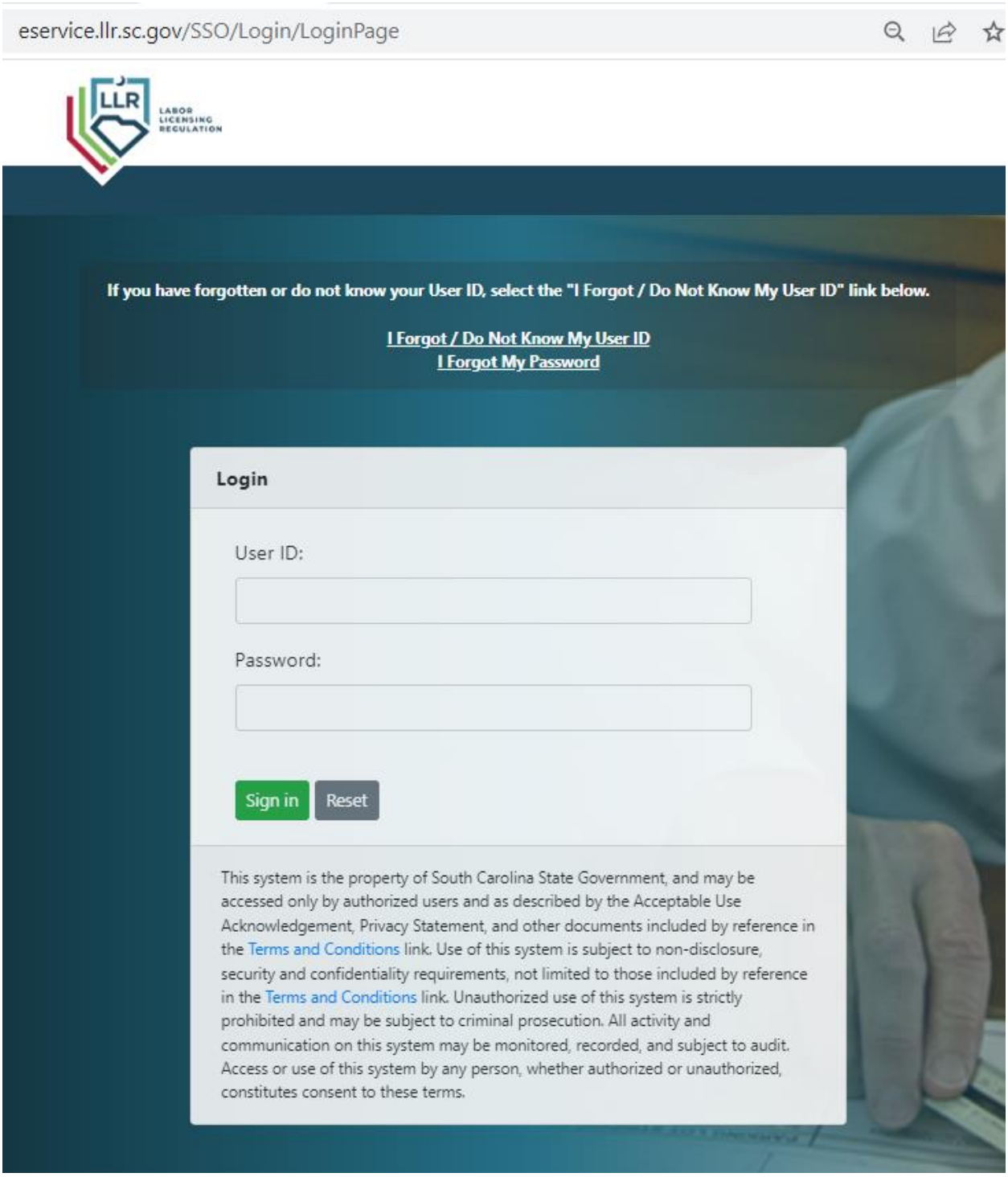
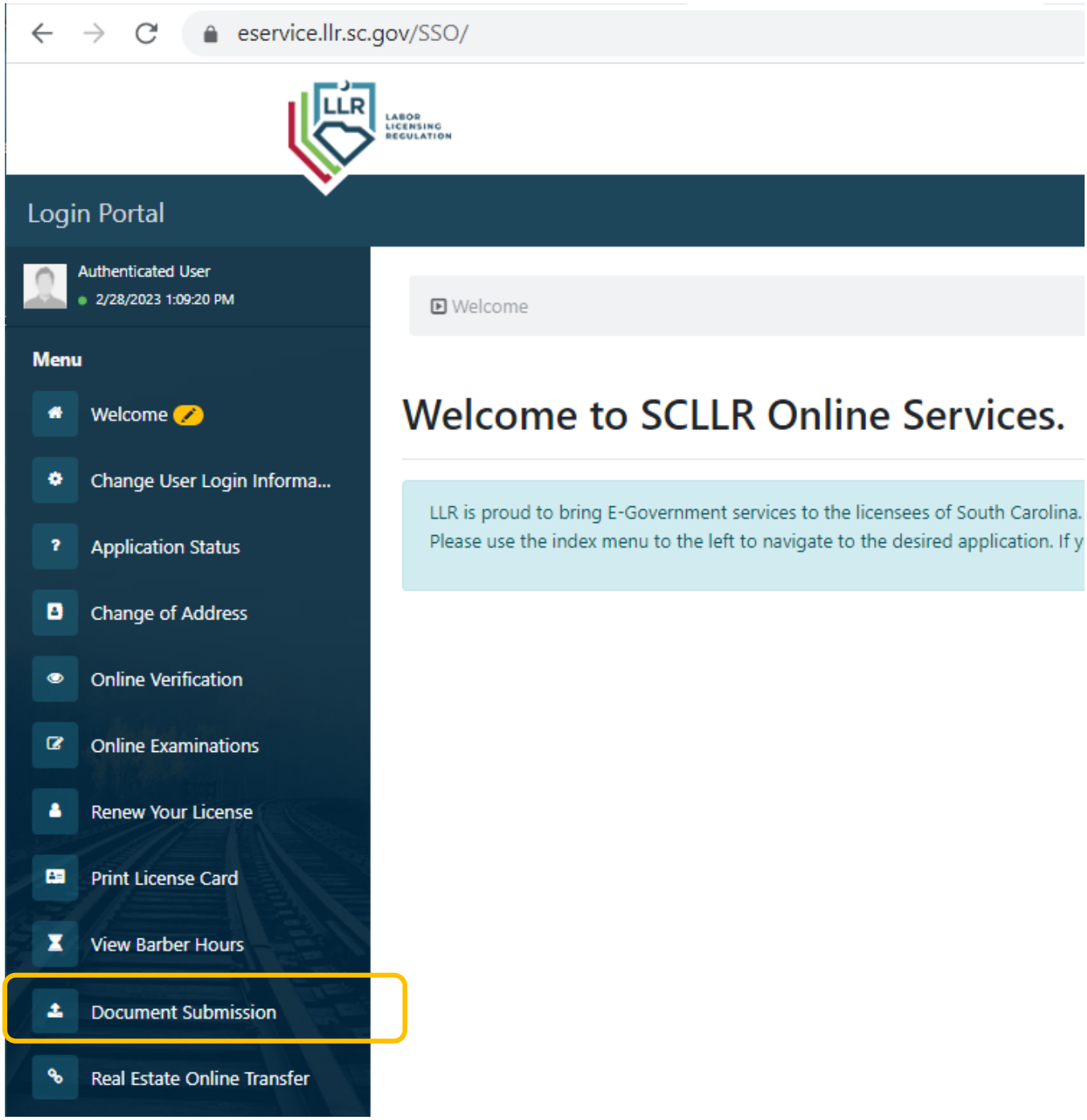
Document Submission Instructions

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.

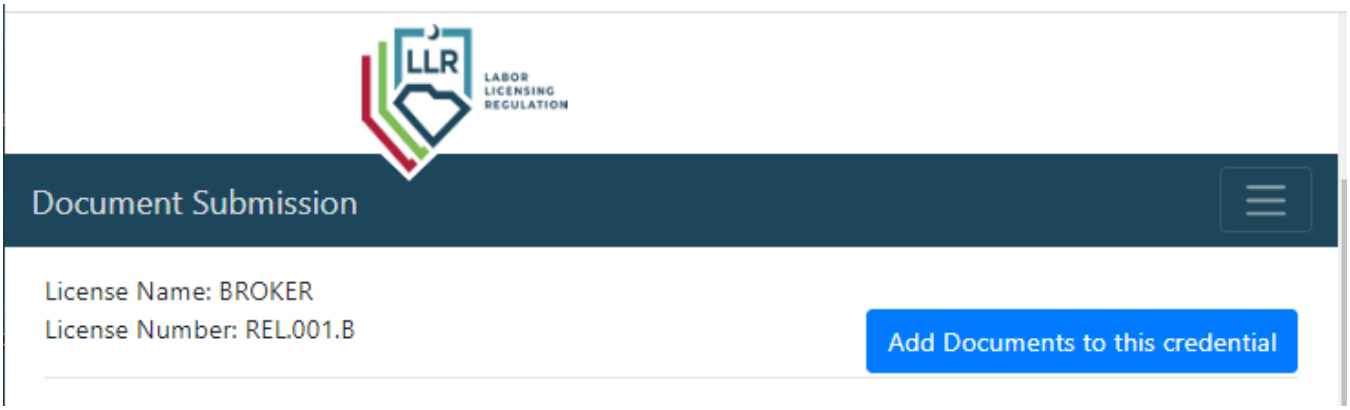
https://eservice.llr.sc.gov/DocumentSubmission/



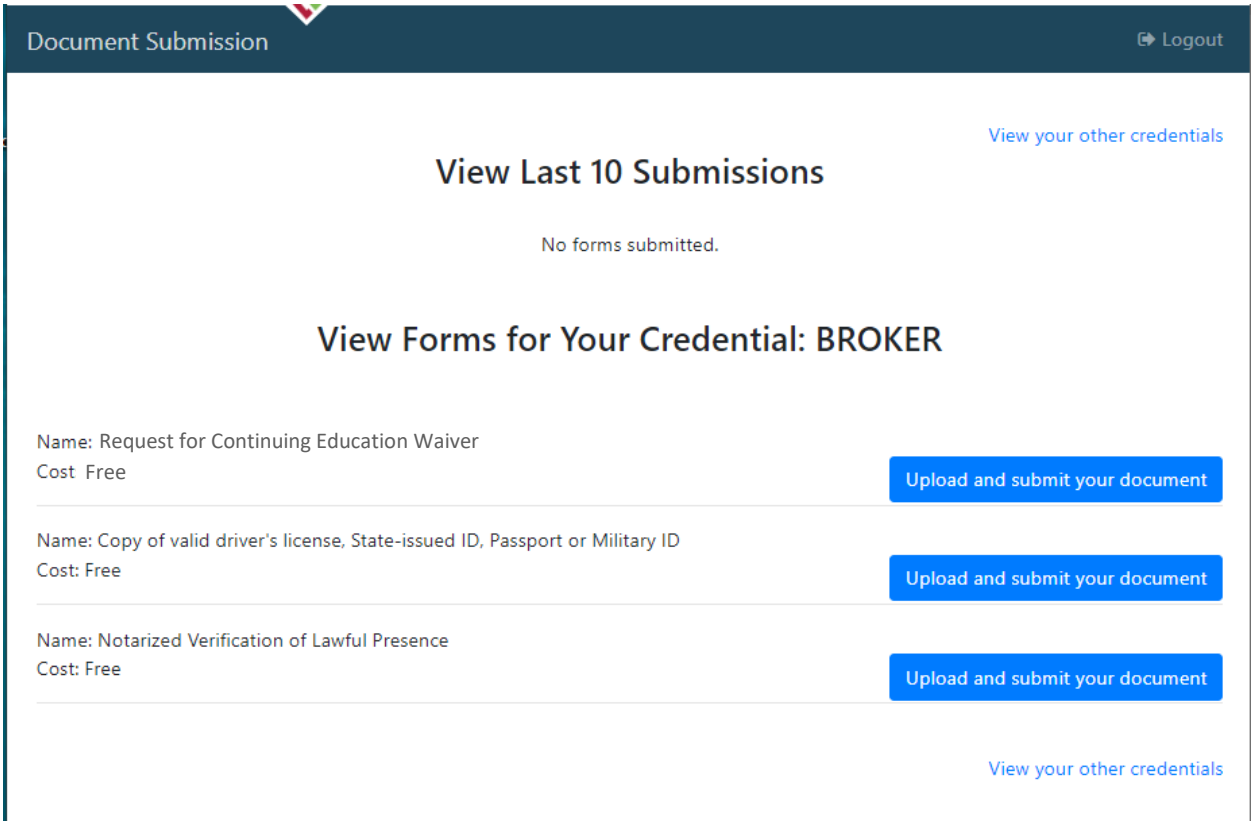
After logging into online services, select Document Submission from the menu located on the left-hand side of the screen.



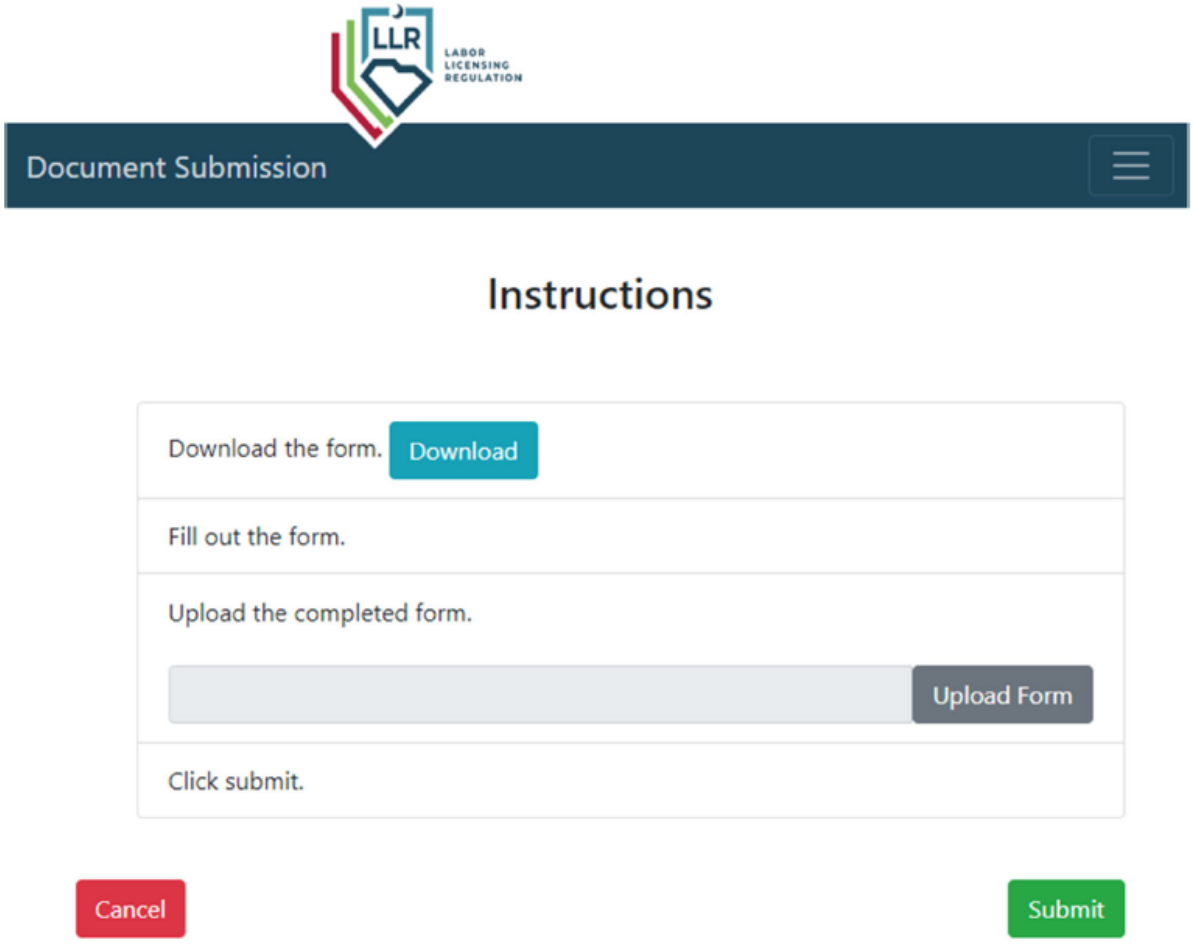
Next located your license on the screen and select “Add Documents to this credential”



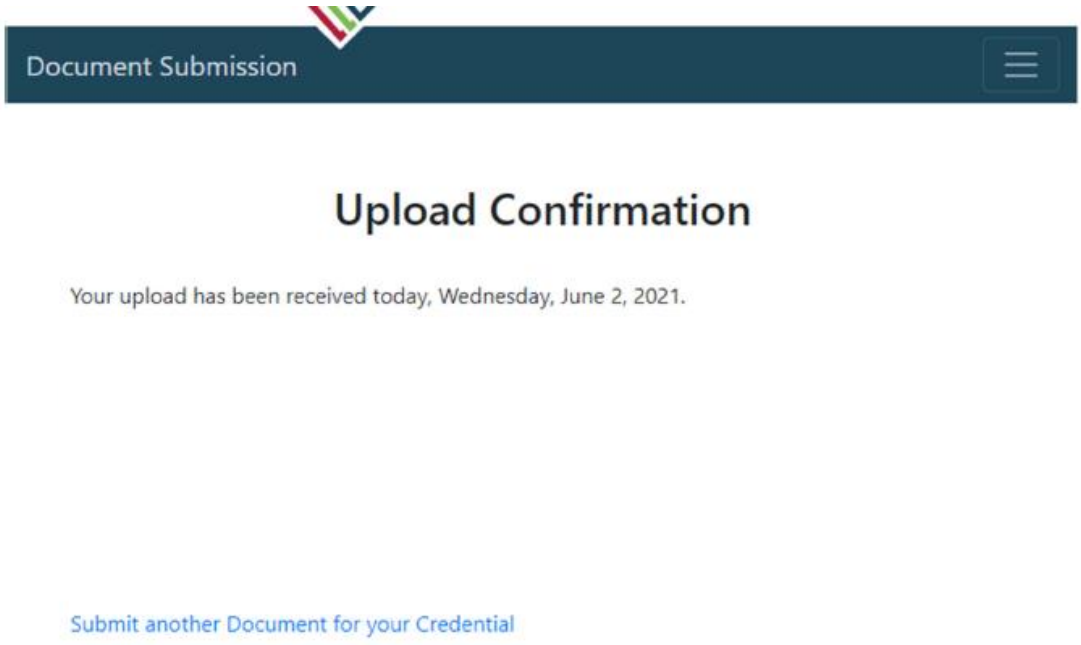
The next screen will list out the documents available for your license to access. For Request for Continuing Education Waiver, click on the button “Upload and submit your document” adjacent to the listing for Continuing Education Waiver.



After clicking on “Upload and submit your document”, you will see the below screen. You will need to download the Request for Continuing Education Waiver Application and complete. After you upload the completed form, click “Submit”.



Once submitted, you will see an Upload Confirmation screen with a button to pay.



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**.