

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. To do so:

- ① Click on the *eLicensing* logo on the DRE Web site home page or anywhere it appears.
- ② Click on REGISTER.
- ③ Read the terms and conditions and click on I ACCEPT at the bottom.
- ④ Enter your SOCIAL SECURITY NUMBER and DATE OF BIRTH in the boxes provided. Click on CONTINUE.
- ⑤ Create a USERNAME and PASSWORD in the spaces provided.
- ⑥ Enter your EMAIL address in the space provided (optional). Click CONTINUE.
- ⑦ You should see a menu of *eLicensing* services personally available to you based upon your license status.
- ⑧ To access *eLicensing* in the future, simply click on the *eLicensing* graphic, then sign in by entering your user name and password. If you forget your username and/or password, you can reset it at any time by clicking on the "Forgot your user name or password?" link on the *eLicensing* sign-in page.

What Real Estate Licensees and Exam Applicants are Saying About *eLicensing*:



I can add new employees without having to do any paperwork!

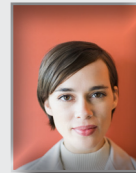
I loved being able to change my examination date to a date that works best for me.



The eLicensing system speeds up the renewal process.



I'm glad I can use eLicensing to update my mailing address. It's convenient and saves me mailing costs.



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



State of California
Department of Real Estate

eLicensing Help Line

Technical assistance is available through the *eLicensing* help line:
(916) 227-0870

Tutorials to help you learn to use *eLicensing* are available on the DRE Web site at
www.dre.ca.gov/elic_tutorials.htm

About eLicensing

To increase the efficiency of the examination and licensing processes, the Department of Real Estate (DRE) developed *eLicensing*, an interactive online system that allows examination and licensing processes to be completed via the Internet. *eLicensing* has been well received by the real estate industry and earned the DRE a 2003 Microsoft Solution Showcase Award for leadership in applying technological solutions to creatively address the challenges of modern governing in a quest for better, more efficient service to the public.

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

- ⦿ You must have an accurate social security number and date of birth on file with the DRE and be licensed in good standing.
- ⦿ License renewals may not be filed using *eLicensing* if you hold a restricted license or have not established permanent legal presence.



Available eLicensing Services

Brokers

- ⦿ Add/change main office and mailing addresses
- ⦿ Certify salesperson renewal or employment change
- ⦿ Remove a salesperson from your license
- ⦿ Renew license
- ⦿ Request duplicate license

Officers of Corporations

- ⦿ Remove a salesperson from your license
- ⦿ Certify salesperson renewal or employment change
- ⦿ Request duplicate license

Salespersons

- ⦿ Add/change employing broker
- ⦿ Change mailing address
- ⦿ Renew license
- ⦿ Request duplicate license

Examination Services

- ⦿ Schedule exam after application has been approved
- ⦿ Reschedule or apply to re-take exam
- ⦿ Change exam mailing address
- ⦿ View exam records
- ⦿ Check exam date, time and location
- ⦿ View exam results
- ⦿ Request duplicate schedule or result notices
- ⦿ See if your license has been issued