

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.

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LLR
LABOR
LICENSING
REGULATION

Login Portal

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

Welcome

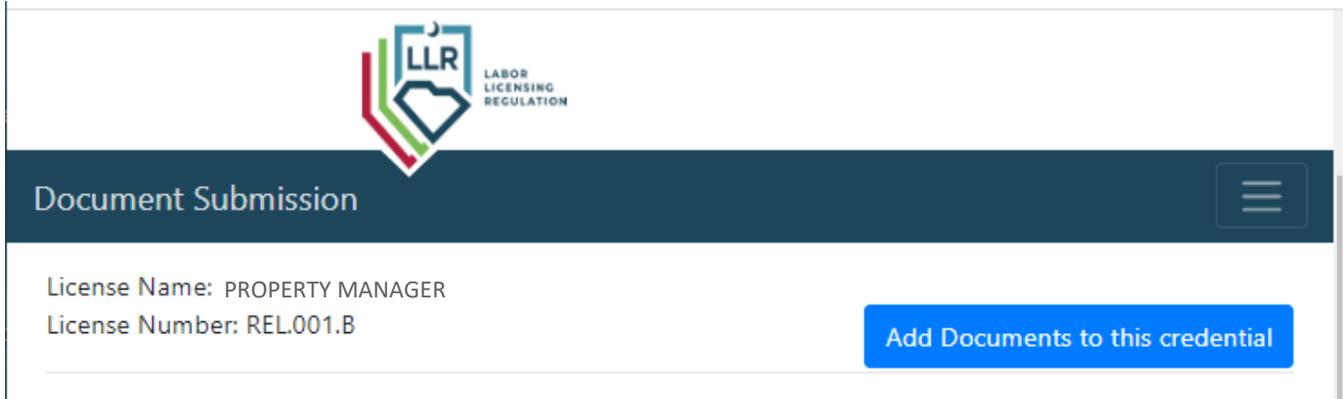
Welcome to SCLLR Online Services.

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

Menu

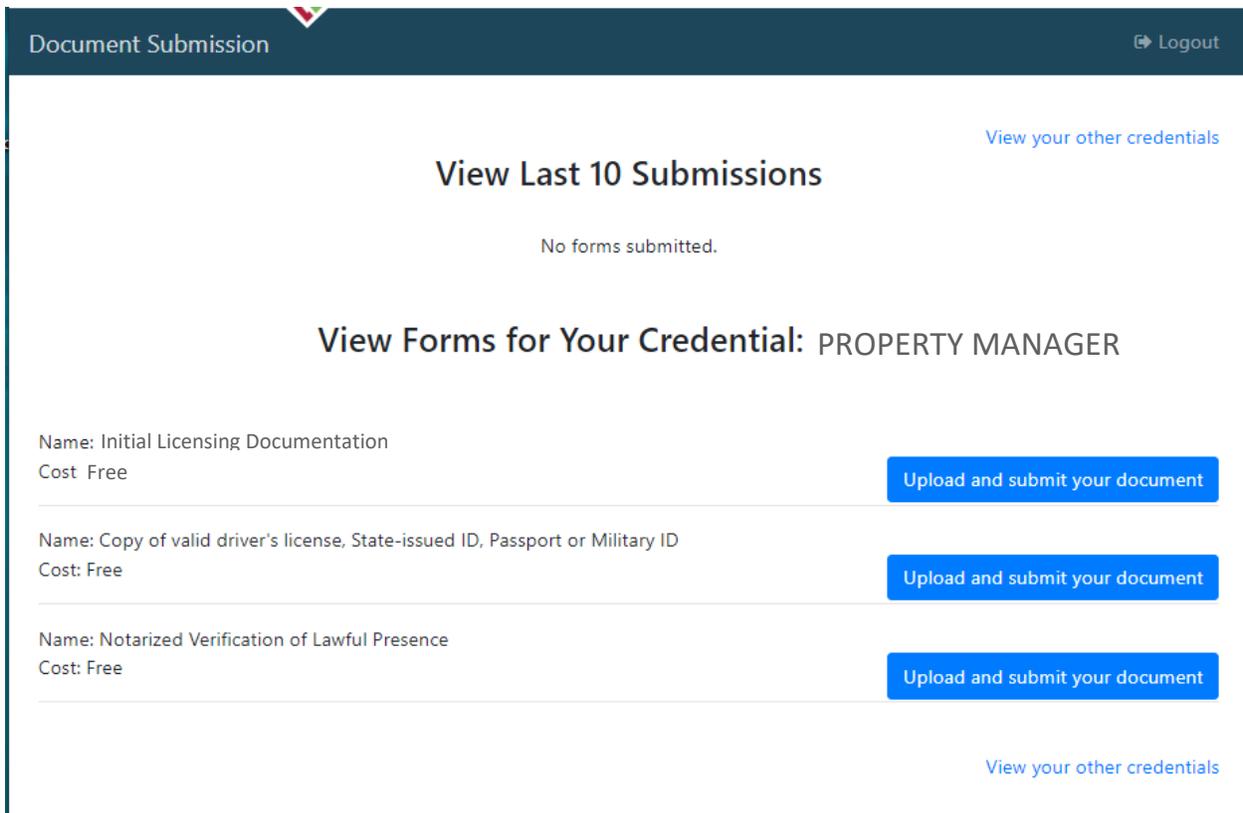
- Welcome
- Change User Login Informa...
- Application Status
- Change of Address
- Online Verification
- Online Examinations
- Renew Your License
- Print License Card
- View Barber Hours
- Document Submission**
- Real Estate Online Transfer

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. Below the header, the license information is displayed: 'License Name: PROPERTY MANAGER' 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 **Initial Licensing Documentation**.



The screenshot shows the main content area of the 'Document Submission' page. At the top left of the content area is the text 'Document Submission' and at the top right is a 'Logout' link. Below this is a section titled 'View Last 10 Submissions' with a link to 'View your other credentials'. A message states 'No forms submitted.' Below this is a section titled 'View Forms for Your Credential: PROPERTY MANAGER'. This section contains three rows of form listings. Each row includes the form name, its cost, and a blue button to 'Upload and submit your document'. The first row is for 'Initial Licensing Documentation' (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). At the bottom right of the content area is another link to 'View your other credentials'.

After clicking on “Upload and submit your document”, you will see the below screen. You will need to upload a completed Property Manager 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 property management office.

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