

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

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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/

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Login Portal

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

Welcome

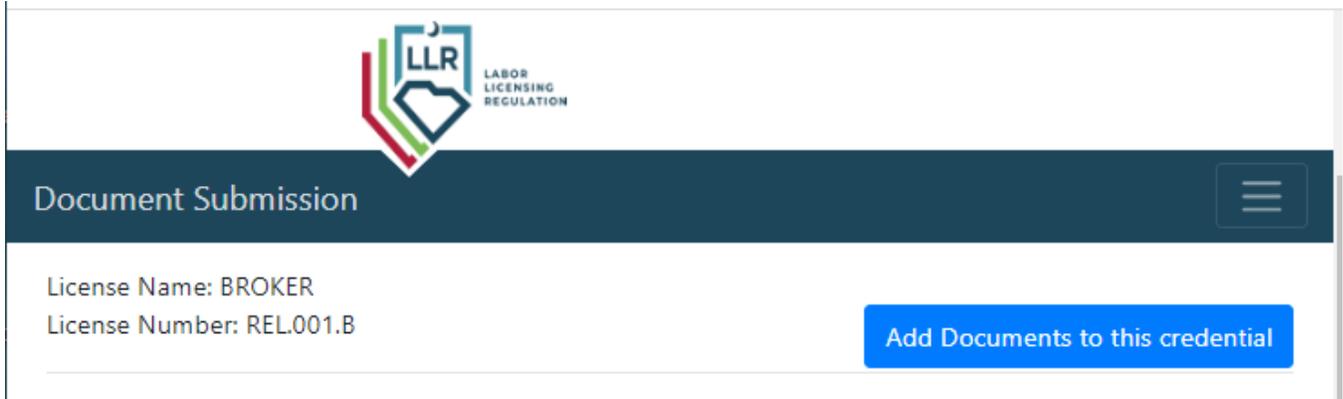
Welcome to SCLLR Online Services.

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

Menu

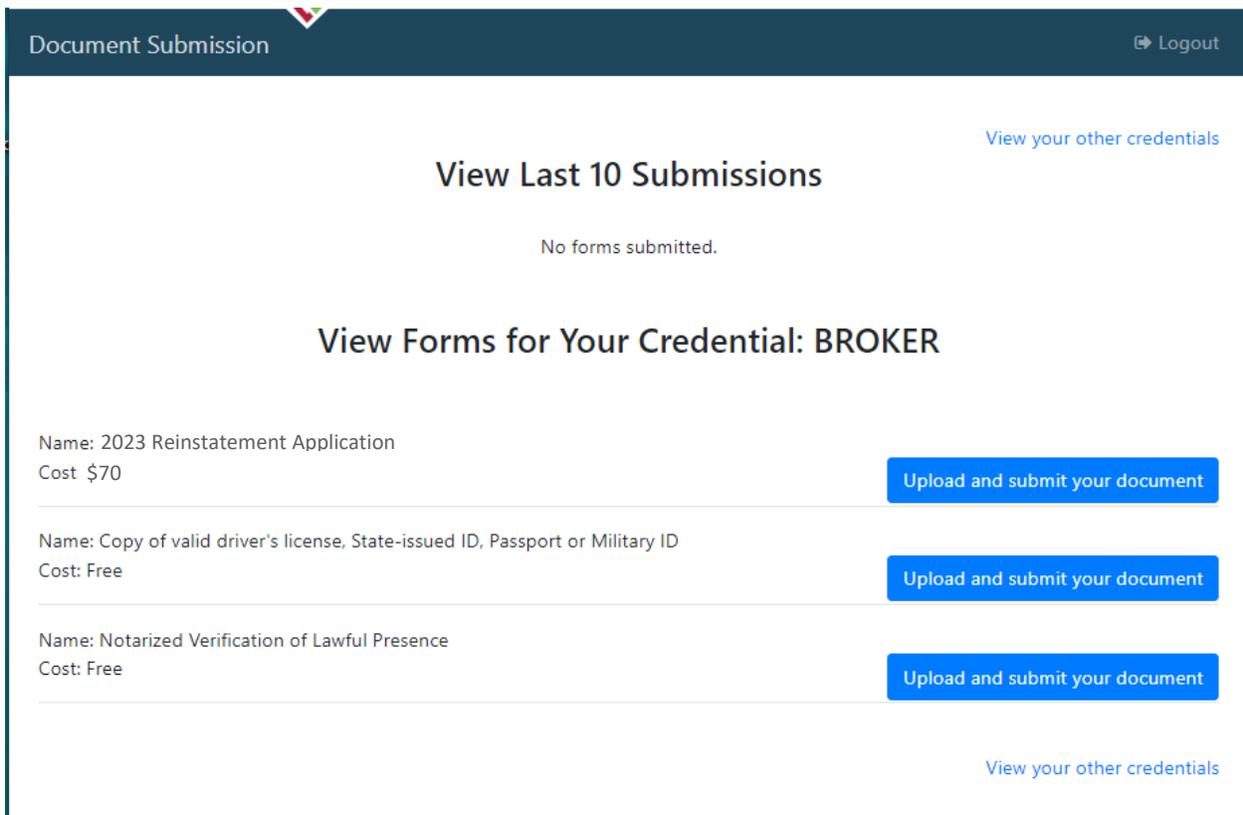
- Welcome
- Change User Login Informa...
- Application Status
- Change of Address
- Online Verification
- Online Examinations
- Renew Your License
- Print License Card
- View Barber Hours
- Document Submission**
- Real Estate Online Transfer

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 Reinstatement Application, click on the button “Upload and submit your document” adjacent to the listing for Reinstatement Application.



The screenshot shows a page titled 'View Forms for Your Credential: BROKER'. At the top left is the 'Document Submission' header, and at the top right is a 'Logout' link. Below the header, there is a link to 'View your other credentials'. The main heading is 'View Last 10 Submissions', followed by the text 'No forms submitted.' Below this, the page title 'View Forms for Your Credential: BROKER' is centered. The page lists three forms for submission, each with a blue button to 'Upload and submit your document':

- Name: 2023 Reinstatement Application
Cost: \$70
- 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 page, there is another link to 'View your other credentials'.

After clicking on “Upload and submit your document”, you will see the below screen. You will need to download the 2023 Reinstatement Application. In addition to the application, proof of completion of CEs for the current renewal period, July 1, 2021 to June 30, 2023 is required. Commission office accepts the following as proof: Continuing education course completion certificates, or CE Broker print off showing compliance

- If submitting due to an answer of “Yes” on the Personal History section, you will need to upload an explanation and corresponding board order or court documents.
- 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.

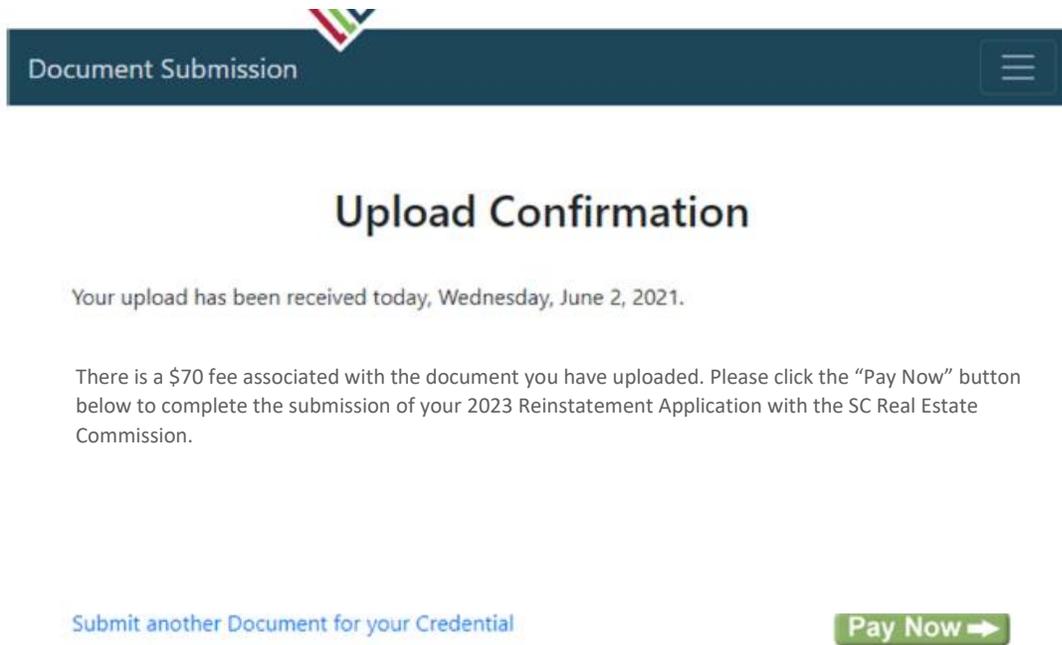
Upload the completed form.

[Upload Form](#)

Click submit.

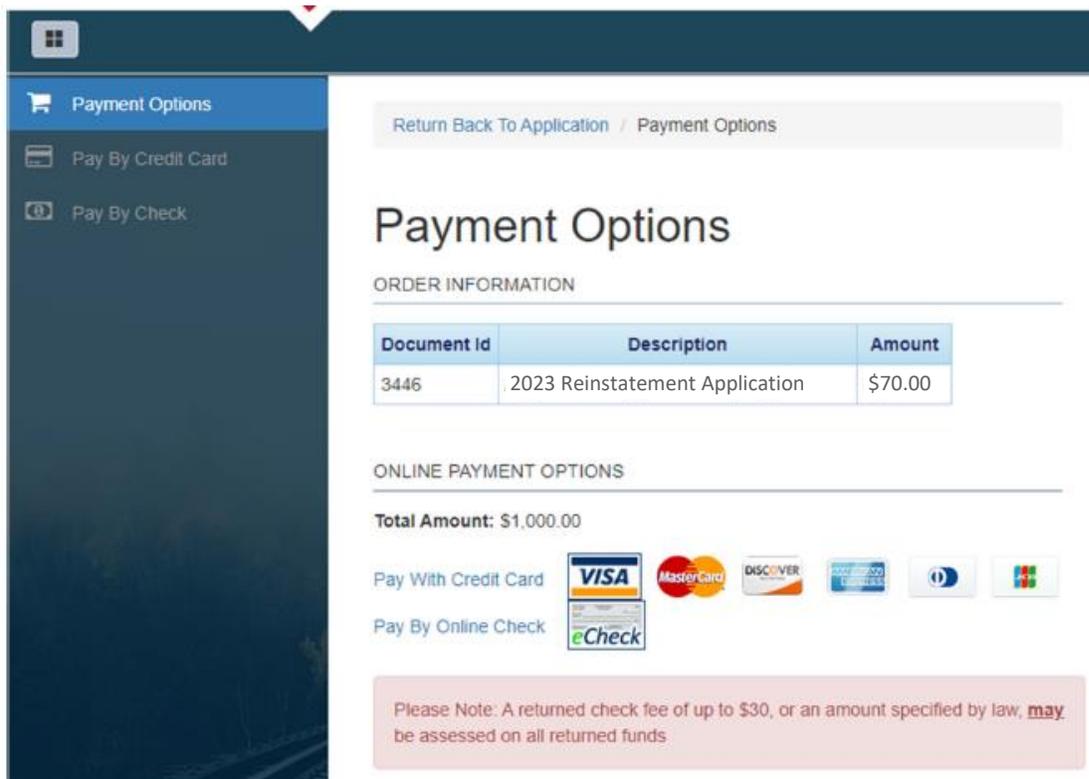
[Cancel](#) [Submit](#)

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.**



The screenshot shows a dark blue header with the text "Document Submission" on the left and a hamburger menu icon on the right. Below the header is a large heading "Upload Confirmation". Underneath, a message states: "Your upload has been received today, Wednesday, June 2, 2021." A paragraph follows: "There is a \$70 fee associated with the document you have uploaded. Please click the 'Pay Now' button below to complete the submission of your 2023 Reinstatement Application with the SC Real Estate Commission." At the bottom, there is a blue link "Submit another Document for your Credential" and a green button labeled "Pay Now" with a right-pointing arrow.

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.



The screenshot displays the "Payment Options" page. On the left is a dark sidebar with a "Payment Options" header and two menu items: "Pay By Credit Card" and "Pay By Check". The main content area has a breadcrumb "Return Back To Application / Payment Options" and a heading "Payment Options". Below this is a section titled "ORDER INFORMATION" containing a table:

Document Id	Description	Amount
3446	2023 Reinstatement Application	\$70.00

Below the table is a section titled "ONLINE PAYMENT OPTIONS" with the text "Total Amount: \$1,000.00". Underneath are two rows of payment options: "Pay With Credit Card" with logos for VISA, MasterCard, DISCOVER, and American Express; and "Pay By Online Check" with the eCheck logo. At the bottom, a pink box contains a note: "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.**