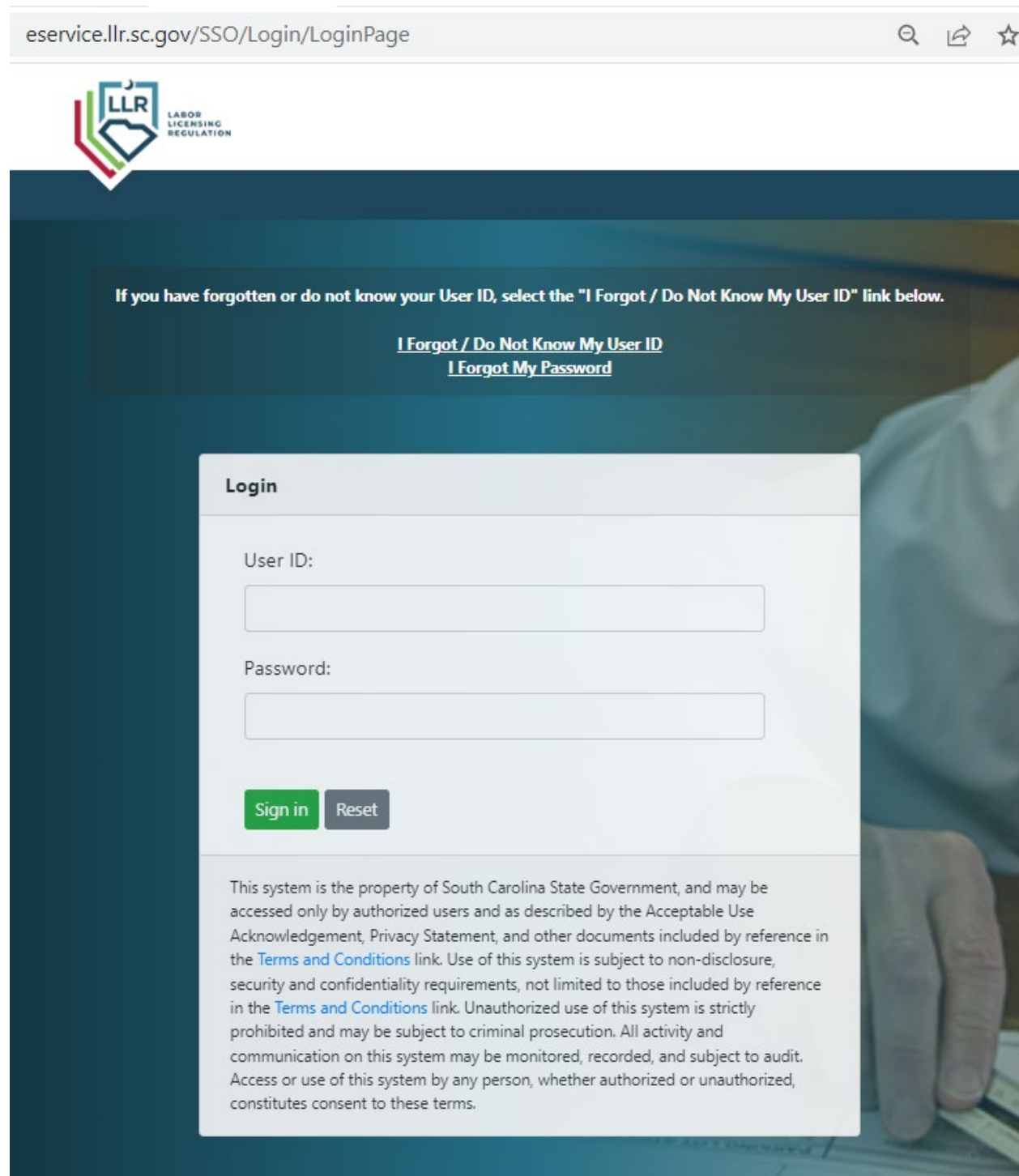


## Document Submission Instructions

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 across the top of the main content area 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". The main content area is a light gray box titled "Login". It contains two input fields: "User ID:" and "Password:". Below the input fields are two buttons: a green "Sign in" button and a gray "Reset" button. At the bottom of the login box, there is a paragraph of text: "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/




## Login Portal

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

### Menu

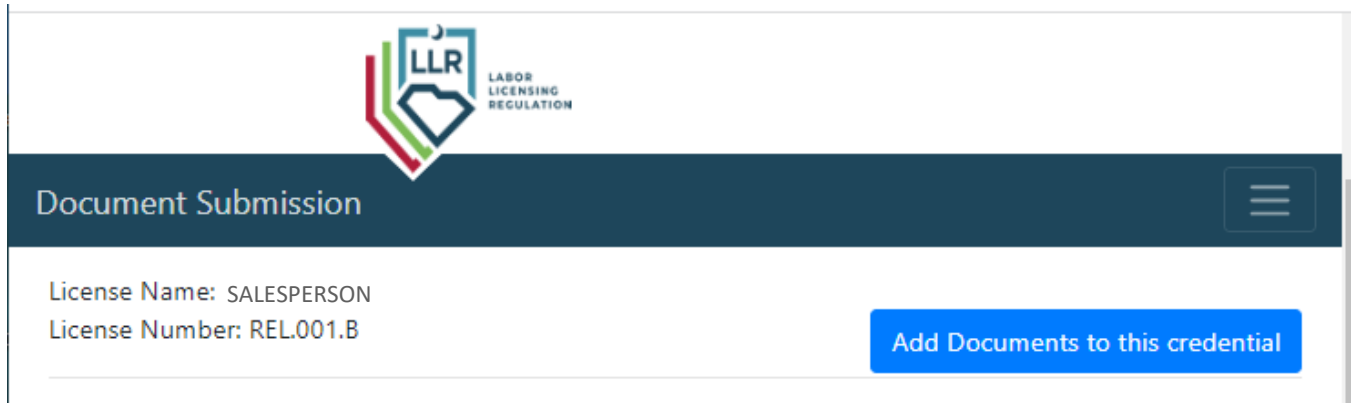
-  Welcome 
-  Change User Login Informa...
-  Application Status
-  Change of Address
-  Online Verification
-  Online Examinations
-  Renew Your License
-  Print License Card
-  View Barber Hours
-  **Document Submission**
-  Real Estate Online Transfer

 Welcome

## Welcome to SCLLR Online Services.

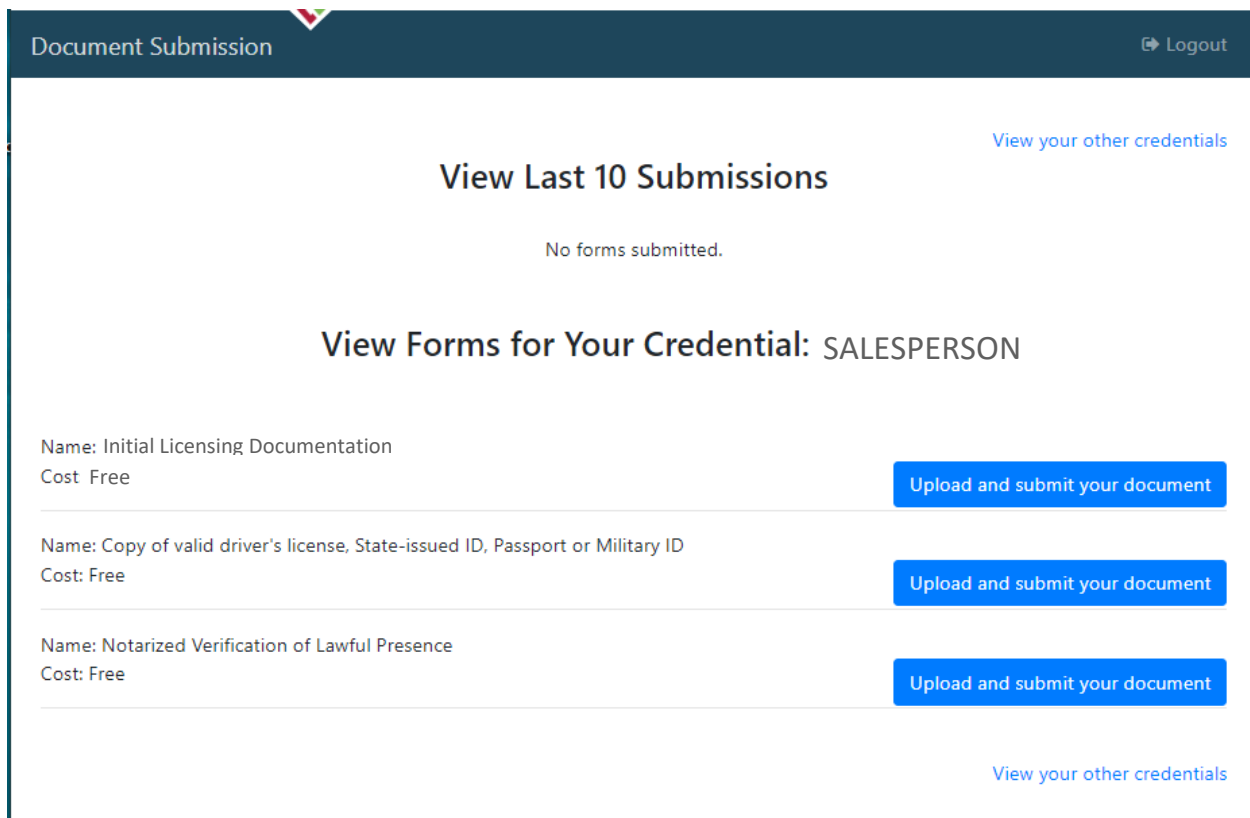
LLR is proud to bring E-Government services to the licensees of South Carolina. Please use the index menu to the left to navigate to the desired application. If y

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 LLR (Labor Licensing Regulation) logo, which consists of 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. Below the header bar, the page displays 'License Name: SALESPERSON' and 'License Number: REL.001.B'. 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. Click on the button “Upload and submit your document” adjacent to the listing for **Initial Licensing Documentation**.

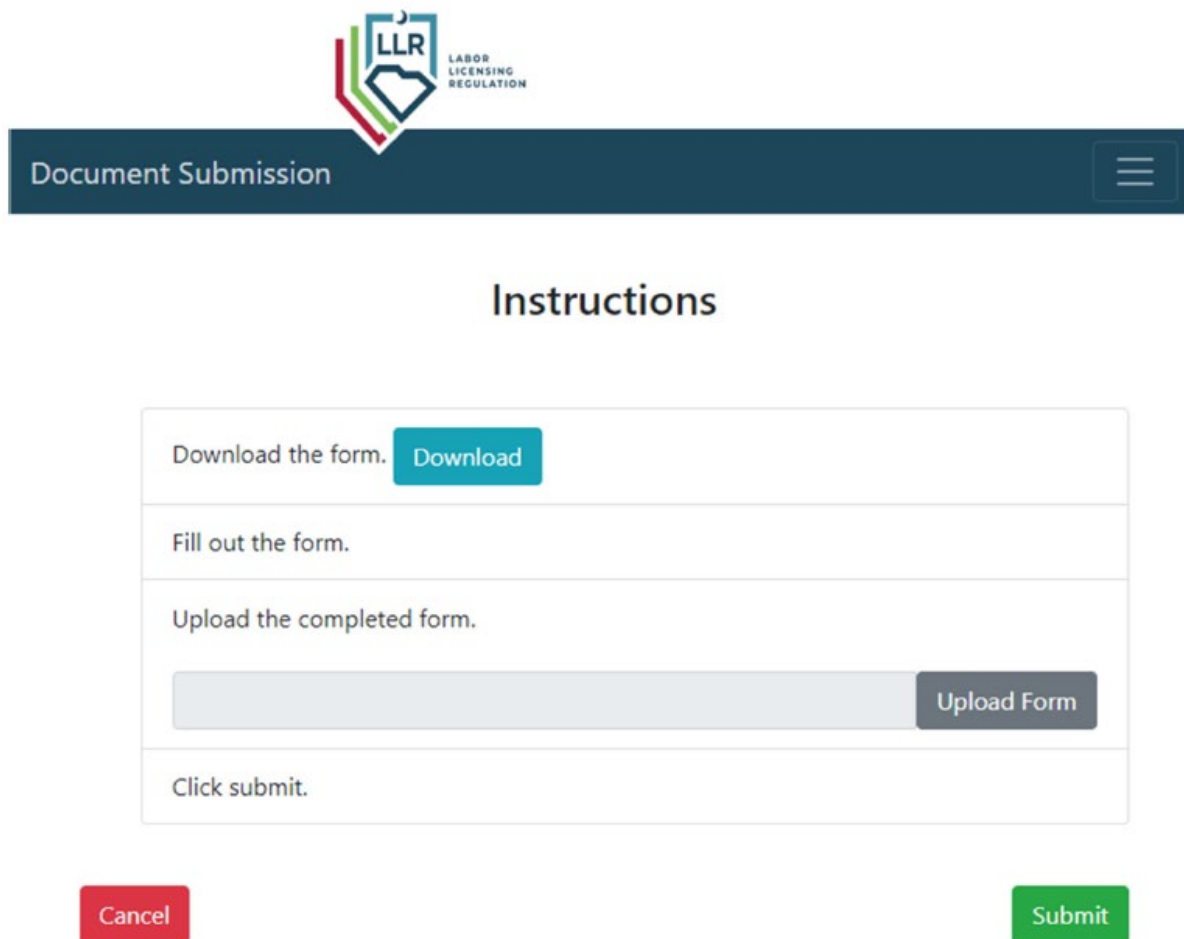


The screenshot shows a web application page titled 'Document Submission' in the header. The header also includes a 'Logout' link. The main content area has a heading 'View Last 10 Submissions' and a link 'View your other credentials'. Below this, it states 'No forms submitted.' The next section is titled 'View Forms for Your Credential: SALESPERSON'. It lists three documents, each with a 'Name', 'Cost', and an 'Upload and submit your document' button. The first document is 'Initial Licensing Documentation' with a cost of 'Free'. The second is 'Copy of valid driver's license, State-issued ID, Passport or Military ID' with a cost of 'Free'. The third is 'Notarized Verification of Lawful Presence' with a cost of 'Free'. A link 'View your other credentials' is at the bottom right.

Name	Cost	Action
Initial Licensing Documentation	Free	<a href="#">Upload and submit your document</a>
Copy of valid driver's license, State-issued ID, Passport or Military ID	Free	<a href="#">Upload and submit your document</a>
Notarized Verification of Lawful Presence	Free	<a href="#">Upload and submit your document</a>

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.



The screenshot shows the 'Document Submission' page for the Labor Licensing Regulation (LLR) department. At the top is the LLR logo and the text 'LABOR LICENSING REGULATION'. Below the logo is a dark blue header bar with the text 'Document Submission' and a hamburger menu icon. The main heading is 'Instructions'. Below this is a form with five steps: 1. 'Download the form.' with a 'Download' button. 2. 'Fill out the form.' 3. 'Upload the completed form.' with a file upload area and an 'Upload Form' button. 4. 'Click submit.' At the bottom of the form are two buttons: 'Cancel' (red) and 'Submit' (green).

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/>