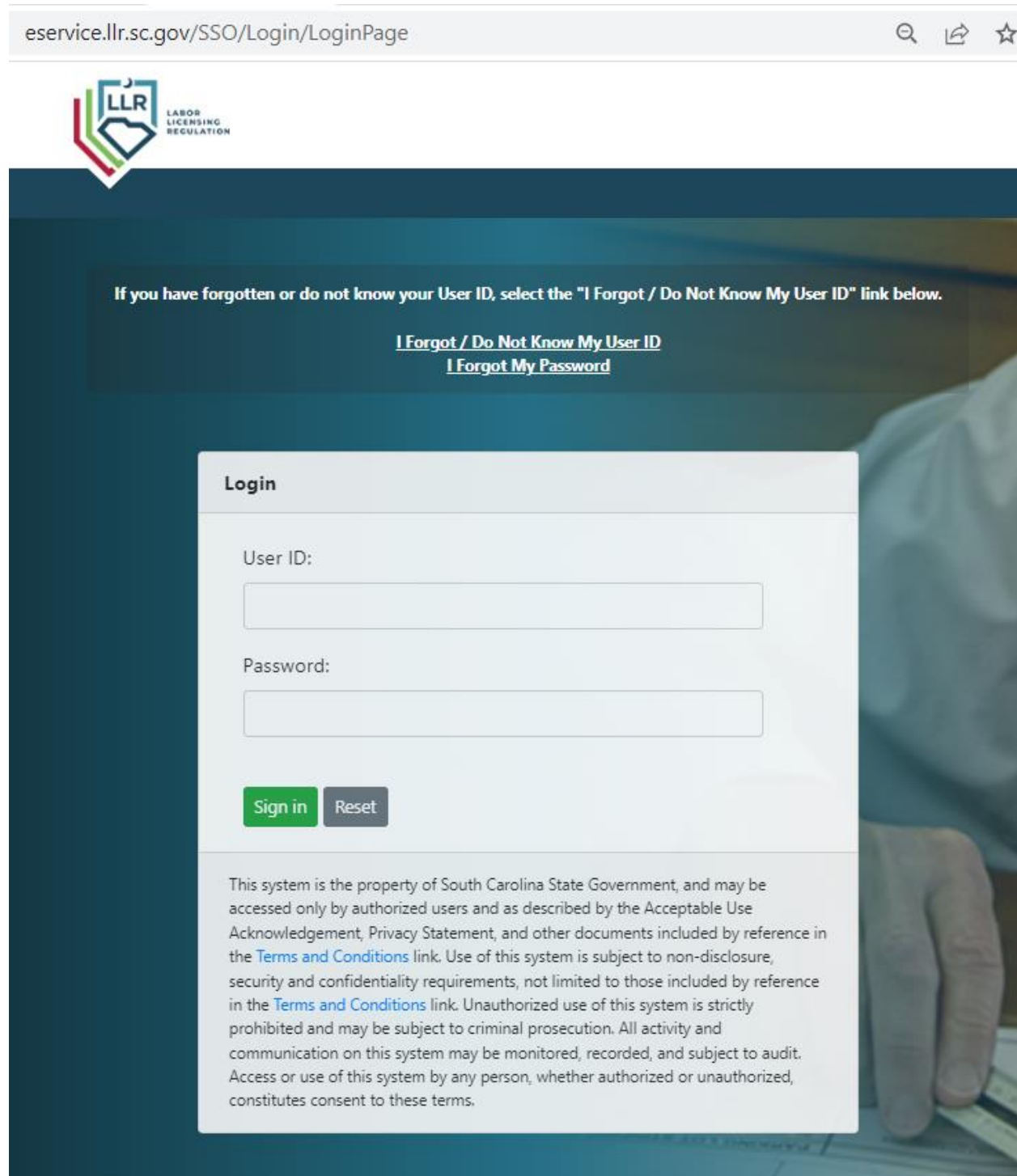



Document Submission Instructions

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

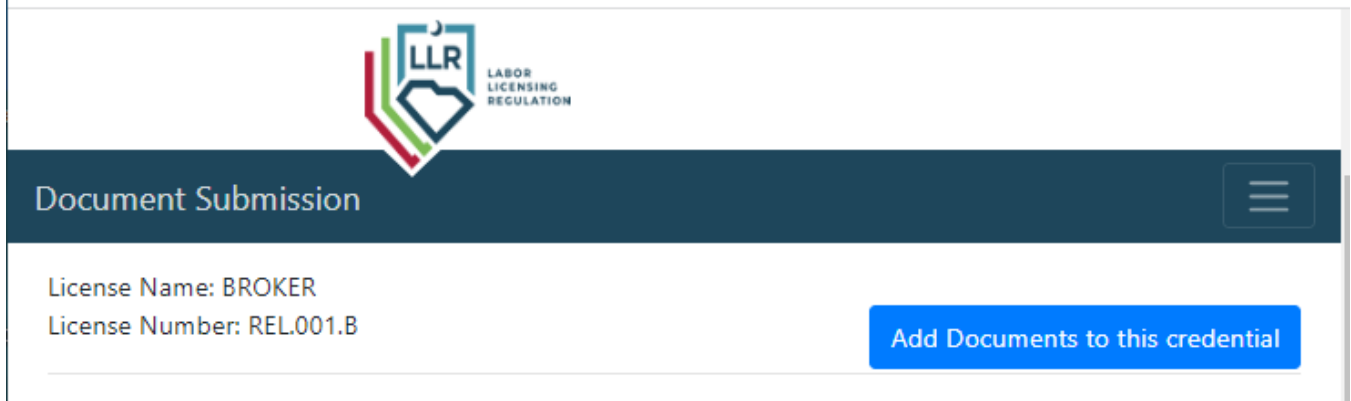
- Welcome
- Change User Login Informa...
- Application Status
- Change of Address
- Online Verification
- Online Examinations
- Renew Your License
- Print License Card
- View Barber Hours
- Document Submission**
- Real Estate Online Transfer

Welcome

Welcome to SCLLR Online Services.

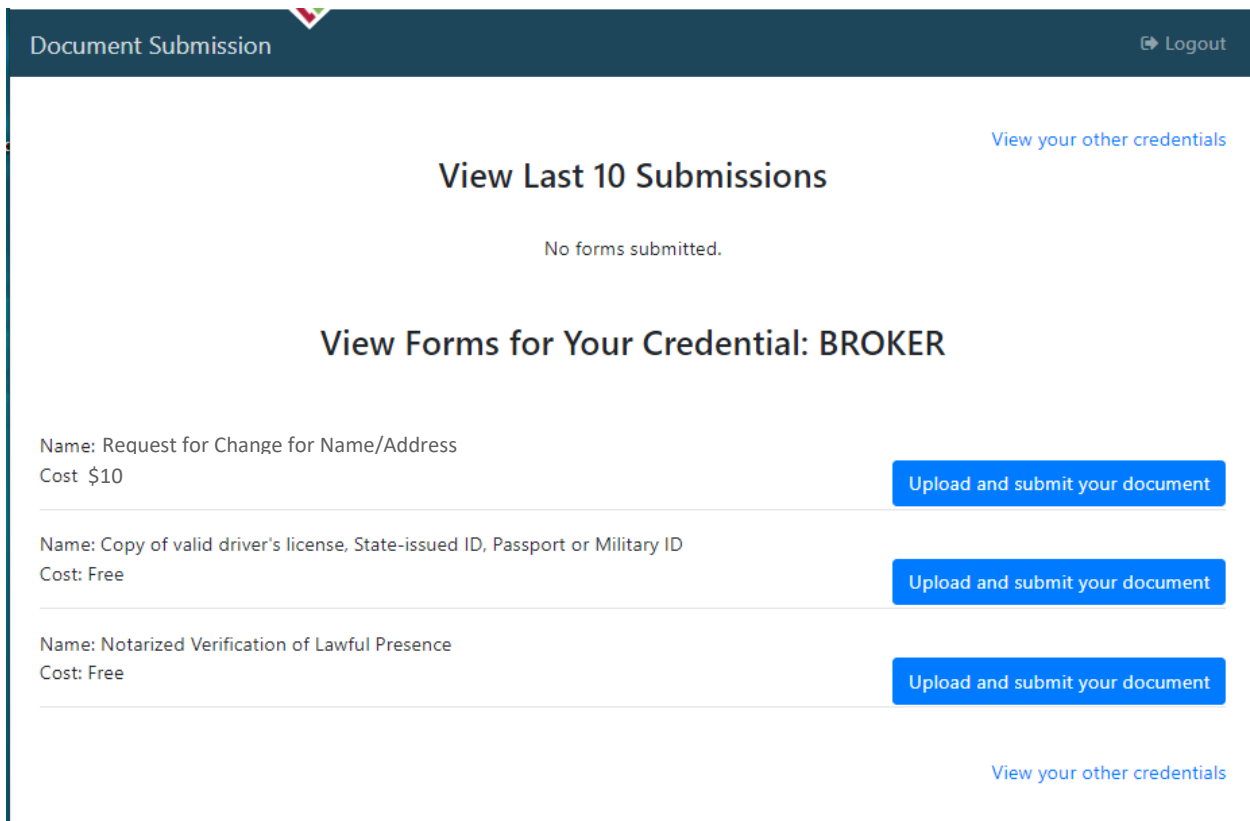
LLR is proud to bring E-Government services to the licensees of South Carolina. Please use the index menu to the left to navigate to the desired application. If y

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 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: BROKER' 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. For Request for Change of Name/Address, click on the button “Upload and submit your document” adjacent to the listing for Request for Change of Name/Address.



The screenshot displays the 'View Forms for Your Credential: BROKER' 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 heading 'View Last 10 Submissions' with a 'View your other credentials' link to the right. Below this, it states 'No forms submitted.' The main heading is 'View Forms for Your Credential: BROKER'. There are three form listings, each with a blue 'Upload and submit your document' button:

- Name: Request for Change for Name/Address
Cost: \$10
- Name: Copy of valid driver's license, State-issued ID, Passport or Military ID
Cost: Free
- Name: Notarized Verification of Lawful Presence
Cost: Free

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

After clicking on “Upload and submit your document”, you will see the below screen. You will need to download the Request for Change of Name/Address Application. If submitting a name change request, legal documentation of the name change must be uploaded in addition to the completed application. After you upload the completed form and applicable documents, click “Submit”.



Document Submission



Instructions

Download the form. [Download](#)

Fill out the form.

Upload the completed form.

[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. Applications 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 Request for Change of Name/Address 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 this is a section for "ORDER INFORMATION" containing a table with one row: Document Id 3446, Description Request for Name Change, 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 as 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.**