

SCREC - LLR USER ACCOUNT LOGIN GUIDE

Having your **USER ID** and **PASSWORD** to utilize online services provides many advantages and allows for much faster automated and often instant processing of common tasks. Please keep track of your USER ID and Password once you have them.

- Online License Renewal – FASTER PROCESSING
- Online Transfers
- Online Personal Contact Information Changes

To have access to online services, **IT IS IMPORTANT THAT YOU MAINTAIN A VALID ACCESSIBLE EMAIL ADDRESS ON FILE WITH THE COMMISSION.**

A current email address will allow you to receive important notices and communications from the Commission and to retrieve USER ID's and reset passwords. **We strongly encourage you to use your permanent personal email address rather than a work email address so that you don't have to update your email each time you change companies.** Do not use a third party's email address as it puts your personal information at risk and often causes confusion when others obtain notices intended for you.

- **If you do not have a current email address on file with the Commission to reset your password or receive your USER ID, please email Contact.REC@llr.sc.gov with your name, license number and the last 5 digits of your SSN and request an email address update.**

Due to changes in security requirements we are only able to provide licensees with their User ID by email or through renewal notices. Passwords will not be on renewal notices.

- **If you do not know your USER ID**, you may request it online at the following link:
(<https://eservice.llr.sc.gov/SSO/Login/RecoverUserId>)

- Please be sure to select the correct Board: **REAL-ESTATE**
- Please be sure to enter the **last 5 digits** of your SSN

- **If you do not know your PASSWORD**, you may reset it online at the following link:
(<https://eservice.llr.sc.gov/SSO/Login/RecoverPass>).

You will need your USER ID and a valid email on file in order to request a password reset link.

- Please be sure if you have copied/pasted your USER ID, that you are not copying any extra spaces before or after the actual USER ID characters and numbers. Extra spaces will read as extra characters when using the USER ID to login or recover your password and will not be recognized.

The USER ID or link to reset your password will be emailed to all email addresses we have on file for you. Please check your spam or junk mail folder if you do not receive an email shortly after making the request.