

Usage of Payment Processing Services

SCLLR- Office of Elevators and Amusement Rides welcomes customers to utilize payment services such as AvidXchange, BILL, Paymerang, etc.

Due to the high volume of invoices and payments being processed daily, the agency is not able to assume payment may be associated with invoices if the correct information is not provided along with the payment. As such, in order for the agency to accurately process checks upon receipt, the check(s) **must include the Owner name as registered with the department, as well as the invoice number to which the check corresponds**. Failure to provide verifiable information will result in return of the check, leaving any outstanding invoice unpaid.

It is of utmost importance that you ensure your information is correct in our system. You may do so by logging into the [Elevator Web Portal](#).

If you do not have your portal login information, or the information you see is correct, but you **have not** received expected correspondence, **contact the Office of Elevators and Amusement Rides at Contact.Elevators@llr.sc.gov** confirming the following:

- Elevator State ID(s)
 - The State ID can be found on an existing Certificate of Operation. If you do not have the State ID, provide the address at which the elevator is **located**.
- Owner Name
- Current Contact Person
- Current Email Address
- Current Phone Number
- Current Mailing Address

Upon receipt of your email, we will update your information accordingly, as well as provide your USER ID to accompany a separate email with a link to set/reset your password.

Do not call to update contact information. We cannot ensure information will be relayed accurately when provided by phone. Email ensures spelling and correlation will be correct.