

South Carolina
Secretary of
State

Public Charities
Division

Online Filing
Guide

Online
Account
Access

Charity and Fundraiser Registration

Register Organization

Account Login

Who should use the [Register Organization] button?

- Organizations who are registering with the Public Charities Division for the first time.
- Organizations who have not received a letter from our office requesting they register with the Public Charities Division.

Who should use the [Account Login] button?

- Organizations who are renewing their registration with the Public Charities Division, updating their account, filing a financial report, or paying a fine.
- Organizations who have received temporary password from the Public Charities Division.
- Organizations who have received a letter from our office requesting they register with the Public Charities Division.

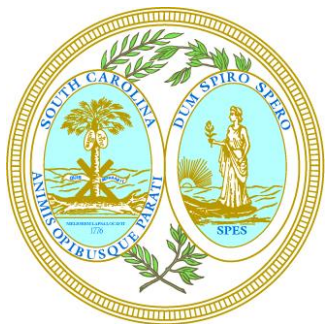
The Charities Division assigns two IDs to each organization that begins a registration.

A private ID is used to log in to your online account with our office and can be found on all renewal reminder letters.

- A private ID for a charitable organization will begin with the letter C.
- A private ID for a professional fundraising company, counsel or commercial co-venturer will begin with the letter F.
- A private ID for a registered raffle will begin with the letter R.

A public ID is used when providing information to the public and can be found on all confirmation letters.

- Charity, professional fundraiser, and CCV IDs all begin with the letter P.
- Raffle public IDs begin with the letters PR.



Welcome to the Charities Online Filing Portal

Resetting a Password

1. Use the [Account Login] button to begin the process of resetting your password.

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2. Use the [Forgot Password? [Reset it](#)] link.

Account Login

Private Id *

Do not enter anything in this field.

Password *

Do not enter anything in this field.

Login

Forgot Password? [Reset it](#)

3. Enter your private ID and use the [Request Password Reset] button.

Request Password Reset

You may reset your password by supplying your user name in the space below and clicking the Request Password Reset button. An email with a password reset link will be sent to your email account. Click on the link to reset your password.

User Name *

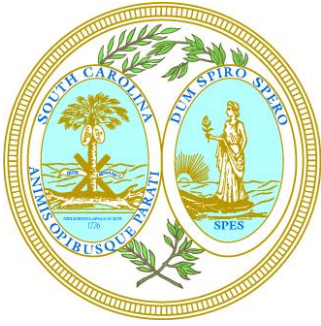
Enter your private ID

Request Password Reset Cancel Reset

South Carolina
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Resetting a
Password





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Resetting a
Password

4. Check your email, the link will come from charities@sos.sc.gov.

An email has been sent to the address on file for your organization. Please check your email for this message. The link contained in the message will allow you to reset your password. The link will expire in 30 minutes.

If you do not receive an email immediately, please send an email to charities@sos.sc.gov and provide us with the charity name, private ID and the email address you would like added to your account.

5. If you do not use the link in the email within 30 minutes, you will need to request a password reset link again.

Password Reset for Single Signon



SC Secretary of State

To reset your password click on or go to 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.

https://testsite1.scsos.com/Charities/Home/ResetPassword?token=bKh_YmJQWwKzF1BTUDyZgdLreFNlYPGmzApfLjnrCLKIE6lYp14MMAk6obD

6. Enter your new password. 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 Password

Reset your account password by entering your new password below.

New Password *

Confirm New Password *

 Reset Password

7. Once you select the [Reset Password] button you will be taken to a screen to log into your account.