



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 Complete and mail the [Direct Deposit Form](#).

Direct deposit is available to provide quicker processing of payments (form in link above). Once the form is completed, mail to:

South Carolina State Treasurer's Office
Attn: Electronic Payment Enrollment Form
1200 Senate Street, Suite 214
Columbia, SC 29201

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!
More details to come.**

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