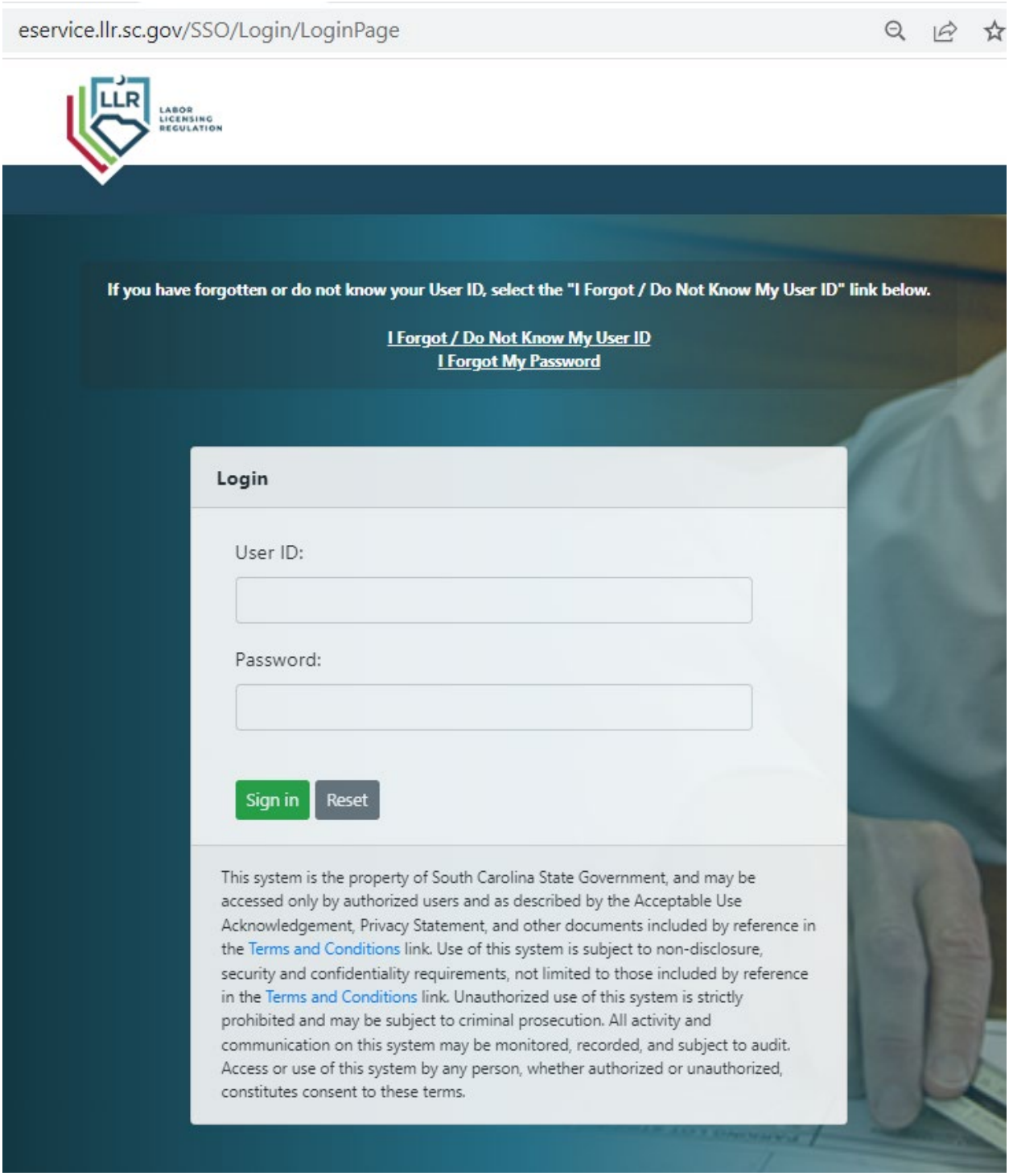
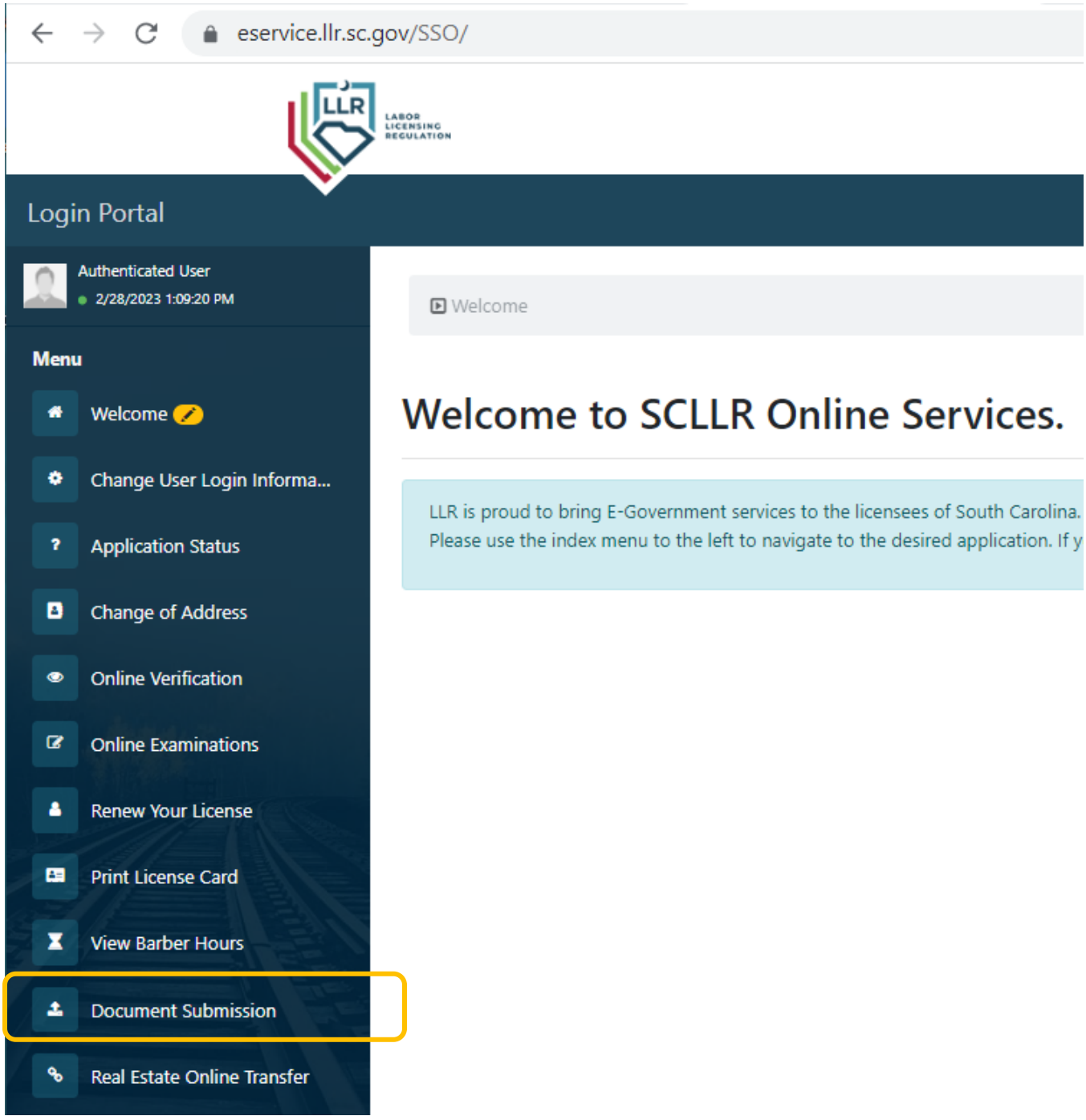
Document Submission Instructions

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.

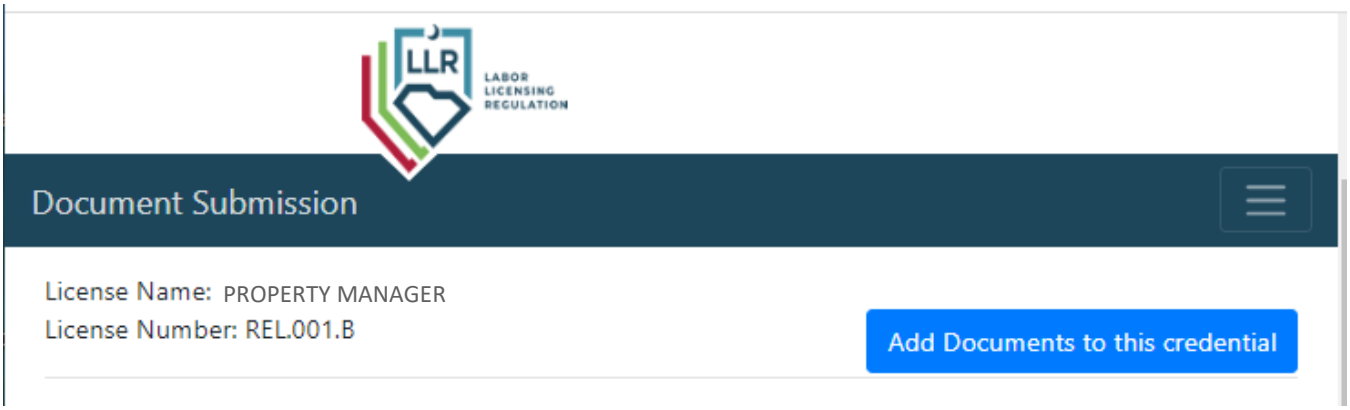
Licensee Portal: https://eservice.llr.sc.gov/DocumentSubmission/



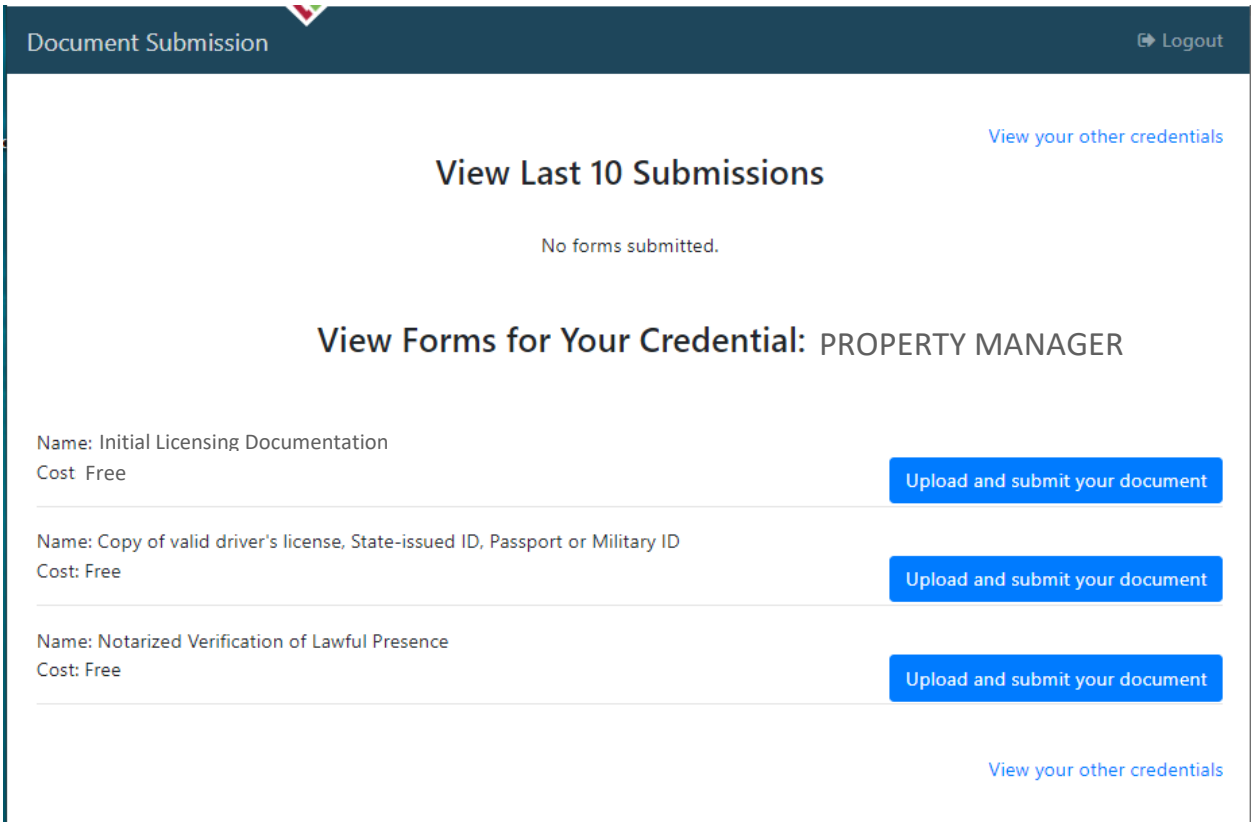
After logging into online services, select Document Submission from the menu located on the left-hand side of the screen.



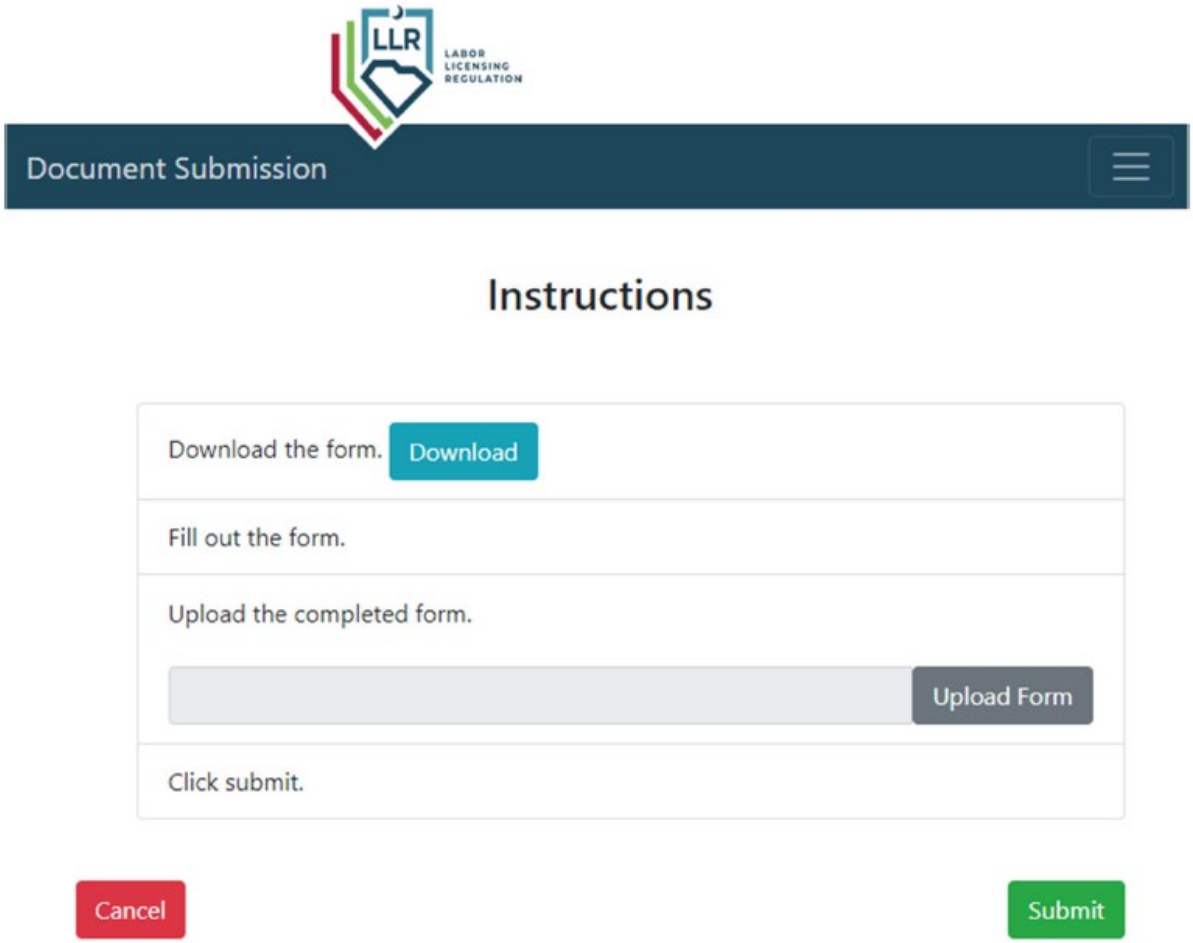
Next located your license on the screen and select “Add Documents to this credential”



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**.



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”.



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/