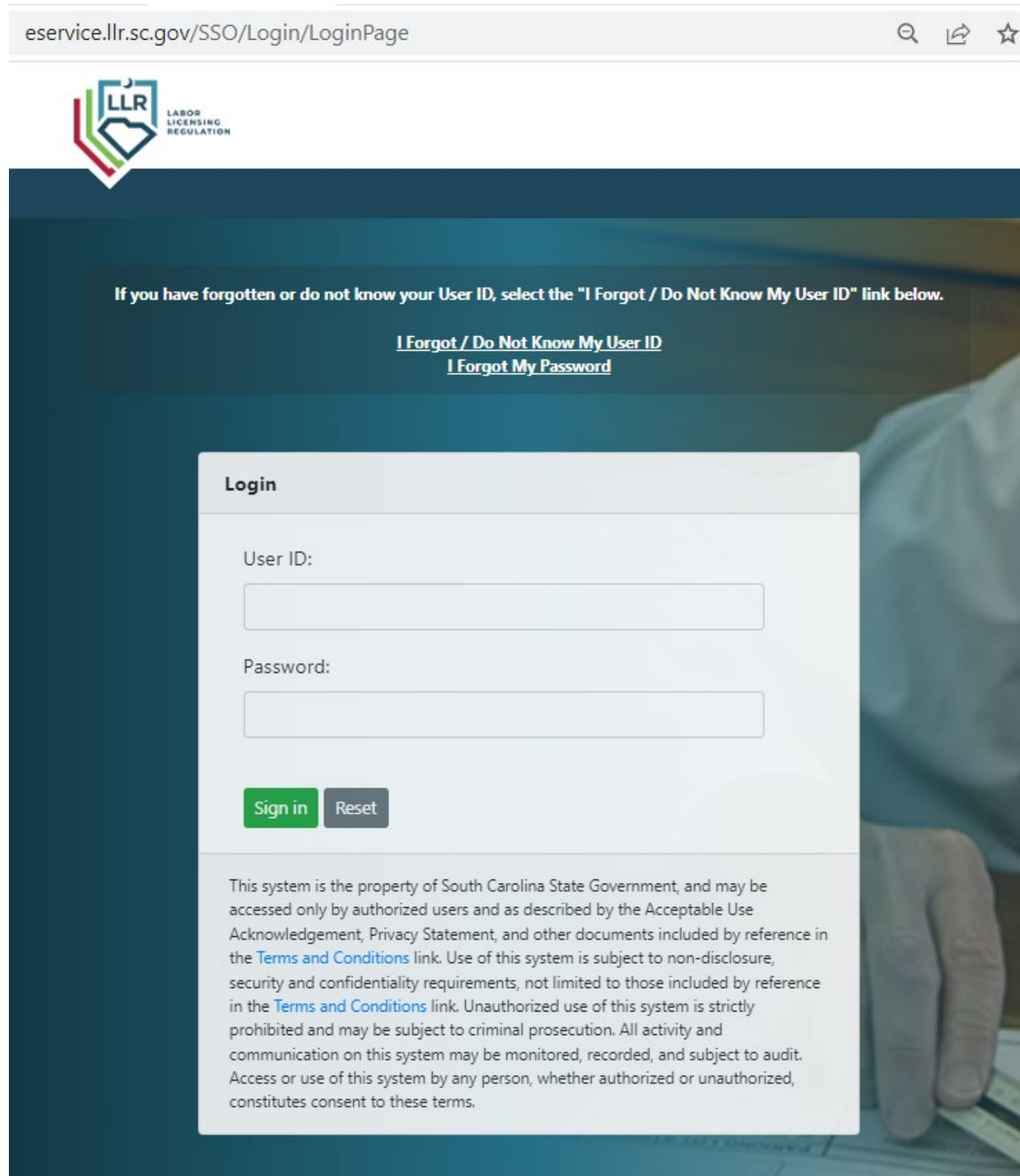


Document Submission Instructions


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.

Licensee Portal: <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 dark blue banner contains the text: "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 banner are two underlined links: "I Forgot / Do Not Know My User ID" and "I Forgot My Password". A white login form is centered on the page, titled "Login". It contains two input fields: "User ID:" and "Password:". Below the fields are two buttons: a green "Sign in" button and a grey "Reset" button. At the bottom of the form, there is a block of text providing legal disclaimers and terms of use for the system.

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

 LABOR LICENSING REGULATION

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

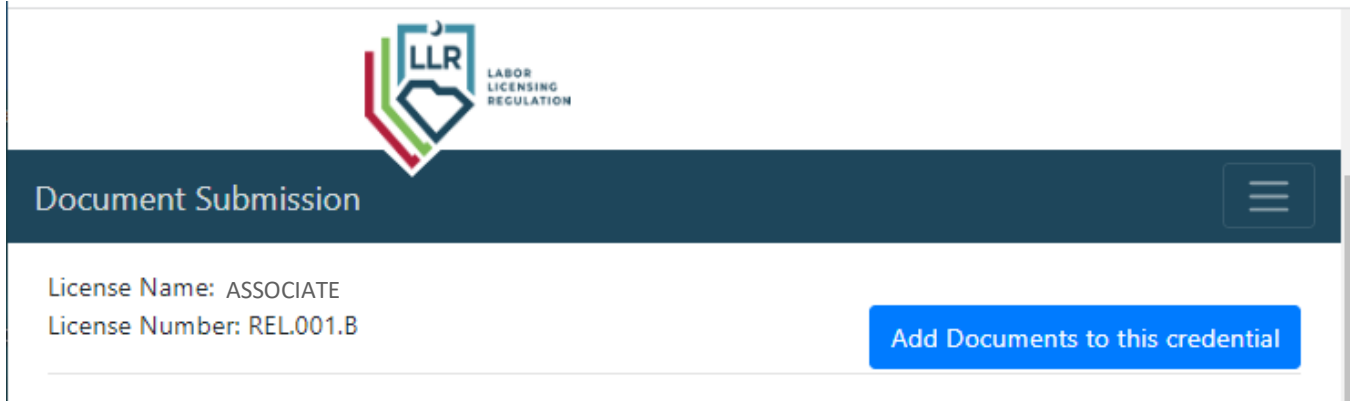
- Welcome 📄
- Change User Login Informa...
- Application Status
- Change of Address
- Online Verification
- Online Examinations
- Renew Your License
- Print License Card
- View Barber Hours
- Document Submission**
- Real Estate Online Transfer

Welcome

Welcome to SCLLR Online Services.

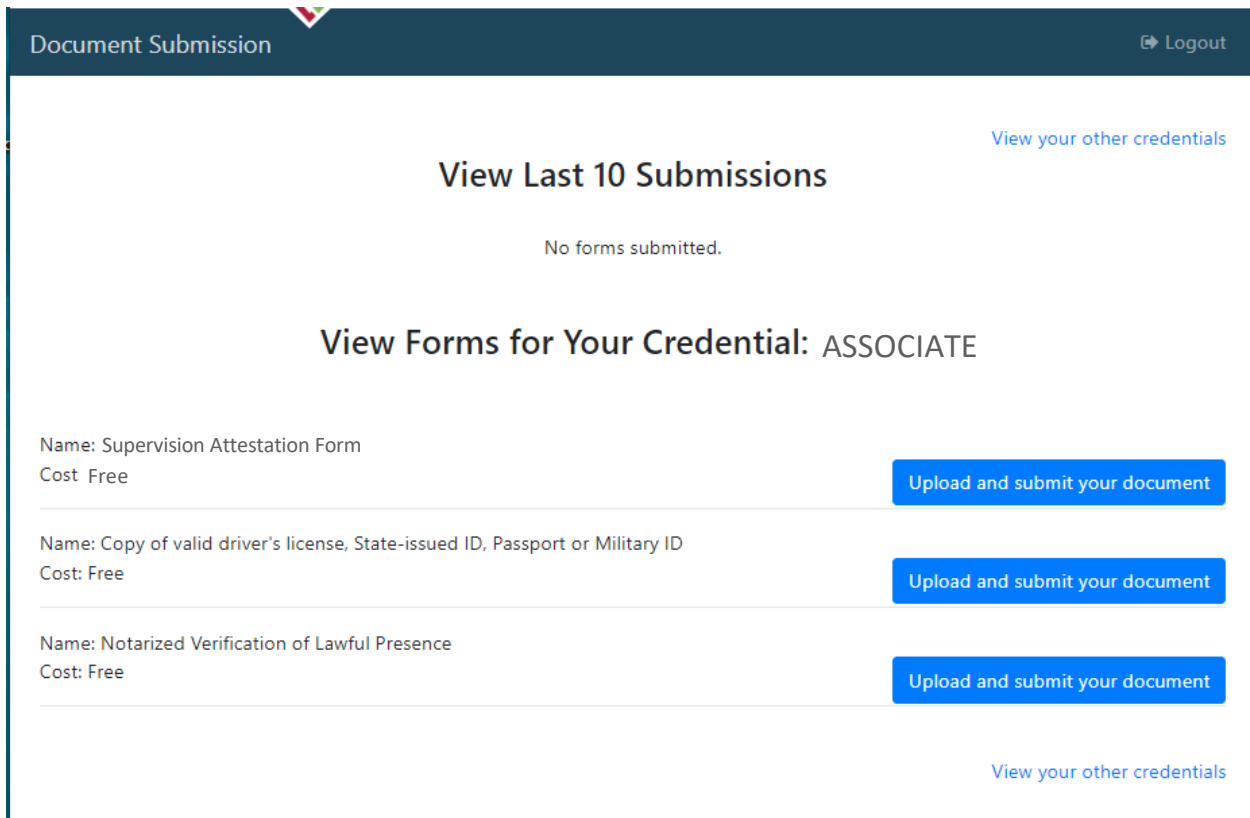
LLR is proud to bring E-Government services to the licensees of South Carolina. Please use the index menu to the left to navigate to the desired application. If y

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 the letters 'LLR' and the text 'LABOR LICENSING REGULATION' to its right. 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: ASSOCIATE' and 'License Number: REL.001.B'. To the right of this information is a prominent blue button with the text 'Add Documents to this credential'.

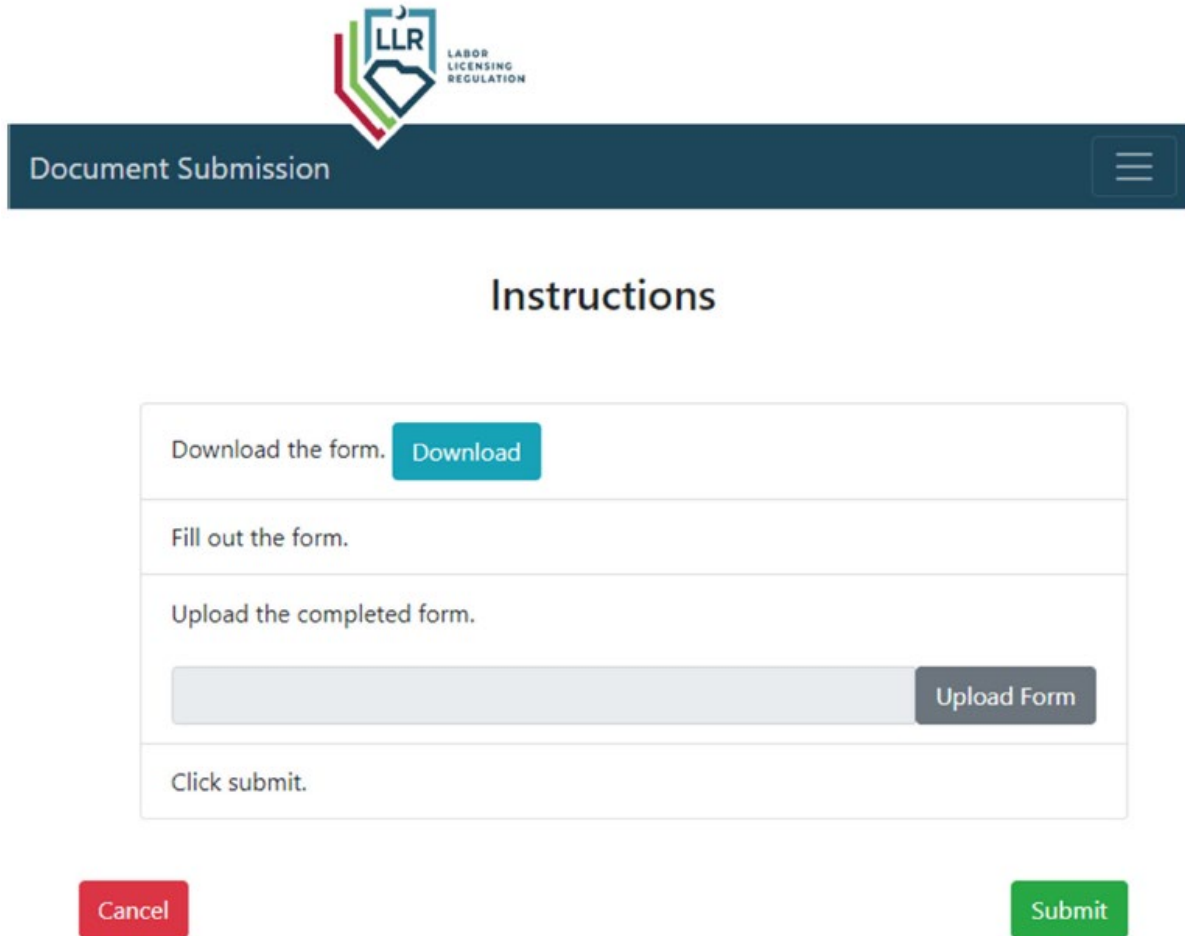
The next screen will list out the documents available for your license to access. Click on the button “Upload and submit your document” adjacent to the listing for **Supervision Attestation Form**.



The screenshot shows a web page titled 'Document Submission' with a 'Logout' link in the top right corner. 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: ASSOCIATE'. This section contains three rows of form listings. Each row includes the form name, its cost, and a blue button labeled 'Upload and submit your document'. The first row is for the 'Supervision Attestation Form' (Free). The second row is for 'Copy of valid driver's license, State-issued ID, Passport or Military ID' (Free). The third row is for 'Notarized Verification of Lawful Presence' (Free). A second 'View your other credentials' link is located at the bottom right of the page.

After clicking on “Upload and submit your document”, you will see the below screen. You will need to upload a completed Supervision Attestation form and click “Submit”.

If you need to submit the Unit II course completion, this may be done by combining the course completion and Supervision Attestation Form into one pdf or by doing another Document submission entry. To submit the course completion certificate, select the **Education Documents** to upload. There is no fee for this document submission.



Document Submission

Instructions

Download the form. [Download](#)

Fill out the form.

Upload the completed form.

[Upload Form](#)

Click submit.

[Cancel](#) [Submit](#)

Upon processing of the document, an invoice for the Initial Licensing fee will be sent to the email on file. The invoice can be paid online through the link provided. Upon receipt of payment, the license will be issued and a copy of your license will be mailed to the brokerage. If a brokerage is not identified on the form, you will receive notification that the license is on Inactive status. Inactive licenses are not mailed out.

Please click here for the Licensee Portal: <https://eservice.llr.sc.gov/DocumentSubmission/>