

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.

<https://eservice.llr.sc.gov/DocumentSubmission/>

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

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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/

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Login Portal

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

Menu

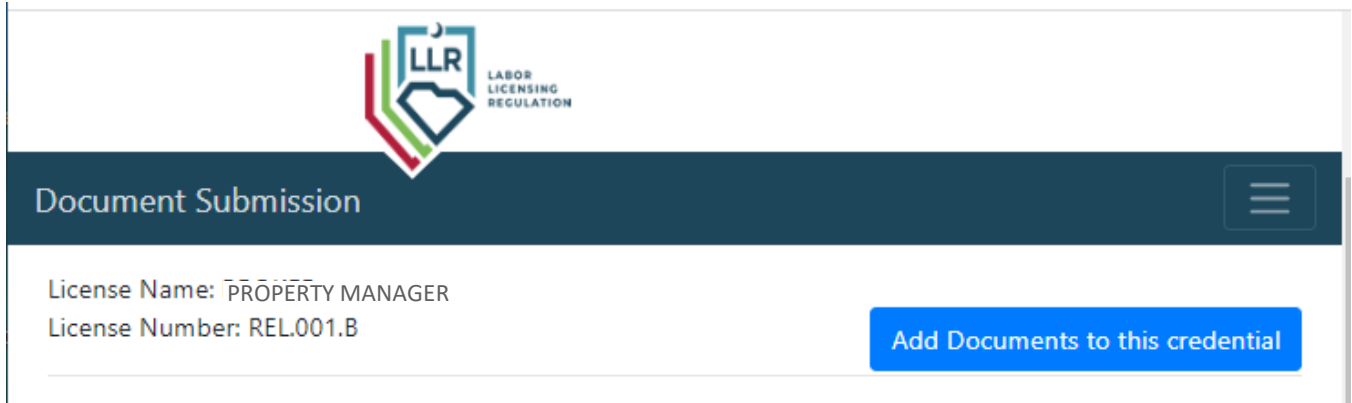
- Welcome
- Change User Login Informa...
- Application Status
- Change of Address
- Online Verification
- Online Examinations
- Renew Your License
- Print License Card
- View Barber Hours
- Document Submission**
- Real Estate Online Transfer

Welcome

Welcome to SCLLR Online Services.

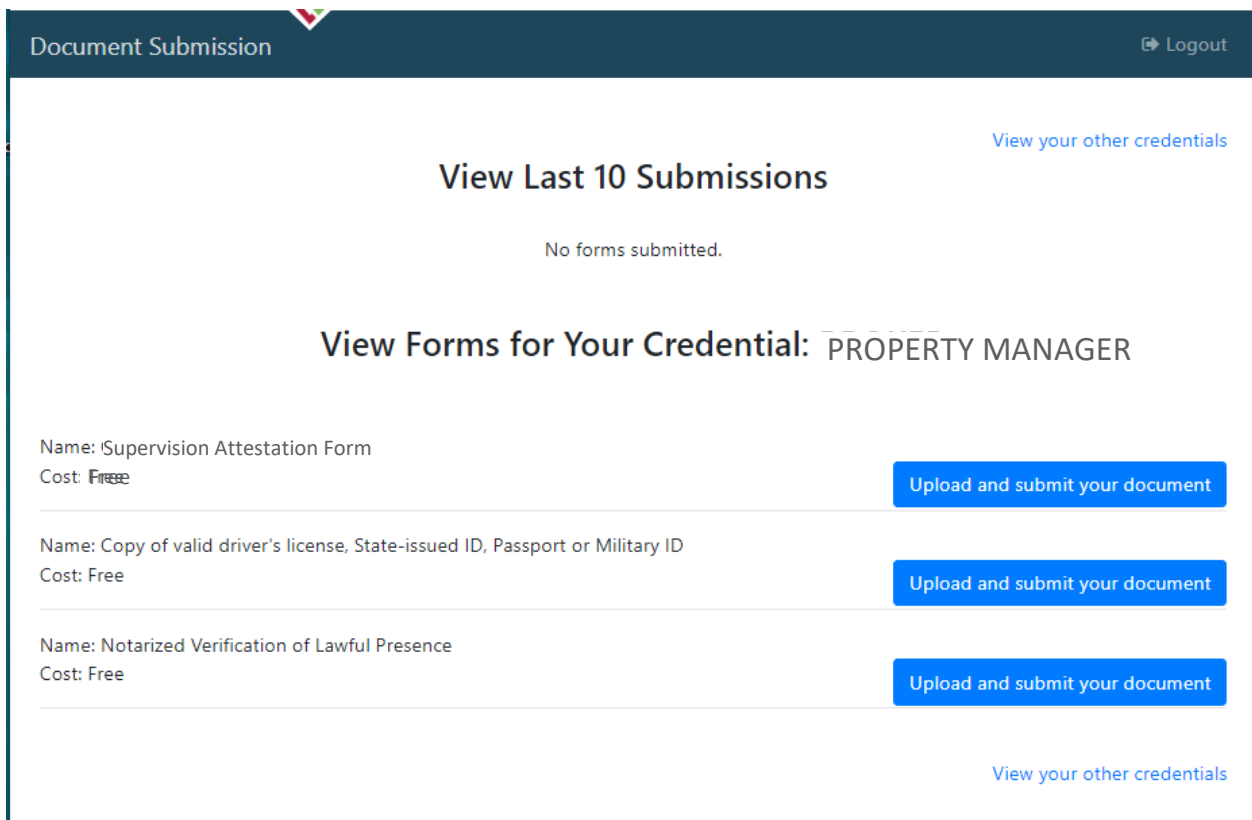
LLR is proud to bring E-Government services to the licensees of South Carolina. Please use the index menu to the left to navigate to the desired application. If y

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 'LLR' and 'LABOR LICENSING REGULATION' text. 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: PROPERTY MANAGER' and 'License Number: REL.001.B'. To the right of this information is a prominent blue button labeled '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**.

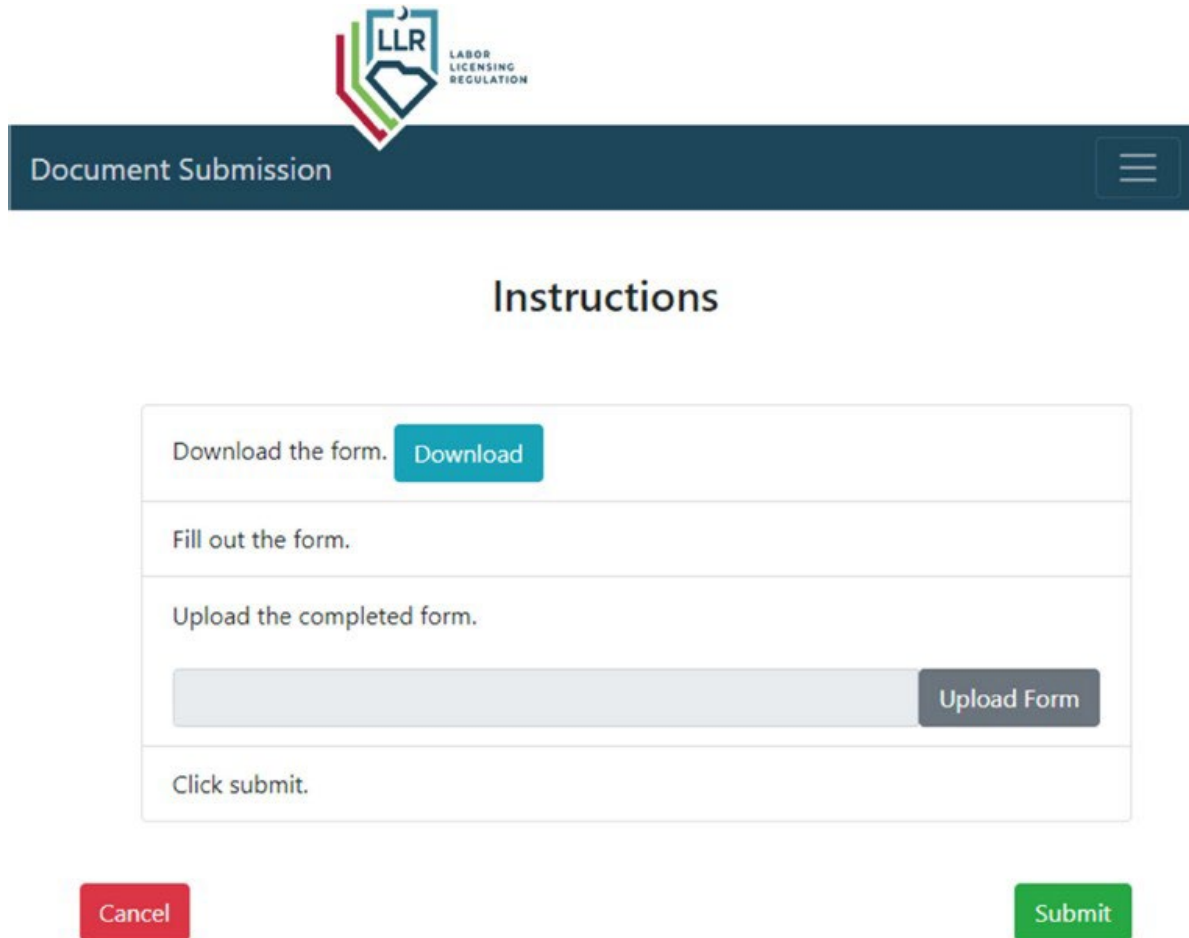


The screenshot shows a page titled 'View Forms for Your Credential: PROPERTY MANAGER'. At the top left of the page is the text 'Document Submission' and at the top right is a 'Logout' link. Below the title, there is a link 'View your other credentials'. The main heading is 'View Last 10 Submissions', followed by the text 'No forms submitted.'. Below this, the page lists three forms available for upload:

- Name:** Supervision Attestation Form
Cost: Free
Upload and submit your document
- Name:** Copy of valid driver's license, State-issued ID, Passport or Military ID
Cost: Free
Upload and submit your document
- Name:** Notarized Verification of Lawful Presence
Cost: Free
Upload and submit your document

At the bottom right of the page, there is another link: 'View your other credentials'.

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



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Document Submission

Instructions

Download the form. [Download](#)

Fill out the form.

Upload the completed form.

[Upload Form](#)

Click submit.

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

Upon receipt of payment, the license will be issued and a copy of your license will be mailed to the property management office or brokerage. If a property management office or brokerage is not identified on the form, you will receive notification that the license is on Inactive status. Inactive licenses are not mailed out.