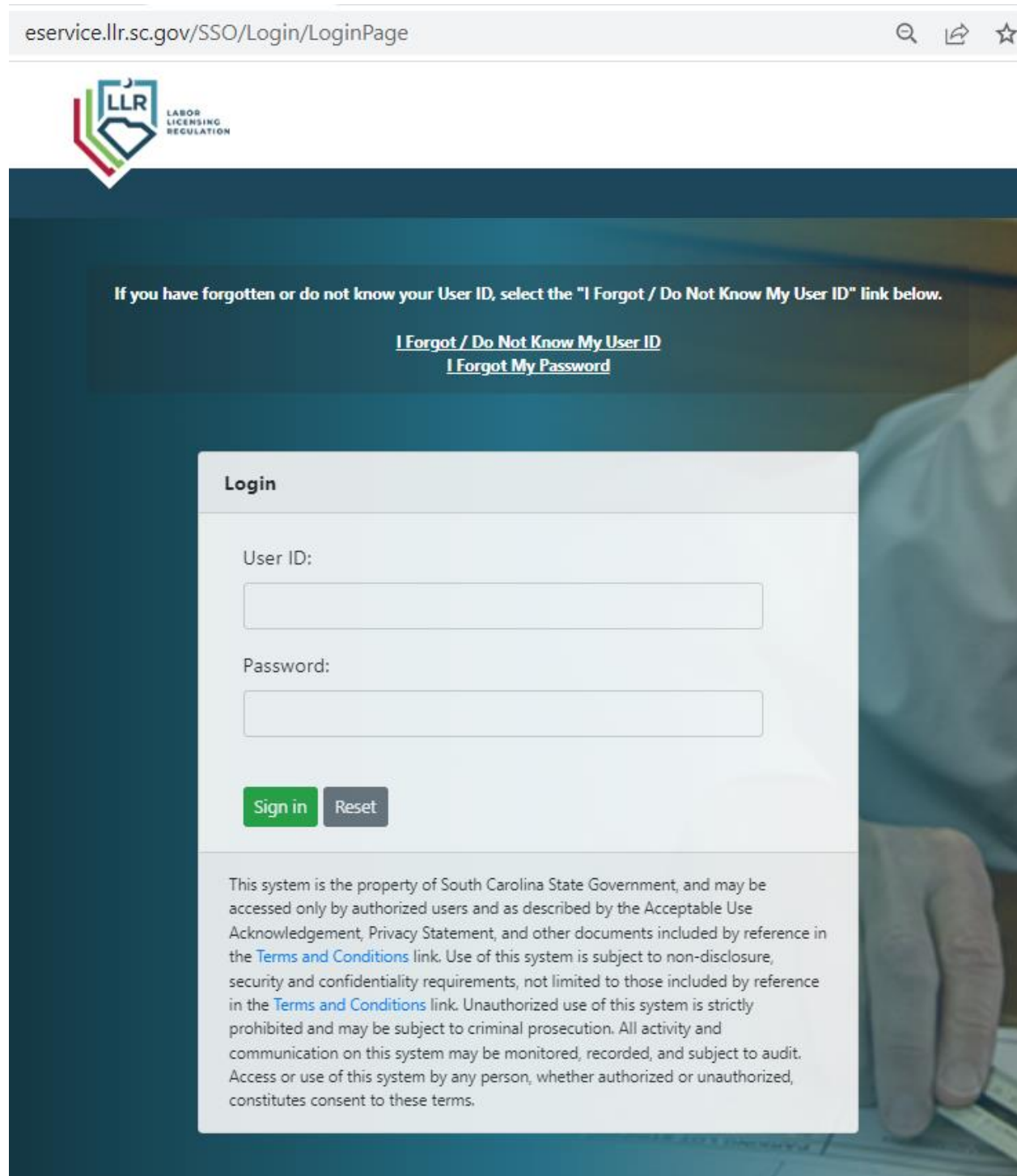



Document Submission Instructions

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



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/

LLR
LABOR
LICENSING
REGULATION

Login Portal

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

Menu

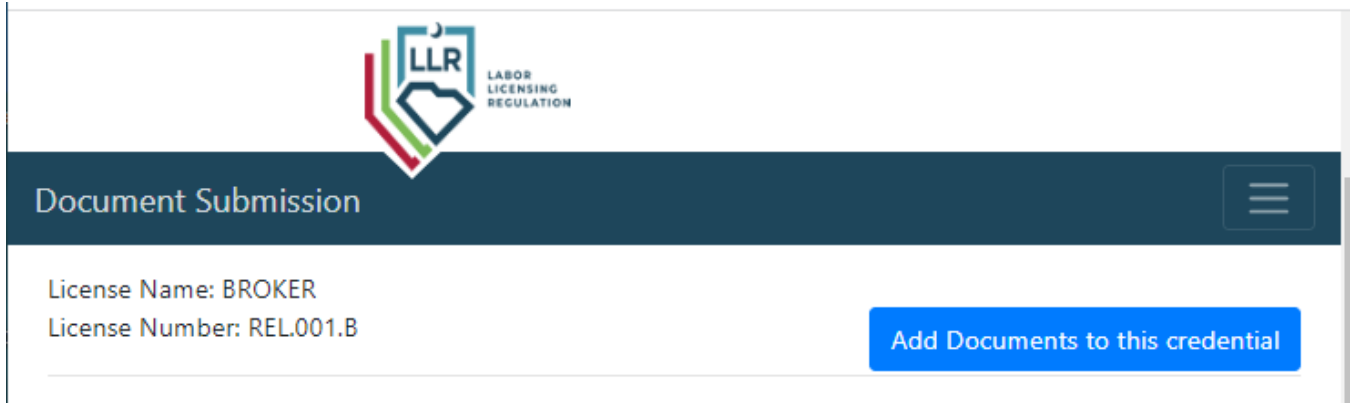
- Welcome 📄
- Change User Login Informa...
- Application Status
- Change of Address
- Online Verification
- Online Examinations
- Renew Your License
- Print License Card
- View Barber Hours
- Document Submission**
- Real Estate Online Transfer

Welcome

Welcome to SCLLR Online Services.

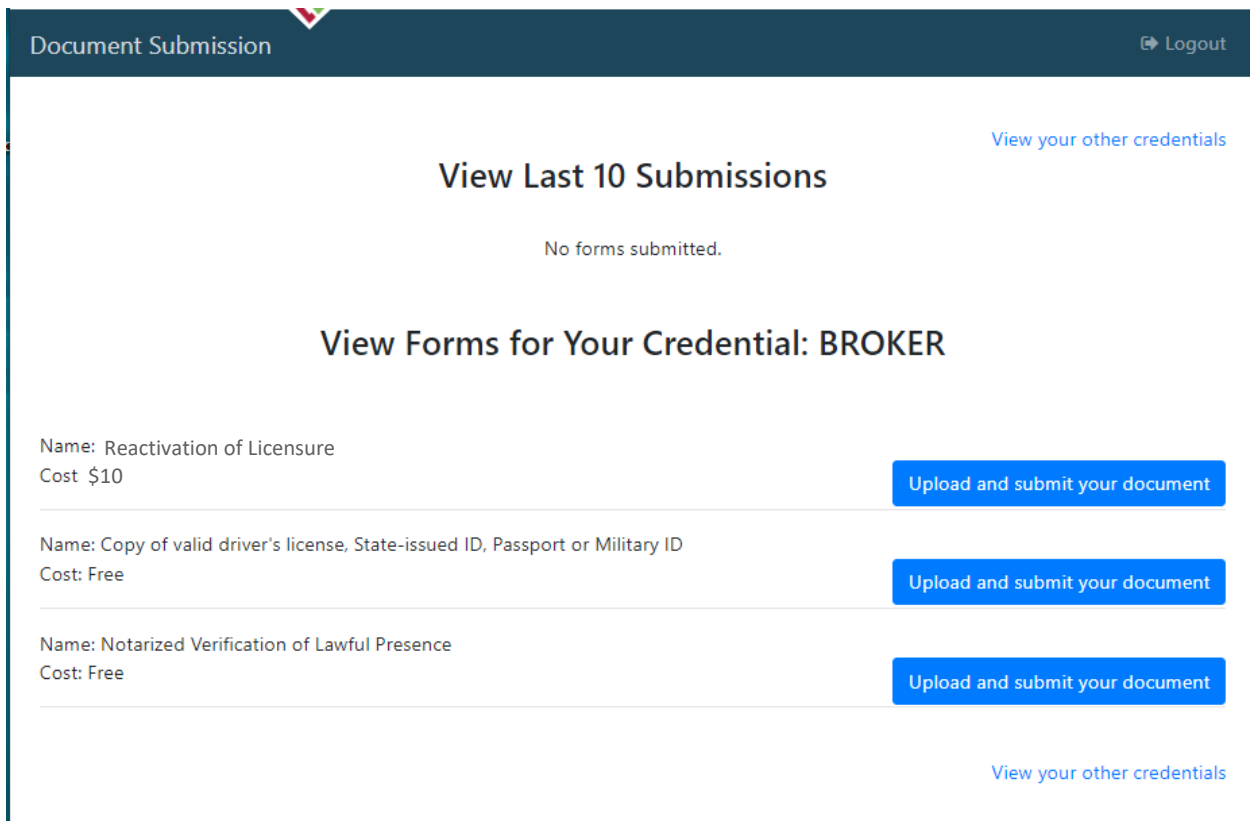
LLR is proud to bring E-Government services to the licensees of South Carolina. Please use the index menu to the left to navigate to the desired application. If y

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 LLR (Labor Licensing Regulation), which consists of a shield with the letters 'LLR' and the full name below it. To the right of the logo is a dark blue header bar with the text 'Document Submission' in white. On the far right of this bar is a white square button with three horizontal lines. Below the header bar, the license information is displayed: 'License Name: BROKER' and 'License Number: REL.001.B'. To the right of this information is a prominent blue button with white text that reads 'Add Documents to this credential'.

The next screen will list out the documents available for your license to access. For Reactivation of Licensure, click on the button “Upload and submit your document” adjacent to the listing for Reactivation.



The screenshot shows a page titled 'View Forms for Your Credential: BROKER'. At the top left of the page is the text 'Document Submission' and at the top right is a 'Logout' link with a right-pointing arrow. Below the title, there is a link that says '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 submission. Each form entry includes its name and cost, followed by a blue button labeled 'Upload and submit your document'. The forms listed are: 1) 'Reactivation of Licensure' with a cost of '\$10'; 2) 'Copy of valid driver's license, State-issued ID, Passport or Military ID' with a cost of 'Free'; and 3) 'Notarized Verification of Lawful Presence' with a cost of 'Free'. At the bottom right of the page, there is another link that says 'View your other credentials'.

After clicking on “Upload and submit your document”, you will see the below screen. You will need to download the Reactivation Application, have your new BIC sign the form and upload the completed form. After you upload the completed form, click “Submit”.



Instructions

Download the form. Download
Fill out the form.
Upload the completed form. <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> Upload Form
Click submit.

[Cancel](#)

[Submit](#)

Once submitted, you will see an Upload Confirmation screen with a button to pay. **The Commission office cannot access unpaid uploads. Reactivation must be paid prior to processing.**



Upload Confirmation

Your upload has been received today, Wednesday, June 2, 2021.

There is a \$10 fee associated with the document you have uploaded. Please click the "Pay Now" button below to complete the submission of your Reactivation of Licensure with the SC Real Estate Commission.

[Submit another Document for your Credential](#)

[Pay Now →](#)

After clicking "Pay Now", you will be redirected to the online payment portal (below). You have the option to pay with a credit card or online check.

A screenshot of a web application's payment portal. The page has a dark blue header with a white menu icon. A left sidebar contains "Payment Options" with sub-items "Pay By Credit Card" and "Pay By Check". The main content area has a breadcrumb "Return Back To Application / Payment Options" and a title "Payment Options". Below the title is a section for "ORDER INFORMATION" containing a table with one row: Document Id 3446, Description Reactivation of License, Amount \$10.00. Further down is a section for "ONLINE PAYMENT OPTIONS" showing a "Total Amount: \$1,000.00" and icons for "Pay With Credit Card" (VISA, MasterCard, DISCOVER, American Express, Discover) and "Pay By Online Check" (eCheck). A pink note at the bottom states: "Please Note: A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds."

Once payment has been received, the Commission office will receive notice. Document submission is processed in the order they are received. Upon completion of processing, notice will be sent via email. **Please allow 24 hours after notification for the system to update.**