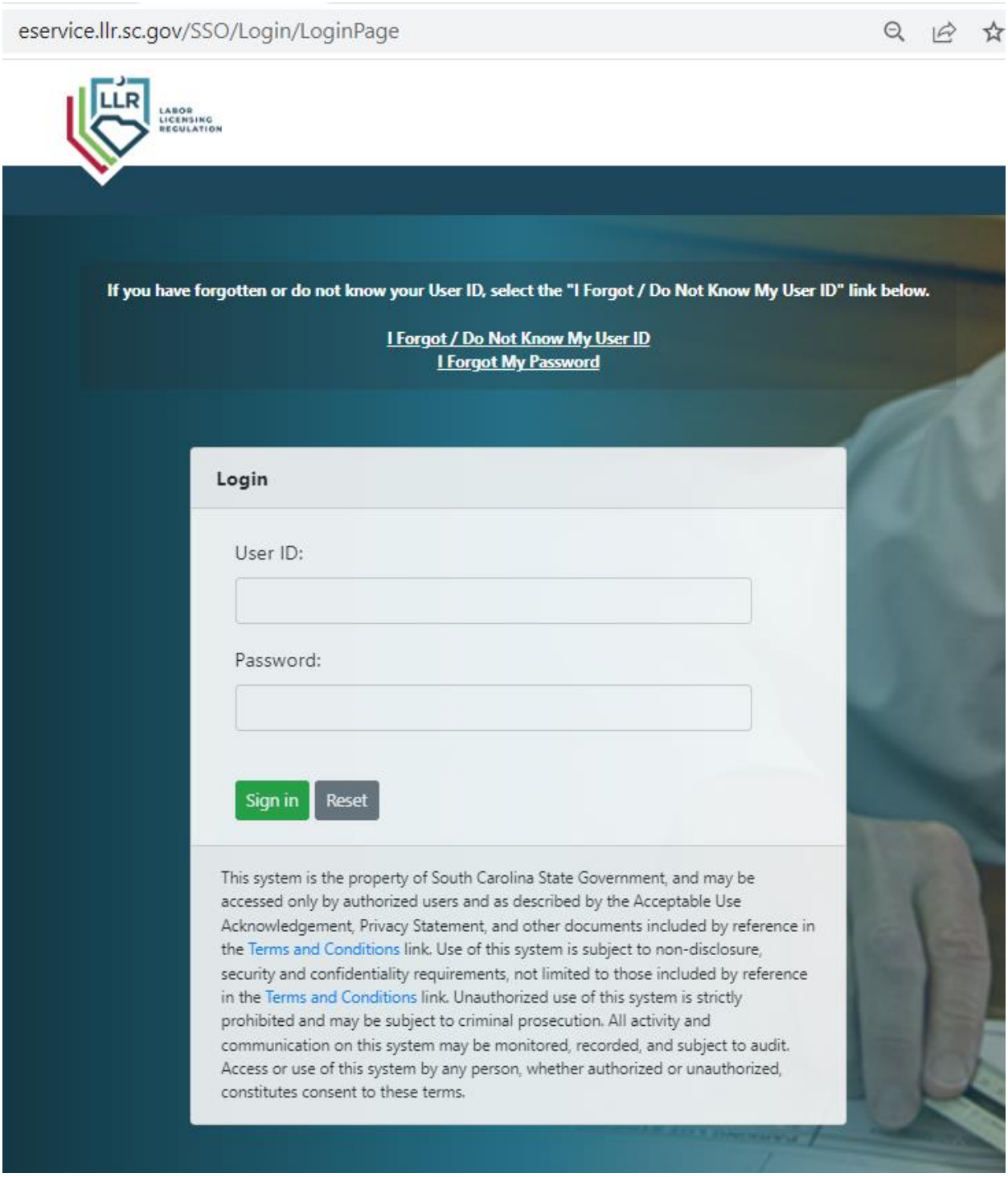
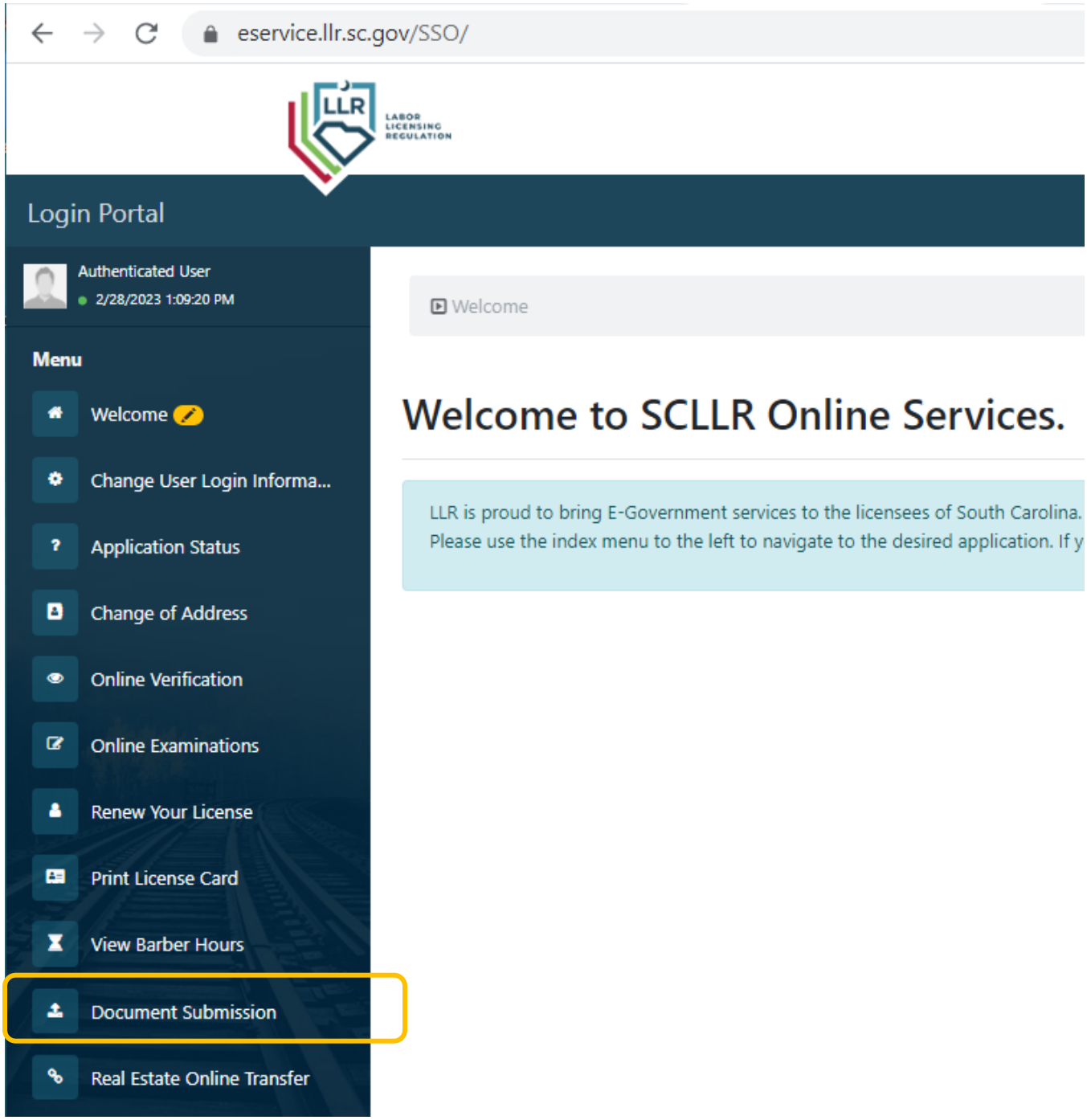
Document Submission Instructions

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.

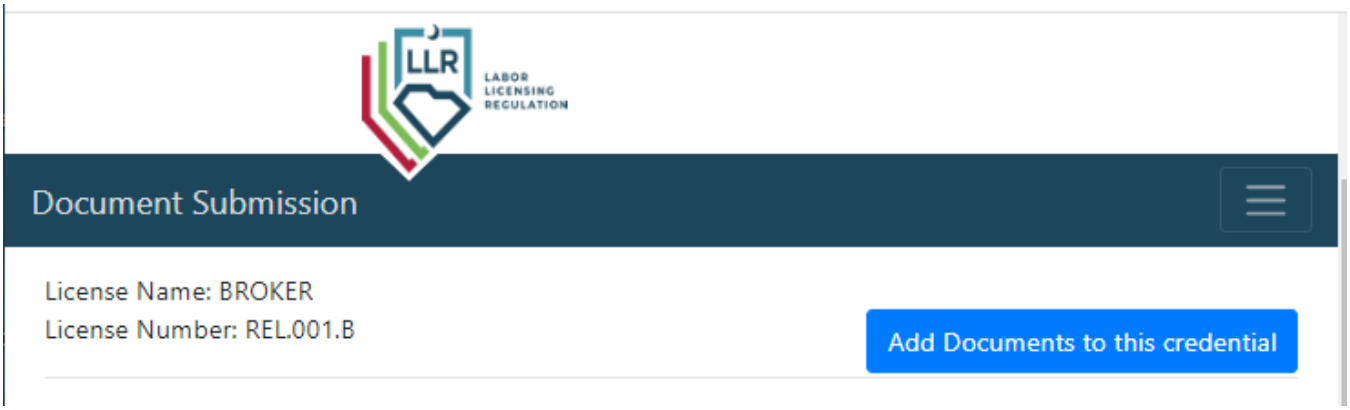
https://eservice.llr.sc.gov/DocumentSubmission/



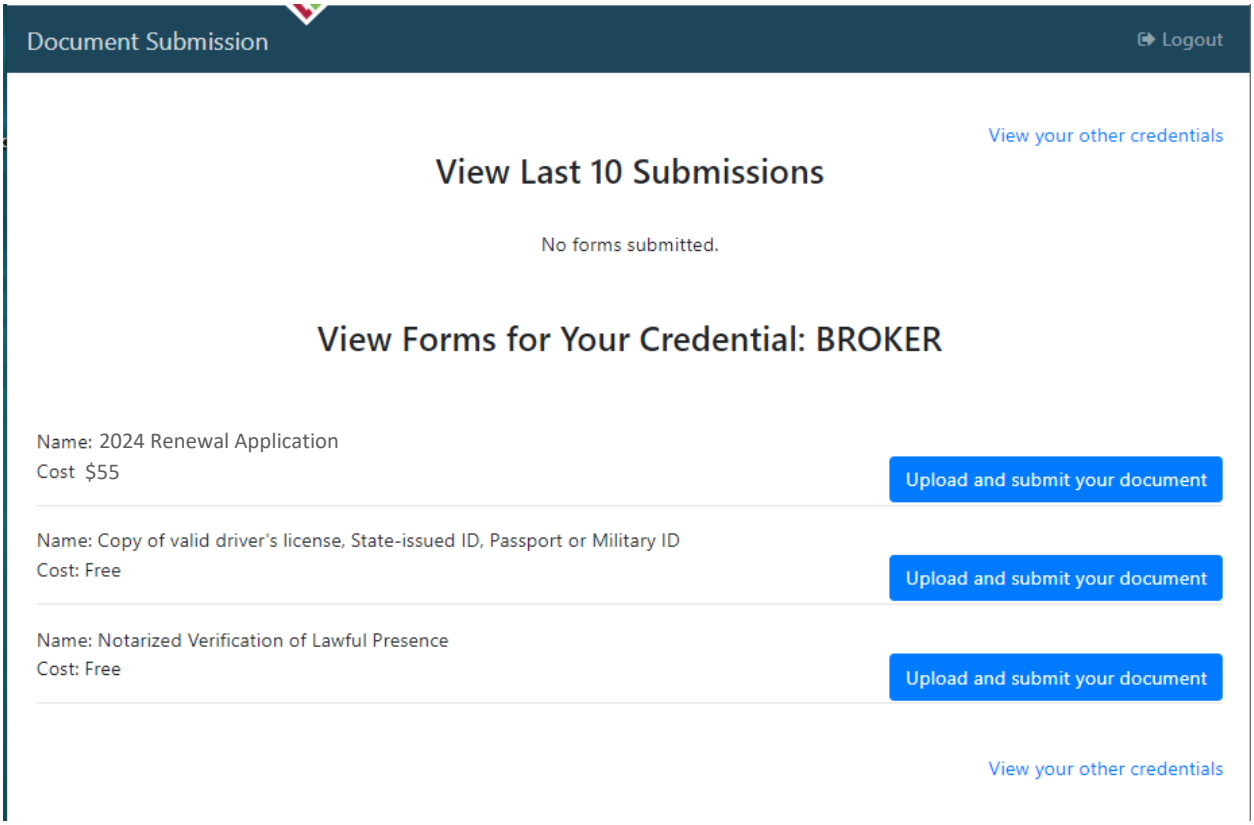
After logging into online services, select Document Submission from the menu located on the left-hand side of the screen.



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



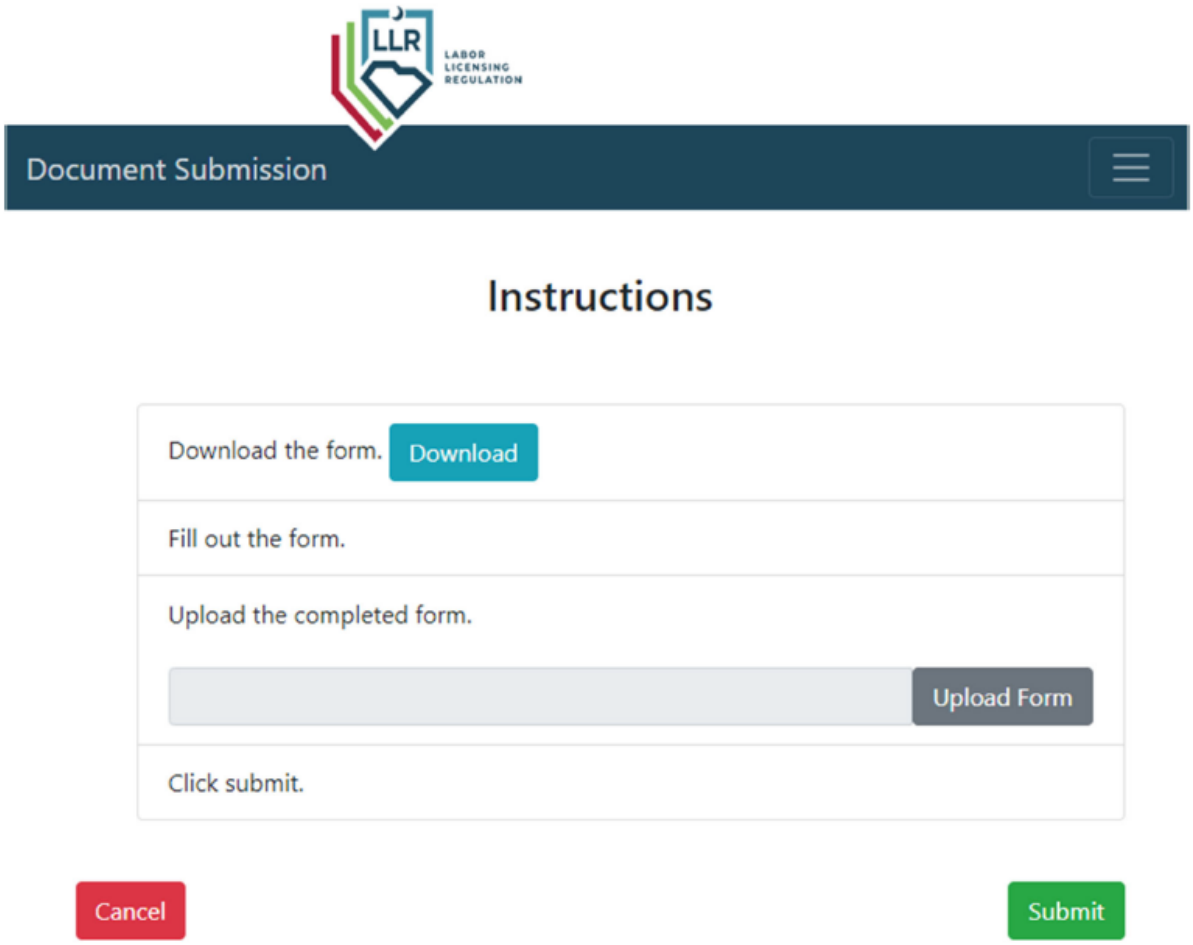
The next screen will list out the documents available for your license to access. For 2024 Renewal Application, click on the button “Upload and submit your document” adjacent to the listing for 2024 Renewal.



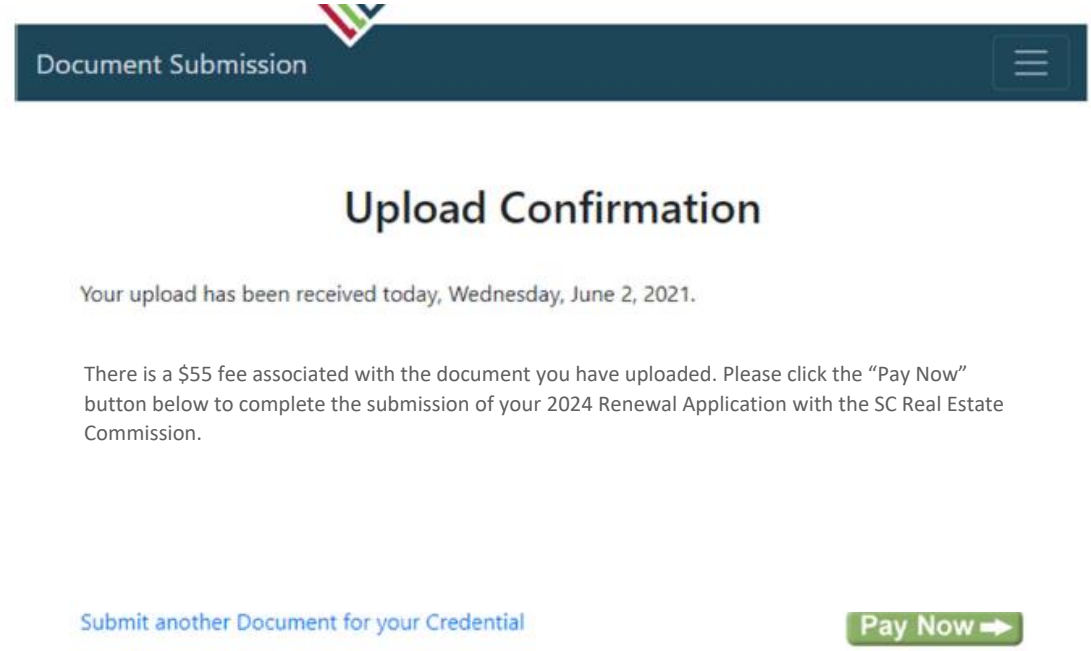
After clicking on “Upload and submit your document”, you will see the below screen. You will need to download the 2024 Renewal Application.

- 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.

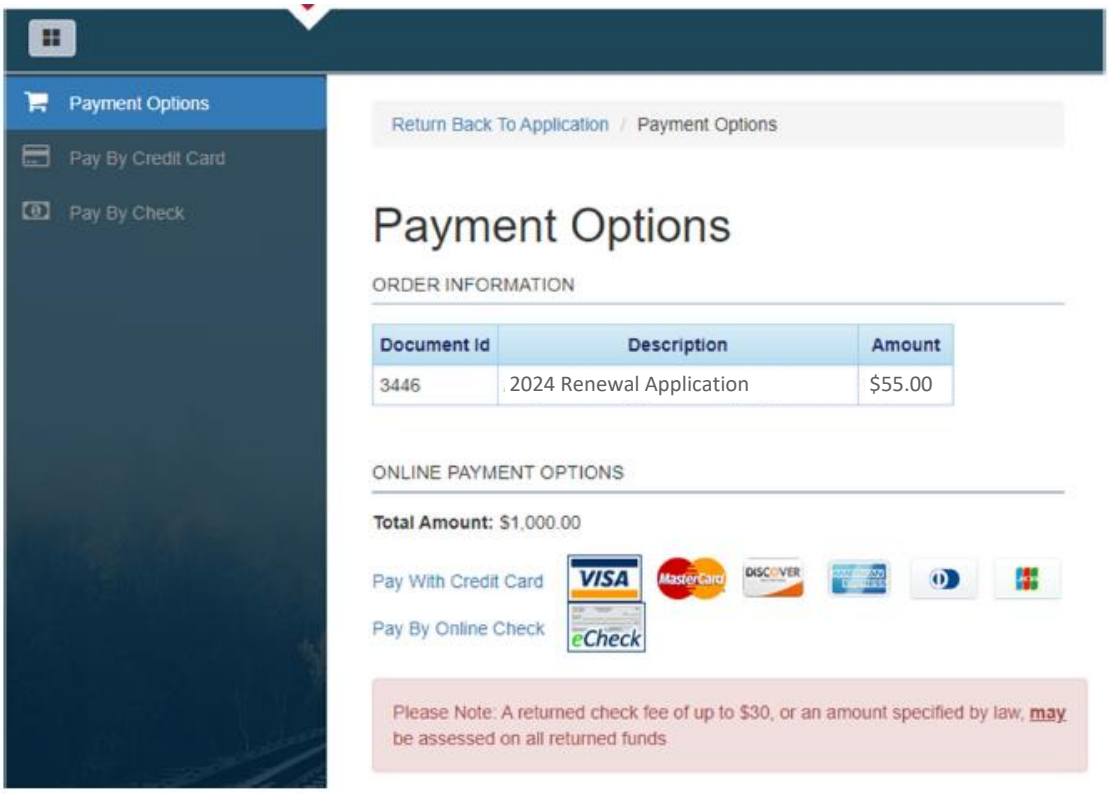
After you upload the completed form and applicable documents, click “Submit”.



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**.



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



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**.