

## START USING eLICENSING

To use eLicensing for the first time, you will need to complete the registration step to create a user name and password. Examinees must have first had their application processed by the Bureau of Real Estate (CalBRE) in order to use eLicensing.

- Click on the eLicensing logo on the CalBRE website home page or anywhere it appears.
- Click on REGISTER.
- Read the terms and conditions and click on I ACCEPT at the bottom.
- Enter your SOCIAL SECURITY NUMBER and DATE OF BIRTH in the boxes provided. Click on CONTINUE.
- Create a USER NAME and PASSWORD in the spaces provided.
- Enter your E-MAIL address in the space provided. Click on CONTINUE.
- You should see a menu of eLicensing services available to you based on your license or exam status.
- To access eLicensing in the future, simply click on the eLicensing graphic, then sign on by entering your user name and password. If you forget your user name and/or password, you can reset it at any time by clicking on the "Forget your user name or password?" link on the eLicensing sign-on page.

## eLICENSING HELP LINE

Technical assistance is available through the eLicensing help line: (916) 263-8987.

Tutorials to help you learn to use eLicensing are available on the CalBRE website at [www.calbre.ca.gov](http://www.calbre.ca.gov).



# eLicensing

Online System

**The fastest, easiest way to manage your real estate license!**



### DEPARTMENT OF CONSUMER AFFAIRS BUREAU OF REAL ESTATE

1651 Exposition Blvd.  
Sacramento, CA 95815  
Public Information Line: (877) 373-4542  
Fax: (916) 263-8943  
[www.calbre.ca.gov](http://www.calbre.ca.gov)



# AVAILABLE eLICENSING SERVICES



## BENEFITS OF USING eLICENSING

- Expedited processing: Your public license record is updated almost immediately.
- Paperless transactions.
- Ease of use.
- Personal ID and password you create and control.
- Secured environment.
- Automated fee payment by credit or debit card.
- Helpful tutorials.
- Answers to frequently asked questions.
- Assures applications are complete.

## TO USE eLICENSING

- Examinees must have had their exam application processed in order to use eLicensing exam services.
- Licensees must have an accurate Social Security number and date of birth on file with CalBRE and be licensed in good standing.

### Examination Services:

- Schedule exam after application has been processed.
- Reschedule or apply to retake exam.
- Change exam mailing address.
- View exam records.
- Check exam date, time, and location.
- View exam results.
- Request duplicate schedule or result notices.
- Find out if your license has been issued.

### Salespersons:

- Add/change employing broker.
- Change mailing address.
- Renew license.
- Print your license certificate.
- Update your phone numbers and e-mail address.

### Brokers:

- Add/change main office and mailing addresses.
- Certify salesperson renewal or employment change.
- Remove a salesperson from your license.
- Renew license.
- Print your license certificate.
- Update your phone numbers and e-mail address.

### Officers of Corporations:

- Certify salesperson renewal or employment change.
- Remove a salesperson from your license.
- Print your license certificate.
- Update your phone numbers and e-mail address.