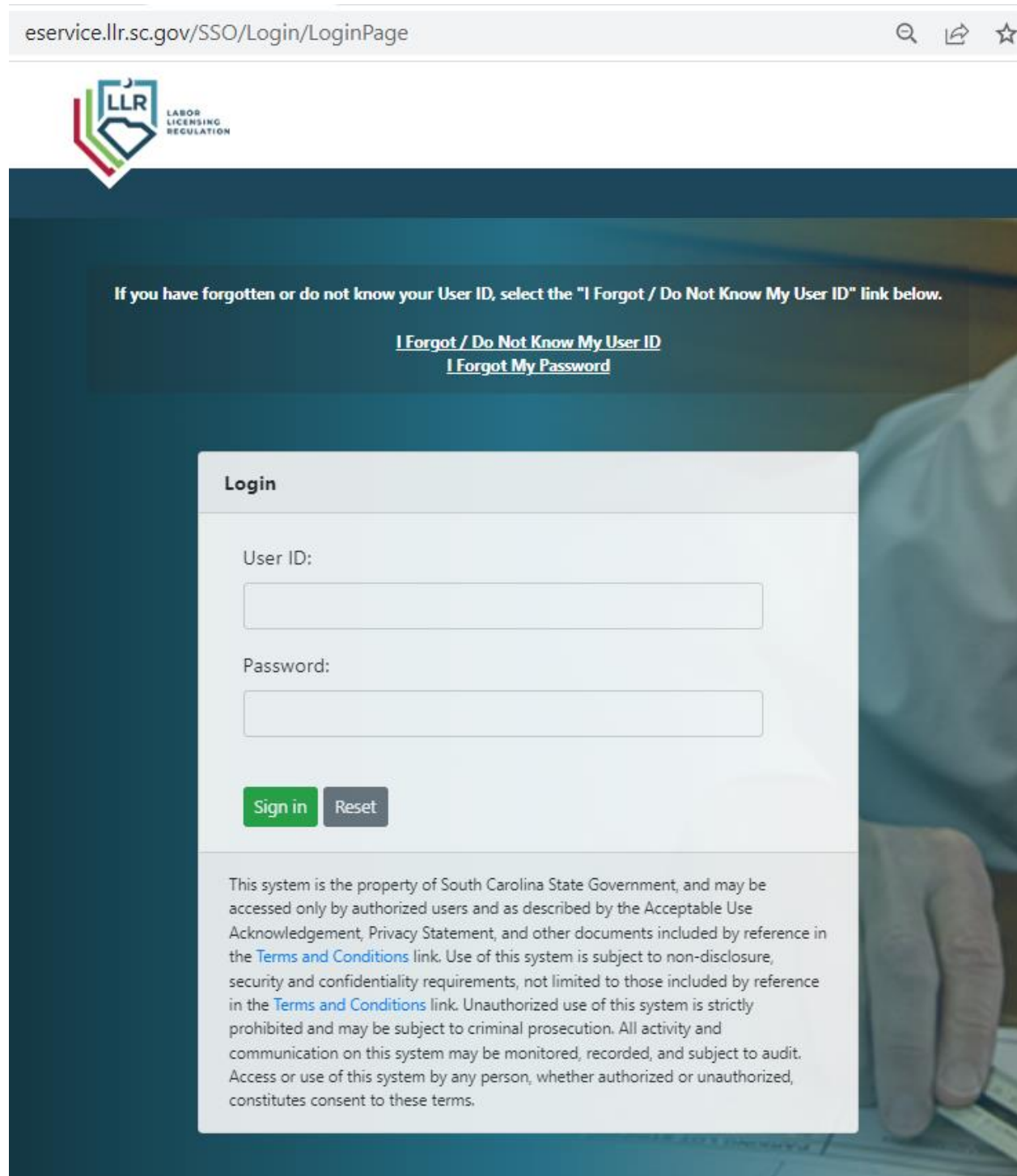


Document Submission Instructions

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/>




The screenshot shows a web browser window with the address bar displaying "eservice.llr.sc.gov/SSO/Login/LoginPage". The page features the LLR (Labor Licensing Regulation) logo in the top left corner. A message states: "If you have forgotten or do not know your User ID, select the 'I Forgot / Do Not Know My User ID' link below." Below this message are two links: "[I Forgot / Do Not Know My User ID](#)" and "[I Forgot My Password](#)". The main content area contains a "Login" form with the following elements:

- Login** (Section Header)
- User ID:
- Password:
- [Sign in](#) (Green button)
- [Reset](#) (Grey button)


Below the form, a disclaimer states: "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/


 **LABOR
LICENSING
REGULATION**

Login Portal

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

Menu

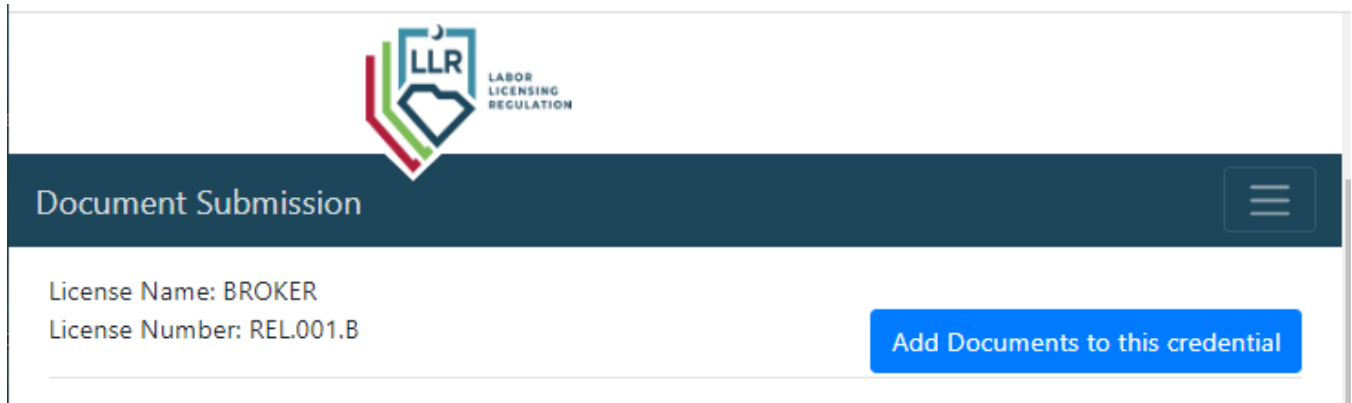
-  Welcome 
-  Change User Login Informa...
-  Application Status
-  Change of Address
-  Online Verification
-  Online Examinations
-  Renew Your License
-  Print License Card
-  View Barber Hours
-  **Document Submission**
-  Real Estate Online Transfer

 Welcome

Welcome to SCLLR Online Services.

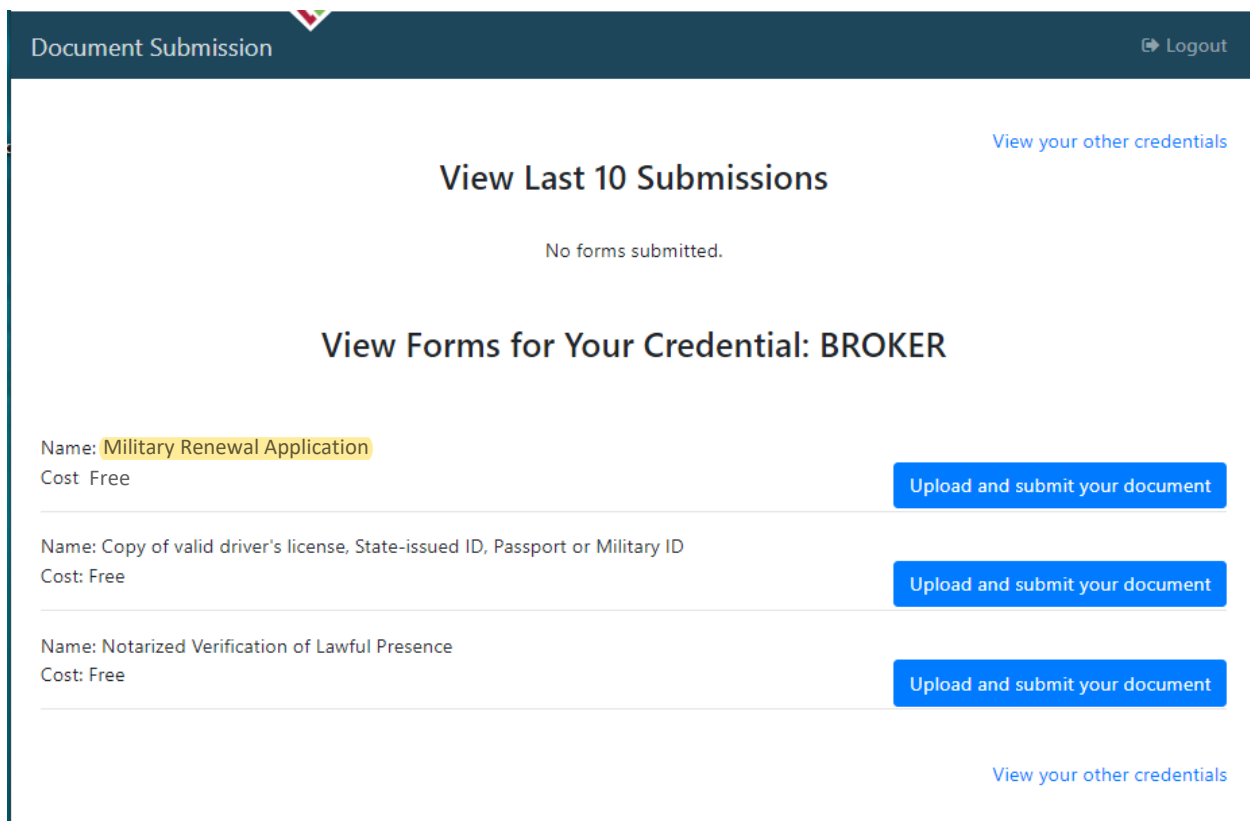
LLR is proud to bring E-Government services to the licensees of South Carolina. Please use the index menu to the left to navigate to the desired application. If y

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



The screenshot shows the top of a web application. At the top center is the LLR (Labor Licensing Regulation) logo, which consists of a shield with 'LLR' inside and the text 'LABOR LICENSING REGULATION' to its right. 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. Below the header, the page displays 'License Name: BROKER' and 'License Number: REL.001.B'. To the right of this information is a blue button with the text 'Add Documents to this credential'.

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



The screenshot shows a web application page titled 'Document Submission' in the header, with a 'Logout' link on the right. Below the header, there is a section titled 'View Last 10 Submissions' with a link 'View your other credentials' to the right. Below this, it says 'No forms submitted.' Another section is titled 'View Forms for Your Credential: BROKER'. This section contains a list of three forms, each with a 'Name', 'Cost', and an 'Upload and submit your document' button. The first form is 'Military Renewal Application' with a cost of 'Free'. The second form is 'Copy of valid driver's license, State-issued ID, Passport or Military ID' with a cost of 'Free'. The third form is 'Notarized Verification of Lawful Presence' with a cost of 'Free'. A link 'View your other credentials' is also present at the bottom right of the page.

Name	Cost	Action
Military Renewal Application	Free	Upload and submit your document
Copy of valid driver's license, State-issued ID, Passport or Military ID	Free	Upload and submit your document
Notarized Verification of Lawful Presence	Free	Upload and submit your document

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



Document Submission



Instructions

Download the form.

Download

Fill out the form.

Upload the completed form.

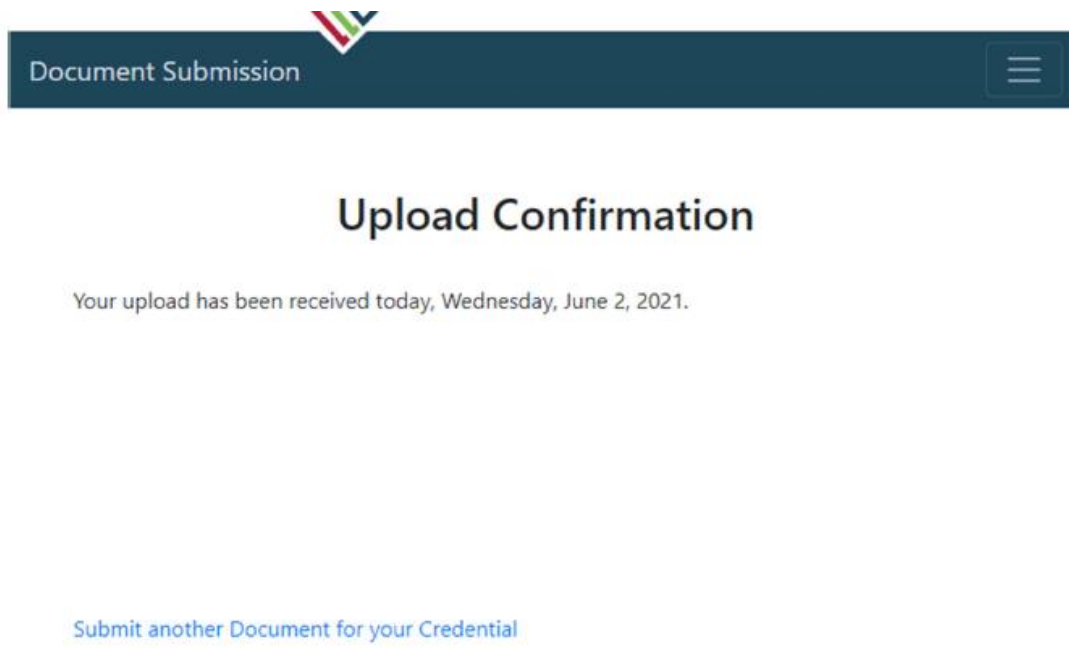
Upload Form

Click submit.

Cancel

Submit

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



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 48 hours after notification for the system to update.**