



Follow 4 easy steps to qualify for the Career Ladder Bonus!

Step 1 is completed by program leadership and steps 2-4 are completed by individual employees.

Program Leadership

Step 1 [Create Organizational Profile in SC Endeavors](#)

Program's leadership creates an organizational profile for the program in the SC Endeavors Registry and verifies all employees within the profile. Click on the link above for instructions to complete this step.

Individual Employees

Step 2 [Complete your professional profile to earn your Career Ladder Placement](#)

Employees who work directly with children complete their professional profile in SC Endeavors Registry to earn a Career Ladder Placement. Click on the link above for instructions to complete this step.

Step 3 [Obtain SCEIS Vendor Number](#)

Each employee must have their own SCEIS Vendor Number to receive a payment from the state. Each employee registers for a SCEIS vendor number using the state accounting system, SCEIS. Click the link above to access the SCEIS portal. A how-to guide for using the SCEIS portal can be found [Here](#).

If you have questions or need assistance with the SCEIS portal, please contact Brianna Smith or Tameka Simpson at 803-898-2772 or careerlevel@dss.sc.gov. Make sure to keep your SCEIS Vendor Number in a safe place.

Step 4 [Sign Up for ACH/Direct Deposit](#) following obtaining your SCEIS vendor number.

- Once logged in to the Vendor Registration Portal, click on the *Sign up for ACH Payments* link to begin the ACH enrollment process.
- Complete the ACH enrollment screens in their entirety and provide the preferred bank account and routing numbers.
- You will receive an immediate onscreen notification as to whether your bank account number has been validated.
- Prior to 5/23/22, a Direct Deposit Form may have been mailed to the SC Treasury's Office.
- If direct deposit not requested a check with the financial award is mailed to the address on file with SCEIS.

After these steps are complete, each employee must apply in the payment portal!

Questions?

Regarding Steps 1 or 2:

Contact- SC Endeavors
scendeavors@dss.sc.gov

Regarding Steps 3 or 4:

Contact – ABC Quality
Brianna Smith or Tameka Simpson
803-898-2772
careerlevel@dss.sc.gov