

# 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/>

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.

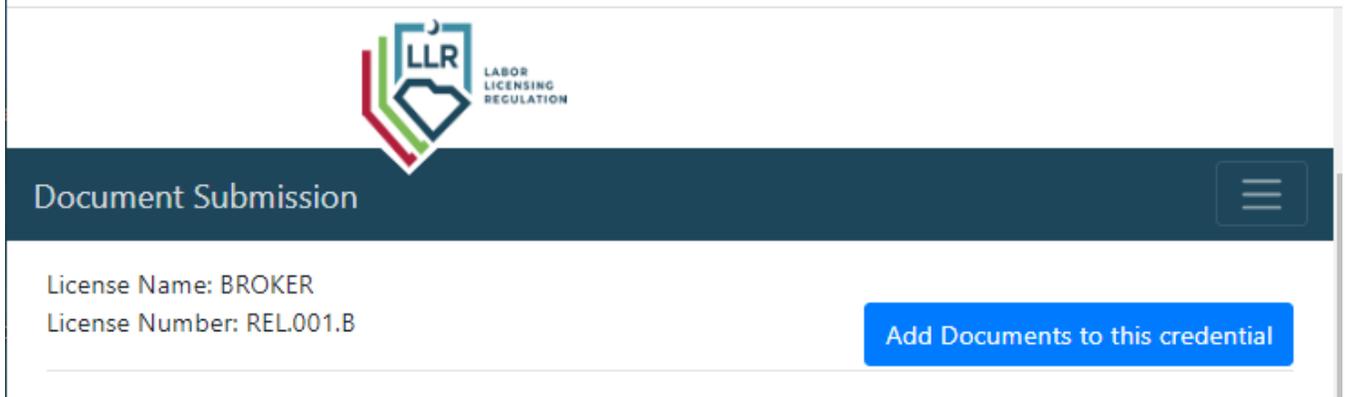
The screenshot shows a web browser window with the URL `eservice.llr.sc.gov/SSO/`. The page header features the LLR (Labor Licensing Regulation) logo. Below the header is a dark blue navigation bar with the text "Login Portal".

On the left side, there is a user profile section showing "Authenticated User" with a timestamp of "2/28/2023 1:09:20 PM". Below this is a "Menu" section with the following items:

- 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** (highlighted with a yellow box)
- Real Estate Online Transfer

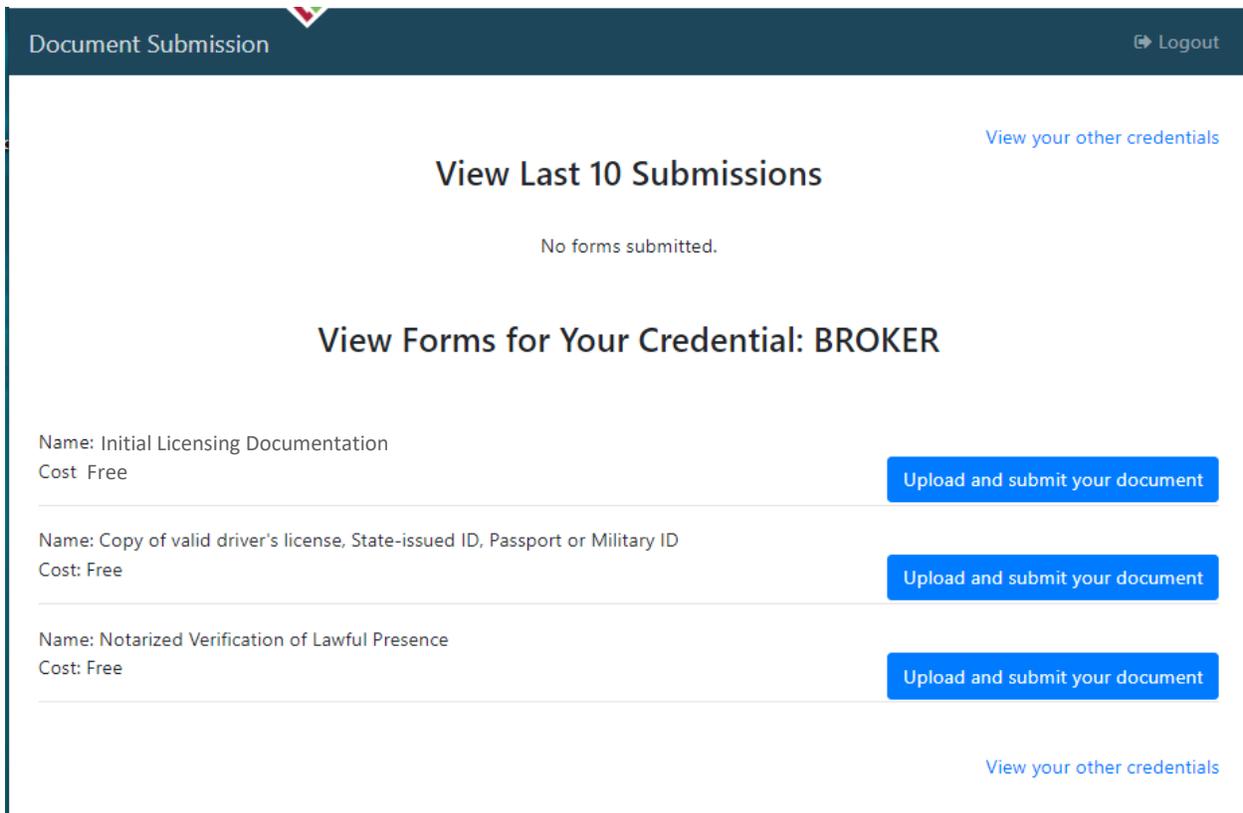
On the right side, there is a "Welcome" message in a light gray box. Below it, the main heading reads "Welcome to SCLLR Online Services." A light blue box contains the text: "LLR is proud to bring E-Government services to the licensees of South Carolina. Please use the index menu to the left to navigate 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 portion 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, the page title 'Document Submission' is displayed in white text on a dark blue background. To the right of the title is a hamburger menu icon. Below the header, the license information is shown: 'License Name: BROKER' and 'License Number: REL.001.B'. A prominent blue button with white text 'Add Documents to this credential' is located on the right side of the page.

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 **Initial Licensing Documentation**.



The screenshot displays the 'View Last 10 Submissions' section, which currently shows 'No forms submitted.' Below this, the heading 'View Forms for Your Credential: BROKER' is centered. A list of three forms is presented, each with a blue button to its right. The first form is 'Initial Licensing Documentation' with a cost of 'Free'. The second form is 'Copy of valid driver's license, State-issued ID, Passport or Military ID' with a cost of 'Free'. The third form is 'Notarized Verification of Lawful Presence' with a cost of 'Free'. At the top right of the page is a 'Logout' link, and at the bottom right is another 'View your other credentials' link.

After clicking on “Upload and submit your document”, you will see the below screen. You will need to upload a completed Broker-in-Charge Designation form and click “Submit”.

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.

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