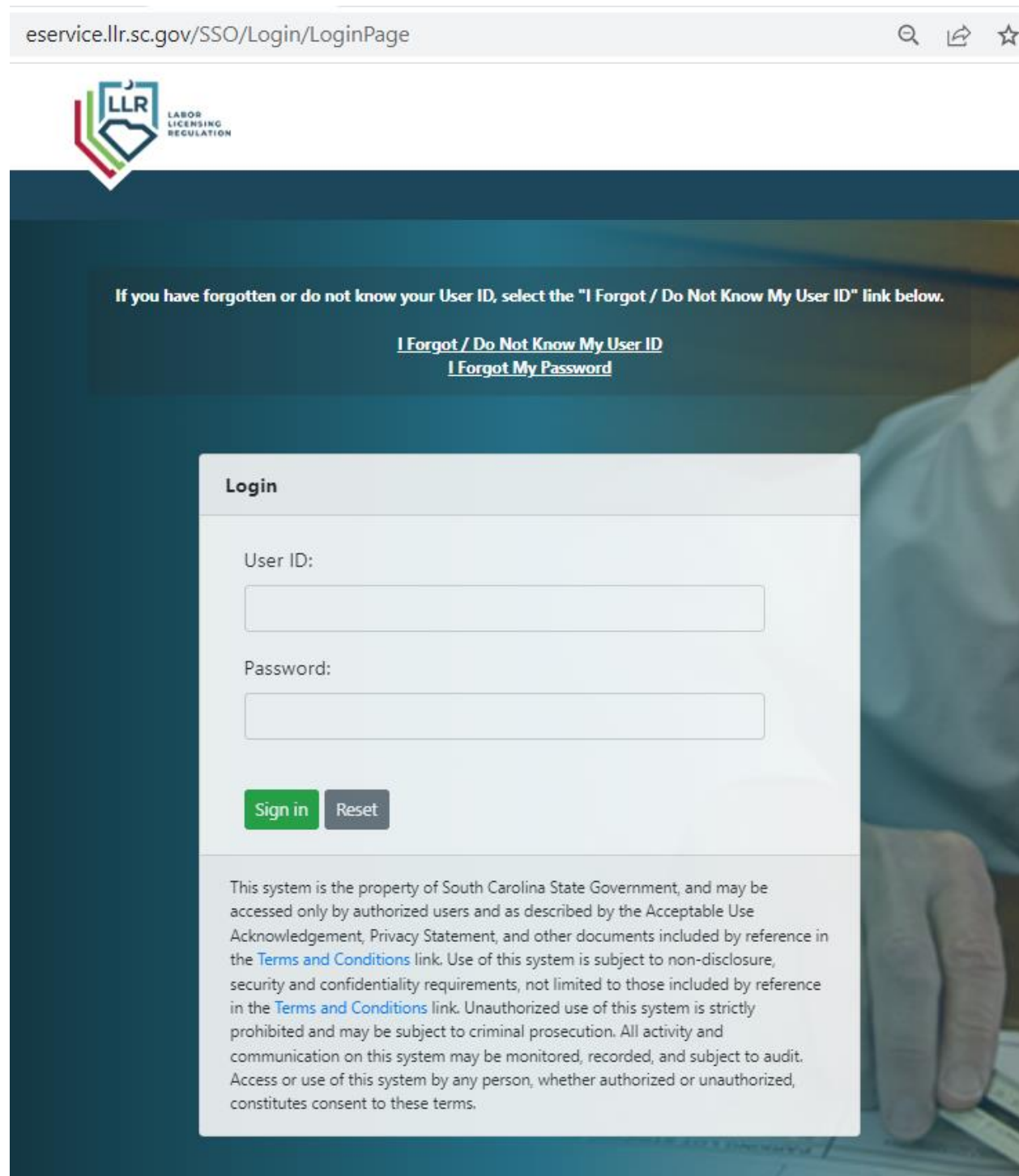


## Document Submission Instructions

Before clicking on the below link to access Document Submission online services, you will need to have your UserID and password at hand. (Unless you're already logged in.) If you do not know your UserID or password, click on "I Forgot/Do Not Know My UserID" or "I Forgot My Password" to retrieve.

<https://eservice.llr.sc.gov/DocumentSubmission/>



The screenshot shows a web browser window with the address bar displaying "eservice.llr.sc.gov/SSO/Login/LoginPage". The page features the LLR (Labor Licensing Regulation) logo in the top left corner. A message states: "If you have forgotten or do not know your User ID, select the 'I Forgot / Do Not Know My User ID' link below." Below this message are two links: "[I Forgot / Do Not Know My User ID](#)" and "[I Forgot My Password](#)". The main content area contains a "Login" form with the following elements:

- Login** (Section Header)
- User ID:
- Password:
- 

Below the form, a disclaimer states: "This system is the property of South Carolina State Government, and may be accessed only by authorized users and as described by the Acceptable Use Acknowledgement, Privacy Statement, and other documents included by reference in the [Terms and Conditions](#) link. Use of this system is subject to non-disclosure, security and confidentiality requirements, not limited to those included by reference in the [Terms and Conditions](#) link. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. All activity and communication on this system may be monitored, recorded, and subject to audit. Access or use of this system by any person, whether authorized or unauthorized, constitutes consent to these terms."

After logging into online services, select Document Submission from the menu located on the left-hand side of the screen.

← → ↻ 🔒 eservice.llr.sc.gov/SSO/

**LLR**  
LABOR  
LICENSING  
REGULATION

## Login Portal

**Authenticated User**  
2/28/2023 1:09:20 PM

### Menu

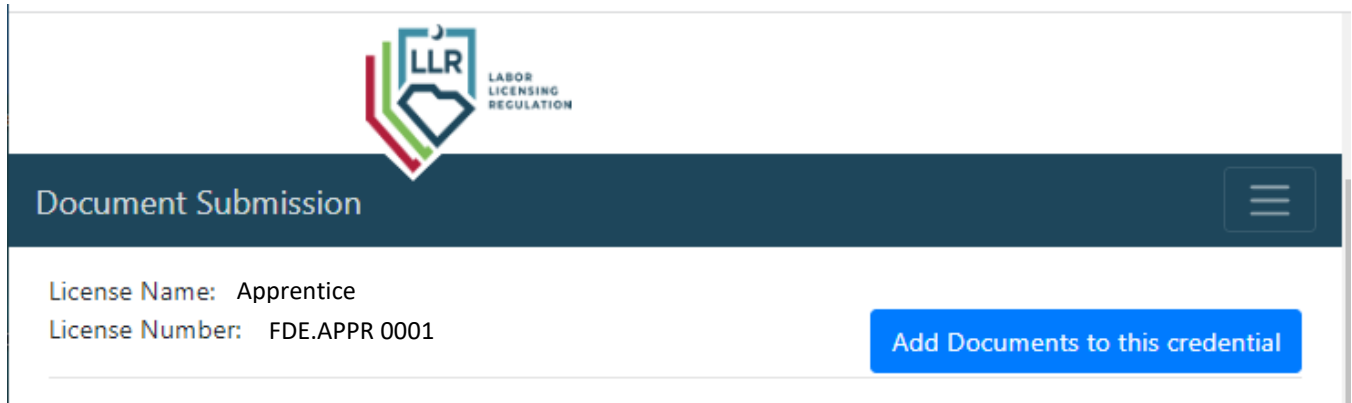
- Welcome
- Change User Login Informa...
- Application Status
- Change of Address
- Online Verification
- Online Examinations
- Renew Your License
- Print License Card
- View Barber Hours
- Document Submission**
- Real Estate Online Transfer

Welcome

## Welcome to SCLLR Online Services.

LLR is proud to bring E-Government services to the licensees of South Carolina. Please use the index menu to the left to navigate to the desired application. If y

Next located your license on the screen and select “Add Documents to this credential”



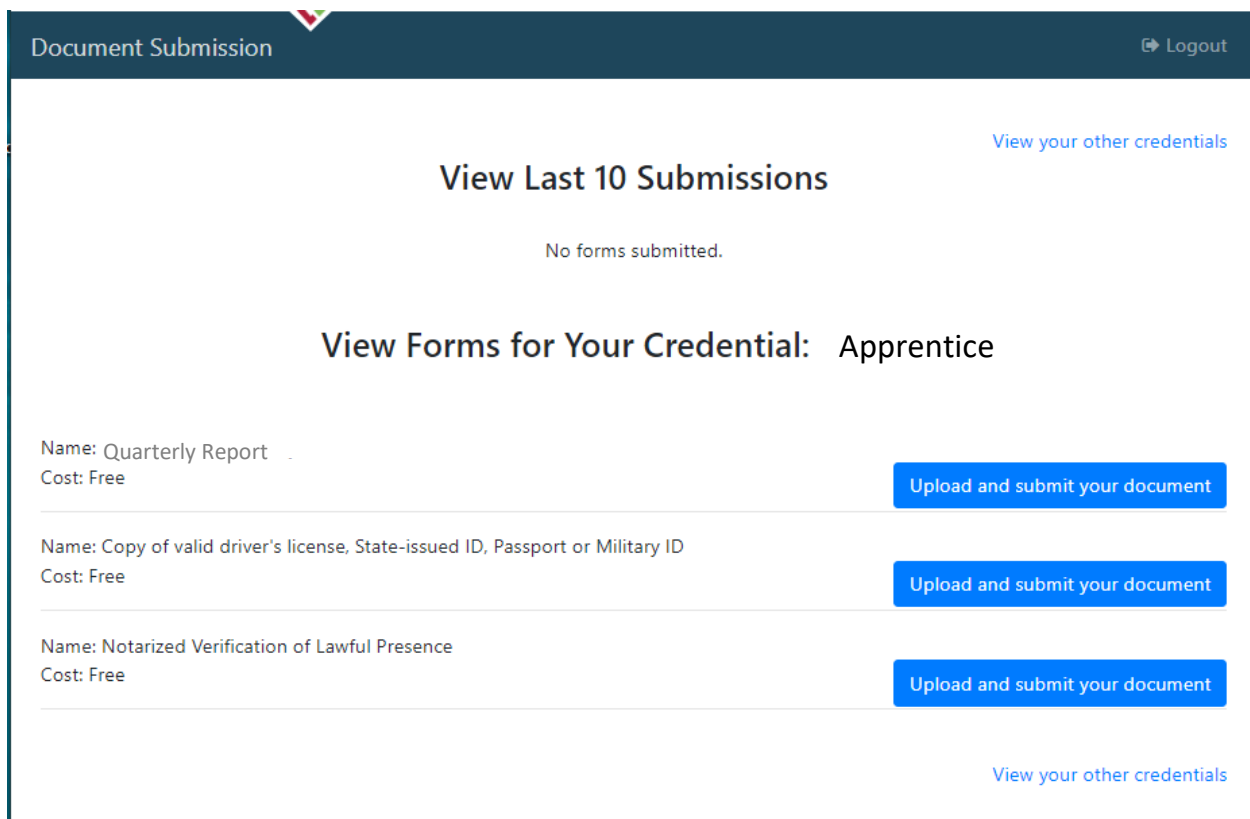
The screenshot shows the top of a web application. At the top center is the logo for the Labor Licensing Regulation (LLR) department, featuring a shield with 'LLR' and the text 'LABOR LICENSING REGULATION'. Below the logo is a dark blue header bar with the text 'Document Submission' on the left and a hamburger menu icon on the right. Below the header, the page displays 'License Name: Apprentice' and 'License Number: FDE.APPR 0001'. To the right of this information is a blue button with the text 'Add Documents to this credential'.

The next screen will list out the documents available for your license to access. To submit documents, click on the button “Upload and submit your document” adjacent to the listing.

Follow the directions on the following screen to upload the document.

Once the document submitted, the Commission office will receive notice. Document submission as processed in the order they are received. Upon completion of processing, notice will be sent via email.

**Please allow 24 hours after notification for the system to update.**



The screenshot shows a web application page titled 'Document Submission' in the header, with a 'Logout' link on the right. The main heading is 'View Last 10 Submissions', followed by the text 'No forms submitted.' and a link 'View your other credentials'. Below this is a section titled 'View Forms for Your Credential: Apprentice'. It lists three required documents: 'Quarterly Report', 'Copy of valid driver's license, State-issued ID, Passport or Military ID', and 'Notarized Verification of Lawful Presence'. Each entry shows 'Cost: Free' and a blue button labeled 'Upload and submit your document'. A link 'View your other credentials' is at the bottom right.