START USING eLICENSING

To use eLicensing for the first time, you will need to register and create a user name and password.

- Click on the eLicensing logo on the DRE website home page or anywhere it appears.
- Click on REGISTER if you are a current examinee or licensee – OR – click on REGISTER/APPLY if you are applying for an examination or examination/license and don’t have an eLicensing account.
- Read the terms and conditions and click on I ACCEPT at the bottom.
- When prompted, enter either your full SSN or ITIN and DATE OF BIRTH.
- Create a USER NAME and PASSWORD in the spaces provided.
- Enter your E-MAIL address in the space provided. Click on CONTINUE.
- A menu of eLicensing services will appear based on your license, application, or exam status.
- 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 user name 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.

eLICENSING HELP LINE

Technical assistance is available through email at Ask.DRELicensing@dre.ca.gov or the eLicensing help line: (877) 373-4542.

Tutorials to help you learn how to use eLicensing are available on the DRE website at www.dre.ca.gov.
### AVAILABLE eLICENSING SERVICES

#### BENEFITS OF USING eLICENSING

- Fastest way to apply for your real estate examination or examination/license
- 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

#### Application/Examination Services:

- Submit an exam or exam/license application
- 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
- Renew license (before four-year expiration date)
- Print your license certificate
- Update your phone numbers and e-mail address