California Department of Real Estate

Subdivisions Online Public Report Application System (SOPRAS) Guide

Revised: September 14, 2018

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SOPRAS Login Page

The SOPRAS web application allows Subdividers and their authorized agents to submit an application for a public report to the California Department of Real Estate (DRE) through the internet. The main web address is https://sopras.dre.ca.gov/

At the top right, there are links to "Log In", "Register", "Password Reset", and "Forms". The "Log In" link navigates back to the main page. The "Register" link allows a user to go through the new account setup process, which will assign a username and password. To reset the password or unlock the user account, click the "Password Reset" link. For a list of Real Estate forms, click on the "Forms" link.

The "Public Reports" and "Public Filings" links, below the DRE logo, are available to the public without a SOPRAS login account.

https://sopras.dre.ca.gov/

Internet Browser Compatibility

The SOPRAS web application will only work with newer Internet browsers that support updated security standards such as the current versions of Microsoft Edge, Google Chrome, Mozilla Firefox, Apple Safari or Microsoft Internet Explorer 11.

Subdivisions Public Report Lookup System

The Subdivision Public Reports Lookup System is used to find a public report that has already been issued by the DRE. The public report search criteria include the Subdivision Name, File Number, County, Tract Number, and Subdivider Name.

Subdivision Public Reports Lookup System

Welcome to the Subdivision Public Reports Lookup System. You may search for a Public Report using the criteria below.

- If searching by 'Subdivider Name', you are **required** to select a county.

- You also have the option of searching by 'Subdivider Name' that 'Starts With' or 'Sounds Like' the text that you enter. The 'Sounds Like' option will return more results, where as the 'Starts With' option will be more specific.

SEARCH

Subdivision Name:	File Number:	*(i.e. 012345SA)*
County: --- Choose One --- ▼	Tract Number:	
Subdivider Name:	○ Starts With ◉ Sounds Like	

Search

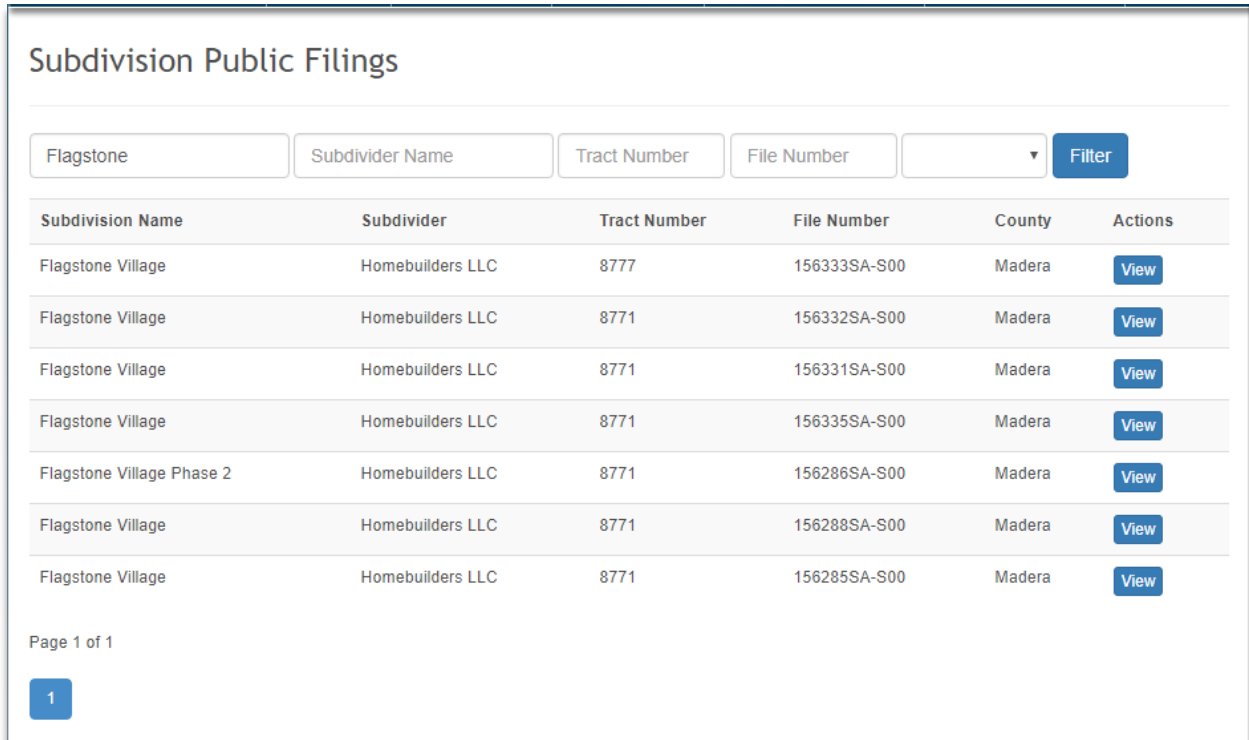http://subdivisions.dre.ca.gov/DRESopras/

Subdivision Public Filings

When a Subdivider (or authorized representative) completes a Notice of Intention (application) using SOPRAS (referred to in this document as a filing), together with the appropriate fee and required documents, the filing will become searchable to the public at: https://sopras.dre.ca.gov/PublicFilings/Index/

The filing can be filtered by the Subdivision Name, Subdivider Name, Tract Number, File Number, and County. The filter can be applied to all search criteria at the same time, making the results more narrow and return quicker.

Click on the View View button, to the right of the filing, to display all related information.

Subdivision Public Filings

Subdivision Name	Subdivider	Tract Number	File Number	County	Actions
Flagstone Village	Homebuilders LLC	8777	156333SA-S00	Madera	View
Flagstone Village	Homebuilders LLC	8771	156332SA-S00	Madera	View
Flagstone Village	Homebuilders LLC	8771	156331SA-S00	Madera	View
Flagstone Village	Homebuilders LLC	8771	156335SA-S00	Madera	View
Flagstone Village Phase 2	Homebuilders LLC	8771	156286SA-S00	Madera	View
Flagstone Village	Homebuilders LLC	8771	156288SA-S00	Madera	View
Flagstone Village	Homebuilders LLC	8771	156285SA-S00	Madera	View

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https://sopras.dre.ca.gov/PublicFilings/Index/

The View button will open a detailed view of the public filing. At the top of the page, the DRE assigned file number will appear. Below the file number, there will be five links to different sections of the page.

Deficiency Letters

The "Deficiency Letters" link will move the page to the Deficiency Letters section. If any deficiency letters were issued by the DRE, they can be downloaded in RTF format by clicking on the "Download" link, to the right of the date and time of issuance.

Filing Comments

The "Filing Comments" link will move the page to the Filing Comments section, which will show all filing comments between the Subdivider and/or authorized agent and the DRE in date and time order (timestamp), along with the originator's user account name.

Filing Comments		
Timestamp	Originator	Comments
7/24/2018 12:02:54 PM	john@subdivider.com	What type of preliminary title report is valid for this filing?
8/7/2018 9:51:32 AM	realestate@dre.ca.gov	Submit a preliminary report from title company. If you do not currently hold title, also submit a copy of the agreement, option to purchase, certified escrow instructions, or other evidence of a future interest in the property. Evidence of future vesting must include a "date certain"; the date by which vesting must occur.

Filing Documents

The "Documents" link will move the page to the Documents section, where any filing related documents can be downloaded in their original format (PDF for example). Check the box next to the file that will be downloaded or Check All to select all and click the "Download" button.

Select files to download or ☐ **Check All**

☐ 09_RE612A_541268a6-cce9-4555-ad77-847f37c25e5d.doc

☐ 09_RE612_cefc0ab1-f24f-447d-96e2-5106f1dc78a4.doc

☐ 10_Preliminary_Title_Report_ca03c75c-908f-4b20-bbf3-9e729410de4e.doc

☐ 11_Subdivision_Map_aefdf398-c7e4-441a-a29e-51b59a5b800b.doc

☐ 12_SOS_Qualification_79d1c4e5-50fc-4a8c-930d-f5024ade199b.doc

☐ 603_Agent_Authorization_31c9630f-62f8-4985-8bc9-1fb4cb077c1b.doc

☐ 603_Authorization_To_Sign_14bb697c-c51c-43af-add2-a7e7cd6ae64c.doc

☐ 603_Signature_ef8d040f-f2b8-46e3-8ebe-59d8afcee342.doc

Download

Original Filing

The "Original Filing" link will move the page to the Original Filing section. This section will show the original filing that was submitted to the DRE if there were any changes made after submission.

Originally Filed Form 603 Information

Submitted Date and Time

8/3/2018 3:15:03 PM

(1A) Type of Subdivision

Planned Development

(1B) Application For

Original

If there were no changes, the section will display a message that there has been no change to the form.

Originally Filed Form 603 Information

▶ There has been no change to this form since it was originally submitted.

Filing Changes

The "Filing Changes" link will move the page to the Filing Changes section, which will show any changes made to the filing after it was submitted to the DRE. The list will include the question number and name in the Section column, the Old Value, the New Value and the Date Changed in their respective column names.

List of Filing Changes Made After Original Was Submitted

Section	Old Value	New Value	Date Changed
2 - Advertising Name	TEST Grand Madison	Grand Madison	07-27-2018
12 - Is the Subdivider a CA resident	Yes	No	07-26-2018

Account Registration

A subdivider or authorized representative (referred to as an SRP or single responsible party) may obtain access to SOPRAS by requesting a passcode from the DRE. The passcode will be used to create a new account through the registration process. To register for a new account, click on the "Register" link at the top of the SOPRAS login page.

PUBLIC REPORTS	PUBLIC FILINGS

SOPRAS New User Account Registration

Create a new account to access the Subdivisions Online Public Report Application System (SOPRAS). Please contact DRE for the current Passcode.

Important Note: The Passcode and Password are cAsE sensitive. Password must be at least 6 characters long.

Passcode	Contact DRE for passcode
Email	
Confirm Email	
Password	
Confirm Password	
Title	▼
First Name	
Last Name	
Phone Number	
Address	
City	
State	▼
Zip Code	
Business Name	

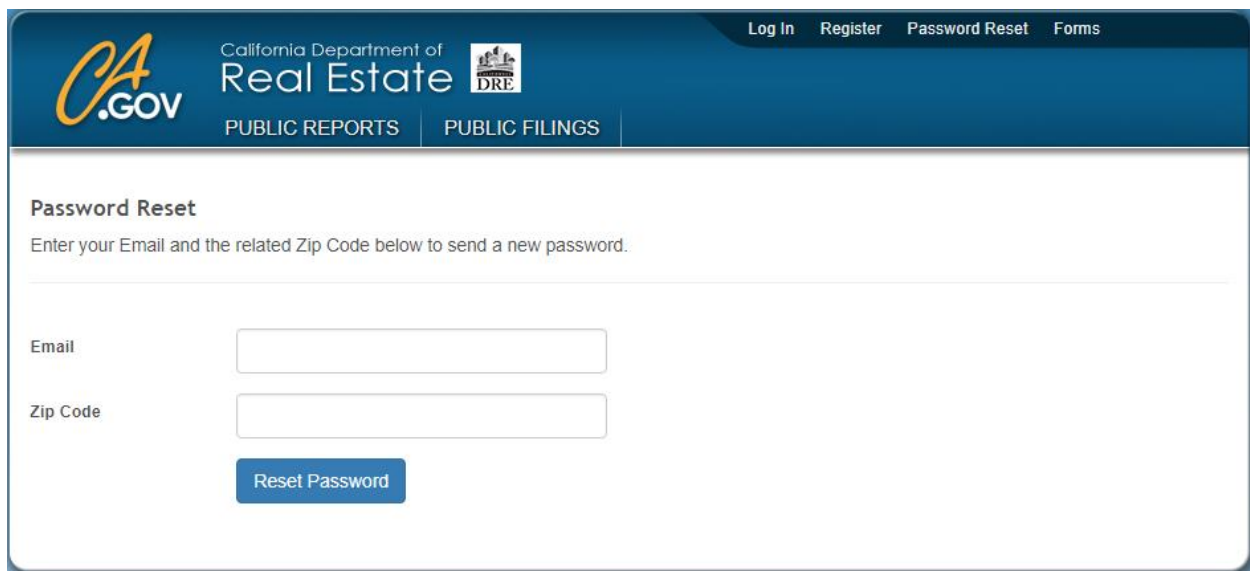**Create New Account**

https://sopras.dre.ca.gov/Account/Register/

The passcode and password fields are case sensitive. All fields are required. Click on the "Create New Account" Create New Account button to create the login account.

The Email must be spelled correctly so that the system can send a verification email. Once the verification email is received by the user, the new account can be activated by clicking on the "Confirm Account" link. The email address becomes the username after it is confirmed.

The Title selected will be used by SOPRAS to identify the type of login account. The system will identify whether the email address belongs to a subdivider by using the Title information, e.g., A new account is created with the title of "Subdivider" which can then be used in the subdivider email address field in section 4 of form RE 603b. The filing can't be certified and submitted without a valid subdivider email address.

Password Reset and Account Unlock

If the account password needs to be changed or the account is locked, click the "Password Reset" link at the top of the login page. If the email is forgotten, the DRE Subdivision section must be contacted directly to lookup the information.

Enter the SOPRAS account email to be reset, the related Zip Code, and click the "Reset Password" button. A window will appear indicating the SOPRAS has sent a password confirmation email.

When the password reset email is received, click the "Reset Password" link which will open the SOPRAS Password Reset page. Enter the email and new password and then click the "Reset" [Reset] button at the bottom of the page. If the account is locked, this will also unlock it.

The reset password confirmation page will be displayed when the password is changed.
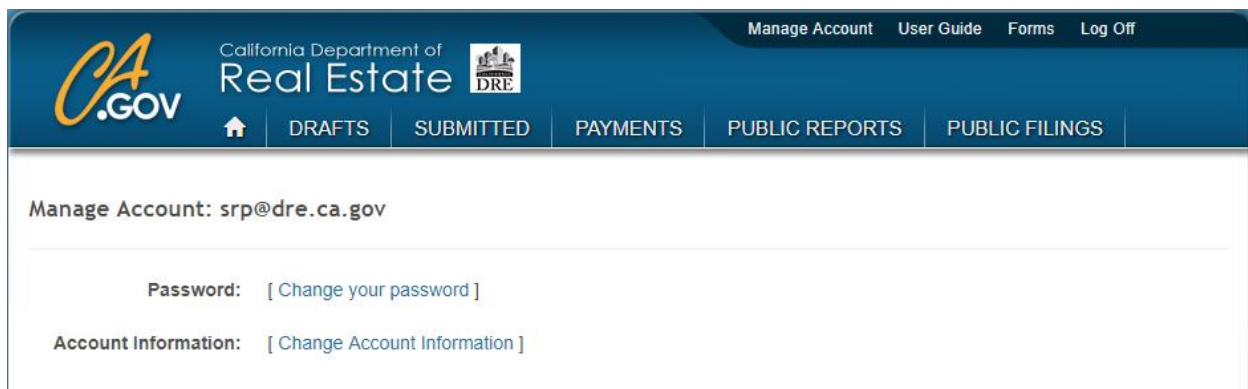
Main Navigation Links

After login is successful, the authenticated home page will finish loading in the browser. There will be two rows of links at the top of the page (the blue section header next to the CA.GOV logo/link).

Manage Account

The top right dark blue section has four links. The first is called "Manage Account". The Manage Account link allows the user to change their password or account information.

Inside the Manage Account page, click on the [Change your password] link to change the password or click on the [Change Account Information] link to change the account information associated with the user account.

Change Account Password

The Change Password page will show the username that the password is being changed for at the top. Enter the Current password, New password and Confirm new password in the corresponding boxes and click the "Save" button at the bottom to change the password.

If the password change was successful, the page will return a message of, "Your password has been changed."

If the password change fails, one or more errors will be returned to the page. Both the current password and the new password are required.

The new password must be at least six characters long.

Change Account Information

Click on the [Change Account Information] link to make changes to the account information associated with the user account and click the "Save" button at the bottom to save the changes.

If the account information updated successfully, the page will return a message of, "Your Account Information has been updated."

The "User Guide" link downloads the SOPRAS user guide. The "Forms" link redirects to the DRE's webpage where all Real Estate (RE) forms are kept. The "Log Off" link logs off the username and returns to the log in page.

The other group of six links are at the bottom of the blue header, to the right of the CA.GOV logo/link.
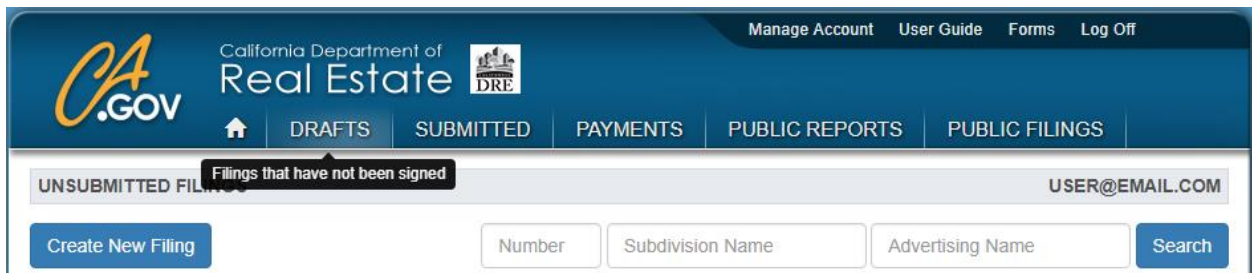
Link to Home Page

The first link is an icon of a house which redirects back to the home page.
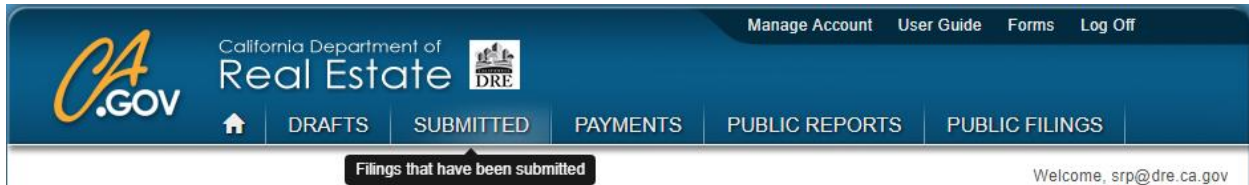

Link to Drafts Page

The second link is called "Drafts", which will show all un-submitted filings related to the authenticated username. The Drafts page also has a button called "Create New Filing" which allows the user to create a new filing.

Link to Submitted Page

The third link is called "Submitted". This page will show all filings that were successfully signed and submitted to the DRE. The DRE will not begin processing the filings in this list until they have been paid. When the filing has been paid, it will be given a File Number and a Filing Status.

Link to Payments Page

The fourth link is called "Payments". After the filing is submitted, it will be shown in the list and will have an "Add to Cart" button at the far right of the filing row. To pay for the filing, click on the Add to Cart button. After the filing has been paid, there will be a "Receipt" button to the far right of the filing row that will display the payment receipt. The filing will be given a file number and filing status by SOPRAS, which will be shown on the "Submitted" page.

Link to Public Reports Page

The fifth link is called "Public Reports" and will display the Subdivision Public Reports Lookup System page. After the public report has been issued by the DRE, it will be searchable from this page. This page is also viewable by the public without a SOPRAS login account.

Link to Public Filings Page

The sixth link is called "Public Filings" and will display all related information related to a filing including the public filing forms, documents, comments, changes and deficiencies. This page is also available to the public without a SOPRAS login account.

Home Page

The home page is the first page that is displayed after log in. In the upper right hand corner, below the blue header, will be the username that is logged in.

The home page also offers some general instructions about how to use SOPRAS and information about DRE application processing. There is a link to the Subdivisions Public Report Application Guide (SPRAG) and a link to the developer's page which navigates to the DRE website.
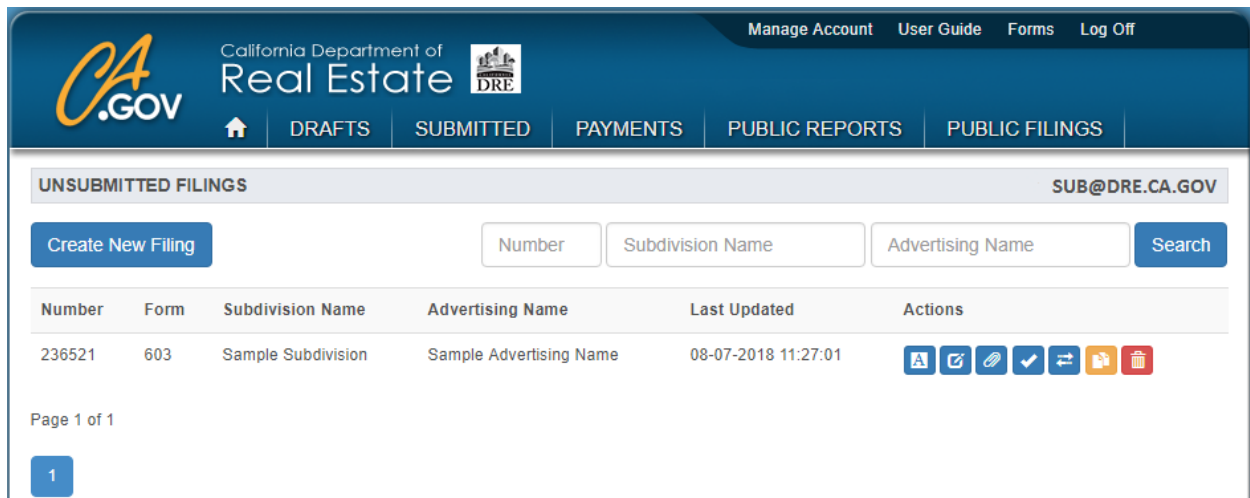
Drafts Page

The drafts page shows a list of all filings that are related to the logged in username. This page contains the "Create New Filing" button which allows the user to create a new filing. It allows the user to search for a filing by Number, Subdivision Name and Advertising Name. The unique SOPRAS Number, RE Form Number, Subdivision Name, Advertising Name, Updated Date and Time, and available Actions will be shown for each filing.

The Actions column will have a list of available actions that can be used on the filing row. The first button on the left is the View [A] action which will open a read-only copy of the filing on a single page. The second button is the Edit [✎] action which allows the filing to be edited. The third button is the File Uploads [📎] action which allows files to be uploaded and attached to the filing (file size and type restrictions apply). The fourth button is the Sign [✔] action which allows the filing to be signed and submitted to the DRE after a series of validations occur.

The fifth button is the Copy [📋] action which allows the filing to be copied. The sixth button is the Delete [🗑] action which will delete the filing.

The Edit and Delete buttons will only be available to the username that created the filing. The filing can be transferred to another username by DRE Subdivisions staff or by the Subdivider that is listed on the filing, using the button Change Username [⇄] action.

Create New Filing

Click the "Create New Filing" [Create New Filing] button on the Drafts page or Submitted page to create a new filing. The *Form Number* (e.g., 603 – Preliminary/Interim) and *Name of Subdivision* are required on the first page. The *Subdivider Email Address* is not required on the first page but will be required before submitting the filing. When finished with the first page, click the "Next" button at the bottom of the page to continue.

Important Note: The authorized representative (SRP) should obtain the SOPRAS Subdivider Email Address from the subdivider before creating a new filing. The filing can't be completed without a valid subdivider email address.

The second page contains the County Name and the Tract Number. The County Name is required (the main form page will allow additional Counties if necessary). The Tract Number is not required and can remain blank. Click the "Next" button when finished.

After the second page is completed, the main RE form page will open automatically.

RE 603 Edit Page

The RE 603 contains 14 sections. These sections can be expanded or collapsed by clicking on the title area. The Tracking Number is the SOPRAS generated number that will identify the filing before it is submitted to the DRE (a DRE File Number will be assigned after payment is made). When the fields used for calculating the filing fee are populated, the amount will appear to the right of the Filing Fee wording under the Tracking Number (this is only an estimate and may change until the filing has been certified and submitted).

A navigation bar is below the Filing Fee and displays the sections (numbers and letters). Clicking on one of the section boxes will move the page to the corresponding section. When the page moves to the section, it will also open the section if it is collapsed.

Edit Page Menu

At the bottom left corner of the page, there is a menu of buttons. The top button is an arrow ⬆ button that will scroll the page to the top. The next button is a plus ➕ sign which will open all sections so that all fields can be viewed. The next button is a minus ➖ sign which will close all sections.

The next button is in the shape of a floppy disk and is very important because it saves the filing. The filing will not save automatically and will lose all previous changes without clicking on the save button.

The next button (second from bottom) is the copy 📋 button. It is in the shape of two papers and is the color gold. The last button at the bottom is the red exit ❌ button and will exit to the drafts page without saving. If the exit button is clicked before the save 💾 button, all changes since the last save will be lost.

Edit Page Save Errors

<u>Important Note</u>: There is some error checking that is applied to the Edit page. If there are errors on page after clicking on the save button, the errors will be displayed in red at the top of the page. When validation errors happen, the form will not be saved until all errors are fixed.

(1.A) Type of Subdivision

The type of subdivision is a dropdown menu of all subdivision types available in the RE 603 form. Only one selection can be made. When finished, click the save ◫ button.

(1.B) This Application Is For

The *Application For* is a dropdown menu with six options. Only one selection can be made. If the application is for an Original or Original Overall, the *File Number* and *Document Number* are not required. If the application is for a Preliminary Renewal or Preliminary Amendment, the *File Number* will be required but the *Document Number* will not be required. If the application is for an Interim Renewal or Interim Amendment, the *File Number* and *Document Number* will be required.

The File Number should only include the numbers and letters before the dash (e.g., file number 987654LA). The Document Number should only include the letter and numbers after the File Number dash (-). For example, the Document Number for: 987654LA-A01 is A01. The Document Number must be an existing number from a previous filing or a "not valid" error will be shown.

When finished, click the save 🖫 button.

(2.) Subdivision Identification And Location

The *Name of Subdivision* will already be populated from when the filing was created. It can be changed if needed but is a required field with a maximum length of 500 characters.

The *Advertising Name* can be entered if it is different from the Name of the Subdivision. It is not a required field but does have a maximum length of 500 characters.

(2) Advertising Name

If different from Name of Subdivision

The *Street Address or Nearest Cross Streets* can be either the street address or the cross streets if the street name has not been assigned. This field is required with a maximum length of 500 characters.

(2) Street Address or Nearest Cross Streets

The *City* is an autocomplete field that will show a dropdown list after the first 3 characters are entered. Select the appropriate city from the dropdown list (only cities located in California under the jurisdiction of the DRE will be listed). If the *City* is populated, the *Name of Nearest Town/City to Subdivision* and the *Miles/Direction from Town/City fields* will be hidden as they can't be entered in conjunction with the *City*.

(2) City

Sac

SACRAMENTO

If the city is not available, enter the name of the nearest city in the *Name of Nearest Town/City to Subdivision* field located below the City field. Also enter the *Miles/Direction from Town/City* if providing the nearest town/city.

(2) City

(2) Name of Nearest Town/City to Subdivision

Cool

(2) Miles/Direction from Town/City

3

❶ More Info

The *Primary County* and *Primary Tract Number* will already be populated from when the filing was created. To change the primary county, select it from the dropdown menu. To change the primary tract number, overwrite the existing tract number. The *Primary Tract Number* is not required but has a maximum length of 50 characters if entered. The *Primary County* has no dropdown menu option for blank because it is required.

Add County Section

Directly below the *Primary Tract Number* field is an Add County [Add County] button. If there is more than one county or tract number associated with the filing, add them to this section. Below the Add County button is a table with *County Name*, *Tract Number* and *Actions* headers. This table contains a list of all counties and tract numbers for the filing. Before clicking on the Add County button, click the save [icon] button at the lower left hand corner.

Clicking the Add County button will open a page that allows a new County Name and Tract Number to be entered. The *County Name* is required. The *Tract Number* field has a maximum length of 25 characters but is not required. Click the save button when finished to go back to the main form.

Subdivision Location for Sample 1A

The County Name is required but the Tract Number can be blank.

County Name

Tract Number

Save

The Primary County must also be included in the Add County section as a row.

To delete a County Name, Tract Number row from the Add County section, click the red delete button in the Actions column at the right of the row that will be deleted. A delete page will be opened. Click the red Delete button to confirm the delete.

Are you sure you want to delete this?

County Name   Sacramento
Tract Number   9988

Delete

At the bottom of section 2 is an area for latitude and longitude coordinates. The coordinates can be entered in either degrees/minutes/seconds format or decimal format. Choose degrees/minutes/seconds from the corresponding dropdown menus or enter the decimal coordinates in the *Latitude* and *Longitude* fields. These coordinates are helpful in locating the subdivision but are not required.

Please enter the location of the subdivision in Latitude and Longitude coordinates. Use the drop down menus for Degrees, Minutes, Seconds format or enter the decimal Latitude and Longitude in the boxes provided.

Latitude Degrees	Latitude Minutes	Latitude Seconds	Longitude Degrees	Longitude Minutes	Longitude Seconds
38	35	45	121	25	54

Latitude	Longitude
38.596011	-121.431659

(3.) Size Of This Filing

Number of Residential Lots/Units/Interests must be a whole number. Decimal numbers, fractions, letters or special characters will not be allowed. This field will be required on the Sign page.

Description of Residential Lots/Units/Interests can be used to describe the *Number of Residential Lots/Units/Interests* but is not required. This field has a maximum length of 100 characters.

List Common Area Lot Numbers/Letters has a maximum length of 500 characters. This field will be required on the Sign page unless the (1B) Type of Subdivision selected is "Standard" or "Standard – Mobile Home" (standard subdivisions do not have common areas).

There are two groups of checkboxes in section 3. The first is the *Lots/Units to be Sold* or *Lots/Units to be Leased* checkboxes. Only one checkbox should be checked. The second is the *Lots to be Sold/Leased Vacant*, *Lots to be Sold/Leased with Housing* or *Lots to be Sold/Leased both with Housing and Vacant* checkboxes. Again, only one checkbox should be checked in this grouping. If more than one checkbox is checked per group, it will produce an error on the Sign page. The picture below is an example of a valid scenario.

Lots/Units to be (check one box):

☑ (3) Lots/Units to be Sold

☐ (3) Lots/Units to be Leased

Lots to be Sold/Leased (check one box):

☐ (3) Lots to be Sold/Leased Vacant

☑ (3) Lots to be Sold/Leased with Housing

☐ (3) Lots to be Sold/Leased both with Housing and Vacant

The *Number of Common Area Lots* has a maximum length of 5 characters. This field will be required on the Sign page unless the (1B) Type of Subdivision selected is "Standard" or "Standard – Mobile Home".

The Number of Acres in this Filing is a decimal number with only numbers or decimal point allowed. No letters or special characters can be entered. This field will be required on the Sign page.

(3) Number of Common Area Lots

5

(3) Number of Acres in this Filing

2.22

(4.) Subdivider Information

The *Subdivider Type* identifies if the subdivider is a person, a corporation or a government entity. Select one from the dropdown menu. It will be required on the Sign page.

The *Subdivider Business Name/Last Name* is the business name if the subdivider is a corporation or last name if the subdivider is a person. It has a maximum length of 100 characters and will be required on the Sign page.

The *Subdivider First Name* field will be shown if the *Subdivider Type* is "Person". It has a maximum length of 40 characters. It is not required.

The *Subdivider Attention* field will be shown if the *Subdivider Type* is "Corporation". It has a maximum length of 100 characters. It is not required.

The *Subdivider Address* has a maximum length of 100 characters. It will be required on the Sign page.

(4) Subdivider Address

123 Subdivider Way

The *Subdivider City* is an autocomplete field that will show a dropdown list after the first 3 characters are entered. Select the appropriate city from the dropdown list. This field will be required on the Sign page.
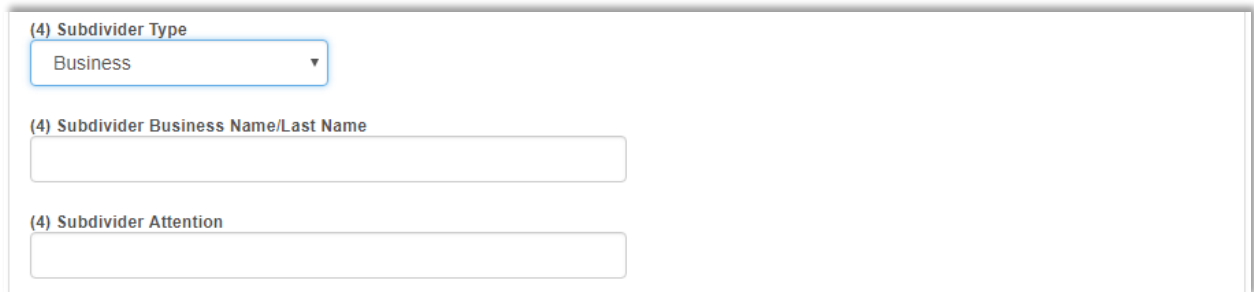
(4) Subdivider City

Santa R

SANTA RITA
SANTA RITA FOOTHILLS
SANTA RITA PARK
SANTA ROSA
SANTA ROSA BEACH
SANTA ROSA VALLEY

The *Subdivider State* is a dropdown menu. It will be required on the Sign page.

(4) Subdivider State

California ▾

The *Subdivider Zip Code* is an autocomplete field that will begin to show a list of zip codes after 3 numbers are entered - and the city or cities they correspond to. If no zip code is selected, the field will revert back to blank. This field will be required on the Sign page.

(4) Subdivider Zip Code

9021

90210 : Beverly Hills
90211 : Beverly Hills
90212 : Beverly Hills
90213 : Beverly Hills

The *Subdivider Telephone Number* is a masked field that requires a 10-digit number to be entered. If the number is entered incompletely, it will revert back to blank. It will be required on the Sign page.

The *Subdivider Fax Number* is similar to the telephone number format but is not required.

(4) Subdivider Telephone Number

(123) 321-4444

(4) Subdivider Fax Number

(___) ___-____

The *Subdivider Email Address* is the Subdivider's SOPRAS email address. SOPRAS identifies the email address as a subdivider from the Title that was selected in the account registration process. This email address must be activated before the filing can be submitted. This field has a maximum length of 100 characters and will be required and validated on the Sign page.

(4) Subdivider Email Address ❓

subdivider@email.com

(5.) Single Responsible Party (SRP)

The Single Responsible Party (SRP) section follows the same structure and rules that the (4.) Subdivider Information section does. However, the SRP section is not required and can be left blank if the SRP Business Name/Last Name is blank. SOPRAS uses the SRP's name to determine whether to require the remaining fields.

The *SRP Email Address* must be a valid SRP account if it is required. The SRP account is determined by the Title when it was registered.

(6.) Overall Project Plan

The *What type of project is this application for?* dropdown menu can be either "Single Phase" or "Multiple Phase".

If "Multiple Phase" is selected, another question will become required on the Sign page. The *What type of Multiple Phase filing is this for?* dropdown menu will be shown below the "Multiple Phase" answer and can be either "Master Phase" or "Subphase".

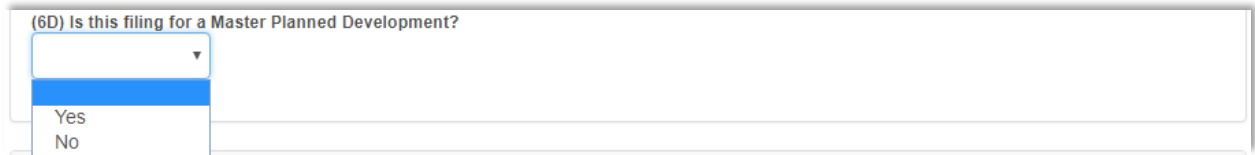The *How many lots/units (other than common area but including this filing) are in the overall project to date?* field has a maximum length of 10 characters and will be required on the Sign page.

The *What is the total number of lots/units in the overall project?* field has a maximum length of 10 characters and will only be required if question *(6A) What type of project is this application for?* is equal to "Multiple Phase".

The *Is this filing for a Master Planned Development?* field is a dropdown menu with either "Yes" or "No" as a selection item. This field will be required on the Sign page.
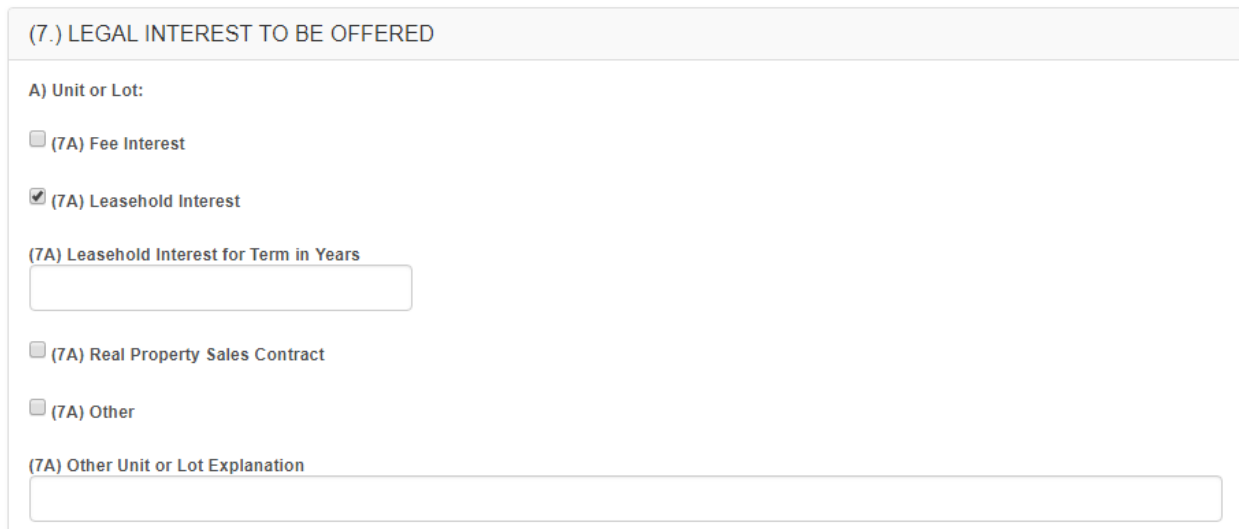

(7.) Legal Interest To Be Offered

At least one checkbox in section 7A - Unit or Lot, is required. The *Fee Interest* is a checkbox. The *Leasehold Interest* is a checkbox and must be followed by *Leasehold Interest for Term in Years* if checked. The *Real Property Sales Contract* is a checkbox. The final checkbox is *Other* and must be followed by *Other Unit or Lot Explanation*. The *Other Unit or Lot Explanation* has a maximum length of 500 characters.

Section 7B relates to common interest only. If the filing is common interest, then at least one of the checkboxes must be checked. The *Conveyed to Owners Association* is a checkbox. The *Fractional Undivided Interest* is a checkbox. The final checkbox is *Other* and must be followed by *Other Common Area Interest Explanation*. The *Other Common Area Interest* has a maximum length of 500 characters.

(8.) Location Of Subdivision Sales Records

The *Custodian Business Name* field has a maximum length of 100 characters. It will be required on the Sign page.

The *Custodian Attention* is the contact person for the *Custodian Business Name*. It has a maximum length of 40 characters but is not required.

The *Custodian Phone Number* is a masked field that requires a 10-digit number to be entered. If the number is entered incompletely, it will revert back to blank. It will be required on the Sign page.

The *Custodian Street Address (Not Post Office Box)* field has a maximum length of 100 characters. It will be required on the Sign page.

(8) Custodian Street Address (Not Post Office Box)

The *Custodian City* is an autocomplete field that will show a dropdown list after the first 3 characters are entered. Select the appropriate city from the dropdown list. This field will be required on the Sign page. If there is no city available, enter NO CITY to continue.

(8) Custodian City

Chi

CHICAGO PARK
CHICO
CHILCOOT
CHINA LAKE
CHINA LAKE NWC
CHINESE CAMP
CHINO
CHINO HILLS
CHIRIACO SUMMIT

The *Custodian County* field has a maximum length of 100 characters. It will be required on the Sign page.

(8) Custodian County

The *Custodian State* must be "California", so it will be populated automatically and cannot be changed.

(8) Custodian State

California

The *Custodian Zip Code* is an autocomplete field that will begin to show a list of zip codes after 3 numbers are entered - and the city or cities they correspond to. If no zip code is selected, the field will revert back to blank. This field will be required on the Sign page.

(8) Custodian Zip Code

9576

95762 : Folsom
95762 : El Dorado Hills
95763 : Folsom
95765 : Rocklin

NG

(9.) Reservation Deposit Handling

The *Neutral Escrow Depository Business Name* field has a maximum length of 100 characters. It will be required on the Sign page.

The *Neutral Escrow Depository Attention* is the contact person for the *Neutral Escrow Depository Business Name*. It has a maximum length of 40 characters but is not required.

The *Street Address (Do Not List Post Office Box)* field has a maximum length of 100 characters. It will be required on the Sign page.

The *City* is an autocomplete field that will show a dropdown list after the first 3 characters are entered. Select the appropriate city from the dropdown list. This field will be required on the Sign page. If there is no city available, enter NO CITY to continue.

The *State* must be "California", so it will be populated automatically and cannot be changed.

```
(9) State
California
```

The *Zip Code* is an autocomplete field that will begin to show a list of zip codes after 3 numbers are entered - and the city or cities they correspond to. If no zip code is selected, the field will revert back to blank. This field will be required on the Sign page.


```
(9) Zip Code
9776
97760 : Crooked River
97760 : Terrebonne              )er
97761 : Kahneeta
97761 : Warm Springs
97761 : Kah Nee Ta
```

The *Neutral Escrow Depository Telephone Number* is a masked field that requires a 10-digit number to be entered. If the number is entered incompletely, it will revert back to blank. It will be required on the Sign page.


```
(9) Neutral Escrow Depository Telephone Number
(333) 444-5555
```

(10.) Preliminary Report

The preliminary report section contains information but no fields to fill out. The preliminary report document will be a required file upload on the Sign page. For more information refer to the 603b Part IV link at http://www.dre.ca.gov/files/pdf/forms/re603biv.pdf .

(10.) PRELIMINARY REPORT

Submit a preliminary report from title company. If you do not currently hold title, also submit a copy of the agreement, option to purchase, certified escrow instructions, or other evidence of a future interest in the property. Evidence of future vesting must include a "date certain"; the date by which vesting must occur. The preliminary report must include the two following certification paragraphs:

No known matters otherwise appropriate to be shown have been deleted from this report which is not a policy of title insurance, but a report to facilitate the issuance of a policy of title insurance.

For the purposes of policy issuance no items (or items_____) may be eliminated on the basis of indemnity agreement or other agreement satisfactory to the company as insurer.

(11.) Subdivision Map

The *Description of the Subdivision Map attached to this filing?* is a dropdown menu. Select the type that best describes the map that will be attached to the filing. This field will be required on the Sign page.

(11.) SUBDIVISION MAP

(11) Description of the Subdivision Map attached to this filing?

Recorded Map or Waiver
Approved Tentative Map
Unapproved Tentative Map with Evidence of Approval by Local Government

(12.) Non-Resident Subdivider

The *Is the Subdivider a California resident?* field is a dropdown menu. Select either "Yes" or "No" from the list. This field will be required on the Sign page.

(12.) NON-RESIDENT SUBDIVIDER

(12) Is the Subdivider a California resident?

Yes
No

Filing Documents

The Filing Documents section is where the files are uploaded (transferred) to the DRE through SOPRAS. This section also allows uploaded files to be downloaded back to the computer.

RE 603B Part IV (http://www.dre.ca.gov/files/pdf/forms/re603biv.pdf) is the instructions for naming documents. The files that are uploaded must be named exactly as stated in the Part IV instructions to fulfill the filing document requirements on the Sign page. Any files that are uploaded that do not meet the naming conventions will still be accepted as additional or revised filing documents but will not remove the minimum requirements.

All files that are uploaded should be named appropriately so that they can be identified by DRE Subdivisions reviewers. Files that are empty or contain the special characters of # + or & will not be accepted. Files must be one of the following file types (file extensions): `.pdf`, `.docx`, `.doc`, `.xlsx`, `.xls`, `.wks`, `.wpd`, `.txt`, `.jpg`, `.jpeg`, `.png`, `.gif`, `.tif`, `.tiff`.

The files can be uploaded in groups or one at a time. There is a total file size limit of 39 MB per upload. If the total file size exceeds 39 MB, the files can be uploaded in smaller groups or individually. If the individual file size exceeds 39 MB, try reformatting or resizing the content of the file to reduce its size.

File Upload Page

Click on the Upload button in the Filing Documents section to open a separate file upload page. The area to select files to upload will look differently depending on what internet browser is being used (Google Chrome in the example below). The box to the right of the **Files** title, will open a window when clicked. The file window will allow one or more files to be selected and attached to the page. Once the file(s) have been attached to the page, click the Upload button to upload and attach the files to the filing.

When the files have been transferred successfully, there will be a message displayed in green indicating that the "Files were submitted successfully".

Click the Exit button to close the window or continue to attach files.

To view the list of attached files, refresh (reload) the browser page or exit the filing and open it again with the edit button.
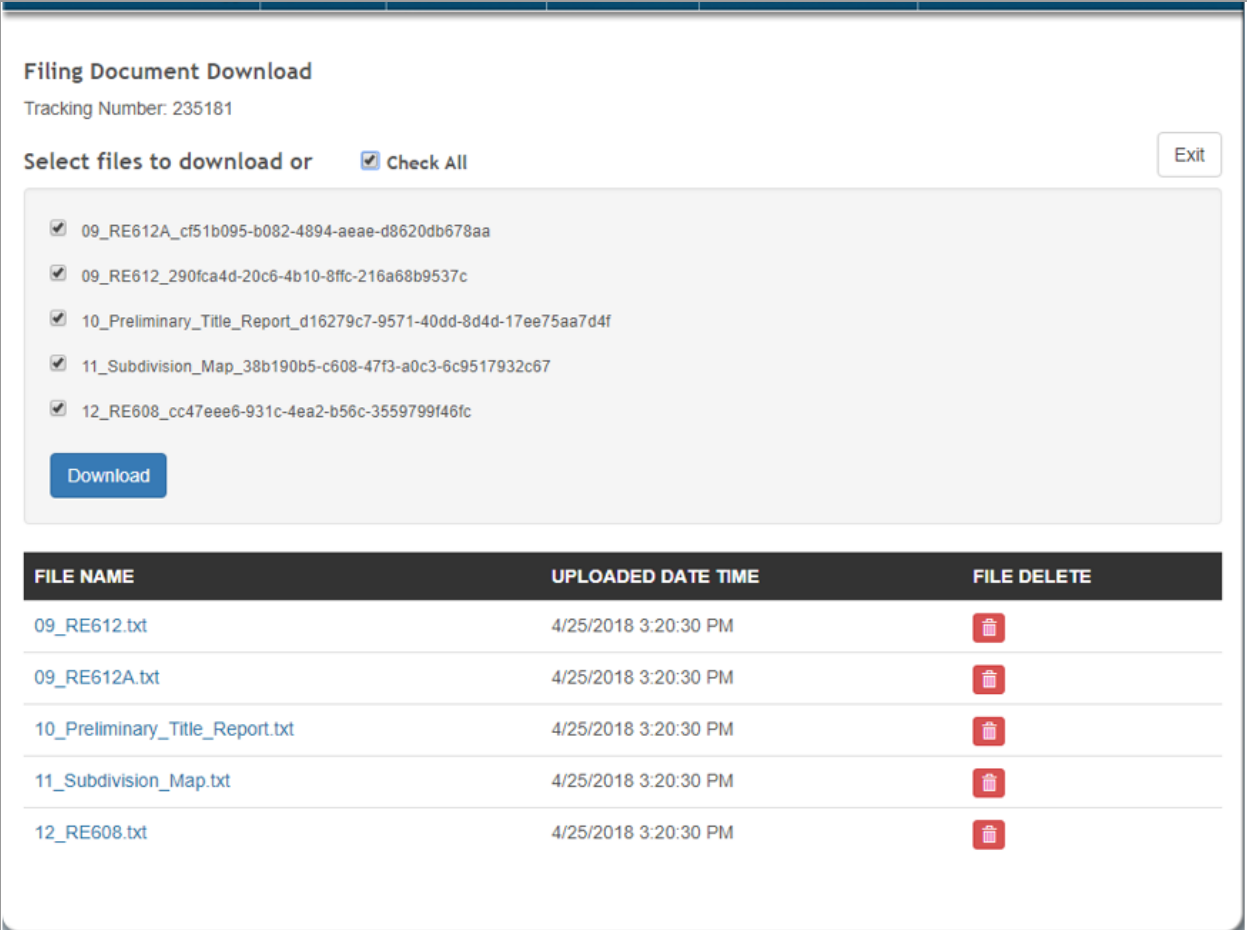

FILING DOCUMENTS

| Upload | Download | ? Instructions |

FILE NAME	UPLOADED DATE TIME	FILE DELETE
09_RE612.txt	4/25/2018 3:20:30 PM	🗑
09_RE612A.txt	4/25/2018 3:20:30 PM	🗑
10_Preliminary_Title_Report.txt	4/25/2018 3:20:30 PM	🗑
11_Subdivision_Map.txt	4/25/2018 3:20:30 PM	🗑
12_RE608.txt	4/25/2018 3:20:30 PM	🗑

The file name must match the corresponding required filing document exactly to meet the filing requirements for this form. Refer to 603 Part IV for more information.

(Example) The Preliminary Title Report is required. The file must be attached with the name: **10_Preliminary_Title_Report**

File Download Page

To delete a file, click on the red trash 🗑 button to the right of the file, under the File Delete header. To download the file, click directly on the file name or click on the Download button. The Download button opens a new page which has more options to select one or more files to download. The Check All checkbox can be clicked to select all of the files and the Download button will download all checked files into a zip file.

Filing Document Download
Tracking Number: 235181

Select files to download or   ☑ Check All   Exit

☑ 09_RE612A_cf51b095-b082-4894-aeae-d8620db678aa

☑ 09_RE612_290fca4d-20c6-4b10-8ffc-216a68b9537c

☑ 10_Preliminary_Title_Report_d16279c7-9571-40dd-8d4d-17ee75aa7d4f

☑ 11_Subdivision_Map_38b190b5-c608-47f3-a0c3-6c9517932c67

☑ 12_RE608_cc47eee6-931c-4ea2-b56c-3559799f46fc

Download

FILE NAME	UPLOADED DATE TIME	FILE DELETE
09_RE612.txt	4/25/2018 3:20:30 PM	🗑
09_RE612A.txt	4/25/2018 3:20:30 PM	🗑
10_Preliminary_Title_Report.txt	4/25/2018 3:20:30 PM	🗑
11_Subdivision_Map.txt	4/25/2018 3:20:30 PM	🗑
12_RE608.txt	4/25/2018 3:20:30 PM	🗑

Common Types of File Upload Errors

If one or more files have a problem, an error page will be shown. This is an example of an empty file, file(s) named with special characters, and/or a file or files with an invalid extension.

One or more files are invalid. Possible problems include:

1. The file is empty.
2. The file name has invalid characters. Valid characters: Letters Numbers underscore _ period . dash -
   Valid Example: 06A_Preliminary_Title_Report.pdf
   Invalid Example: 6A(#Preliminary&Title+Report+).pdf
3. The file extension is invalid. Valid file extensions are: pdf, jpg, jpeg, png, gif, tif, tiff, docx, doc, xls, xlsx, wks, wpd, txt

If the total file size of all files in the group are more than 39 MB, this error page will be displayed.

File size maximum has been reached

Please verify that the total size of the files being uploaded are less than 39 MB (39,000,000 bytes).

If the file or files being uploaded are empty, an error page will be displayed.

File empty error

Please verify that the files being uploaded are not empty.

Never attempt to upload a file with an extension of .exe. This is an example of the error page that will be displayed.

❌ Files with the extension of exe are not permitted

Only filing documents with approved file extensions are allowed.

Certification

This section simply contains the "Sign and Submit" button which links to the Sign page. When finished with the Edit page, click on the button in the certification section to go to the Sign page. This button will also save the filing before it loads the Sign page.

CERTIFICATION

Sign and Submit

RE 603 Sign Page

The Sign page looks similar to the Edit page but uses validation. The Sign page will validate all fields in all sections including the file names. The validation logic will determine whether one or more quantitative deficiencies exist and if so, display the corresponding error messages at the top of the page and next to the field that has the error. All errors must be corrected before the filing can be submitted.

To correct the errors, either scroll to the section that is displayed for that error or click on the navigation bar section box with the number or name of the section to jump to it.

In the below example, there are 3 errors. The first error is *(8) Custodian Business Name is required* which is displayed at the top and under the *(8) Custodian Business Name* textbox.

FORM RE 603
Tracking Number: 235041
Filing Fee: 2250.00

| 1A | 1B | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | DOCS | CERTIFY |

Please fix these errors to submit this filing:
- (8) Custodian Business Name is required
- (DOCS) Required: 09_RE612
- (CERTIFY) Sign this application by checking the box is required

Clicking the eight [8] box will move the page directly to the error.

> (8.) LOCATION OF SUBDIVISION SALES RECORDS
>
> (8) Custodian Business Name
>
> [   ]
>
> (8) Custodian Business Name is required

When the error is corrected and the Submit button at the bottom of the page is clicked, the error will be cleared.

The second error is (DOCS) Required: 09_RE612 which indicates that the file must be uploaded to satisfy the filing document requirements in Part IV. Clicking the docs [DOCS] box will move the page directly to the error. In this example, uploading the 09_RE612 file will clear this error.

The Certification section has a checkbox at the top. Check this box to sign the filing application. The *Signature of Subdivider*, *Date of Signature*, *Capacity*, *Name of Corporation*, *Business Address*, *City*, *County*, and *State* are all required.

CERTIFICATION

I declare under penalty of perjury that the representations and answers to questions in this application and in all documents submitted as a part of this application are true and complete to the best of my knowledge and belief.

☐ Sign this application by checking the box (CERTIFY) Sign this application by checking the box is required
By checking this box, this application will be submitted to DRE and will no longer be editable.

Note
- If the subdivider is a corporation, limited liability company (LLC), partnership, etc., the individual(s) signing the certification must stipulate the capacity (i.e., president, manager, general partner, etc.) of the signer, and an authorization to sign (i.e., corporate resolution, LLC statement, or partnership statement) must be submitted.
- If an agent will be submitting documents to the Department of Real Estate on behalf of the subdivider, the subdivider must provide written authorization to that effect.
- Certification signed outside the State of California must be acknowledged by a notary public.

Signature of Subdivider

Subdivider Sign

Date of Signature

04/25/2018

Capacity

CEO

Name of Corporation, LLC, Partnership, etc.

Corp

Business Address

123 Buss St.

City

Los Angeles

County
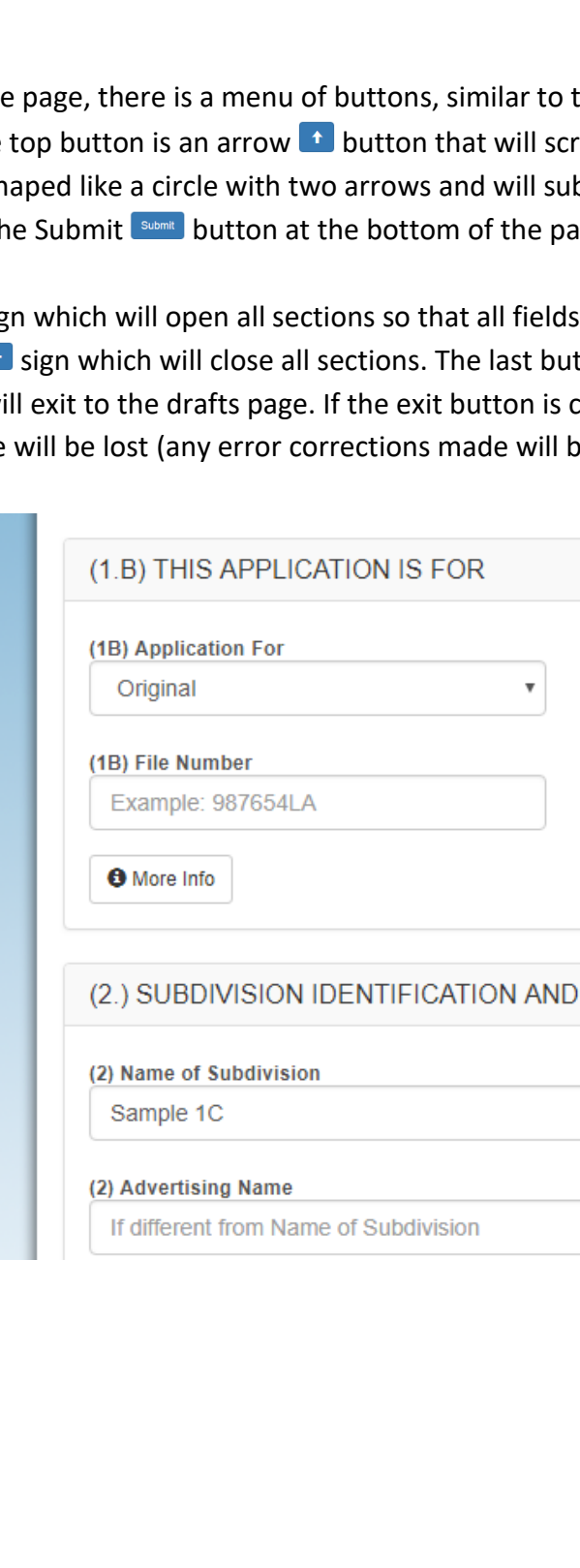
Los Angeles

State

California

☐ Check here if you do not want to receive updates via email for this filing

Submit

Sign Page Menu

At the bottom left corner of the page, there is a menu of buttons, similar to the edit page menu but with different options. The top button is an arrow ⬆ button that will scroll the page to the top. The second button ⟳ is shaped like a circle with two arrows and will submit the page - it functions in the same way as the Submit ⟨Submit⟩ button at the bottom of the page.

The third button is a plus ⊞ sign which will open all sections so that all fields can be viewed. The fourth button is a minus ⊟ sign which will close all sections. The last button at the bottom is the red exit ✖ button and will exit to the drafts page. If the exit button is clicked, any changes made to the Sign page will be lost (any error corrections made will be lost).

Required Fields

The first level of validation that SOPRAS performs is to check for empty fields and whether there are any files attached. The error description will first show the section number (in parentheses), the section name and the section error at the end. Here is a list of fields that are required on the first pass:

(1A) Type of Subdivision is required
(1B) Application For is required
(1B) Application Type is not found
(2) Name of Subdivision is required
(2) Street Address or Nearest Cross Streets is required
(2) Primary County is required
(3) Number of Residential Lots/Units/Interests is required
(3) Number of Acres in this Filing is required
(4) Subdivider Business Name/Last Name is required
(4) Subdivider Address is required
(4) Subdivider City is required
(4) Subdivider State is required
(4) Subdivider Zip Code is required
(4) Subdivider Telephone Number is required
(4) Subdivider Email Address is not a valid Subdivider account
(6A) What type of project is this application for? is required
(6B) How many lots/units (other than common area but including this filing) are in the overall project to date? is required
(6C) What is the total number of lots/units in the overall project? is required
(6D) Is this filing for a Master Planned Development? is required
(8) Custodian Business Name is required
(8) Custodian Telephone Number is required
(8) Custodian Street Address (Not Post Office Box) is required
(8) Custodian City is required
(8) Custodian County is required
(8) Custodian State is required
(8) Custodian Zip Code is required
(9) Neutral Escrow Depository Business Name is required
(9) Street Address (Do Not List Post Office Box) is required
(9) City is required
(9) State is required
(9) Zip Code is required
(9) Neutral Escrow Depository Telephone Number is required
(11) Description of the Subdivision Map attached to this filing? is required
(12) Is the Subdivider a California resident? is required

(CERTIFY) Sign this application by checking the box is required
(CERTIFY) Signature of Subdivider is required
(CERTIFY) Date of Signature is required
(CERTIFY) Capacity is required
(CERTIFY) Name of Corporation, LLC, Partnership, etc. is required
(CERTIFY) Business Address is required
(CERTIFY) City is required
(CERTIFY) County is required
(CERTIFY) State is required
(DOCS) There are no filing documents attached

Quantitative Deficiency Validation

The second level of validation performs checks for RE 603 specific rules. If a required field meets the first requirement, it might fail on the second because it has one or more quantitative deficiencies (for more information, refer to the SPRAG. A link to the SPRAG can be found at http://www.dre.ca.gov/files/pdf/sprag.pdf).

Here is a list of errors that can happen on the second validation pass:

Section (1.B) This Application Is For Errors

If the application is for a Preliminary Amendment, Preliminary Renewal, Interim Amendment or Interim Renewal, the File Number must be valid. The File Number is only the first set of numbers and letters before the dash, for example, 987654LA. Clear this error by entering a valid DRE File Number.

(1B) Application For

Preliminary Amendment ▼

(1B) File Number

Example: 987654LA

(1B) File Number is not valid

If the application is for an Original or an Original Overall, the File Number is not required but will be validated if entered. If the application is for an Interim Amendment or Interim Renewal, the Document Number will also be required in addition to the File Number.

Section (3) Size Of This Filing Errors

The *(3) Number of Residential Lots/Units/Interests* field must be a whole number (integer) above zero. Entering an invalid character will immediately display an error.

Entering a 0 or a negative number will display an error. Clear this error by entering a whole number above 0 (no decimals or commas).

In the Lots/Units to be area, one checkbox must be checked. Clear this error by checking only one checkbox.

If more than one checkbox is checked, an error will be displayed. Clear this error by checking only one checkbox.

In Lots to be Sold/Leased area, one checkbox must be checked. Clear this error by checking only one checkbox.

Lots to be Sold/Leased (check one box): (3) Lots to be Sold/Leased is required

☐ (3) Lots to be Sold/Leased Vacant

☐ (3) Lots to be Sold/Leased with Housing

☐ (3) Lots to be Sold/Leased both with Housing and Vacant

If more than one checkbox is checked, an error will be displayed. Clear this error by checking only one checkbox.

Lots to be Sold/Leased (check one box): (3) Only check one box for Lots to be Sold/Leased

☑ (3) Lots to be Sold/Leased Vacant

☑ (3) Lots to be Sold/Leased with Housing

☑ (3) Lots to be Sold/Leased both with Housing and Vacant

The *(3) Number of Acres in this Filing* field must be a decimal number with no letters or special characters. Clear this error by entering a decimal number or whole number without comma.

(3) Number of Acres in this Filing

2.2 +/-

The value '2.2 +/-' is not valid for (3) Number of Acres in this Filing.

If a number is entered in *(3) Number of Acres* with a comma, an error will be displayed. Clear this error by entering the number without a comma.

(3) Number of Acres in this Filing

2,211.43

The value '2,211.43' is not valid for (3) Number of Acres in this Filing.

Section (4) Subdivider Email Address Errors

The *(4) Subdivider Email Address* field must be a valid subdivider email address. If the subdivider does not have an email address registered with SOPRAS, the filing can't be submitted. Clear this error by entering a valid subdivider email address.

Section (5) Single Responsible Party (SRP) Errors

The Single Responsible Party section will not be validated unless the *(5) SRP Business Name/Last Name* is not empty. If the *(5) SRP Business Name/Last Name* field is not empty then the SRP Address, SRP City, SRP State, SRP Zip Code, and SRP Email Address will become required. The SRP Email Address is also validated and must be a valid SRP account.

Section (6) Overall Project Plan Errors

If the *(6A) What type of project is this application for?* field is "Multiple Phase", a second question will be asked below it called *(6A1) What type of Multiple Phase filing is this for?* Clear this error by selecting "Master Phase" or "Subphase" from the dropdown menu.

The *(6B) How many lots/units are in the overall project to date?* and *(6C) What is the total number of lots/units in the overall project?* must be numbers (no letters, special characters or commas). Clear these errors by entering only numbers.

(6B) How many lots/units (other than common area but including this filing) are in the overall project to date?

3,300

(6B) How many lots/units (other than common area but including this filing) are in the overall project to date? must be numeric

(6C) What is the total number of lots/units in the overall project?

3,300

(6C) What is the total number of lots/units in the overall project? must be numeric

Section (7) Legal Interest To Be Offered Errors

If the *(7A) Leasehold Interest* checkbox is checked but the *(7A) Leasehold Interest for Term in Years* is blank, an error will be displayed. Clear this error by entering a number for the years.

☑ **(7A) Leasehold Interest**

(7A) Leasehold Interest for Term in Years

(7A) Leasehold Interest for Term in Years is required

If the *(7A) Leasehold Interest for Term in Years* is not numeric, an error will be displayed. Clear this error by entering a number in the field.

(7A) Leasehold Interest for Term in Years

ABC

(7A) Leasehold Interest for Term in Years must be numeric

If there is no checkbox checked in section 7A, but a number is given in the *(7A) Leasehold Interest for Term in Years* field, two errors will be displayed. The first error indicates that at least one checkbox must be checked in section 7A. The second error indicates that the corresponding checkbox *(7A) Leasehold Interest* must be checked because there is a value in the *(7A) Leasehold Interest* for Term in Years field. Clear these errors by checking the *(7A) Leasehold Interest* checkbox.

If the type of subdivision in 1A is not standard, then section 7B will be required to check at least one checkbox. Clear the error by checking at least one checkbox in section 7B.

City, State and Zip Code Validation for sections 4, 5, 8, and 9

The city, state and zip code will be validated in the (4) Subdivider Information, (5) SRP Information, (8) Location of Subdivision Sales Records, and (9) Reservation Deposit Handling sections (section (5) SRP information is optional but if provided, will be validated). If the City entered is not in the State that was selected, an error message will be displayed. If the Zip Code entered is not in the City that was entered, an error message will be displayed.

In the example above, New York is not a city in Wyoming. 90210 is not a zip code in Wyoming. Clear these errors by entering a city, state and zip code that are related. For this example, the

city can be changed to Beverly Hills and the state changed to California or city changed to Cheyenne and zip code to 82009.

09_RE612 Error

The Reservation Instrument RE 612 document was not uploaded or was named incorrectly. Clear this error by uploading a file with the name of: 09_RE612

(9) Neutral Escrow Depository Business Name

NED Name

(DOCS) Required: 09_RE612

09_RE612A Error

The Reservation Deposit Handling Agreement RE 612A was not uploaded or was named incorrectly. Clear this error by uploading a file with the name of: 09_RE612A

(9) Neutral Escrow Depository Attention

(DOCS) Required: 09_RE612A

10_Preliminary_Title_Report Error

The Preliminary Title Report document was not uploaded or was named incorrectly. Clear this error by uploading a file with the name of: 10_Preliminary_Title_Report

(10.) PRELIMINARY REPORT

(DOCS) Required: 10_Preliminary_Title_Report

Submit a preliminary report from title company. If you do no
instructions, or other evidence of a future interest in the pro
occur. The preliminary report must include the two following

11_Subdivision_Map Error

The Approved Tentative Map or Recorded Map document was not uploaded or was named incorrectly. Clear this error by uploading a file with the name of: 11_Subdivision_Map

(11) Description of the Subdivision Map attached to this filing?

Approved Tentative Map ▼

(DOCS) Required: 11_Subdivision_Map

12_RE608 and 12_SOS_Qualification Errors

If the Subdivider is not a resident of California, the RE 608 and SOS Certificate of Qualification documents will be required. Clear these errors by uploading 2 files with names of: 12_RE608 and 12_SOS_Qualification

(12) Is the Subdivider a California resident?

No ▼

(DOCS) Required: 12_RE608

(12) Is the Subdivider a California resident?

No ▼

(DOCS) Required: 12_SOS_Qualification

Certification Errors

If there is an SRP assigned to the filing, then the Signature (603_Signature), Authorization to sign on behalf of Corp (603_Authorization_To_Sign), and Agent's authorization (603_Agency_Authorization) documents will all be required (3 total). If there is not an SRP, then only the Signature document will be required. Clear these errors by uploading the files with the case sensitive correct spelling, excluding any spacing at the beginning or end of the file name.

- (DOCS) Required: 603_Authorization_To_Sign
- (DOCS) Required: 603_Agency_Authorization
- (DOCS) Required: 603_Signature

See form RE 603B Part IV (http://www.dre.ca.gov/files/pdf/forms/re603biv.pdf) for more details on document naming.

Submitted Page

After the filing is submitted (on the Sign page), it will be displayed in a list on the submitted page. This page will have a row for the File Number, Subdivision Name, Tracking Number, Filing Status (see Appendix B for definitions), and Date Submitted. The Filing Status title will have a question mark ❓ after it for more detailed descriptions.

A group of filing actions will be at the far right of each row. The filings actions include viewing 🅰 the filing, uploading 📎 additional files, change ✅ the filing, copy 📋 the filing, and filing 💬 comments. The filing can also be transferred to another username by DRE Subdivisions staff or by the Subdivider that is listed on the filing, using the button change username 🔁 action.

The submitted filings will have a blank File Number and Date Submitted and a Filing Status of "Waiting for Payment", until they have been paid (example Tracking Number 236941 below). The Filing Status will change to "Processing Payment" after the payment is made but before the File Number is assigned. The entire process should take less than one hour to complete.

https://sopras.dre.ca.gov/Forms/Submitted/

The submitted filings can be filtered (searched) by File Number, Subdivision Name and/or Tracking Number at the top of the page. To narrow down the search, a partial file number, subdivision name or tracking number can be entered.

The view 🅰 button allows the filing form information and documents to be viewed but not changed. The file upload 📎 button allows revised filing documents to be uploaded and

attached to the filing after it has been submitted. The change ☑ button allows the filing form data to be changed. The copy 🗐 button allows the filing to be copied and moved to the Drafts page. The filing comments 💬 button allows for filing related notes between the Subdivider/SRP and the DRE. The assigned staff 👤 button will show the DRE Subdivisions Staff member(s) assigned to work on the filing and their contact information.

Deficiency Responses

If a qualitative or quantitative deficiency is issued for the filing, the detailed deficiency letter, issued by the DRE, will be available to download in RTF format from the Public Filings page, under the "Deficiency Letters" section. The deficiency response will be submitted to the DRE for review, from the "Submitted" page. Locate the deficient filing row and click the change ☑ button or the file upload 📎 button to submit the corrected responses.

If the deficiency is related only to a filing document, click the file upload 📎 button to submit the corrected document. The filing document should have the same name as the one that it is replacing/correcting. The new files will be immediately available to the DRE and the public when uploaded.

If the deficiency is related to one or more form questions, click the change ☑ button to open a sign page similar to the one from the "Drafts" page. The same validation rules will apply to this page as they did to the original sign page. Once the deficiency corrections have been submitted, a confirmation page will be displayed and the DRE will be alerted to the change.

Payments Page

The payments page allows the Subdivider or authorized representative to pay for filings online. The payments page link is called Payments and is to the right of the Submitted link at the top of the SOPRAS page.

https://sopras.dre.ca.gov/Forms/Payments/

The payments can be filtered by Tracking Number, Subdivision Name, Payment Status and/or Page Size. The payment status can be either paid or unpaid. The tracking number is the original SOPRAS id that was given to the filing, not the file number. The page size increases or decreases the amount of filings that will be shown per page (from 5 to 1000).

The checkbox in the Paid column will be checked if paid and unchecked if unpaid. If Paid is checked, a "Receipt" button will appear in the Actions column at the right. If Paid is unchecked, an "Add to Cart" button and a "Pay Offline" button will appear in the Actions column.

Filing Fee Adjustment

The fee can be adjusted upward by clicking on the change filing fee ☑ button to the right of the fee. Enter the *New Filing Fee Amount* and *Filing Fee Change Reason* and click Save.

Change Filing Fee - Tracking Number 235281

Note: The New Filing Fee Amount must be more than the Filing Fee Minimum
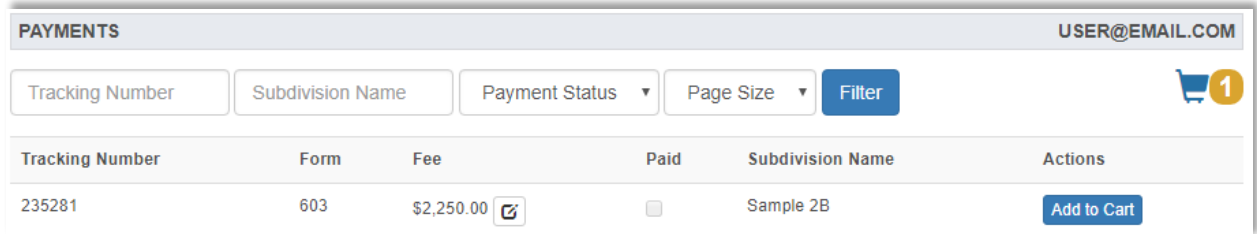
Filing Fee Minimum

2250.00

New Filing Fee Amount

Filing Fee Change Reason

Save   Cancel

The fee, on the payments page, will be changed to the new amount (in this case, $2,299.00).

PAYMENTS   USER@EMAIL.COM

235281   Subdivision Name   Payment Status ▾   Page Size ▾   Filter   🛒 0

Tracking Number	Form	Fee	Paid	Subdivision Name	Actions
235281	603	$2,299.00 ☑	☐	Sample 2B	Add to Cart	Pay Offline

Shopping Cart

The "Add to Cart" button adds the filing to the shopping cart. When the "Add to Cart" button is clicked, it will show a confirmation window and also increase the shopping cart 🛒❶ number (gold color number) by one. The confirmation window has two buttons - one to continue and one to check out immediately.
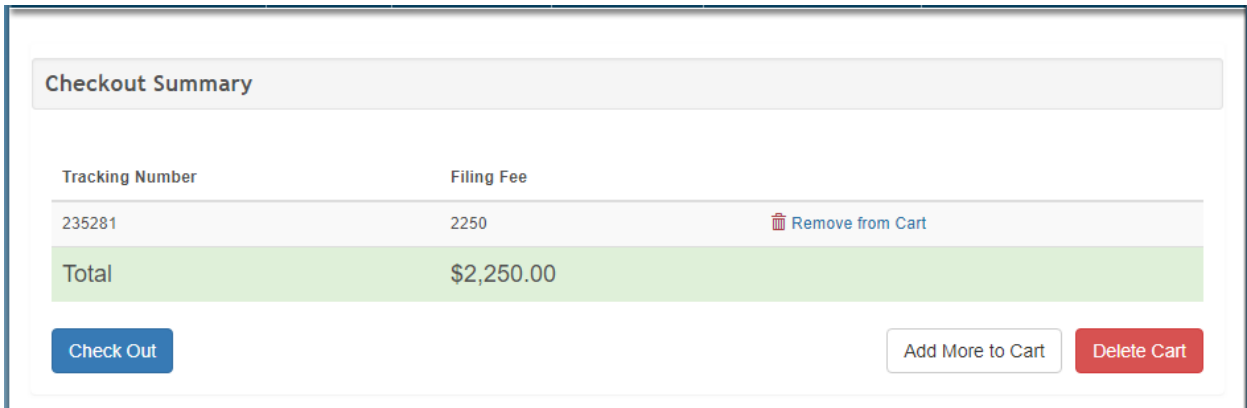

The same filing can be added only once. Clicking on the same filing more than once will not add it again.

To pay for all items in the shopping cart (checkout summary), click on the shopping cart 🛒 button at the top right corner.

The Checkout Summary will list all filings that have been added to the cart, and the total fee at the bottom in green. An individual filing can be removed from the cart by clicking on the "Remove from Cart" 🗑 Remove from Cart link to the right of the filing fee. To delete the entire cart and start over, click on the "Delete Cart" Delete Cart button. To add more filings to the cart, click the "Add More to Cart" Add More to Cart button. Click on the "Check Out" Check Out button to go to the payment page.

Payment Transaction

The payment transaction page shows the list of filings to be paid at the top. The Payment Type is Credit Card (although ACH ECheck and Master Fee Account will be available in the future). The Total Amount cannot be changed on this page.
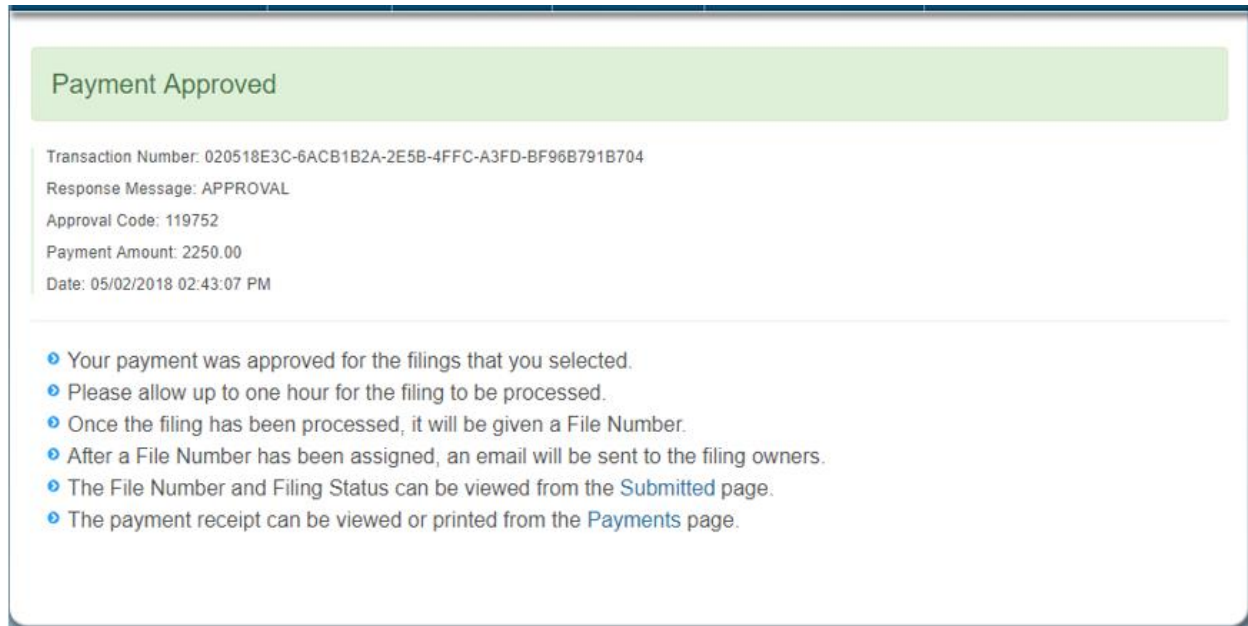
Cardholder Name field is the name of the credit card. The *Card Number* field is the credit card number (maximum of 16 numbers). The *Expiration Date* field is the expiration date of the credit card in two-digit month and two-digit year format (MM/YY). The *CVV* field is the card verification value near the signature line of the credit card. The CVV is a three-digit number except for American Express which is four-digits.

Click on the "Pay" button to charge the credit card or "Cancel Payment" button to cancel.

Transaction Response

After the "Pay" button is clicked, the payment transaction will be processed. If the payment has been accepted, a Payment Approved page will be displayed with the Transaction Number, Response Message, Approval Code, Payment Amount and Date. Also some instructions will appear at the bottom.

If the payment is declined, a Payment Declined page will be shown along with the Transaction Number and Response Message.

Payment Receipt

If the payment is approved, the "Add to Cart" button on the payments page will change to a "Receipt" button and the checkbox in the Paid column will be checked. The Receipt Receipt button will be in the Actions column at the far right of the row and open a receipt page.

Detailed Receipt

The Receipt button will open the Payment Receipt page which will show a list of all payment transactions for the filing.

Click on the "Detailed Receipt" [Detailed Receipt] button at the far right to show a detailed list of all filings that were paid under that same transaction. If more than one filing (Tracking Number) was paid at the same time, they will be listed on a separate row. The transaction row contains the Authorization Code, Response, Transaction Reference, Cardholder Name, Amount, Date, and Username that initiated the charge.

Print Receipt

The "Print Receipt" Print Receipt button, when clicked, will open a printer friendly, text based page to print the receipt. Click on the Print link at the bottom to open the printer window or click Exit to return to the main payments page.

```
Subdivision Public Report Payment Receipt

California Department of Real Estate
1651 Exposition Blvd.
Sacramento, CA 95815
www.dre.ca.gov

 Transaction Information

SOPRAS Username: user@email.com
Transaction Reference: 020518A42-65CBED29-0B50-4ED6-A1C7-B2F2AE1C54B7
Authorization Code: 119759
Response Message: APPROVAL
Cardholder Name: John Smith
Trasaction Date: 5/2/2018 2:47:29 PM
Total Charged: $2,250.00

 Description


 Tracking Number   Amount
 235281            $2,250.00



Print    Exit
```

Pay Offline

To pay offline without using SOPRAS, click on the "Pay Offline" Pay Offline button next to the filing that is being paid. This will open a new page that should be printed and included with the payment method. Send the payment along with the printed payment page to the address listed on the page. The mailing address will vary depending on the location of the Subdivision so it is important to include this payment page with the payment.

Once the payment is received by the DRE Subdivisions section, it will be processed and applied to the filing. The row for the filing will be include a "Receipt" Receipt button once the payment is processed.

Please Note: If paying by mail, the process time will be significantly slower because the processing window will not start until the payment is received and the filing is given a file number.

Appendix A

Direct Page Links

Login Page   https://sopras.dre.ca.gov/

Registration Page   https://sopras.dre.ca.gov/Account/Register/

Reset Password   https://sopras.dre.ca.gov/Account/ForgotPassword/

Subdivision Public Filings   https://sopras.dre.ca.gov/PublicFilings/Index/

Subdivision Public Reports   http://subdivisions.dre.ca.gov/DRESopras/

The following links require a login

Manage Account   https://sopras.dre.ca.gov/Manage/Index/

Draft Filings List   https://sopras.dre.ca.gov/Forms/Index/

Create New Filing   https://sopras.dre.ca.gov/Forms/Create/

Submitted Filings and Status List   https://sopras.dre.ca.gov/Forms/Submitted/

Payments and Receipts   https://sopras.dre.ca.gov/Forms/Payments/

Appendix B

Filing Status Descriptions

Filing Status Name	Description
Budget Qualitative Deficiency Response	The DRE is waiting for a Qualitative Deficiency Response on a Budget from an SRP.
Complete Follow-up Qualitative Review	The DRE is working on the Follow-up Qualitative Review.
Complete Initial Budget Qualitative Review	The DRE is working on the Initial Qualitative Review for a filing document budget.
Complete Initial Qualitative Review	The DRE is working on the Initial Qualitative Review for a Filing Document.
Complete Initial SCA Review	The DRE is working on the Initial Substantially Complete Application Review for a filing document.
Complete SCA Review	The DRE is working on the Substantially Complete Application Review for a filing document.
Complete Subsequent Budget Qualitative Review	The DRE is working on the Subsequent Qualitative Review for a Filing Document Budget.
Complete Subsequent Qualitative Review	The DRE is working on the Subsequent Qualitative Review for a Filing Document.
Dishonored Check Response	The DRE is waiting for a Response from the Subdivider due to a Dishonored Check.
Final Document Notice Response	The DRE is waiting for a Final Document Notice Deficiency Response from an SRP.
Follow-up Deficiency Response	The DRE is waiting for a Follow-up Deficiency Response from an SRP.
Issue Public Report	The public report has been issued by the DRE.
Qualitative Deficiency Response	The DRE is waiting for a Qualitative Deficiency Response from an SRP.
Quantitative Deficiency Response	The DRE is waiting for a Quantitative Deficiency Response from an SRP.