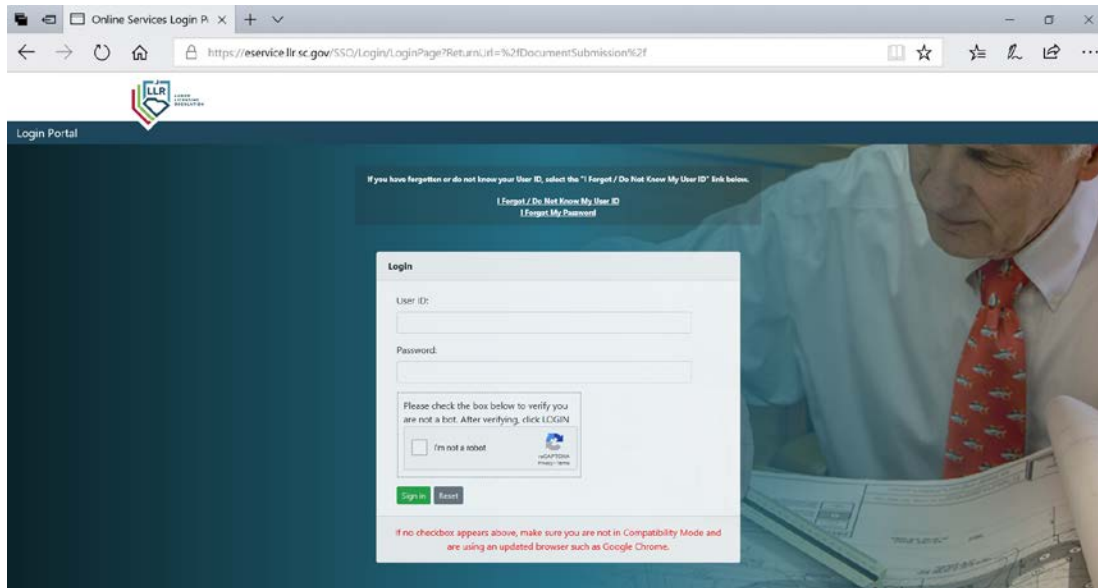


# Online Instructions- Submitting Financial Statements and Surety Bond Continuation Certificates

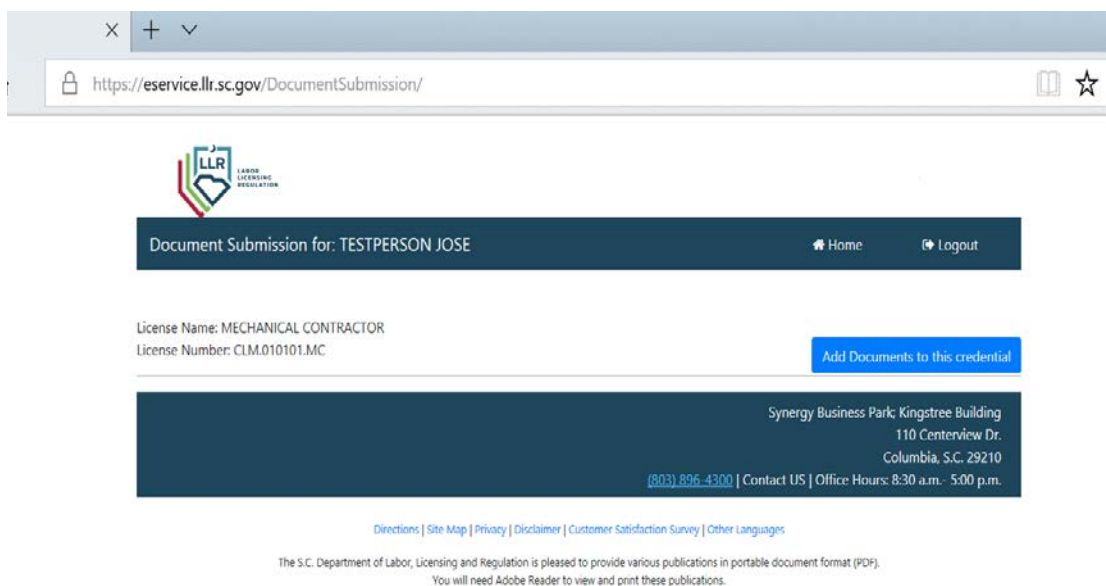
Due to system and administrative updates, in order to utilize the electronic renewal system, financial documents will need to be submitted in advance for Mechanical Contractors 2019-2021 renewals.

Before clicking on the below link to access online services, you will need to have your UserID and password. If you do not know your UserID or password, follow the instructions on the below link to obtain either your UserID or password.

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



Upon logging into online services you will see the below page. Click on “add a document to this credential.”



Next click on “download and submit this form” next to the title of the appropriate financial statement or surety bond continuation certificate. The Board approved form for the Owner Prepared Financial Statement (Doc #172) MUST be used and must be notarized. Compiled and Reviewed Financial Statements must be from a licensed CPA or a licensed PA in accordance with GAAP, including all disclosures required by GAAP.

### View Forms for Your Credential: MECHANICAL CONTRACTOR

Name: Owner Prepared Financial Statement  
Cost: Free

Download and submit this form

Name: Surety Bond Continuation Certificate  
Cost: Free

Download and submit this form

Name: Compiled Financial Statement  
Cost: Free

Download and submit this form

Name: Reviewed Financial Statement  
Cost: Free

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[\(803\) 896-4300](tel:8038964300) | [Contact US](#) | Office Hours: 8:30 a.m.- 5:00 p.m.

After uploading the appropriate documentation, click submit.

### Instructions

#### Owner Prepared Financial Statement Special Instructions

For the Owner Prepared Financial Statement, Doc #172, please print the form and have it notarized before uploading.

1. Download the form. [Download](#)
2. Fill out the form.
3. Upload the completed form.  
 [Upload Form](#)
4. Click submit.

[Cancel](#)

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The below page is confirmation that your document has been uploaded. This page also provides you the opportunity to upload additional documents by clicking on “Submit another Document for your Credential.”



Document Submission for: RBC TESTING ROOF

[Home](#)

[Logout](#)

## Upload Confirmation

Your upload has been received on Today, Thursday, August 1, 2019.

Your financial documentation is being processed. Once accepted, you will receive an email from the Board letting you know that you may now access the renewal system and renew your license online. Please allow up to 3 days for processing.

[Submit another document for your Credential](#)

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