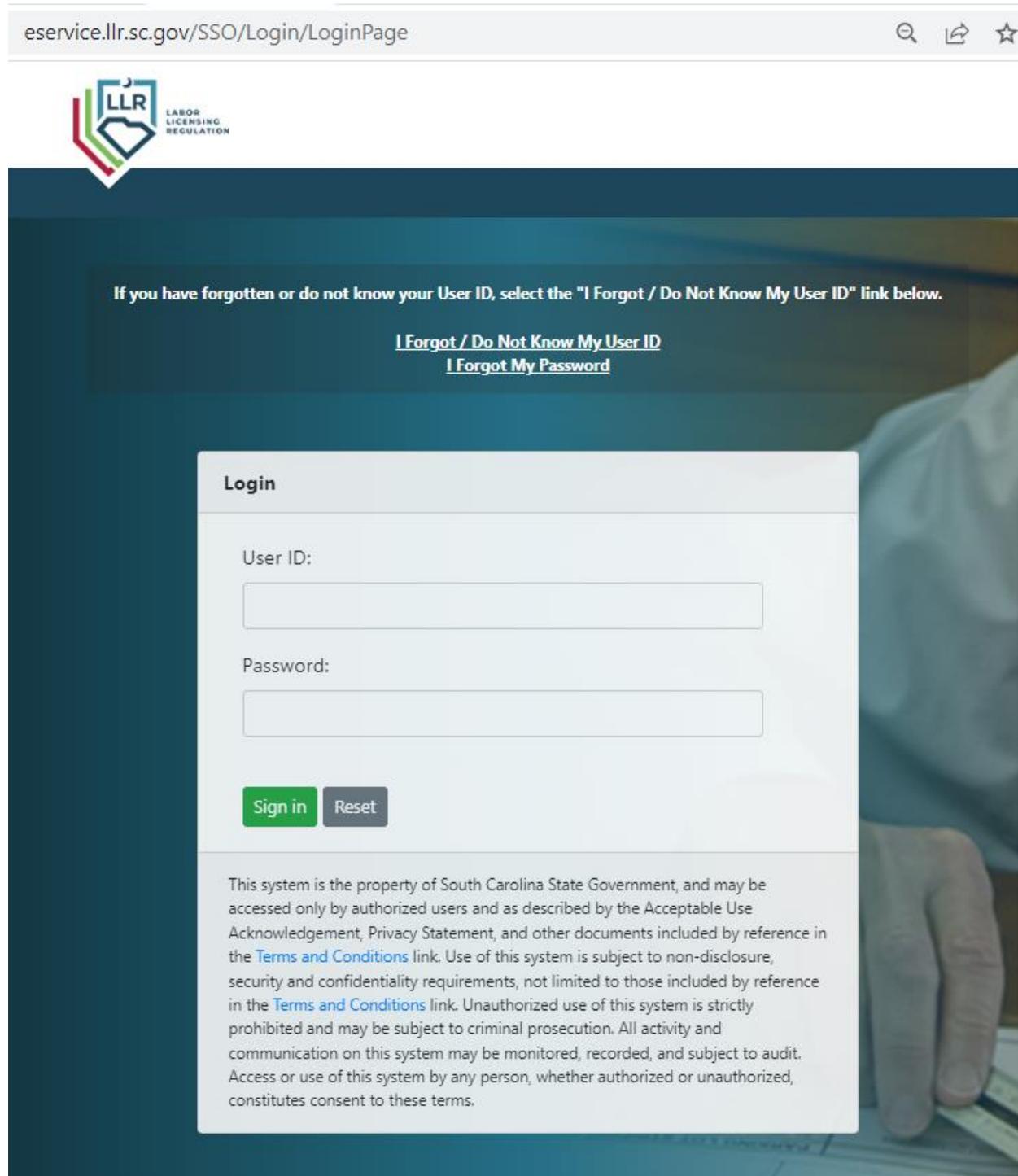


# Document Submission Instructions

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/>



eservice.llr.sc.gov/SSO/Login/LoginPage



If you have forgotten or do not know your User ID, select the "I Forgot / Do Not Know My User ID" link below.

[I Forgot / Do Not Know My User ID](#)  
[I Forgot My Password](#)

**Login**

User ID:

Password:

[Sign in](#) [Reset](#)

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**

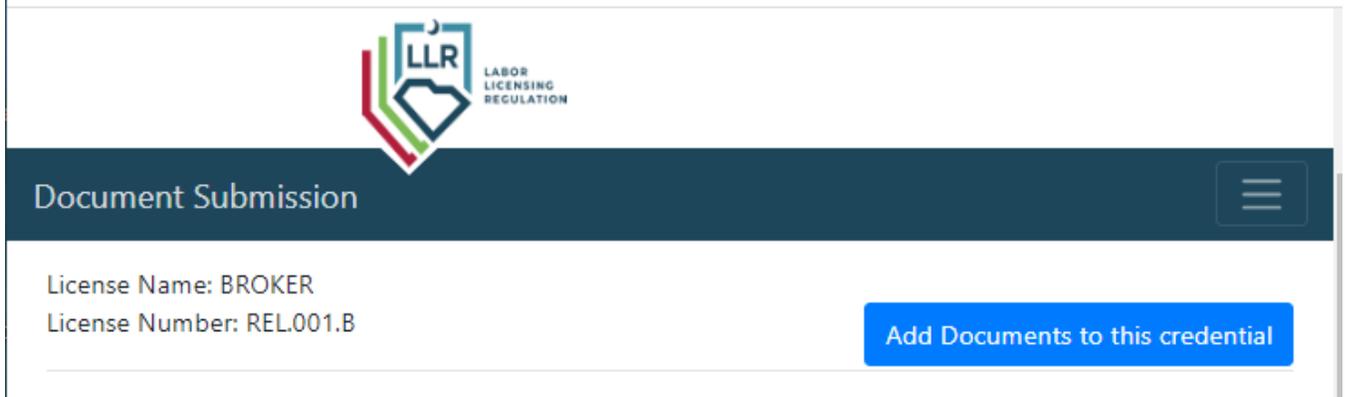
- Welcome
- Change User Login Informa...
- Application Status
- Change of Address
- Online Verification
- Online Examinations
- Renew Your License
- Print License Card
- View Barber Hours
- Document Submission**
- Real Estate Online Transfer

Welcome

# Welcome to SCLLR Online Services.

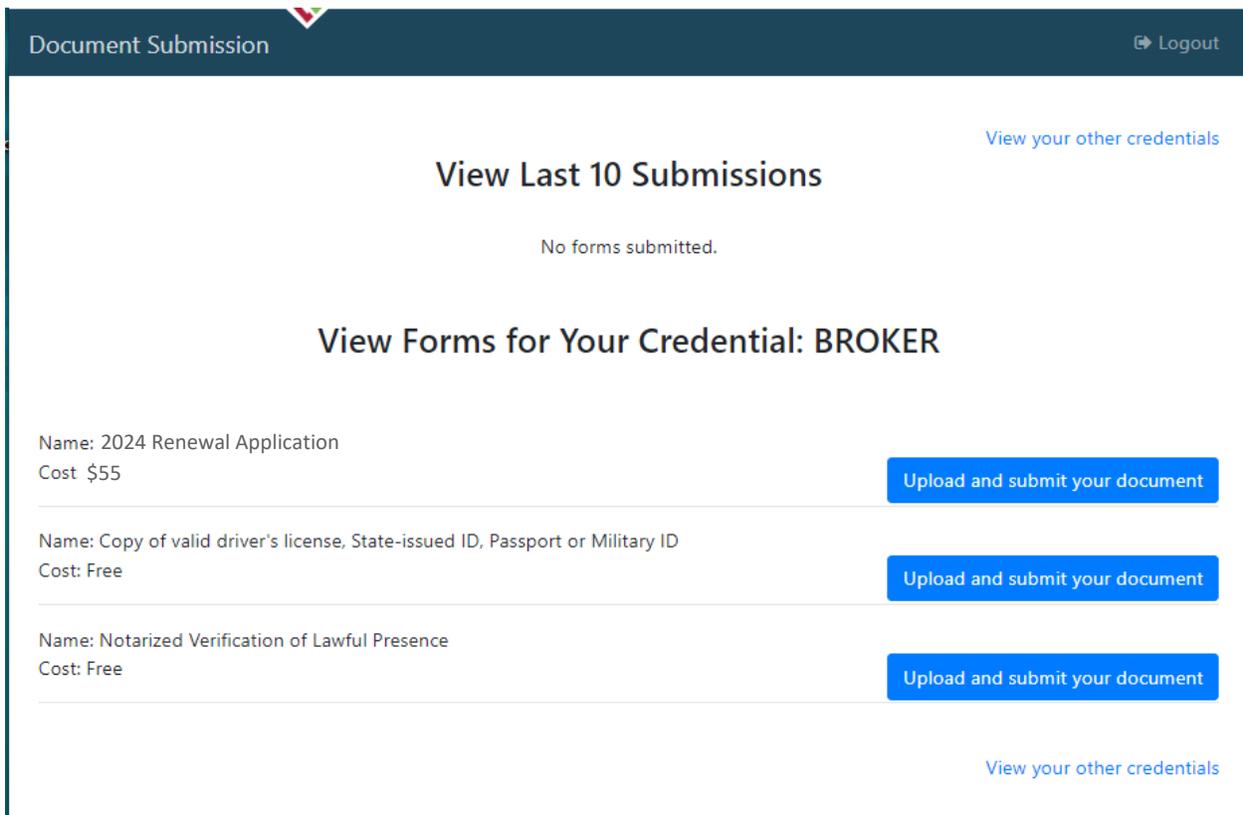
LLR is proud to bring E-Government services to the licensees of South Carolina. Please use the index menu to the left to navigate to the desired application. If y

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



The screenshot shows the top section of a web application. At the top left is the logo for the Labor Licensing Regulation (LLR) department, featuring a shield with 'LLR' and 'LABOR LICENSING REGULATION' text. 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. Underneath the header, the license information is displayed: 'License Name: BROKER' and 'License Number: REL.001.B'. To the right of this information is a prominent blue button labeled 'Add Documents to this credential'.

The next screen will list out the documents available for your license to access. For 2024 Renewal Application, click on the button “Upload and submit your document” adjacent to the listing for 2024 Renewal.



The screenshot displays the 'View Forms for Your Credential: BROKER' page. At the top, there is a dark blue header with 'Document Submission' on the left and a 'Logout' link on the right. The main content area has a white background. At the top right of this area is a link 'View your other credentials'. The main heading is 'View Last 10 Submissions', followed by the text 'No forms submitted.'. Below this is the section title 'View Forms for Your Credential: BROKER'. There are three rows of form listings, each with a blue button to its right:

- Form 1: Name: 2024 Renewal Application, Cost: \$55. Button: Upload and submit your document.
- Form 2: Name: Copy of valid driver's license, State-issued ID, Passport or Military ID, Cost: Free. Button: Upload and submit your document.
- Form 3: Name: Notarized Verification of Lawful Presence, Cost: Free. Button: Upload and submit your document.

At the bottom right of the form listings is another link 'View your other credentials'.

After clicking on “Upload and submit your document”, you will see the below screen. You will need to download the 2024 Renewal Application.

- If submitting due to an answer of “Yes” on the Personal History section, you will need to upload an explanation and corresponding board order or court documents.
- If submitting a name change request, legal documentation of the name change must be uploaded in addition to the completed application.

After you upload the completed form and applicable documents, click “Submit”.

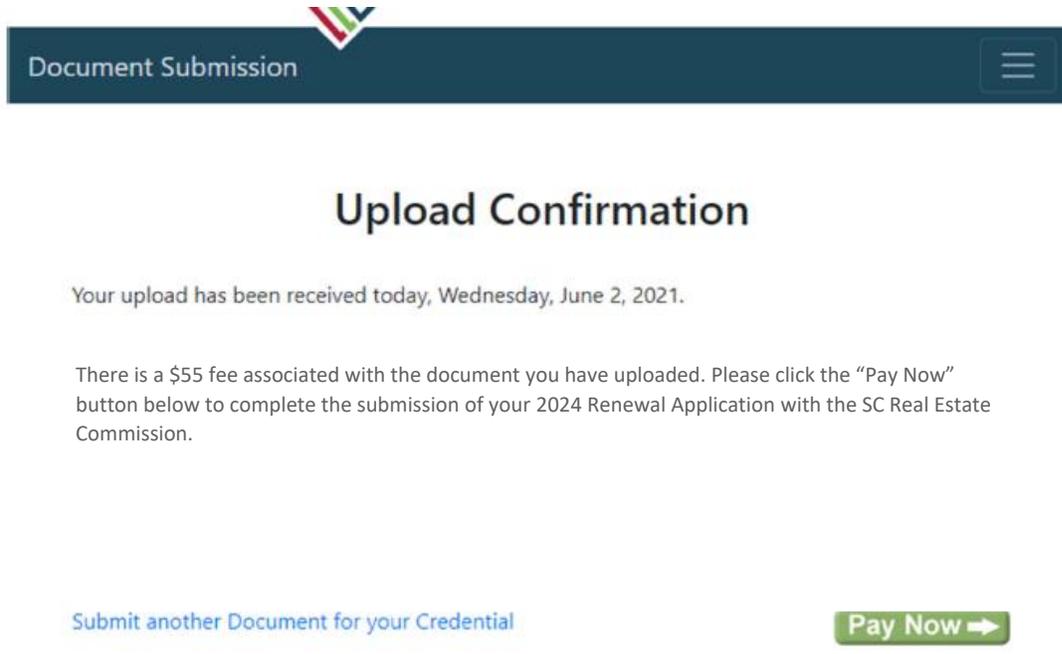


Download the form. <a href="#">Download</a>
Fill out the form.
Upload the completed form. <input type="text"/> <a href="#">Upload Form</a>
Click submit.

[Cancel](#)

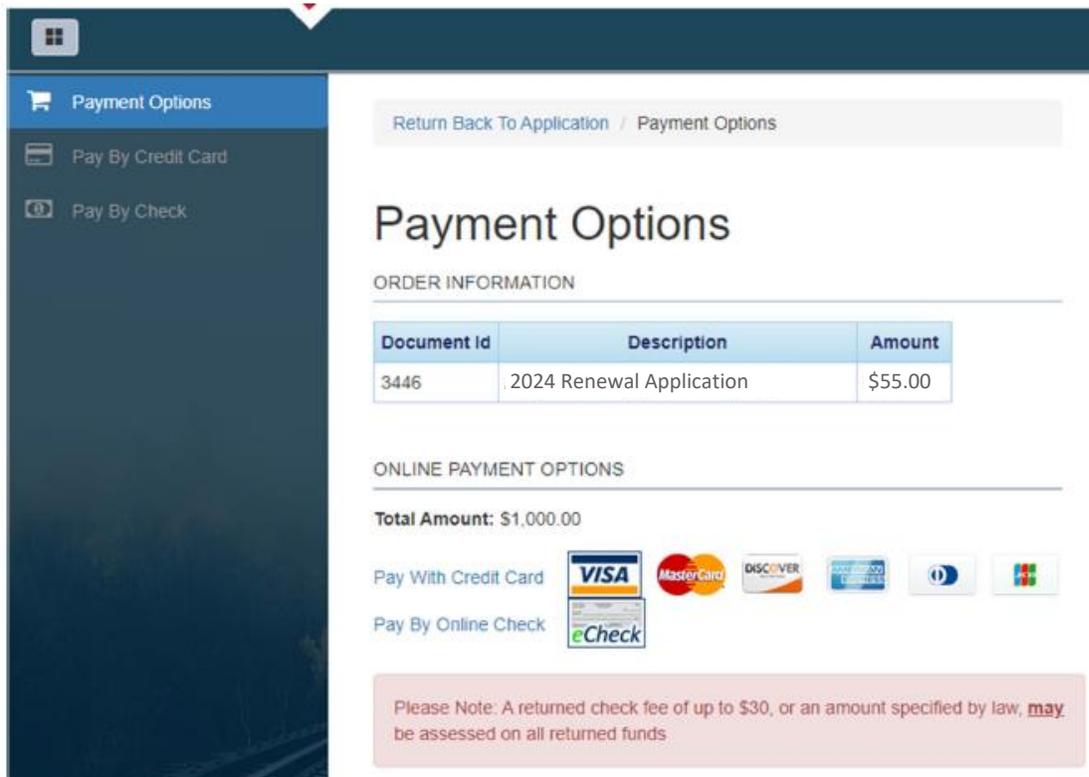
[Submit](#)

Once submitted, you will see an Upload Confirmation screen with a button to pay. **The Commission office cannot access unpaid uploads. Applications must be paid prior to processing.**



The screenshot shows a dark blue header with the text 'Document Submission' on the left and a hamburger menu icon on the right. Below the header is the title 'Upload Confirmation' in a large, bold font. Underneath the title, there is a message: 'Your upload has been received today, Wednesday, June 2, 2021.' This is followed by a paragraph explaining a \$55 fee and a 'Pay Now' button. At the bottom of the page, there is a link 'Submit another Document for your Credential' and a green 'Pay Now' button with a right-pointing arrow.

After clicking “Pay Now”, you will be redirected to the online payment portal (below). You have the option to pay with a credit card or online check.



The screenshot displays the 'Payment Options' page. On the left is a dark sidebar with a 'Payment Options' header and two menu items: 'Pay By Credit Card' and 'Pay By Check'. The main content area has a breadcrumb 'Return Back To Application / Payment Options' and a title 'Payment Options'. Below the title is the section 'ORDER INFORMATION' containing a table with the following data:

Document Id	Description	Amount
3446	2024 Renewal Application	\$55.00

Below the table is the section 'ONLINE PAYMENT OPTIONS' with a 'Total Amount: \$1,000.00'. There are two main options: 'Pay With Credit Card' and 'Pay By Online Check'. The credit card section includes logos for VISA, MasterCard, DISCOVER, and American Express. The online check section includes the eCheck logo. A pink notice box at the bottom states: 'Please Note: A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.'

Once payment has been received, the Commission office will receive notice. Document submission is 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.**