



## South Carolina Department of Insurance

HENRY McMASTER  
Governor

RAYMOND G. FARMER  
Director

1201 Main Street, Suite 1000  
Columbia, South Carolina 29201

July 10, 2017

Dear Sir or Madam:

You are hereby notified that some of the licensees have not updated their personal or business email address. Pursuant to 2016 S.C. Act No. 240 C:

### C. Email Addresses

Effective January 1, 2017, all individual licensees (including bondsmen and runners) must provide an active business or personal email address to the Department. Additionally, licensees must notify the Department within 30 days of any change in the personal or business email address. Email addresses are being required to help facilitate communication with licensees of this Department. Licensees are encouraged to start submitting their email addresses as soon as possible.

The Department will not update your email address for you; you must update for yourself. To update *your own email address* follow the steps below:

[www.doi.sc.gov](http://www.doi.sc.gov)

Select SCDOI Online Services.

1. Select "Update Individual Demographics" under the Registered Individual Users heading.
2. Enter your UserID and Password.
3. Update email address.
4. Click "Save".

This will be available through August 31, 2017. If this has not been completed by then notice will be sent to our legal department.

If you have any questions concerning this letter, please feel free to contact this office at (803) 737-6181.

Sincerely,

*Rachel Johnson*

Program Assistant / Special Licensing

Office: (803) 737.6181

Email: [rjohnson@doi.sc.gov](mailto:rjohnson@doi.sc.gov)