the screen below. Click on the "Browse" button, and this will allow you to open a document that you have saved on your computer. Find the financial report that you wish to file, and then click the "Upload" button. If your document exceeds 1 MB, then it cannot be uploaded. You must fax, mail, or email to our office.





Payment Receipt

This page will show your confirmation number. You may wish to print this page for your records, as you will not receive any further correspondence from the Secretary of State's Office confirming that the financial report was filed. **Before you exit out of the program, you must click on the "Finish Transaction" button. Failure to click on the "Finish Transaction" button will result in your organization's information not being updated.**

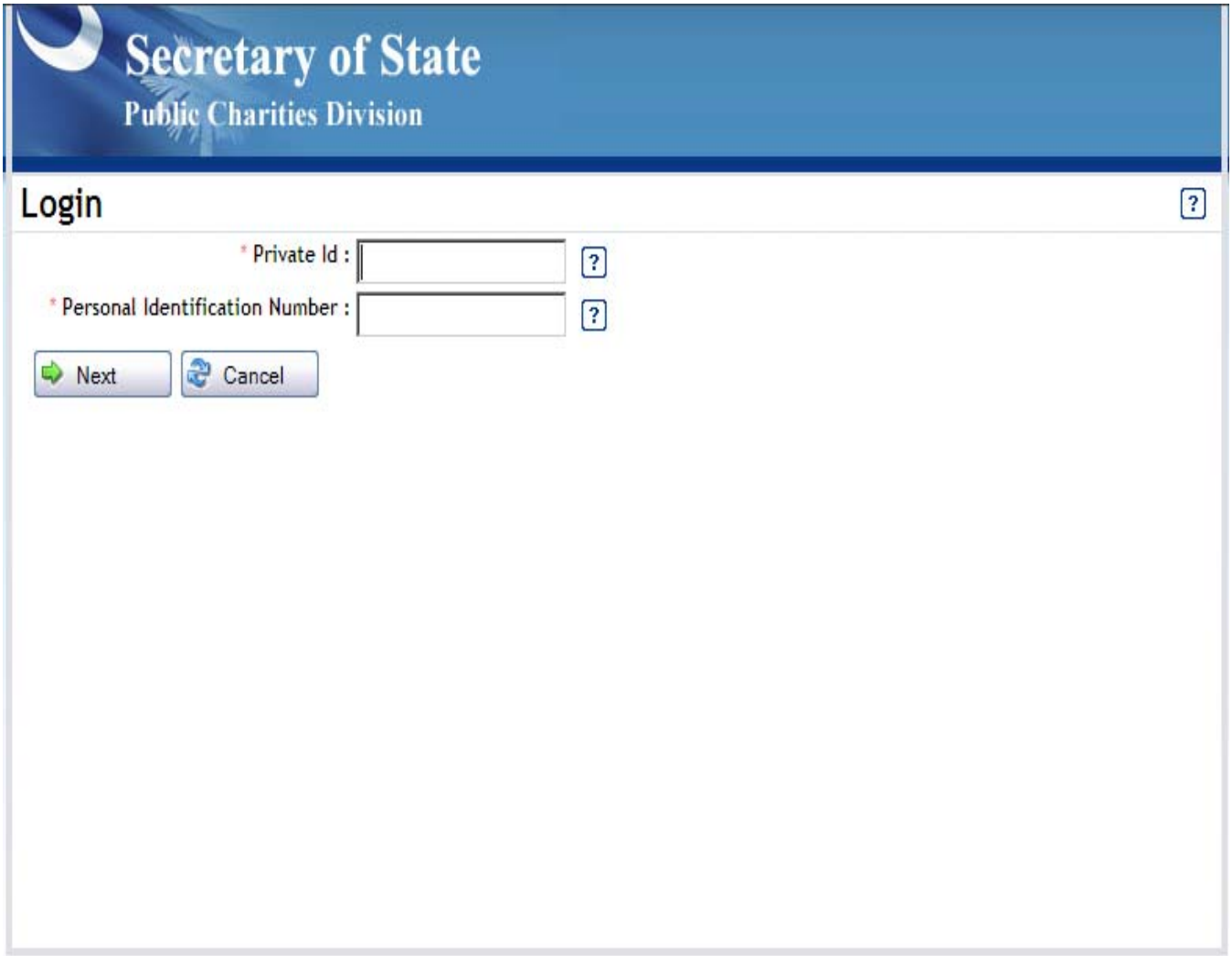
Professional Fundraisers

Registration

(Solicitor Companies and Counsel Companies)

Resume/Register/Renew
If you have registered with the Secretary of State's Office in the past, you will need to click on the "Resume/Register/Renew" button.

First Time Registration
If you have never registered with the South Carolina Secretary of State's Office, you will need to click on the "First Time Registration" button.



If you click on the "Resume/Register/Renew" button, you will have to enter your Private ID and Registration PIN. The annual registration reminder letter that was mailed six weeks prior to the registration date lists the Private ID (PFR ID) and Registration PIN (upper right-hand corner). Please enter the ID number exactly as it is shown on the letter. That means the "F" that is found in front of the ID number must be entered along with the numbers. The PIN is case sensitive. It should be entered exactly as shown on the letter.

When you have entered your Private ID and PIN, click the "Next" button. If you do not have your ID and PIN, please contact the Charities Division at (803) 734-1790.

Secretary of State

Public Charities Division

Registration and Renewal Center

Fundraiser ID: PIN:

Fundraiser Name:

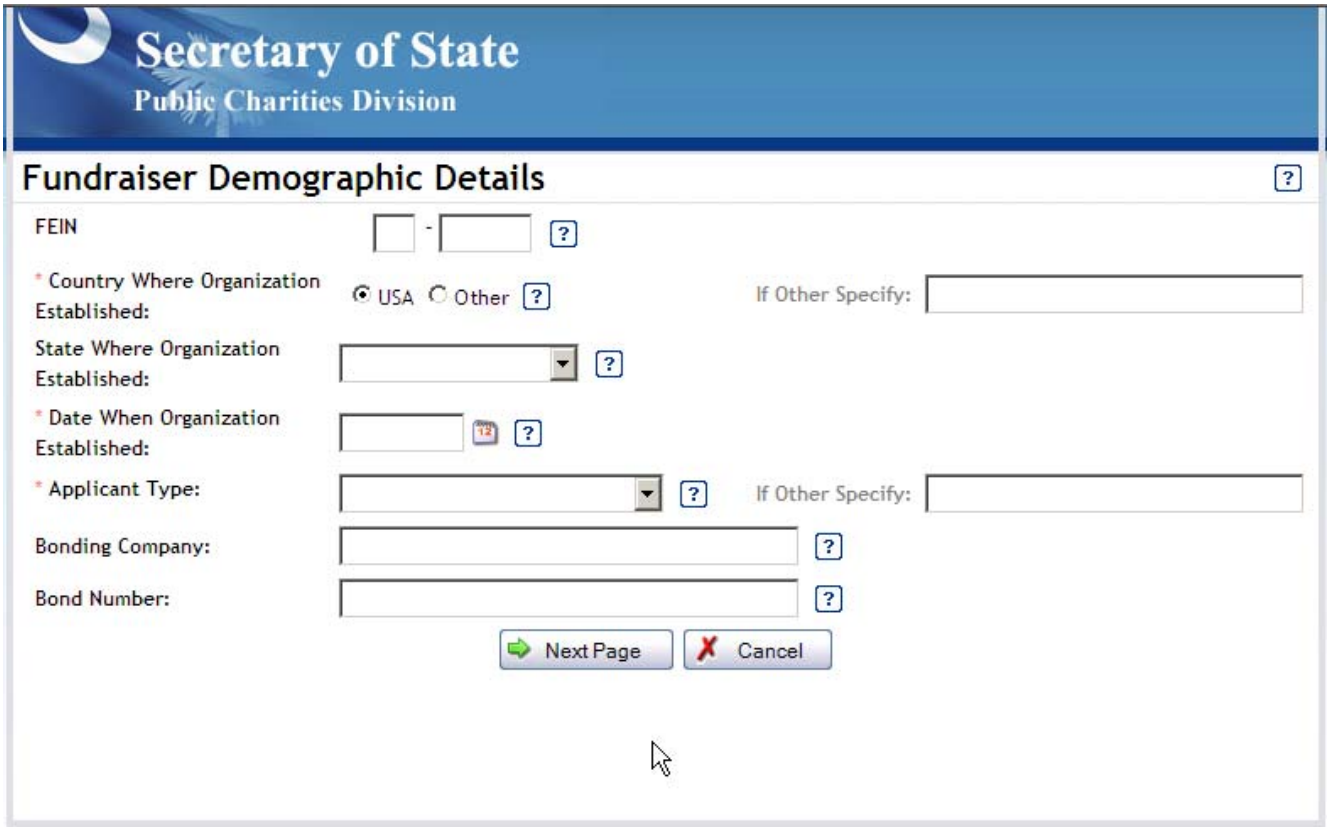
Website Address:

Fundraiser Type Solicitor Company Current Status: Terminated

- ✓ Demographic Details
- ✓ Principal Address
- ✓ Contact
- ✓ CEO
- ✓ Employees
- ✓ Registered Agent
- ✓ Governmental Authorities
- ✓ Custody Of Financials
- ✓ Current Board Members
- ✓ Past Board Members
- ✓ Parties Subject of Criminal Conviction
- ✓ Contracted Charitable Organizations
- ✓ Doing Business As
- Upload Required Documents
- ✓ Online Certification

Submit Application | Pause & Close

To complete the filing process, you will need to click on each of the headings and submit the required information. As you complete each section, a green check mark will appear beside the heading.



FEIN
Enter the Federal Employer Identification Number (FEIN) issued by the federal government to the professional fundraiser.

Country Where Organization Established
If the professional fundraiser organization was established in the US, click on "USA." If it was established in another country, click "Other."

If Other Specify (Country Where Organization Established)
If the organization was established in a country other than the United States, please enter the name of the country.

State Where Organization Established
From the drop down box, select the state that the professional fundraising organization was first organized in. If the organization is incorporated as a corporation or organized as a Limited Liability Company, this will be the state in which the articles of incorporation or organization were filed.

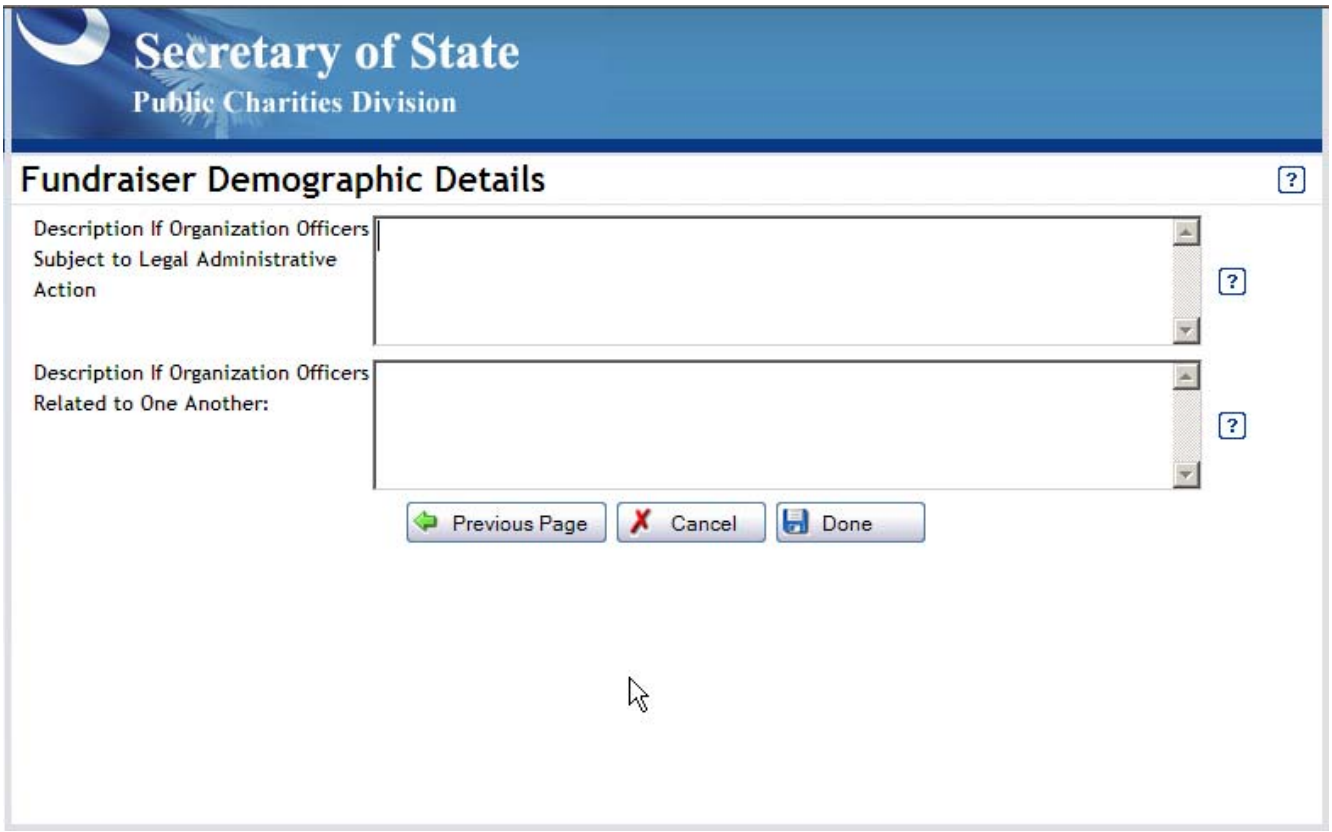
Applicant Type
Select the type of entity that the fundraiser best corresponds to from the drop down box. You will be given the following choices: Corporation, Limited Partnership, Limited Liability Company, Limited Liability Partnership, Partnership, Sole Proprietorship, and Other.

If Other Specify (Applicant Type)
If you choose other for the applicant type, you must list the entity type here.

Bonding Company (Solicitor Company ONLY)
Enter the name of the company that has issued the surety bond for the professional solicitor. Professional solicitors are the only type of professional fundraisers that must file a surety bond with the Secretary of State's Office.

Bond Number (Solicitor Company ONLY)
Enter the surety bond number as listed on the bond instrument. You must upload a copy of this bond under Scanned Documents.

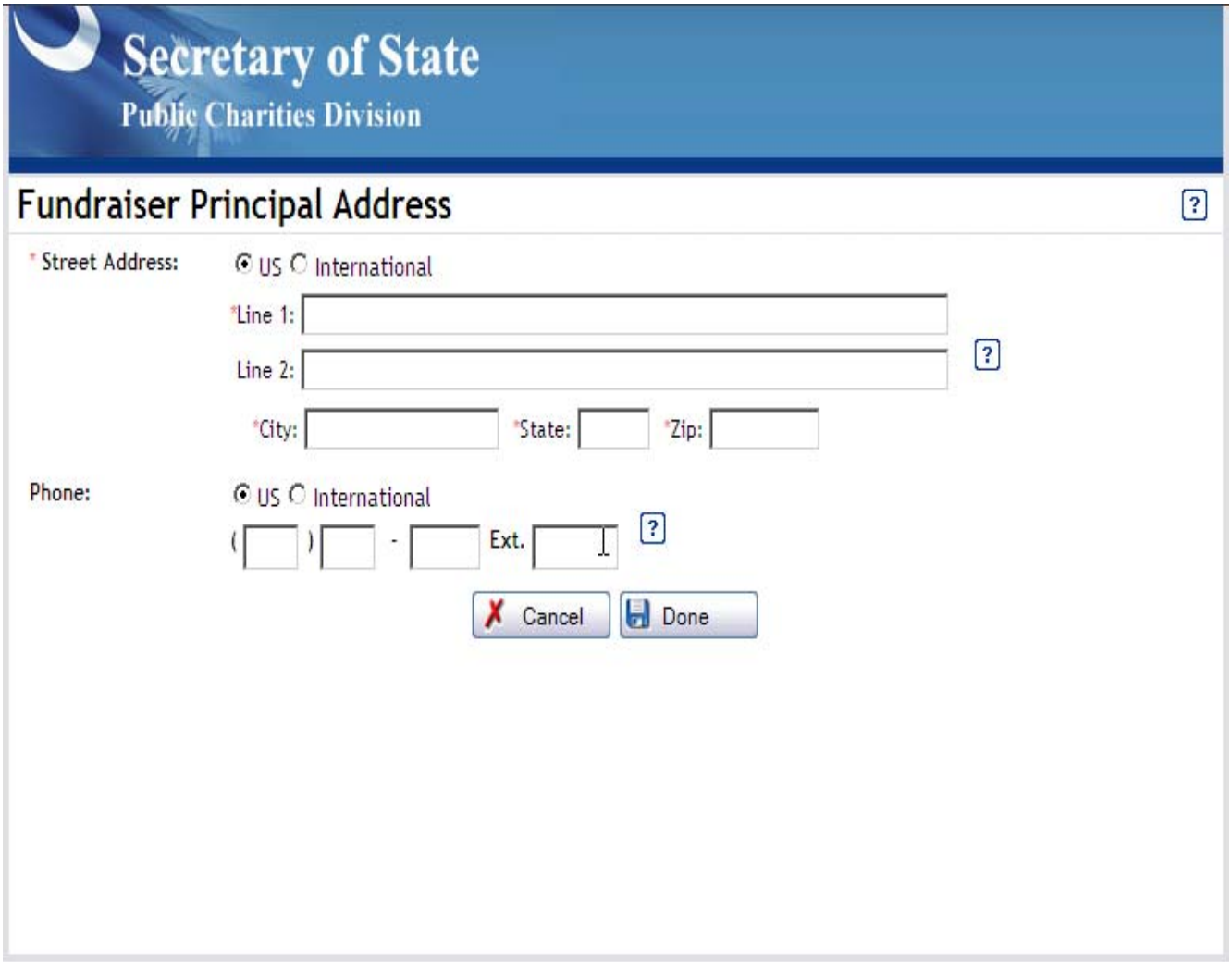
When you have finished with this page, click on the "Next Page" button.



Description if Organization Officers Subject to Legal Administrative Action
If the applicant, its directors, principal officers, individual owners, or partners are or have been the subject of a legal or administrative action, including an injunction, concerning a charitable solicitation, fundraising campaign, or campaign with a commercial co-venturer by another local, state, or federal government authority including, but not limited to, registration or license revocation or denial, fines, injunctions, suspensions, or voluntary agreement to discontinue any charitable solicitation activity, please provide a written explanation of any of these actions.

Description if Organization Officers Related to One Another
If any of the officers, directors, trustees or board members of the professional fundraising entity are related to each other or a director, officer, agent, or employee of a charitable organization under contract with the professional fundraising entity, please provide a brief description here.

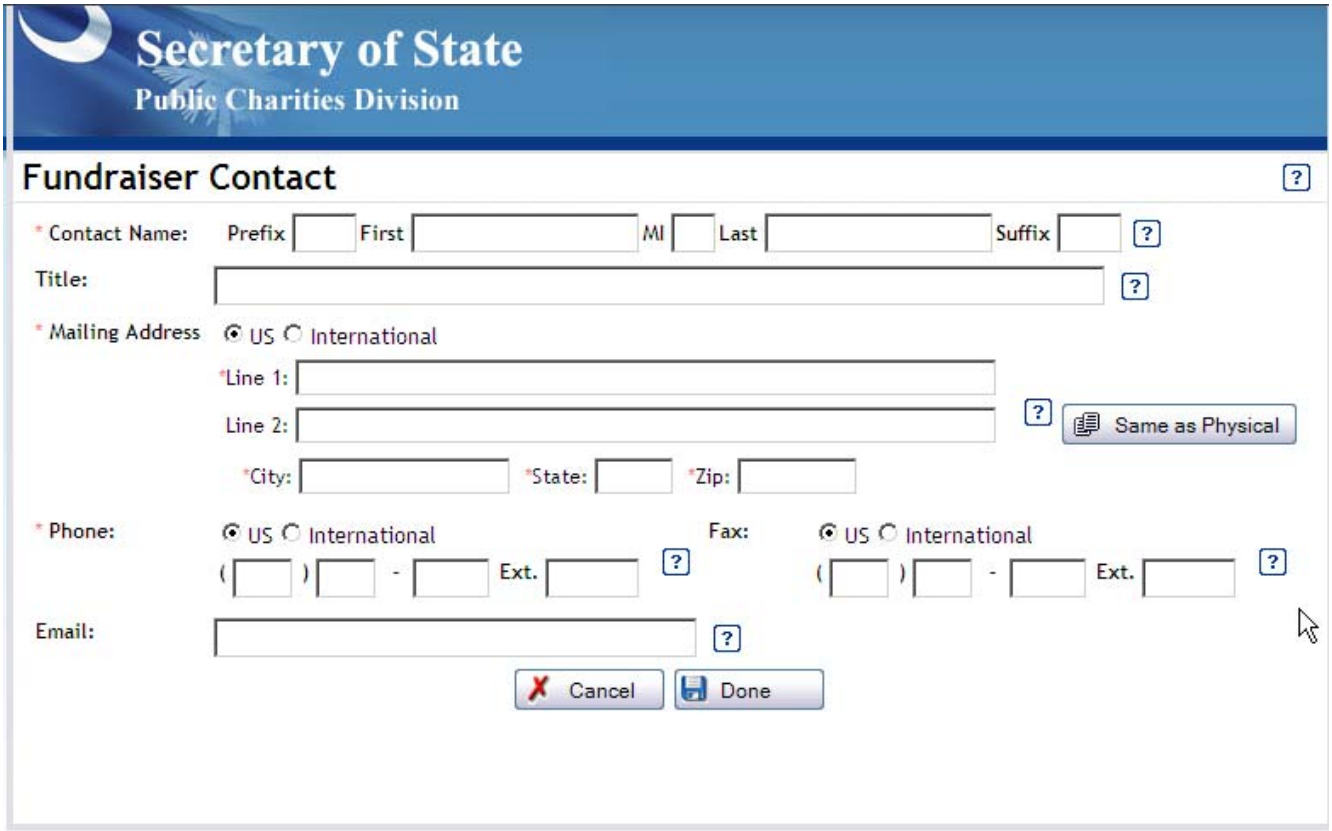
When you have finished entering information on this page, click the "Done" button.



Fundraiser Principal Address
Enter the street address of the professional fundraiser.

Phone
Enter the phone number of the principal office of the professional fundraiser.

When you have finished entering information on this page, click the “Done” button.



Contact Name
Enter the name of the contact person for the professional fundraising entity. The contact person should be the person who will submit all forms to our office. All reminders and notifications from the Charities Division will be sent to the contact person's attention.

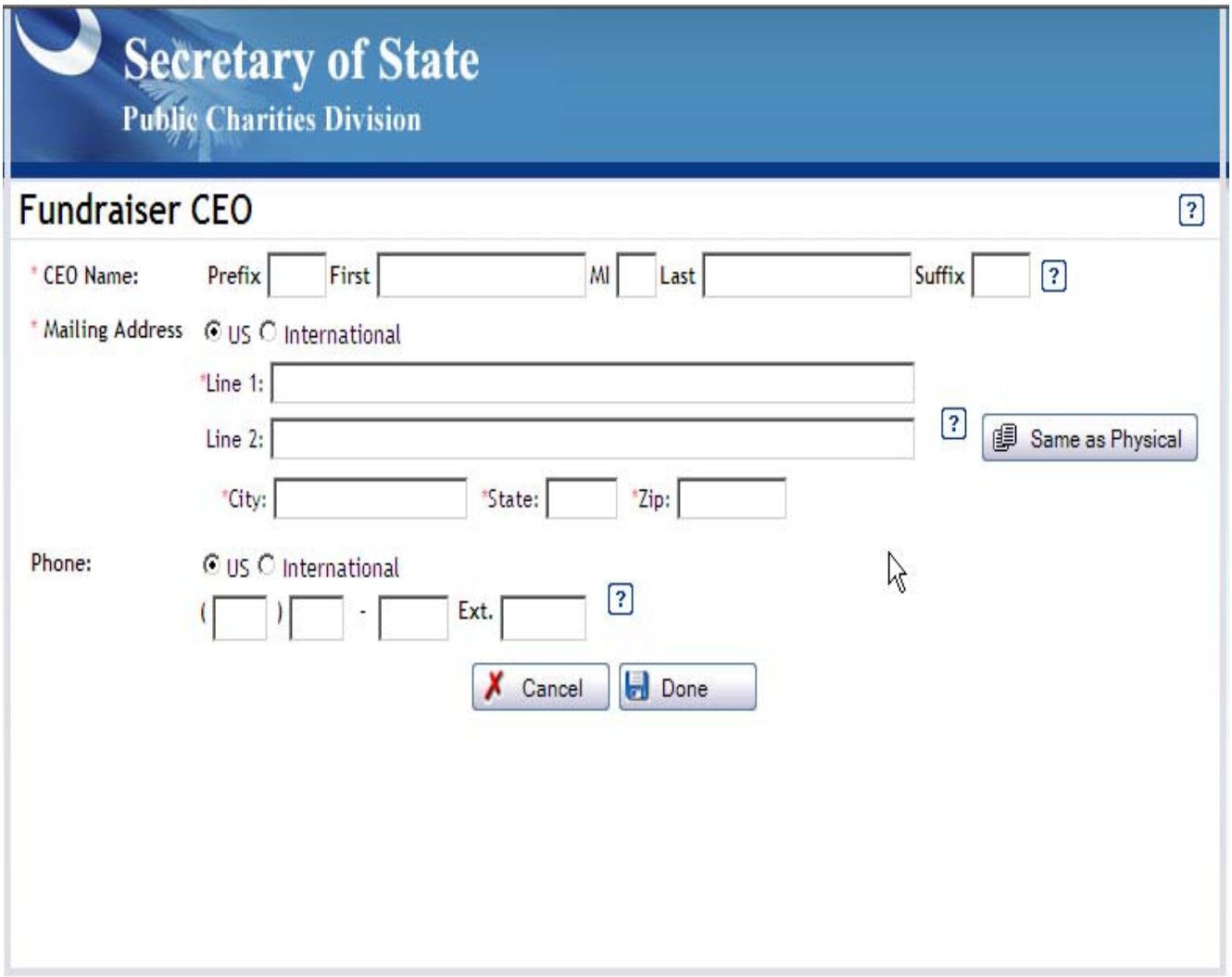
Title
Enter the contact person's title.

Mailing Address
Enter the mailing address of the contact person for the professional fundraising organization. This may be a physical or P.O. Box address. If you wish to use the physical address of the professional fundraiser, click on "Same as Physical."

Phone
Enter the phone number for the professional fundraising organization's contact person. All telephone communications by the Secretary of State's Office will be directed to this phone number.

Email
Enter the email address of the professional fundraising entity's contact person. This field is optional, but if you wish to receive email alerts from the Secretary of State's Office in the future you should submit this information.

When you have finished entering information on this page, click the “Done” button.



CEO Name
Enter the full name, including prefix, of the CEO of the professional fundraising organization.

Mailing Address
Enter the address of the CEO of the professional fundraiser. If the CEO's address is the same as the professional fundraiser organization's physical address, click on the "Same as Physical" button.

Phone
Enter the phone number of the CEO. The phone number is optional.

When you have finished entering information on this page, click the “Done” button.

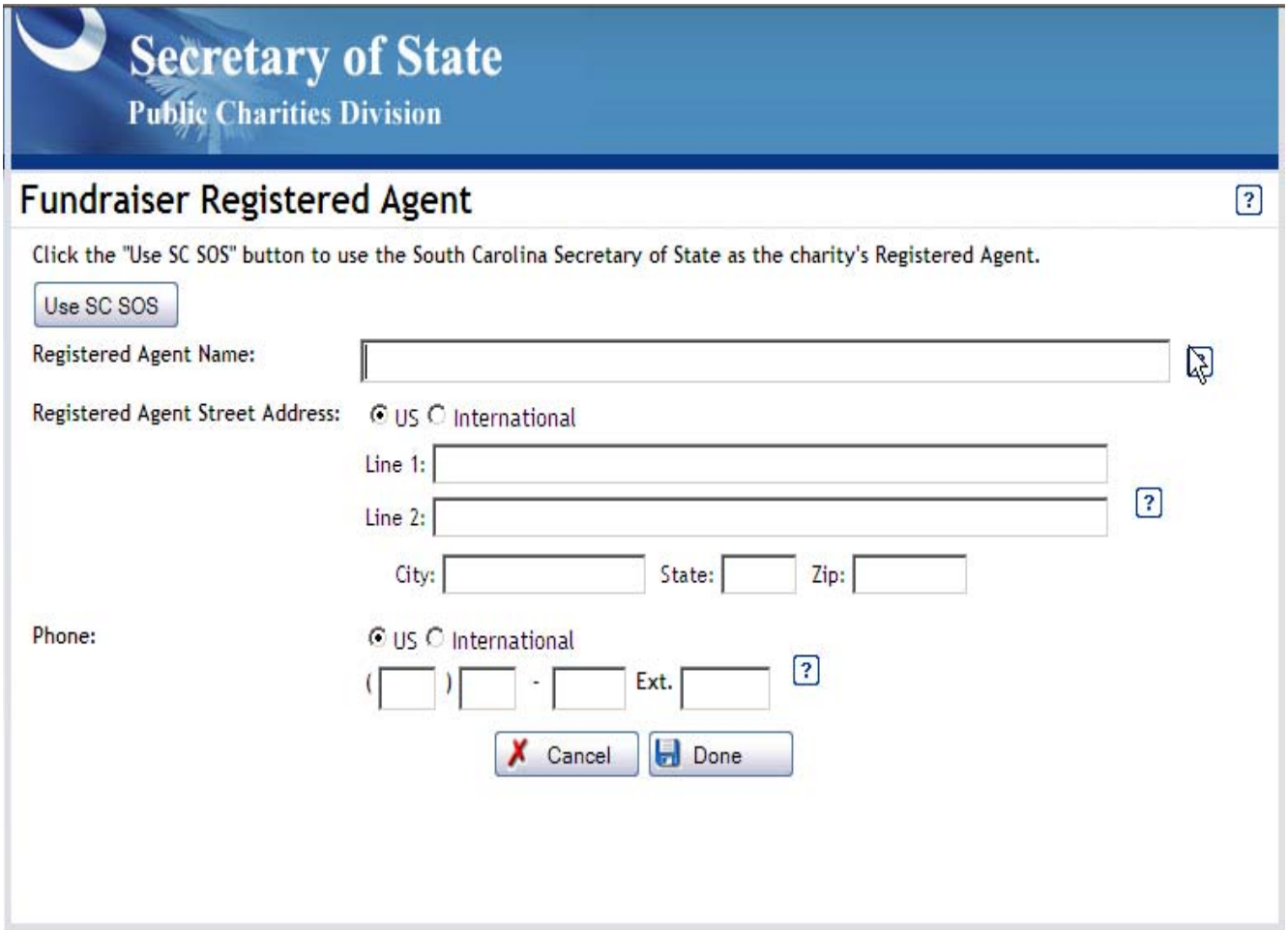
Fundraiser Employees
Click on "+ Add" to enter the name of all of the fundraiser company's employees. If none, simply click "Done." If you have a pdf or tif list of all of the employees who are currently employed by your company, you may simply click on "Done" and upload the document under Scanned Documents.

Type
Select the type of employee that best corresponds to that particular employee's status. The drop down box will offer you three choices: Contracted, Full Time, and Part Time.

Name
Enter the name of the employee.

Title
Enter the employee's title.

When you have finished entering information on this page, click the "Done" button.



Registered Agent Name
Enter the name of the registered agent for the professional fundraiser. The registered agent is the party authorized to accept service of process or other documents on behalf of the professional fundraiser. Corporations, Limited Liability Companies, Limited Partnerships and Limited Liability Partnerships are required to have a registered agent. Sole Proprietorships and General Partnerships are not required to have a registered agent. You can look up the registered agent and registered address for a professional fundraiser incorporated or organized in South Carolina, or a foreign professional fundraiser that has a Certificate of Authority in the state of South Carolina by clicking on the "Search Corporations" button on our Website. Professional fundraisers that are organized in a state other than South Carolina may use the South Carolina Secretary of State's Office as the registered agent. The South Carolina Secretary of State's Office does not act as the registered agent for domestic professional fundraisers.

Registered Agent Street Address
Enter the street address of the registered agent. This must be a physical address. Post office box addresses will not be accepted.

Phone
Enter the phone number of the registered agent.

When you have finished entering information on this page, click the "Done" button.

Fundraiser Governmental Authority
Click on "+ Add" to enter the name of any other state or country for which either you have completed registration or your registration is pending. If none, simply click "Done." If you have a pdf or tif list of the states in which you are currently registered, you may simply click "Done" and upload the document under Scanned Documents.

Name
Enter the name of any other state or country for which either you have completed registration or your registration is pending.

Status
If you have completed the registration process with a particular governmental authority, enter already registered. If your registration with a governmental authority is still pending, enter registration pending.

When you have finished entering information on this page, click the "Done" button.

Fundraiser Custody of Financials
Click on "+ Add" to enter the name of all individuals who serve as couriers or who are employed to personally collect contributed funds from solicited parties. If none, simply click "Done."

Name
Enter the name of any individuals who serve as couriers or who are employed to personally collect contributed funds from solicited parties.

Mailing Address
Enter the address of any individuals who serve as a courier or who are employed to personally collect contributed funds from solicited parties.

Phone
Enter the phone number of any individuals who serve as couriers or who are employed to personally collect contributed funds from solicited parties.

When you have finished entering information on this page, click the "Done" button.

Fundraiser Board Members
Click on "+ Add" to enter the names of all Board Members. If none, simply click "Done." If you have a pdf or tif list of the board members, you may simply click "Done" and upload the document under Scanned Documents.

Name
Enter the name of each of the board members.

Title
Enter the title of each of the board members.

Address
Enter the address of each of the board members.

Phone
Enter the phone number of each of the board members. This field is optional.

When you have finished entering information on this page, click the "Done" button.

Fundraiser Past Board Members
Click on "+ Add" to enter the names of all Board Members from the last three years. If none, simply click "Done." If you have a pdf or tif list of the past board members, you may simply click "Done" and upload the document under Scanned Documents.

Name
Enter the name of each of the board members.

Title
Enter the title of each of the board members.

Address
Enter the address of each of the board members.

Phone
Enter the phone number of each of the board members. This field is optional.

When you have finished entering information on this page, click the "Done" button.

Fundraiser Parties Subject of Criminal Conviction
Click on "+ Add" to enter the names of all directors, principal officers, individual owners, or partners who have been the subject of a criminal conviction, including guilty or nolo contendere pleas, involving any charitable solicitations act, fraud, dishonesty, or false statement in a jurisdiction within the United States.

Conviction Date
Enter the date of the conviction or guilty plea.

Description
Enter a description of the offense for which the individual was convicted or pled guilty.

When you have finished entering information on this page, click the "Done" button.

Fundraiser Contracted Charitable Organizations
Click on "+ Add" to enter the names of all charitable organization that the professional fundraiser has contracted with in the state of South Carolina for the last three years.

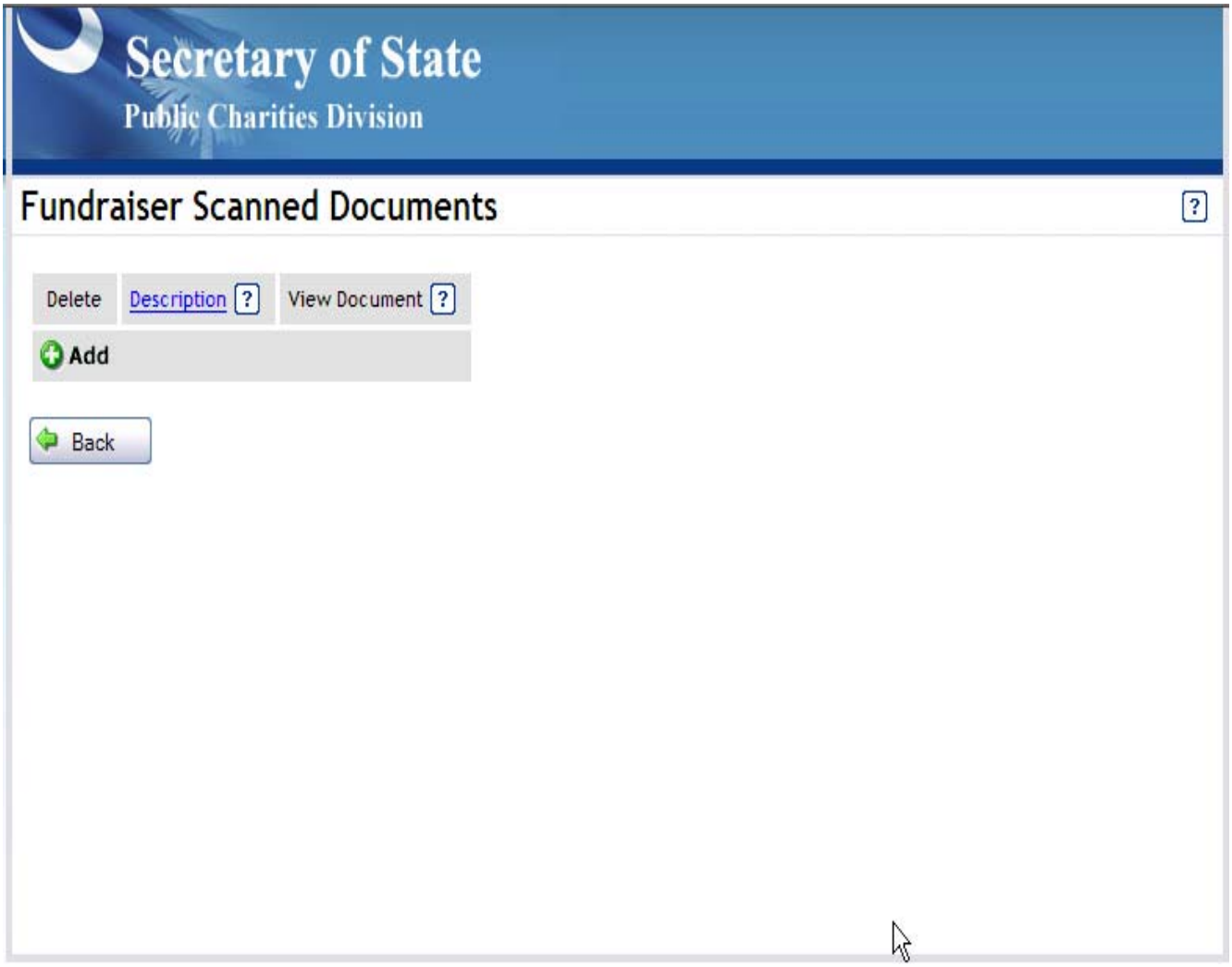
Name
Enter the name of all charitable organizations that the professional fundraiser has contracted with in the state of South Carolina for the last three years.

Street Address
Enter the street address for each of the charitable organizations that the professional fundraiser has contracted with in the state of South Carolina for the last three years.

When you have finished entering information on this page, click the "Done" button.

Fundraiser DBA
A DBA (Doing Business As) name is a name, other than the fundraiser's legal name, under which the fundraiser operates. Click on "+ Add" to enter any DBAs here. If no DBAs, simply click "Done."

When you have finished entering information on this page, click the "Done" button.



Fundraiser Scanned Documents

- Click on "+ Add" to upload documents. All documents loaded must be in either tif or pdf format. You will be required to enter a brief description of each item that you upload.
- You may upload documents such as your List of Board Members under this page. All documents must be in a pdf or tif format.
- Do NOT upload your financial report here. (Instead, return to the Charities Online Site and click on Contract Results Filing.)
- Not all fundraisers will need to upload documents during registration. Click "Back" to exit this section if you do not have any documents to upload.
- Please note that under the Registration and Renewal Center, the link to Upload Scanned Documents will not be checked. It does not need to be checked for you to finish your registration.

Online Certification

The CEO must read the certification statement and click on the box. Click on the "Save" button when you are ready to proceed.

As you are going through the registration process, each section that you complete will get a check mark. The screen will look like this once you have completed all sections. Please note that the link to Upload Required Documents will not be checked. It does not need to be checked for you to finish your registration.

When a check mark appears beside each heading (except for Upload Required Documents) and you are comfortable with all of the information that you have entered, click on the "Submit Application" button.

If you are not ready to submit your application, you may click on the "Pause & Close" button. When you click on this button, you will be asked if you are sure you want to pause the application. If you click on "OK", the information that you have submitted will be saved for 90 days. You will also be given your ID and PIN. Please record these numbers. You must have both of these numbers to resume registration at a later date. If you click on "Cancel" you will be returned to the filing process.

Secretary of State
Public Charities Division

Fees

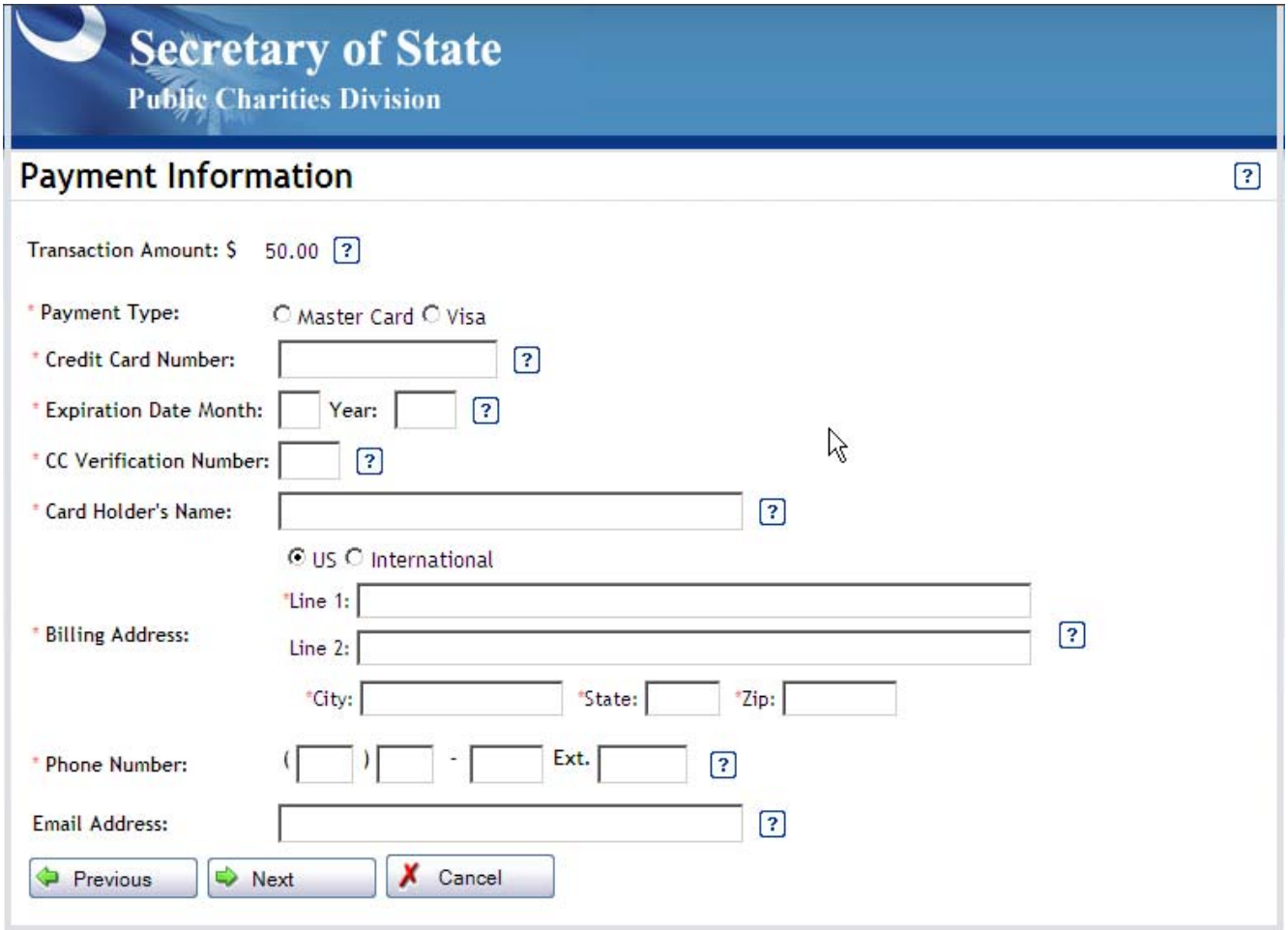
Application Fees	Date	Fee
PFR Solicitor Company Registration	3/24/2010	50.00
Convenience Fee		1.85
Total:		51.85

Next Cancel

The Fees screen will show the total amount due. You will need a Visa or Mastercard to pay this fee amount. Click on "Next" to enter your payment information. If you do not have a Visa or Mastercard, you will need to click on "Cancel."

If you have to click on "Cancel" because you do not have a Visa or Mastercard with you at the moment, you may click on the "Pause & Close" button. When you click on this button, you will be asked if you are sure you want to pause the application. If you click on "OK", the information that you have submitted will be saved for 90 days. You will also be given your ID and PIN. Please record these numbers. You must have both of these numbers to resume registration at a later date. If you click on "Cancel" you will be returned to the filing process.

If you do not have a Visa or Mastercard, you must contact our office immediately at (803) 734-1790.



Payment Type
Choose either Mastercard or Visa.

Credit Card Number
Enter the complete credit card number as it appears.

Expiration Date
Enter the month and year that the credit card expires.

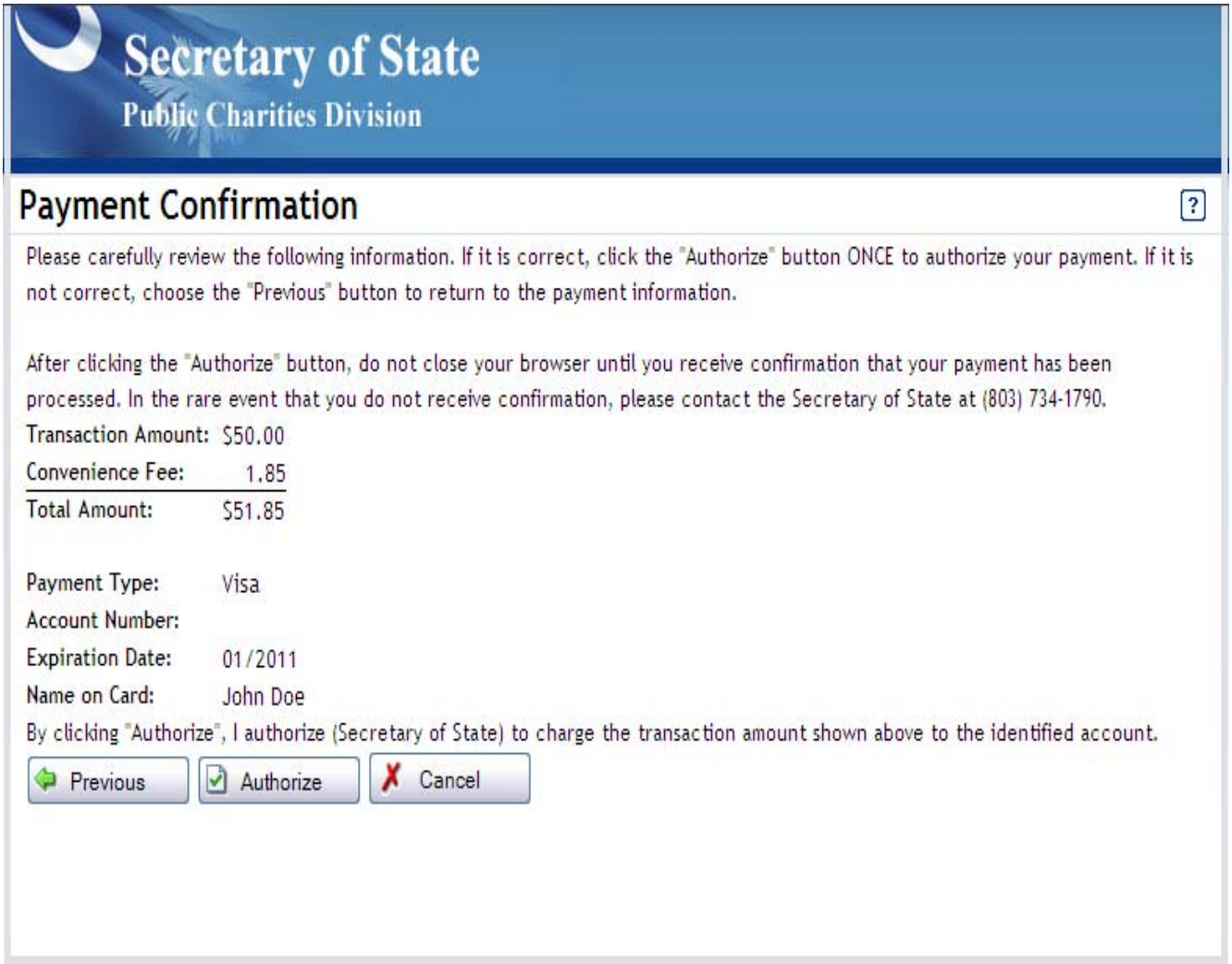
CC Verification Number
Enter the CC Verification Number exactly as it appears on the back of your credit card.

Card Holder's Name
Enter the card holder's full name exactly as it appears on the credit card.

Billing Address
Enter the card holder's billing address.

Phone Number
Enter the card holder's phone number.

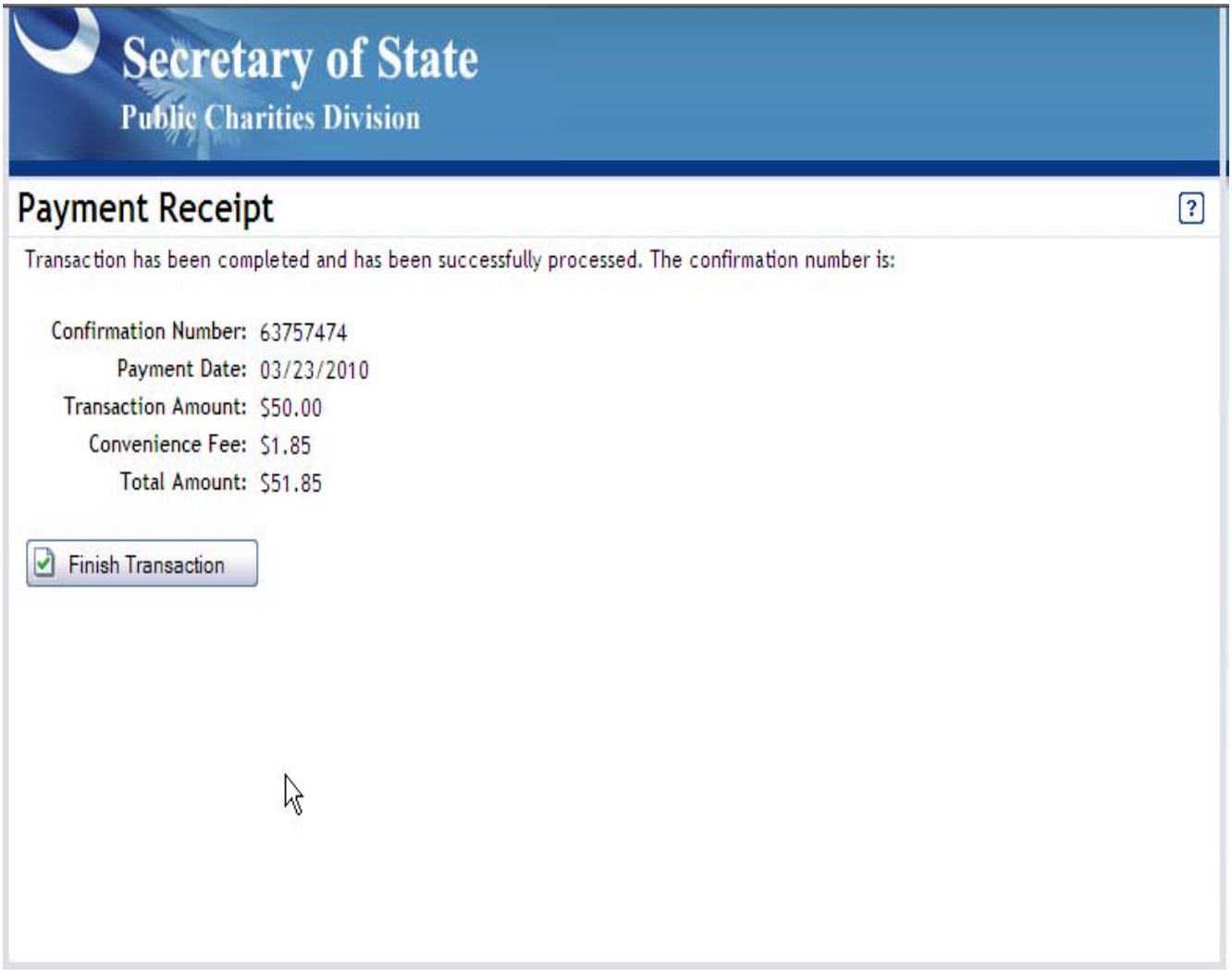
Email Address
The card holder's email address is optional.



"Previous"
If the information on this screen is not correct, click on the "Previous" button. This will take you back to the previous screen to make the necessary corrections.

"Authorize"
If the information on this screen is correct, click on the "Authorize" button to complete the online process. Only click the "Authorize" button one time. If the link to our Website "times out" during the transaction, please contact our office immediately.

"Cancel"
If you do not wish to continue the transaction at his moment, click on the "Cancel" button. If you click on "Cancel," you may then click on the "Pause & Close" button. When you click on this button, you will be asked if you are sure you want to pause the application. If you click on "OK", the information that you have submitted will be saved for 90 days. You will also be given your ID and PIN. Please record these numbers. You must have both of these numbers to resume registration at a later date. If you click on "Cancel" you will return to the filing process.

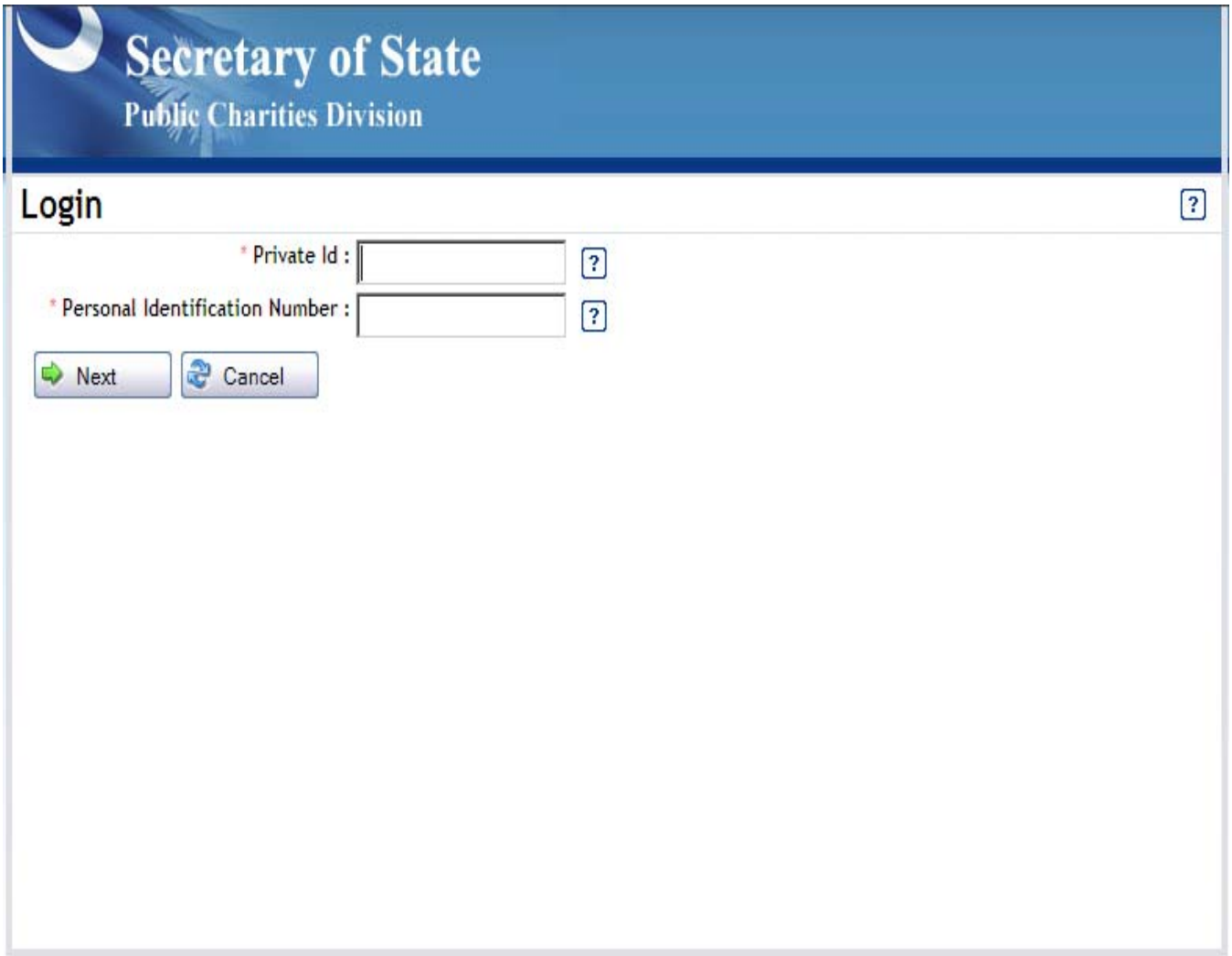


Payment Receipt
This page will show your payment confirmation number. You may wish to print this page for your records. **Before you exit out of the program, you must click on the "Finish Transaction" button. Failure to click on the "Finish Transaction" button will result in your organization's information not being updated.**

Additionally, after completing the online registration you will receive a Registration Confirmation letter from the Secretary of State's Office. If you provided the professional fundraiser contact person's email address, the letter will be emailed. If you did not provide an email address, the letter will be mailed to the professional fundraiser contact person.

Individual Professional Solicitors

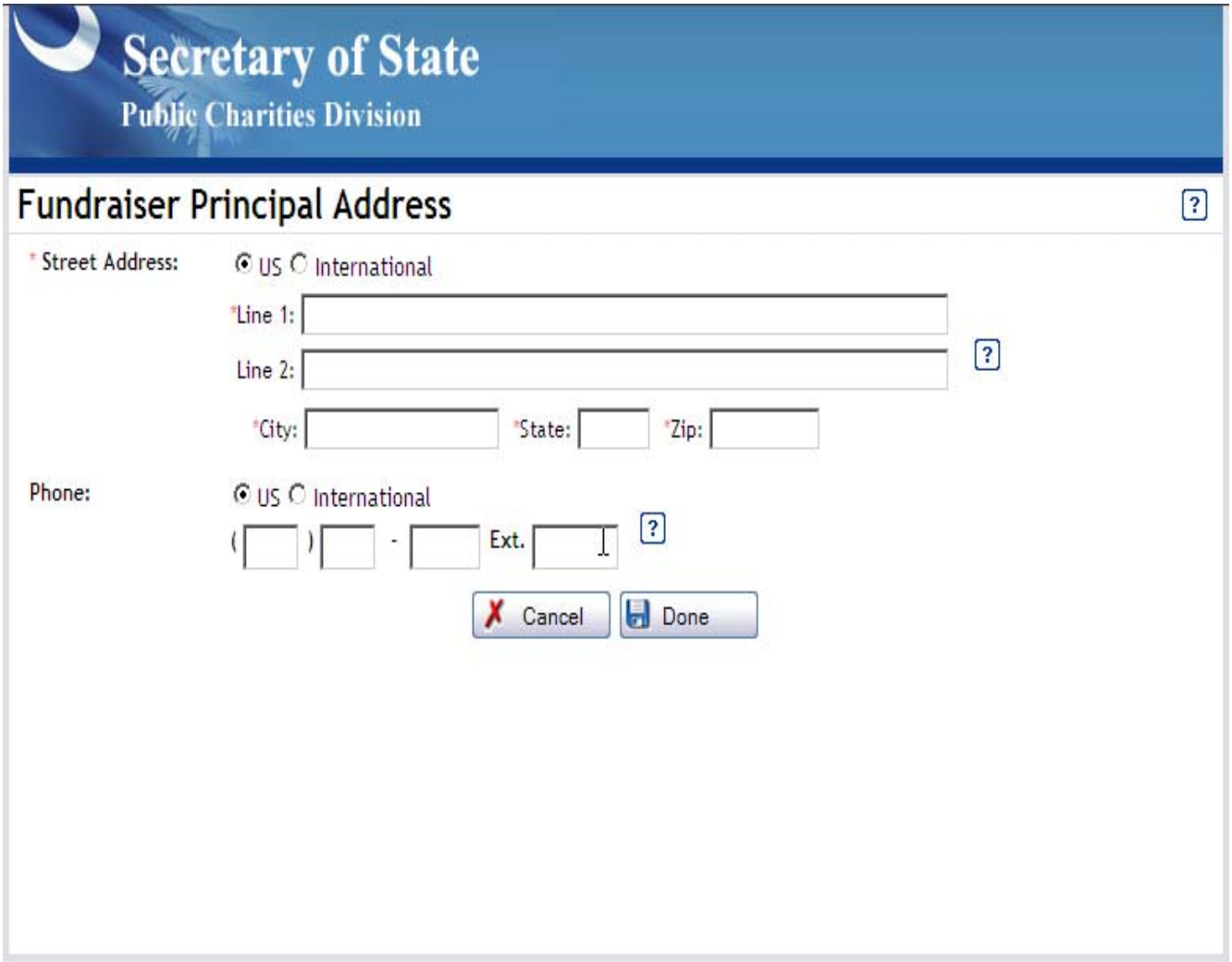
Registration



Enter your Private ID and Registration PIN for the individual professional solicitor. The annual registration reminder letter that was mailed six weeks prior to the registration date lists the Private ID (PFR ID) and Registration PIN (upper right-hand corner). Please enter the ID number exactly as it is shown on the letter. That means the "F" that is found in front of the ID number must be entered along with the numbers. The PIN is case sensitive. It should be entered exactly as shown on the letter.

When you have entered your Private ID and PIN, click the "Next" button. If you do not have your ID and PIN, please contact the Charities Division at (803) 734-1790.

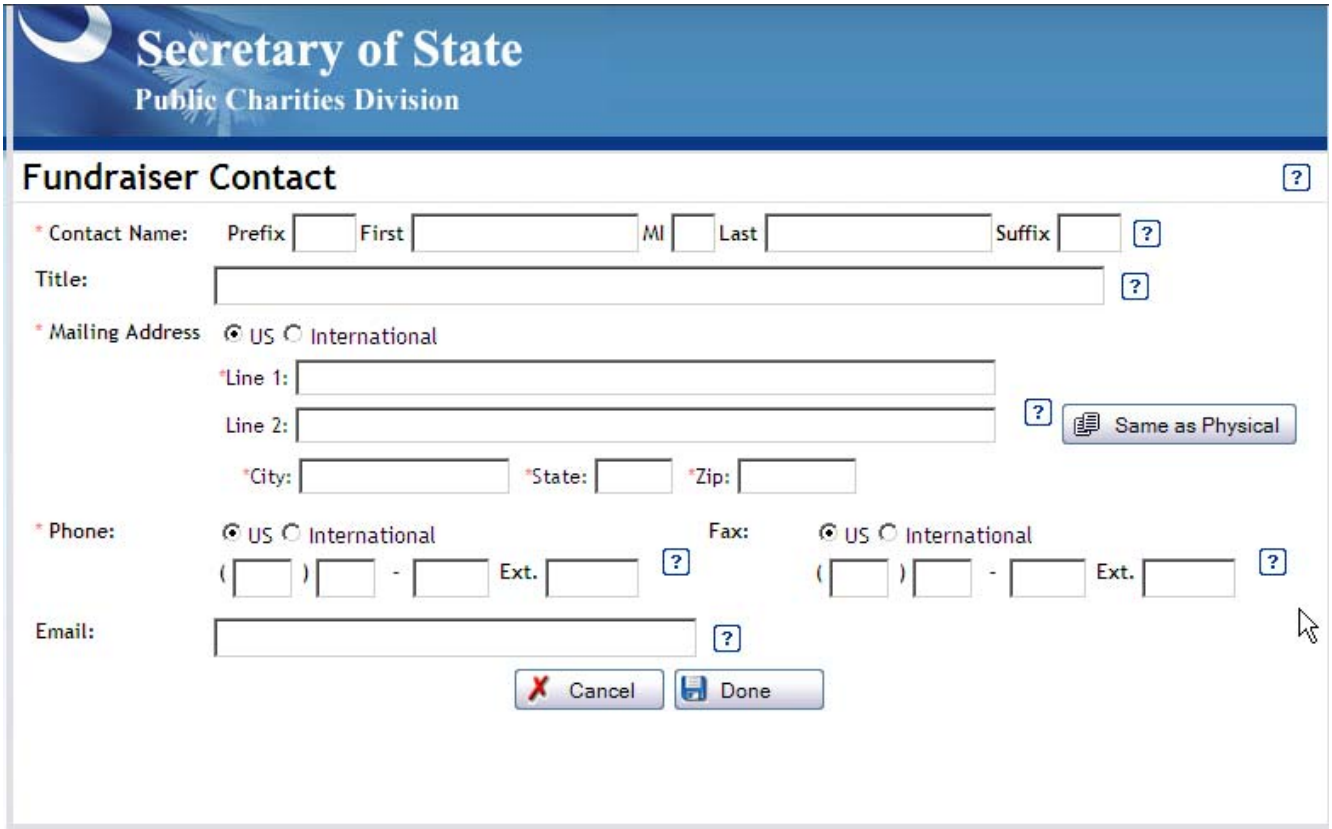
Legal Administrative Action
If the applicant has been the subject of a legal or administrative action, including an injunction, concerning a charitable solicitation, fundraising campaign, or campaign with a commercial co-venturer by another local, state, or federal government authority including, but not limited to, registration or license revocation or denial, fines, injunctions, suspensions, or voluntary agreement to discontinue any charitable solicitation activity, please provide a written explanation of any of these actions.



Fundraiser Principal Address
Enter the street address of the individual professional fundraiser.

Phone
Enter the phone number of the individual professional fundraiser.

When you have finished entering information on this page, click the “Done” button.



Please Note: The contact person will be a representative from the company that employs the individual solicitor. Do NOT enter personal information for the individual in this section. The personal address of the individual should be entered under the Fundraiser Principal Address section.

Contact Name
Enter the name of the contact person for the professional fundraising company that employs the individual solicitor. All reminders and notifications from the Charities Division will be sent to the contact person's attention.

Title
Enter the contact person's title.

Mailing Address
Enter the name of the professional fundraising company that you are employed by in address line 1. In address line 2 enter the address of the professional fundraising company that you are employed by, along with the proper city, state and zip code. It is important that the company's information is included so that the company will receive all pertinent notices.

Phone
Enter the phone number for the professional fundraising organization's contact person. All telephone communications by the Secretary of State's Office will be directed to this phone number.

Email
Enter the e-mail address of the professional fundraising entity's contact person. This field is optional, but if you wish to receive e-mail alerts from the Secretary of State's Office in the future you should submit this information.

When you have finished entering information on this page, click the “Done” button.

Fundraiser Governmental Authority
Click on "+ Add" to enter the name of any other state or country for which either you have completed registration or your registration is pending. If none, simply click "Done." If you have a pdf or tif list of the states in which you are currently registered, you may simply click "Done" and upload the document under Scanned Documents.

Name
Enter the name of any other state or country for which either you have completed registration or your registration is pending.

Status
If you have completed the registration process with a particular governmental authority, enter already registered. If your registration with a governmental authority is still pending, enter registration pending.

When you have finished entering information on this page, click the "Done" button.

Fundraiser Parties Subject of Criminal Conviction
Click on "+ Add" to enter information if the individual has been the subject of a criminal conviction, including guilty or nolo contendere pleas, involving any charitable solicitations act, fraud, dishonesty, or false statement in a jurisdiction within the United States.

Conviction Date
Enter the date of the conviction or guilty plea.

Description
Enter a description of the offense for which the individual was convicted or pled guilty.

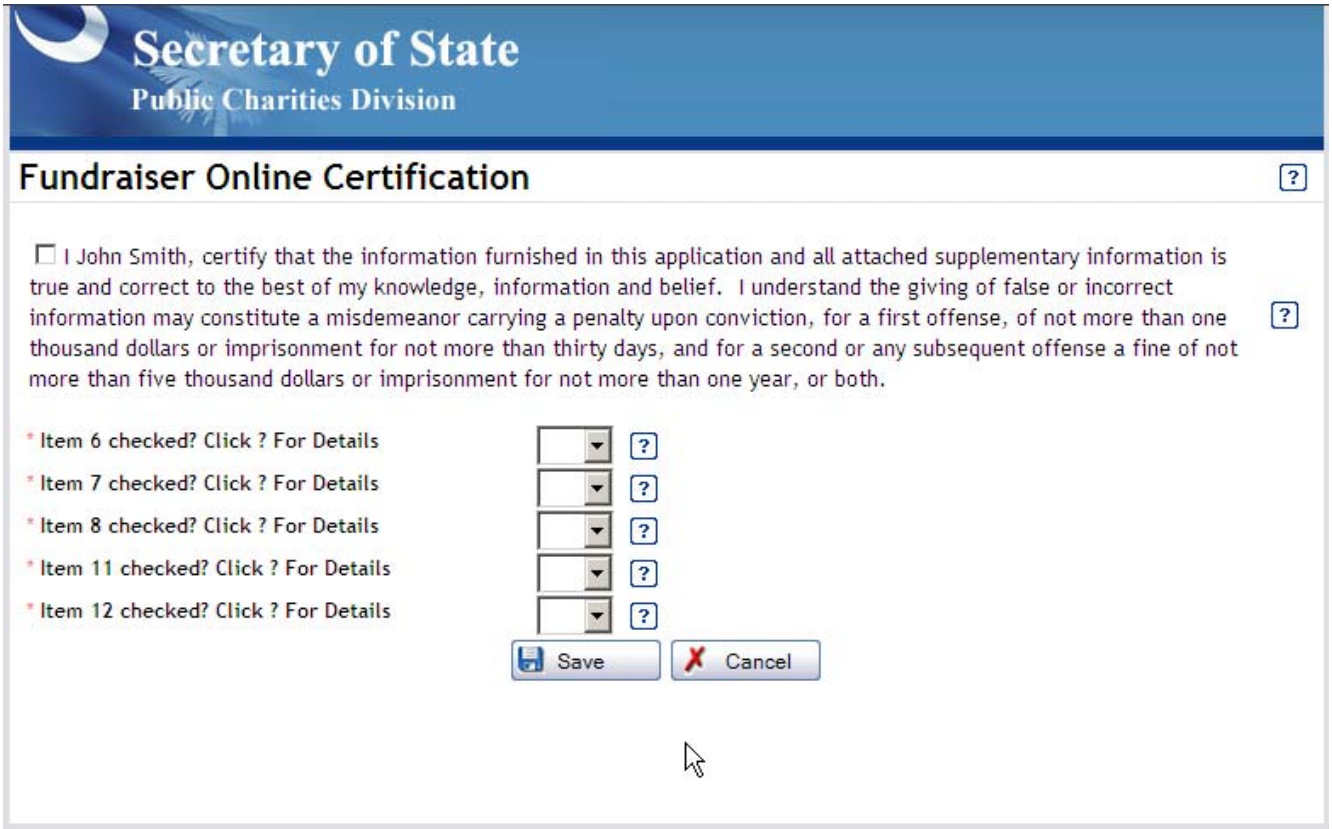
When you have finished entering information on this page, click the "Done" button.

Fundraiser Contracted Charitable Organizations
Click on "+ Add" to enter the names of all charitable organization that the individual solicitor has contracted with in the state of South Carolina for the last three years. If you have a list of the charities, you may simply click "Done" and upload the file under Scanned Documents.

Name
Enter the name of all charitable organizations that the individual solicitor has contracted with in the state of South Carolina for the last three years.

Street Address
Enter the street address for each of the charitable organizations that the individual solicitor has contracted with in the state of South Carolina for the last three years.

When you have finished entering information on this page, click the "Done" button.



Online Certification
The individual professional solicitor must read the certification statement and click on the box. Additionally, the individual must respond to each of the Items (#6, #7, #8, #11, and #12). Click on the "Save" button when you are ready to proceed.

Item 6
The Solicitation of Charitable Funds Act requires that I, as a paid professional solicitor, disclose my status as a professional or paid solicitor upon solicitation of any potential donor.

Item 7
The Solicitation of Charitable Funds Act requires that I, as a paid professional solicitor must disclose the registered true name of the professional fundraising organization for which I work and the registered true name, location, and purpose of any charitable organizations for which I am soliciting. The Solicitation of Charitable Funds Act requires that upon request of the solicited party, that I, as a solicitor also must disclose the percentage of gross receipts with which the professional solicitor is compensated including the amount the professional solicitor must be reimbursed as payment for fundraising costs. I as a professional solicitor also must disclose the guaranteed minimum percentage of gross receipts to be remitted or retained by the charitable organization excluding the amount which the charitable organization must pay for fundraising costs.

Item 8
The Solicitation of Charitable Funds Act requires that I, as a professional solicitor upon oral or written request by the solicited party, must deliver to the solicited party within fifteen business days of the request:

(1) a financial statement of the charitable organization disclosing assets, liabilities, fund balances, revenue and expenses for the preceding fiscal year. The financial statement must be the most recently submitted annual financial report pursuant to Section 33-56-60; and

(2) a copy of the professional solicitor's or charitable organization's current registration certification from the Secretary of State

Item 11
I understand that violation of one or more provisions of the law as set forth above may result in a temporary or permanent injunction against my activities, administrative fines and may subject me to criminal prosecution.

Item 12
I understand that copies of the Solicitation of Charitable Funds Act are available to me as well as all other members of the public.

Secretary of State
Public Charities Division

Registration and Renewal Center

Fundraiser ID: PIN:
Fundraiser Name:
Employer ID Employer Name
Website Address:
Fundraiser Type Solicitor Individual Current Status: Terminated

- ✓ Demographic Details
- ✓ Principal Address
- ✓ Contact
- CEO
- Employees
- Registered Agent
- ✓ Governmental Authorities
- Custody Of Financials
- Current Board Members
- Past Board Members
- ✓ Parties Subject of Criminal Conviction
- ✓ Contracted Charitable Organizations
- Doing Business As
- Upload Required Documents
- ✓ Online Certification

Submit Application | Pause & Close

As you are going through the registration process, each section that you complete will get a check mark. The screen will look like this once you have completed all sections. When a check mark appears beside each heading and you are comfortable with all of the information that you have entered, click on the "Submit Application" button.

If you are not ready to submit your application, you may click on the "Pause & Close" button. When you click on this button, you will be asked if you are sure you want to pause the application. If you click on "OK", the information that you have submitted will be saved for 90 days. You will also be given your ID and PIN. Please record these numbers. You must have both of these numbers to resume registration at a later date. If you click on "Cancel" you will be returned to the filing process.

Secretary of State
Public Charities Division

Fees

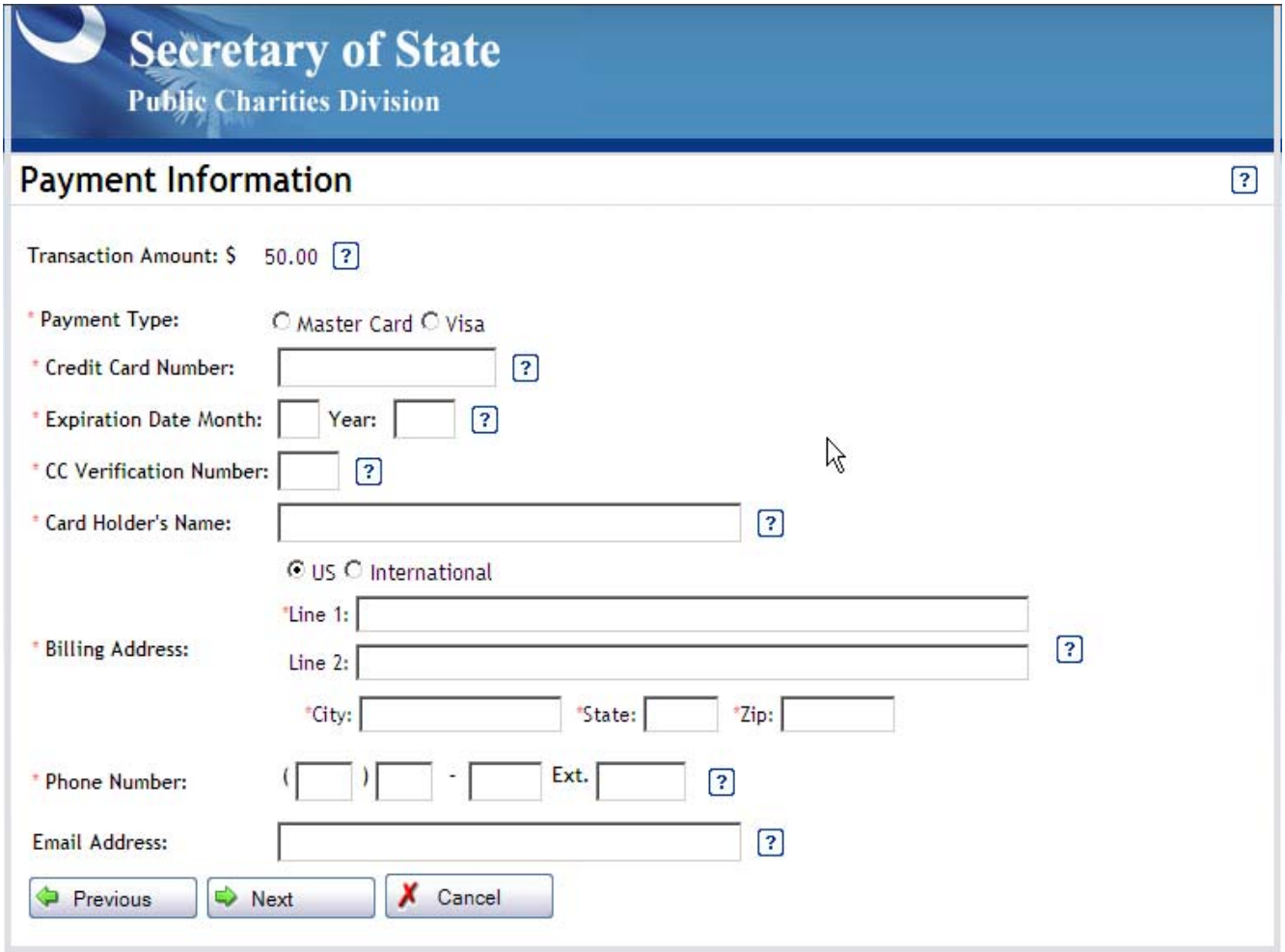
Application Fees	Date	Fee
PFR Solicitor Company Registration	3/24/2010	50.00
Convenience Fee		1.85
Total:		51.85

Next Cancel

The Fees screen will show the total amount due. You will need a Visa or Mastercard to pay this fee amount. Click on "Next" to enter your payment information. If you do not have a Visa or Mastercard, you will need to click on "Cancel."

If you have to click on "Cancel" because you do not have a Visa or Mastercard with you at the moment, you may click on the "Pause & Close" button. When you click on this button, you will be asked if you are sure you want to pause the application. If you click on "OK", the information that you have submitted will be saved for 90 days. You will also be given your ID and PIN. Please record these numbers. You must have both of these numbers to resume registration at a later date. If you click on "Cancel" you will be returned to the filing process.

If you do not have a Visa or Mastercard, you must contact our office immediately at (803) 734-1790.



Payment Type
Choose either Mastercard or Visa.

Credit Card Number
Enter the complete credit card number as it appears.

Expiration Date
Enter the month and year that the credit card expires.

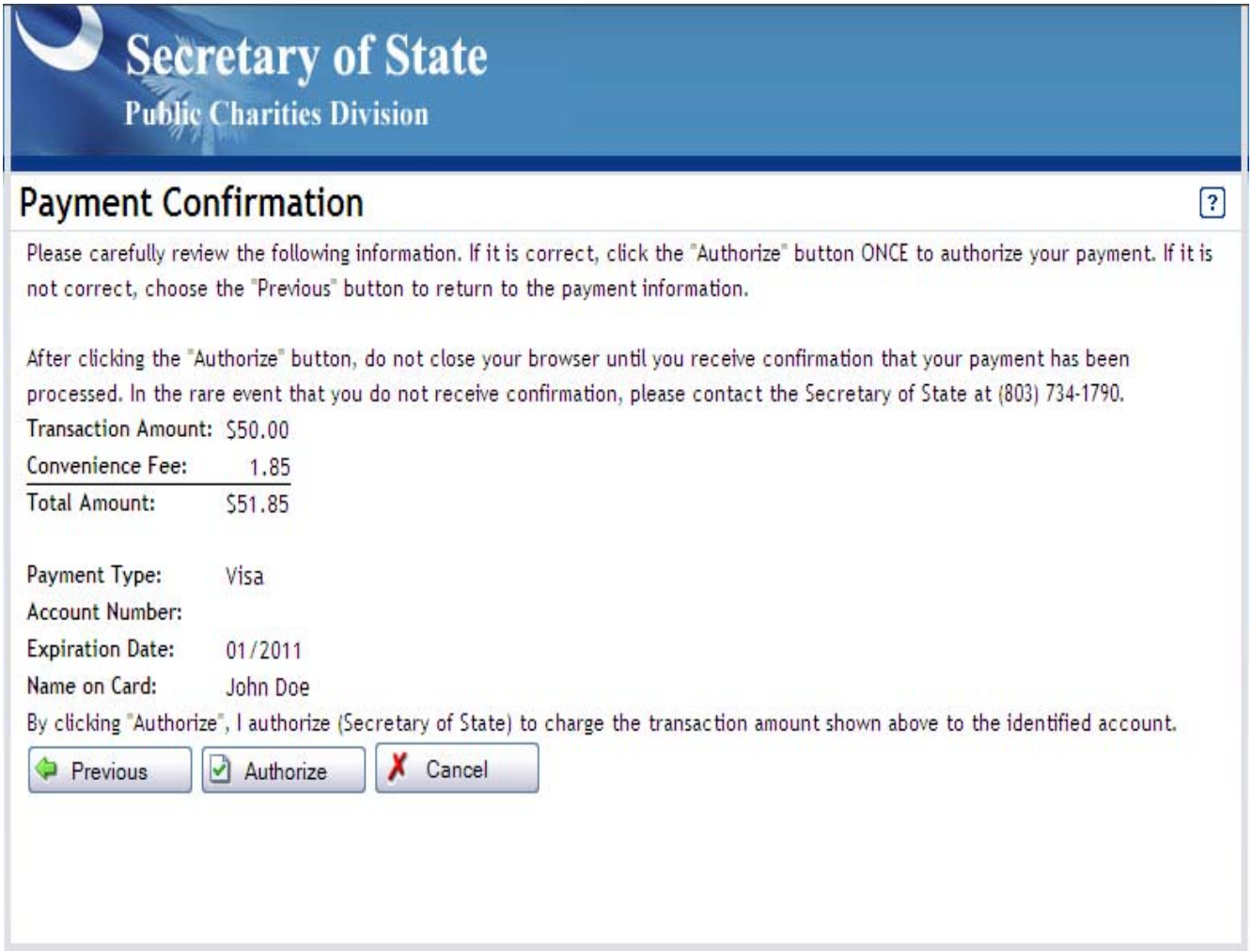
CC Verification Number
Enter the CC Verification Number exactly as it appears on the back of your credit card.

Card Holder's Name
Enter the card holder's full name exactly as it appears on the credit card.

Billing Address
Enter the card holder's billing address.

Phone Number
Enter the card holder's phone number.

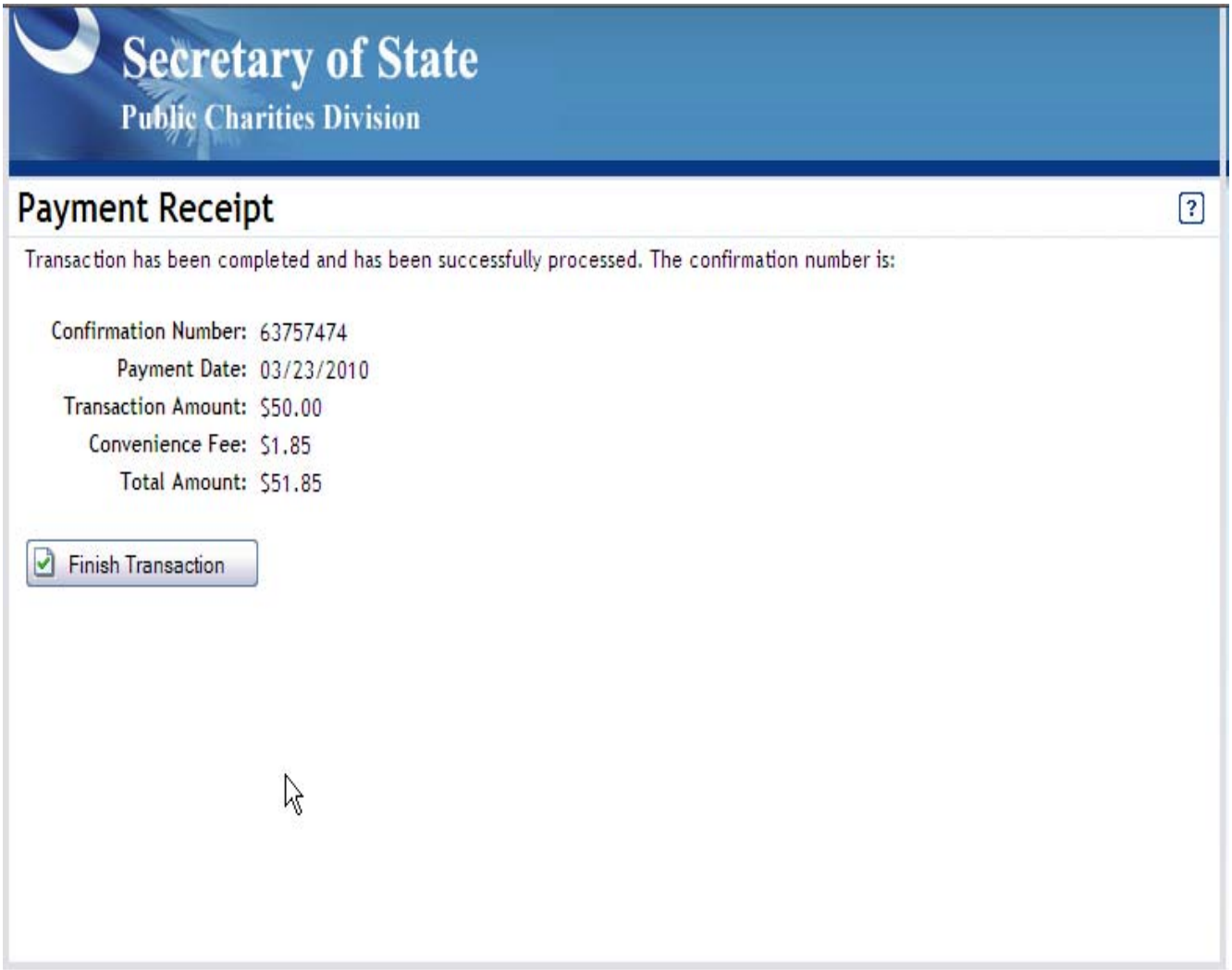
Email Address
The card holder's email address is optional.



"Previous"
If the information on this screen is not correct, click on the "Previous" button. This will take you back to the previous screen to make the necessary corrections.

"Authorize"
If the information on this screen is correct, click on the "Authorize" button to complete the online process. Only click the "Authorize" button one time. If the link to our Website "times out" during the transaction, please contact our office immediately.

"Cancel"
If you do not wish to continue the transaction at his moment, click on the "Cancel" button. If you click on "Cancel," you may then click on the "Pause & Close" button. When you click on this button, you will be asked if you are sure you want to pause the application. If you click on "OK", the information that you have submitted will be saved for 90 days. You will also be given your ID and PIN. Please record these numbers. You must have both of these numbers to resume registration at a later date. If you click on "Cancel" you will return to the filing process.

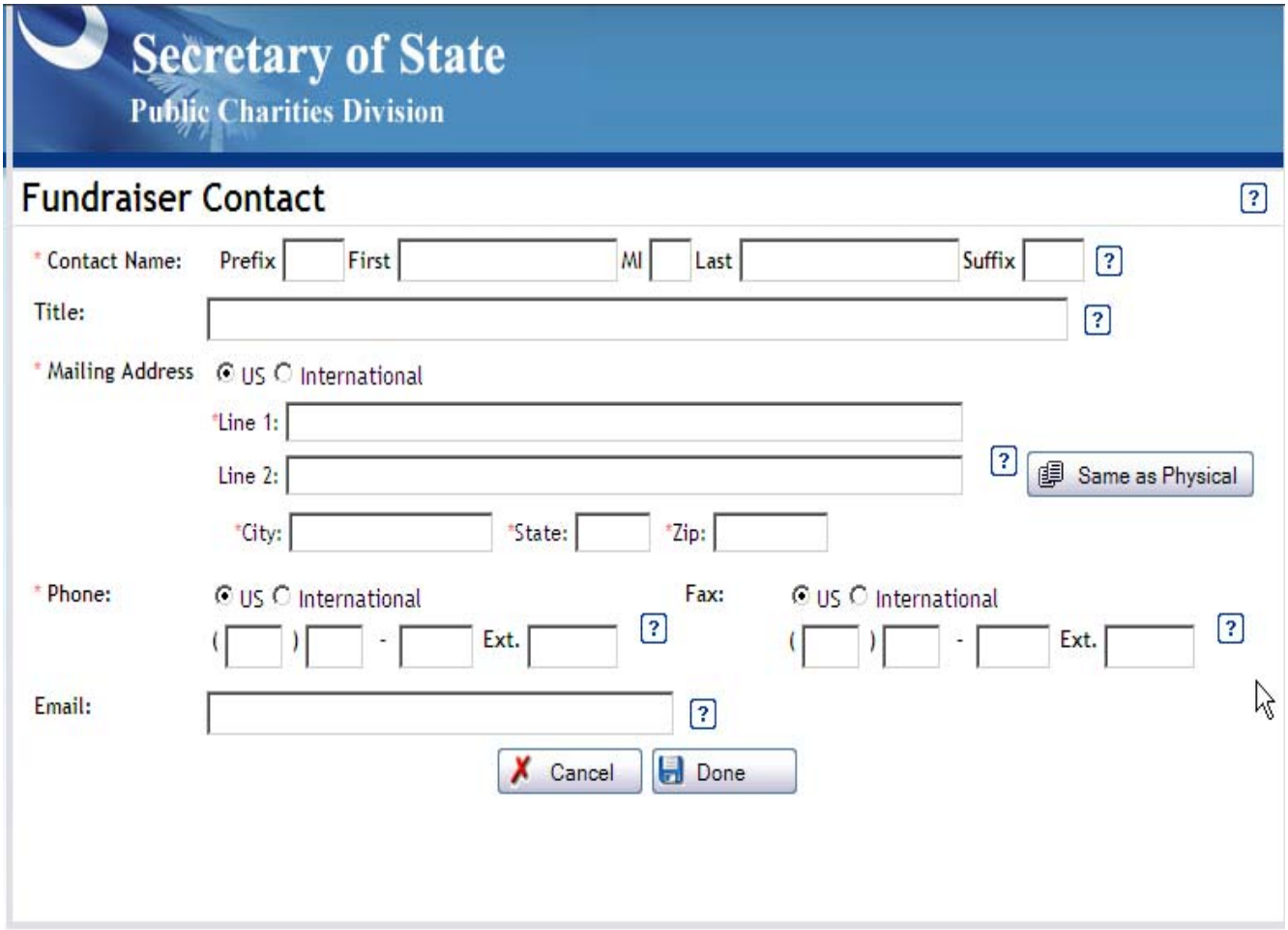


Payment Receipt
This page will show your payment confirmation number. You may wish to print this page for your records. **Before you exit out of the program, you must click on the "Finish Transaction" button. Failure to click on the "Finish Transaction" button will result in your organization's information not being updated.**

Additionally, after completing the online registration you will receive a Registration Confirmation letter from the Secretary of State's Office. If you provided the professional fundraiser contact person's email address, the letter will be emailed. If you did not provide an email address, the letter will be mailed to the professional fundraiser contact person.

Commercial Co-Venturers

Registration



Contact Name
Enter the name of the contact person for the for-profit company that is raising funds for the nonprofit. All reminders and notifications from the Charities Division will be sent to the contact person's attention.

Title
Enter the contact person's title.

Mailing Address
Enter the mailing address of the contact person for the for-profit company that is raising funds for the nonprofit. This may be a physical or P.O. Box address.

Phone
Enter the phone number for the contact person of the for-profit company that is raising funds for the nonprofit. All telephone communications by the Secretary of State's Office will be directed to this phone number.

Email
Enter the e-mail address of the professional fundraising entity's contact person. This field is optional, but if you wish to receive e-mail alerts from the Secretary of State's Office in the future you should submit this information.

When you have finished entering information on this page, click the “Done” button.

Fundraiser DBA
A DBA (Doing Business As) name is a name, other than the professional fundraiser's legal name, under which the professional fundraiser operates. Click on "+ Add" to enter any DBAs here. If no DBAs, simply click "Done."

When you have finished entering information on this page, click the "Done" button.

Secretary of State

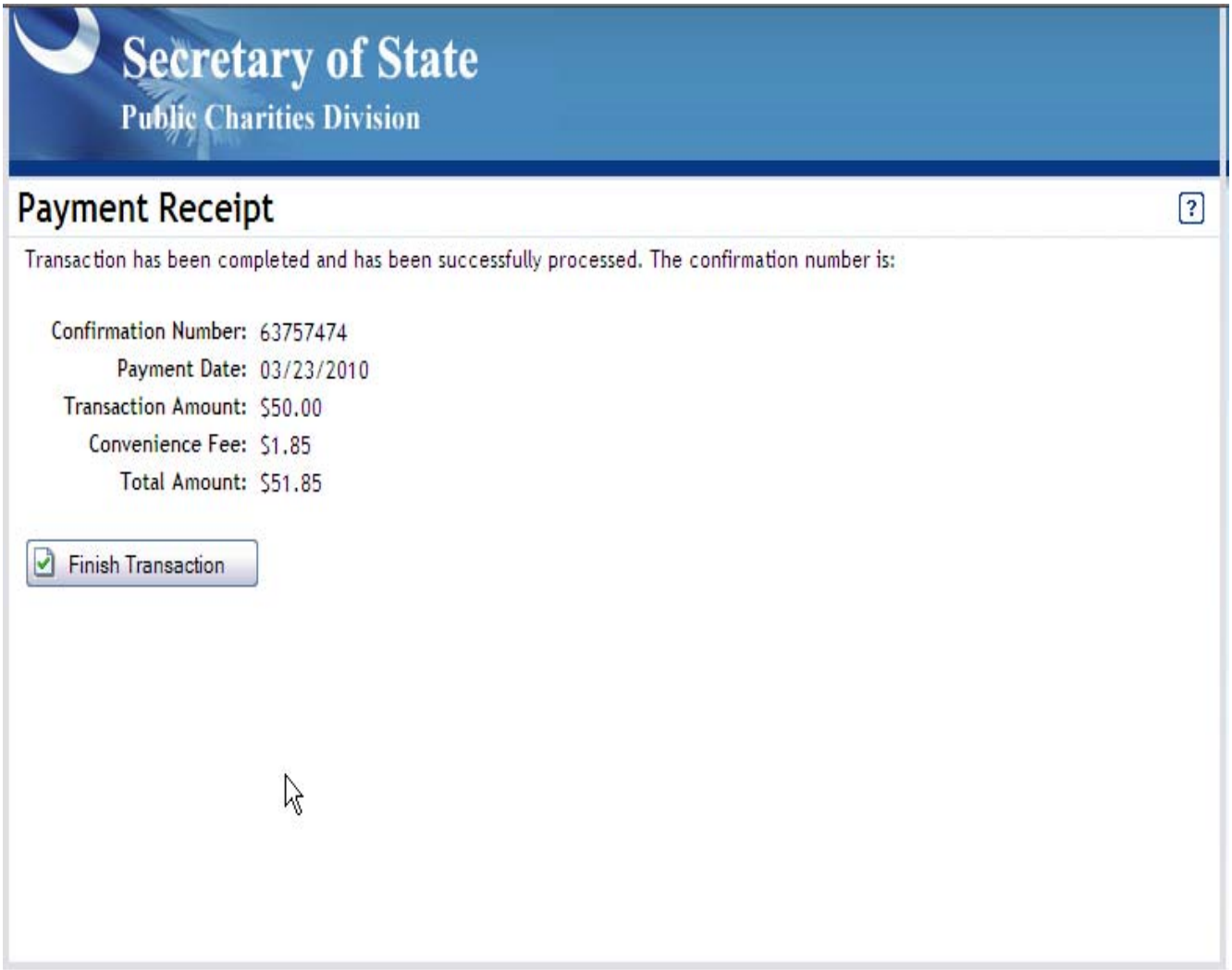
Public Charities Division

Fees

Application Fees	Date	Fee
PFR CCV Registration	3/24/2010	0.00
Total:		0.00

Next Cancel

Click on the “Next” button to finish the registration process.

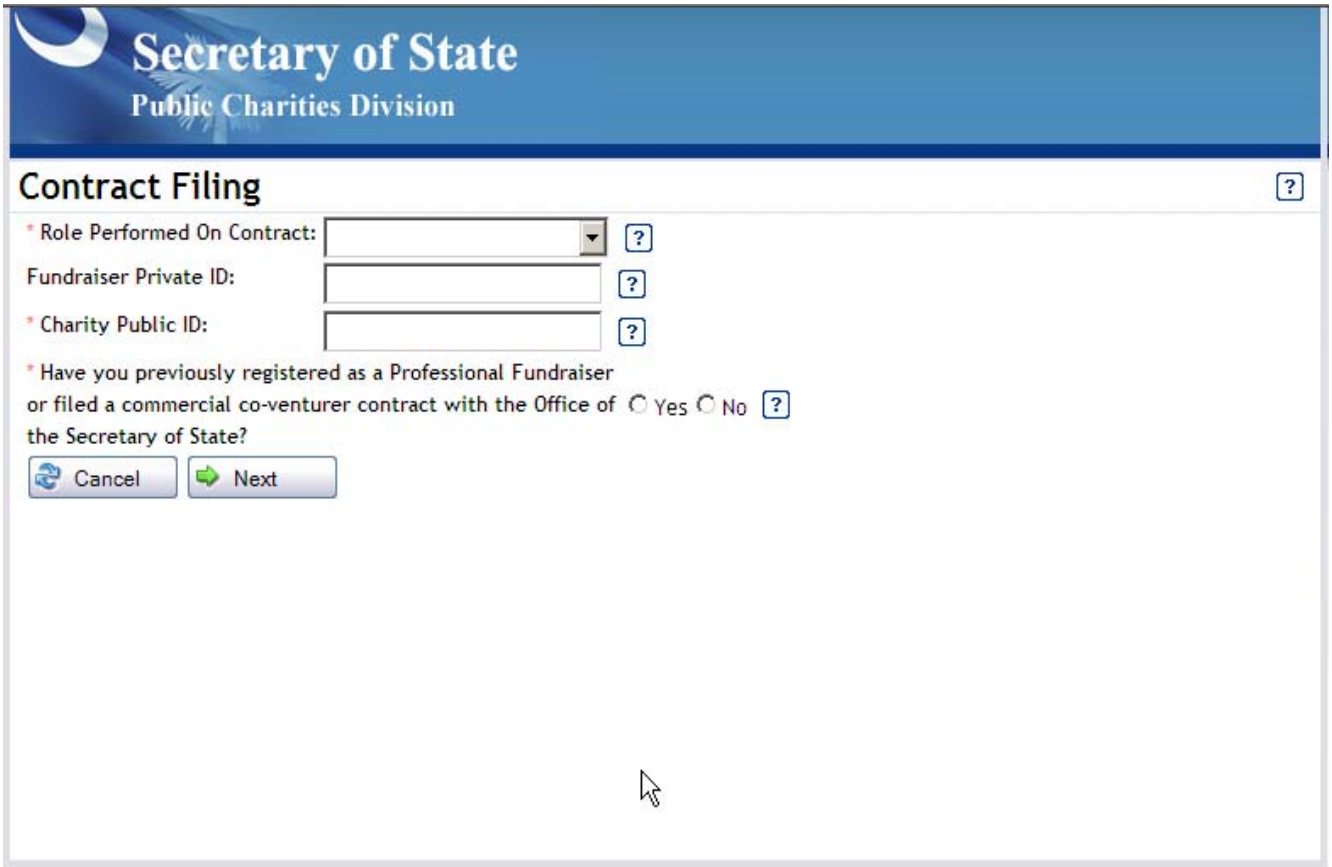


Payment Receipt
This page will show your confirmation number. You may wish to print this page for your records. **Before you exit out of the program, you must click on the "Finish Transaction" button. Failure to click on the "Finish Transaction" button will result in your organization's information not being updated**.

Professional Fundraisers

Contracts

Click on the "Contract Filing" Button to begin the online filing process. All professional fundraisers, including commercial co-venturers, who wish to file a contract must first complete the registration process. If you are not currently registered with the Secretary of State's Office, please complete the registration process prior to attempting to file your contract. Also, in order to complete contract filing process, you will be required to upload a pdf or tif copy of the contract. If your contract is larger than 1 MB, it cannot be uploaded. You will be required to email, mail, or fax the contract to our office.



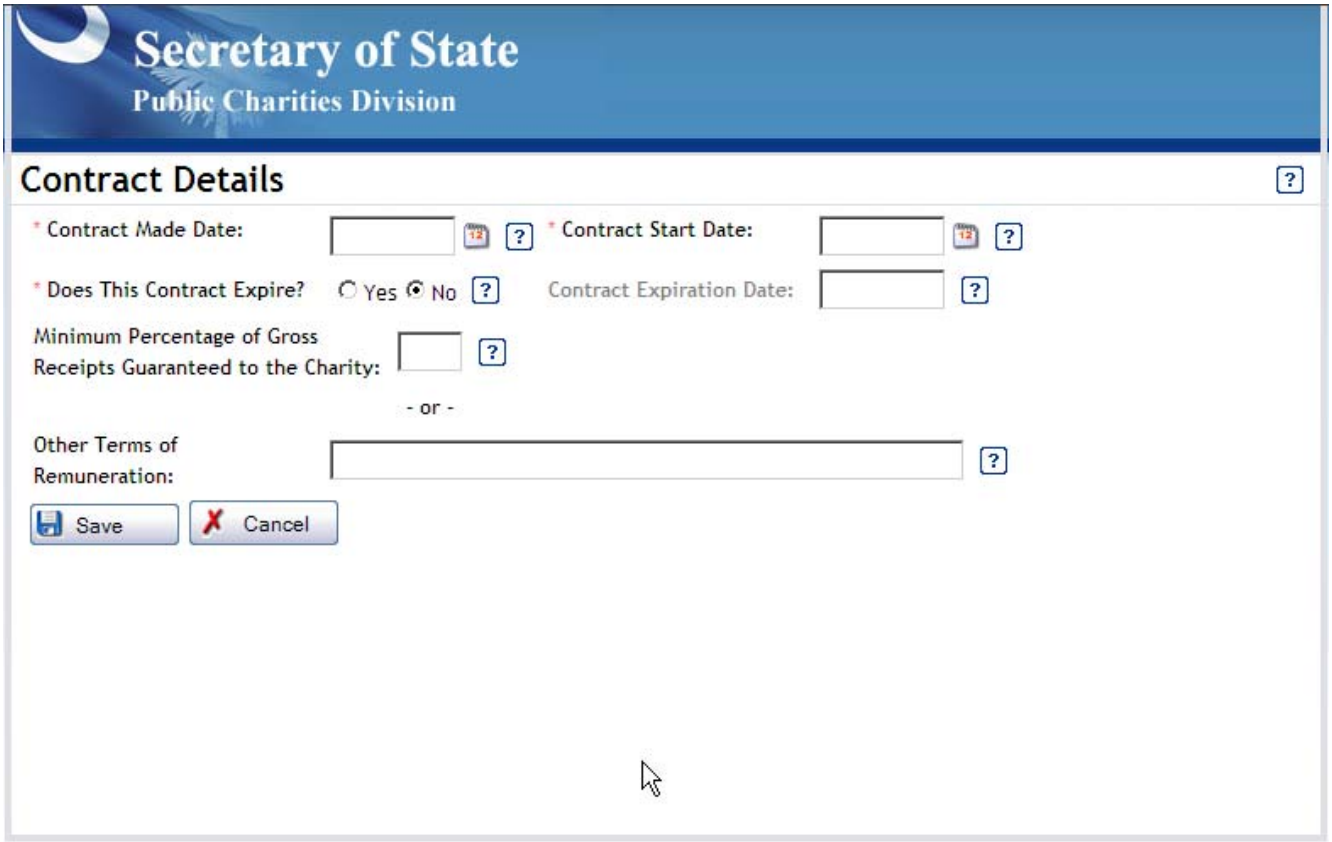
Role Performed on Contract
Choose the correct role that the professional fundraiser will be performing on the contract. A solicitor is a person or company which the charity has contracted to solicit donations on its behalf. A counsel is a person or company which advises a charity on how to raise funds. A commercial co-venturer is a company which sells a product or service at retail price and advertises that a portion of the profit will benefit a charity. You may only file one contract at a time during the online process. Make sure that you choose the role that you are performing on the contract that is currently being filed. For example, if you have registered as a solicitor in the past, but you are acting in the capacity of a counsel for this particular contract, make sure that you choose counsel when filing the contract.

Fundraiser Private ID
Enter the Private ID of the professional fundraiser. This is a unique number assigned by the Secretary of State's Office. The Private ID is included on all reminders sent from the Secretary of State's Office. If you do not know the Private ID, please contact our office at (803) 734-1790.

Charity Public ID
The Charity Public ID can be found from our Website (www.scsos.com). Click on the "Charity Search" button and type in the name of charity. The Public ID is the number that begins with a "P".

Have you previously Registered as a Professional Fundraiser or filed a commercial co-venturer contract with the Office of the Secretary of State?
Click "Yes" or "No." If you click on "No", you will be required to complete the registration process prior to filing the contract.

You will need to click on each of these headings and complete all of the required information.



Contract Made Date
Enter the date that the contract was entered into by the charitable organization and the professional fundraiser.

Contract Start Date
Enter the date that the solicitation campaign will begin in the State of South Carolina.

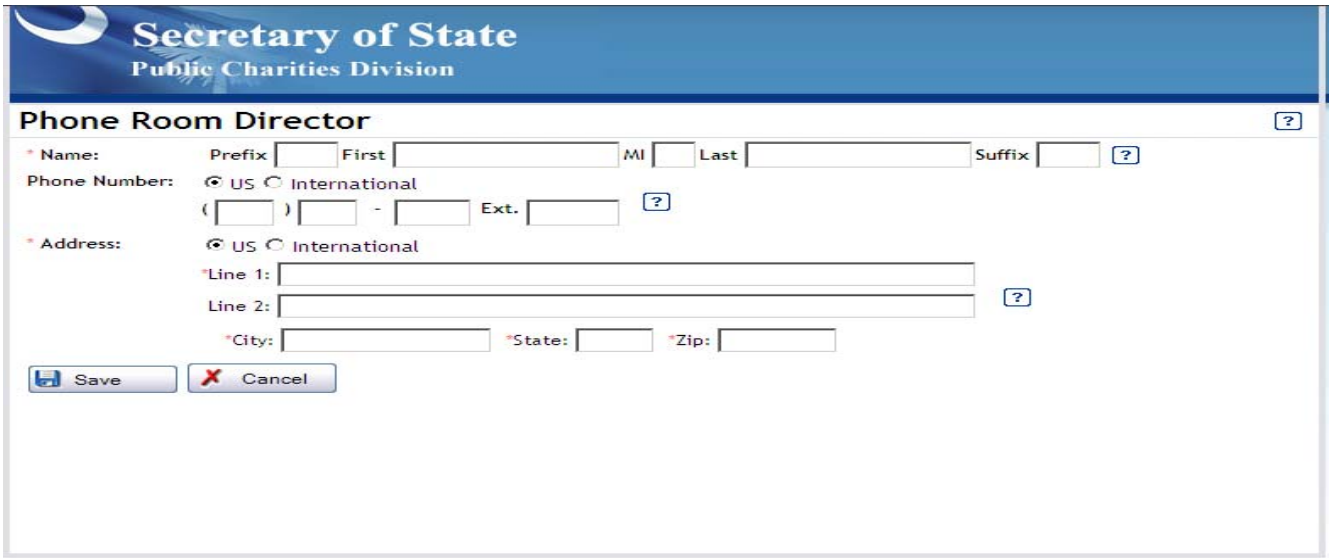
Does This Contract Expire
If the contract has a definite expiration date, click on yes and enter the expiration date.

Contract Expiration Date
Enter the date the solicitation campaign ends in the State of South Carolina.

Minimum Percentage of Gross Receipts Guaranteed to the Charity
Enter the minimum guaranteed percentage of gross receipts to be remitted or retained by the charitable organization, excluding the amount which the charitable organization must pay for fundraising costs, or if there are other terms of remuneration, enter those terms in the box below.

Other Terms of Remuneration
If the terms of remuneration under the contract do not state the guaranteed minimum percentage of gross receipts to be retained by the charitable organization, include the terms of remuneration as stated in the contract. Professional fundraising counsels should indicate their fees. Commercial co-venturers should indicate proceeds guaranteed to the charity.

Phone Room Directors
Professional fundraising solicitor companies will need to add the names of all phone room directors or supervisors. Click on the "+ Add" button and the next screen will allow you to add names, phone numbers, and addresses. Professional fundraising counsels and commercial co-venturers may leave these fields blank and click "Done."



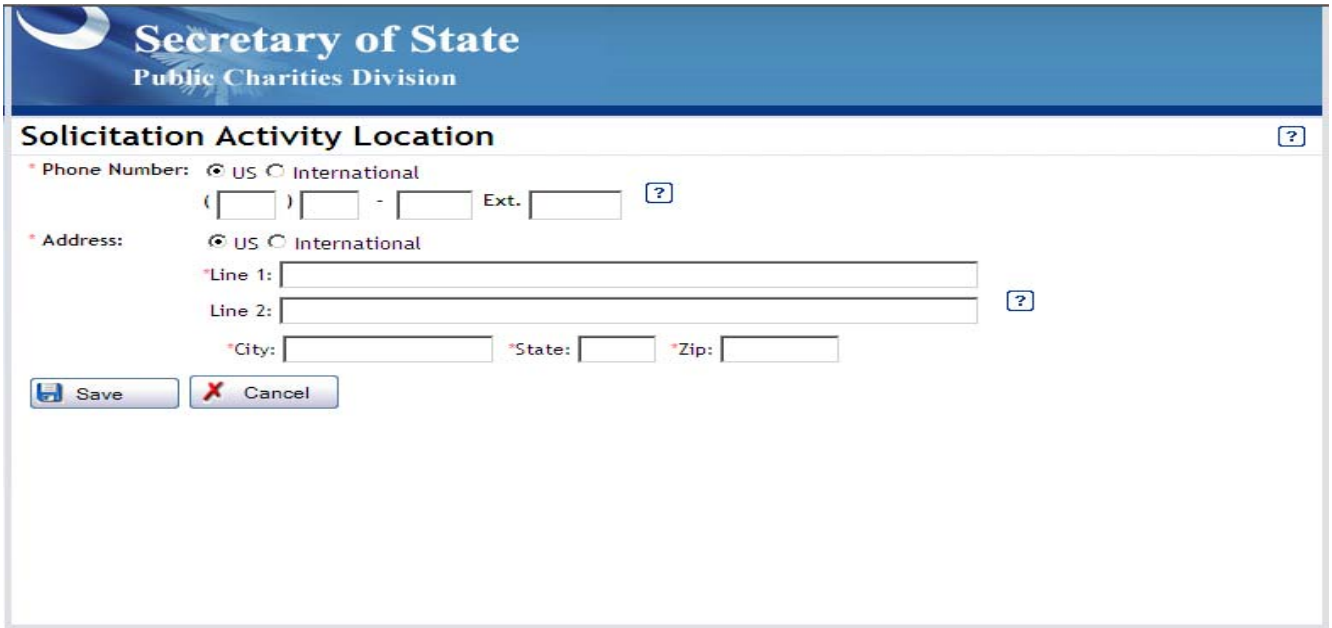
Name
Enter the name(s) of all phone room directors for any solicitation activities.

Phone Number
Enter the phone number(s) of all phone room directors.

Address
Enter the home address of all phone room directors for any solicitation activities.

Click on the "Save" button when you have added the name, phone number, and address of each phone room director. When you have added all directors, you will click on the "Back" button from the previous screen.

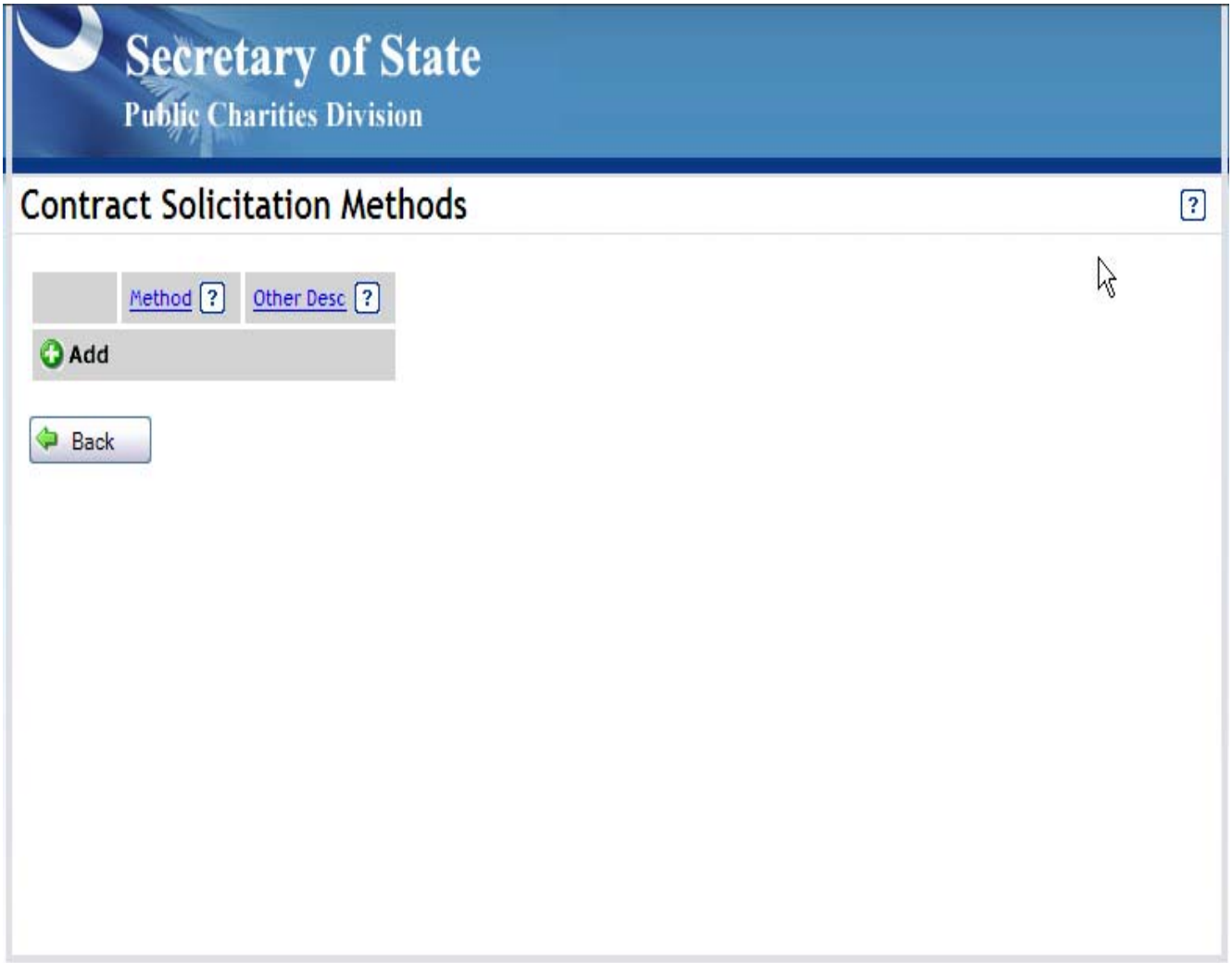
Solicitation Activity Locations
Professional solicitor companies will need to add every location from where solicitation activity will be occurring. Click on the "+ Add" button and the next screen will allow you to add phone numbers and addresses. Professional fundraising counsels and commercial co-venturers may leave these fields blank and click "Done."



Phone Number
Enter the phone number(s) from which all solicitation activity (including telephone solicitations) will occur.

Address
Enter the address from which all solicitation activity (including telephone solicitations) will occur.

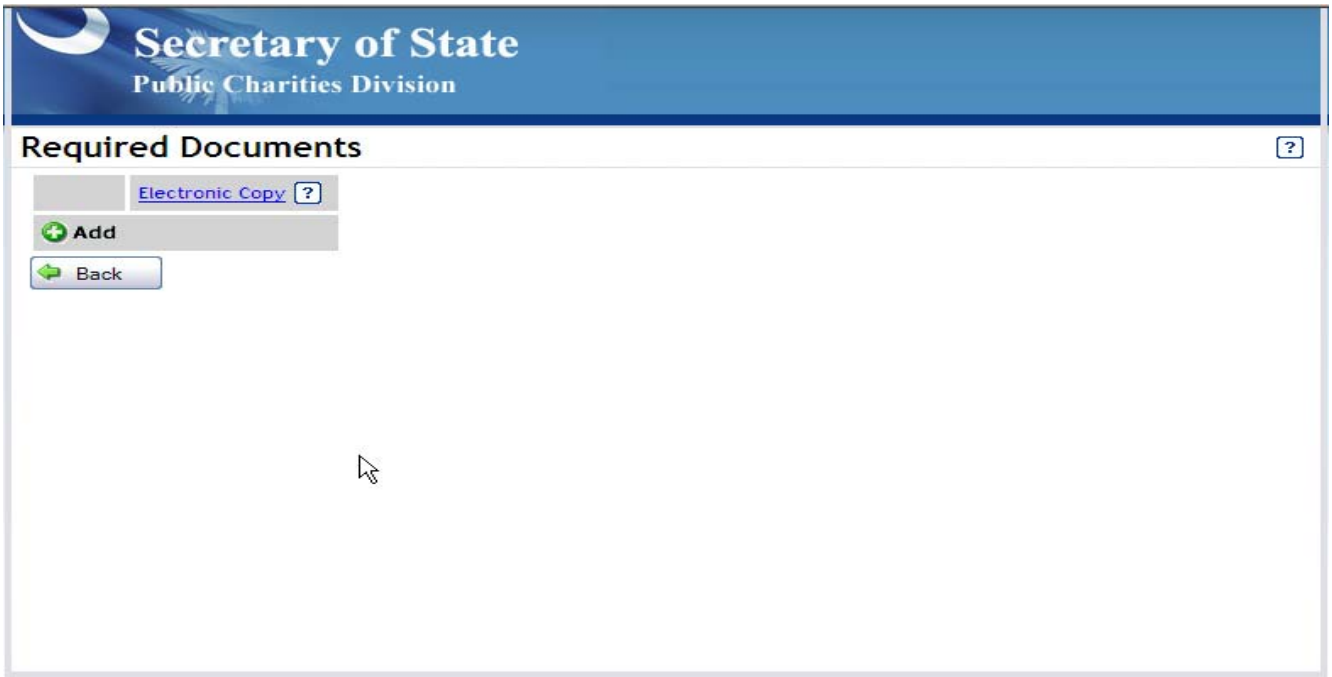
Click on the "Save" button when you have added the phone and address of the solicitation activity. When you have added all locations, you will click on the "Back" button from the previous screen.



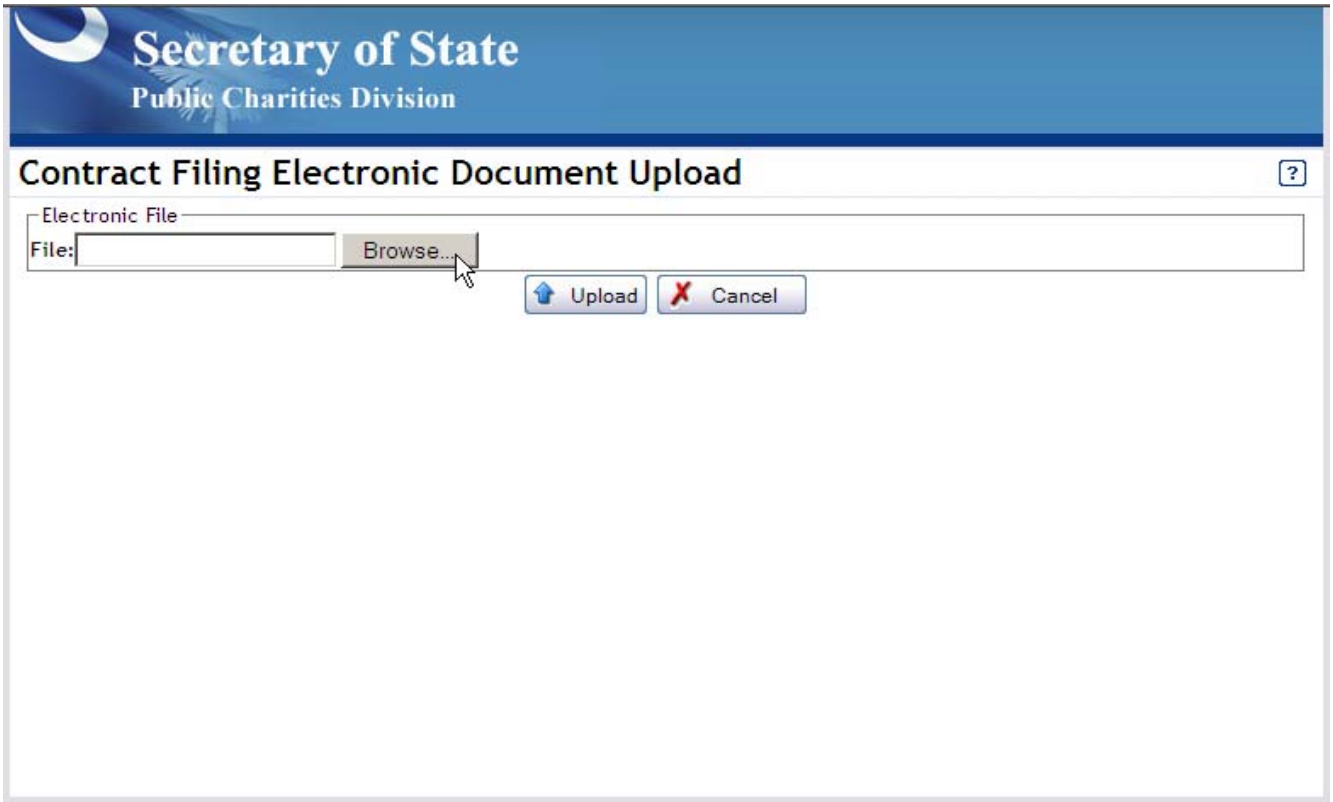
Contract Solicitation Methods (This section must be completed by professional fundraising solicitors, counsels, and commercial co-venturers.)
Click on the "+ Add" button to choose the method of solicitation that will take place during the solicitation campaign. The drop down box will give you the following options: Door to Door, Electronic Media, Event, Mail, Phone, Print Media, Strategy, and Other.

Other Description
If you choose other, you will be required to submit a description of the activity.

Repeat this process until you have added all methods of solicitation. Click on the "Back" button when you have added all methods of solicitation.



Required Documents - Electronic Copy
You must upload a pdf or tif copy of your contract in order for the filing to be completed. Once you click on the "+ Add" button, you will see the screen below. Click on the "Browse" button, and this will allow you to open a document that you have saved on your computer. Find the financial report that you wish to file, and then click the "Upload" button.



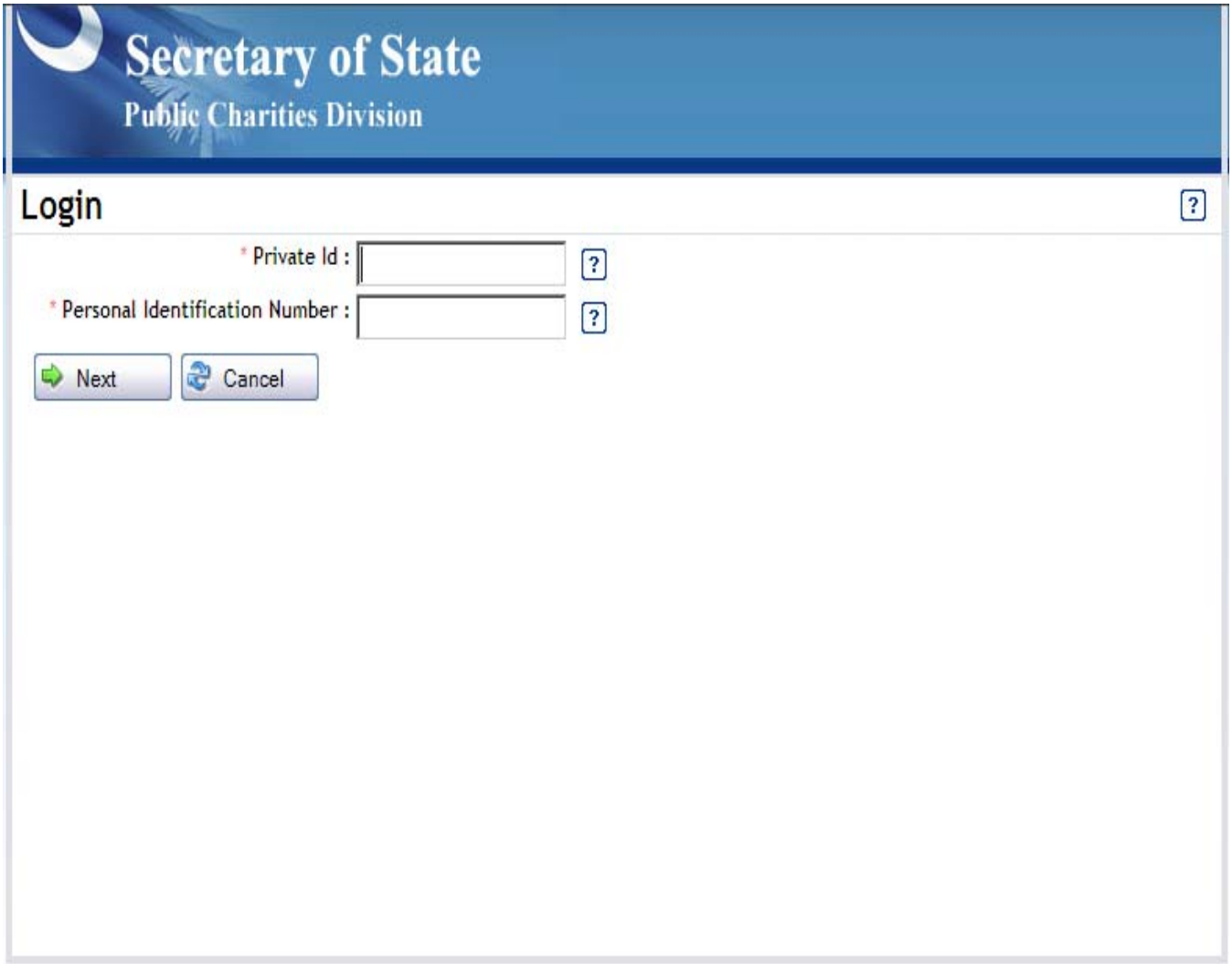
As you are going through the registration process, each section that you complete will get a check mark. The screen will look like this once you have completed all sections. When a check mark appears beside each heading and you are comfortable with all of the information that you have entered, click on the "Submit Contract" button.

Payment Receipt
This page will show your confirmation number. You may wish to print this page for your records. **Before you exit out of the program, you must click on the "Finish Transaction" button. Failure to click on the "Finish Transaction" button will result in your organization's information not being updated.**

Professional Solicitors

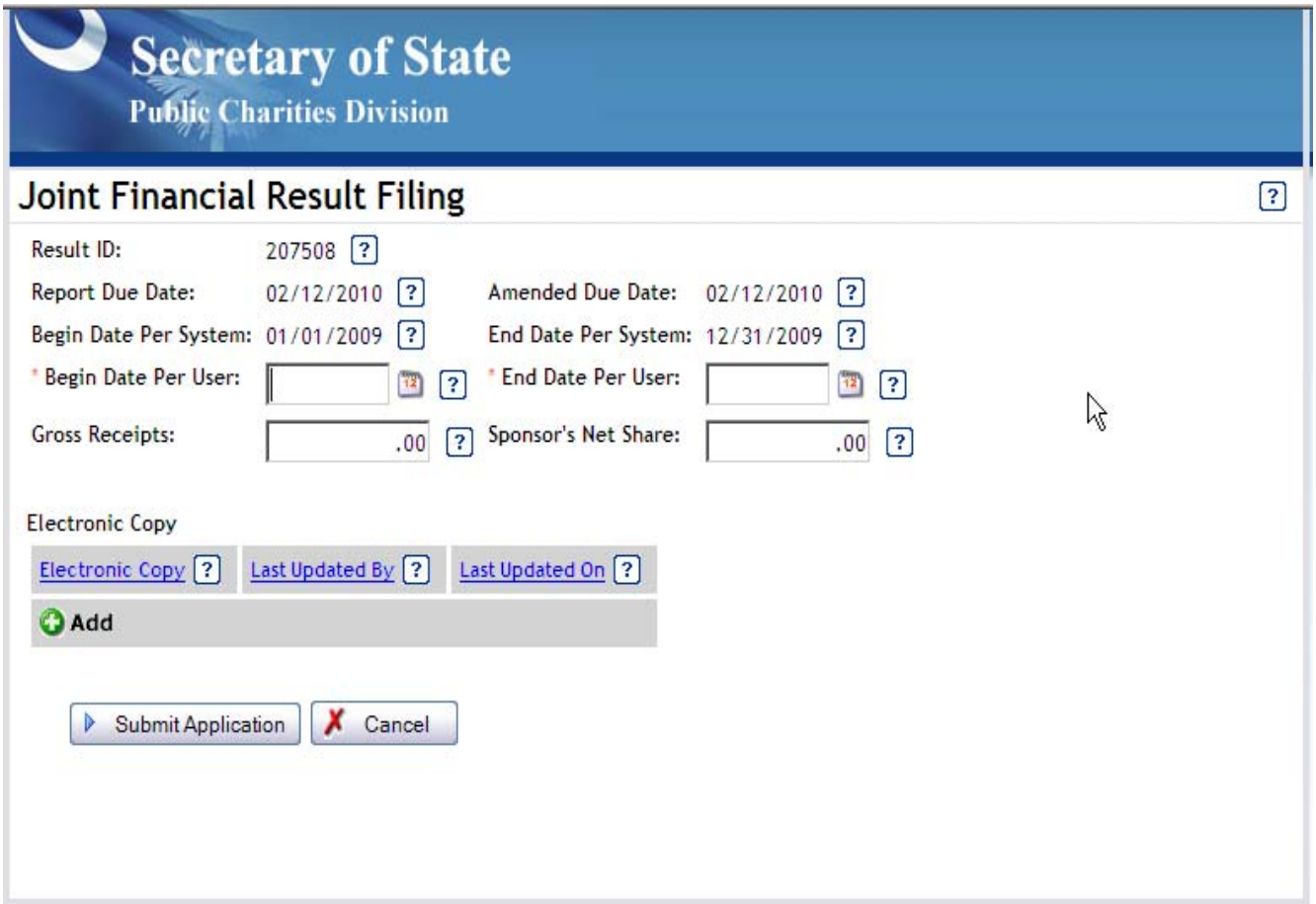
Joint Financial Reports

Click on the "Contracts Result Filing" to file the Joint Financial Report for a solicitation campaign. During the filing process you will be required to upload a signed copy of the Joint Financial Report Form. You may find the form on our Website (www.scsos.com) under the Library of Forms and Fees page. The document must be in pdf or tif format. Additionally, the file cannot exceed 1 MB. If it exceeds 1 MB, you must fax, mail, or email the document to our office.



You will have to enter your Private ID and Financial PIN. The annual registration reminder letter that was mailed six weeks prior to the registration date lists the Private ID (PFR ID) and Financial PIN (upper right-hand corner). Please enter the ID number exactly as it is shown on the letter. That means the "F" that is found in front of the ID number must be entered along with the numbers. The PIN is case sensitive. It should be entered exactly as shown on the letter.

When you have entered your Private ID and PIN, click the "Next" button. If you do not have your ID and PIN, please contact the Charities Division at (803) 734-1790.



Result ID
The Result ID is the specific ID assigned to particular Joint Financial Report. Each Joint Financial Report will have its own specific identification number.

Report Due Date
Report due date is the date that the joint financial report is due to be filed with the Secretary of State's Office. Joint financial reports are generally due 90 days after the end date of a campaign, or within 90 days after the anniversary date of a solicitation campaign lasting more than one year.

Amended Due Date
The amended due date is the new date that the joint financial report is due to be filed with the Secretary of State's Office. In some cases the Secretary of State's Office will issue extensions of time to file a joint financial report. If your organization is given an extension, the amended due date will be updated to reflect this extension of time.

Begin Date Per System
This is the begin date for the financial results of a solicitation campaign to be filed. This date is populated by the system based on the dates recorded in the contract covering the solicitation campaign.

End Date Per System
This is the end date for the joint financial report from a solicitation campaign to be filed. This date is populated by the system based on the dates recorded in the contract covering the solicitation campaign.

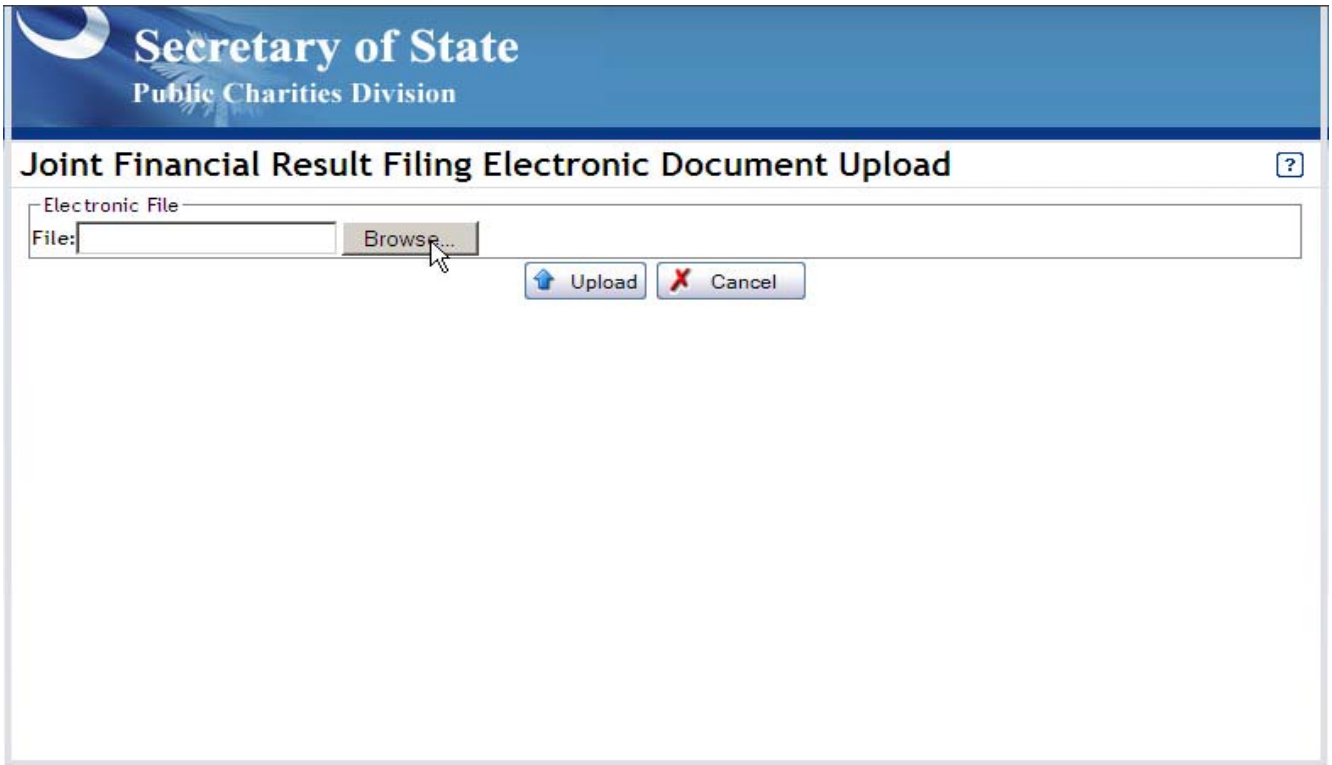
Begin Date Per User
Enter the begin date of the financial results that you are entering. This should be the begin date of the solicitation campaign.

End Date Per User
Enter the end date of the financial results that you are filing. This should be the last day of the solicitation campaign, unless the campaign lasts for more than one year. If the campaign lasts more than one year the end date will be the one year anniversary of the campaign.

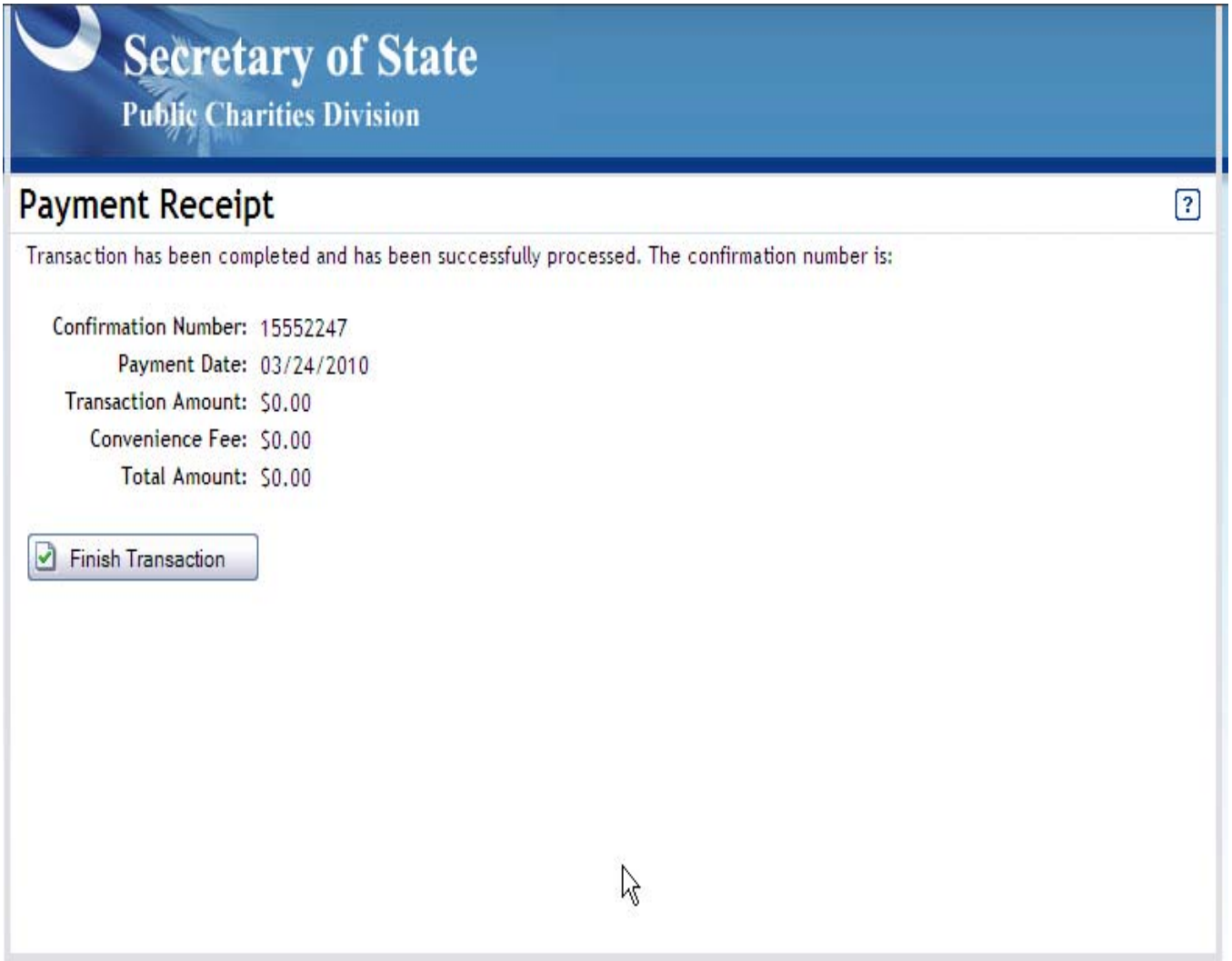
Gross Receipts
Enter the total Gross Receipts from the solicitation campaign. This is line 3e on the Joint Financial Report.

Sponsor's Net Share
Enter the sponsor's net share. This is Line 6d on the Joint Financial Report.

Electronic Copy
You must upload a pdf or tif copy of your financial report in order for the filing to be completed. Once you click on the "Add" button, you will see the screen below. Click on the "Browse" button, and this will allow you to open a document that you have saved on your computer. Find the financial report that you wish to file, and then click the "Upload" button.



When you have entered all information, click on the "Submit Application" button that is on the prior page.



Payment Receipt
This page will show your confirmation number. You may wish to print this page for your records. **Before you exit out of the program, you must click on the "Finish Transaction" button. Failure to click on the "Finish Transaction" button will result in your organization's information not being updated.**