

# 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

**LLR**  
LABOR  
LICENSING  
REGULATION

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**

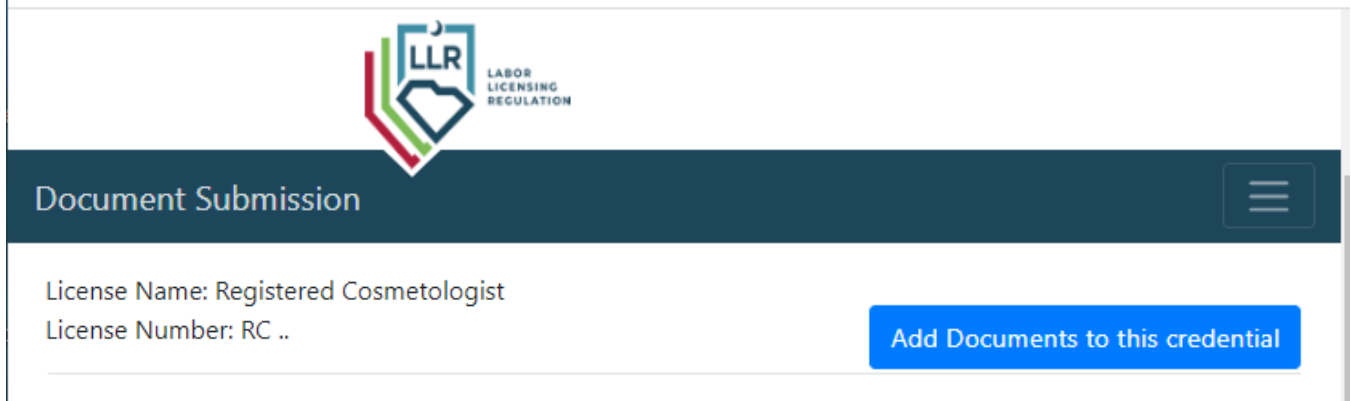
- Welcome
- Change User Login Informa...
- Application Status
- Change of Address
- Online Verification
- Online Examinations
- Renew Your License
- Print License Card
- View Barber Hours
- Document Submission**
- Real Estate Online Transfer

Welcome

# Welcome to SCLLR Online Services.

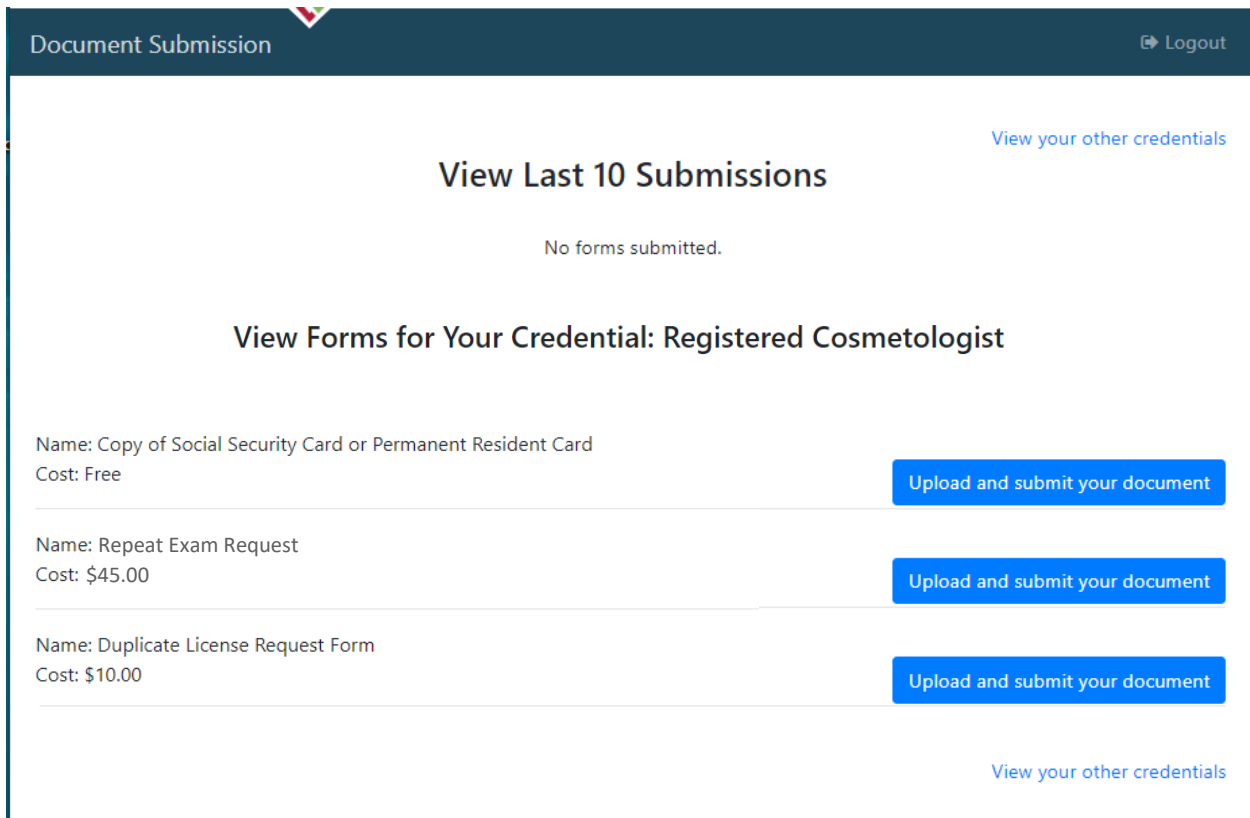
LLR is proud to bring E-Government services to the licensees of South Carolina. Please use the index menu to the left to navigate to the desired application. If y

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 the letters 'LLR' and the text 'LABOR LICENSING REGULATION'. 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: Registered Cosmetologist' and 'License Number: RC ..'. 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. To submit documents, click on the button “Upload and submit your document” adjacent to the listing.



The screenshot displays the 'View Last 10 Submissions' page. At the top, there is a dark blue header with 'Document Submission' on the left and a 'Logout' link on the right. The main content area has a white background. At the top right of this area is a link 'View your other credentials'. The title 'View Last 10 Submissions' is centered, followed by the message 'No forms submitted.' Below this, the section is titled 'View Forms for Your Credential: Registered Cosmetologist'. A list of three document types is shown, each with its name and cost, and a blue button to 'Upload and submit your document':

- Name: Copy of Social Security Card or Permanent Resident Card, Cost: Free
- Name: Repeat Exam Request, Cost: \$45.00
- Name: Duplicate License Request Form, Cost: \$10.00

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

Follow the directions on the following screen to upload the document.

Once the document submitted, the Board office will receive notice. Document submissions as processed in the order they are received. Upon completion of processing, notice will be sent via email.