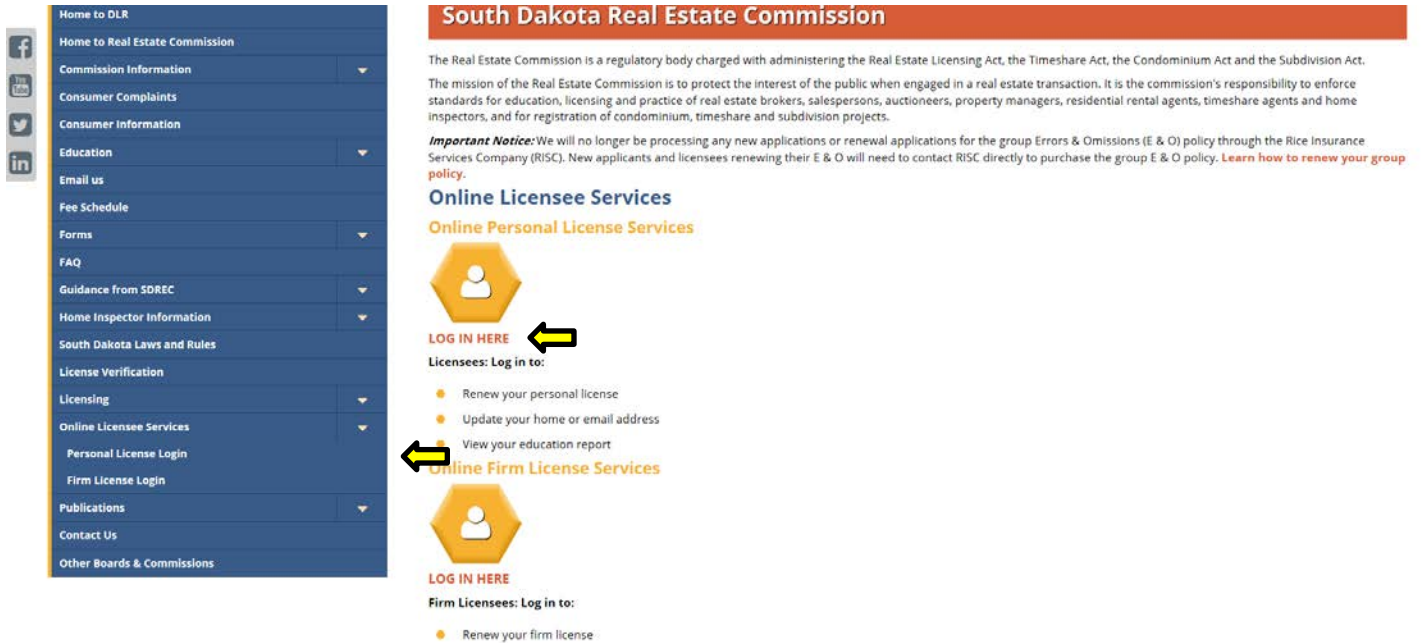


# South Dakota Real Estate Commission Online Personal License Renewal Tutorial

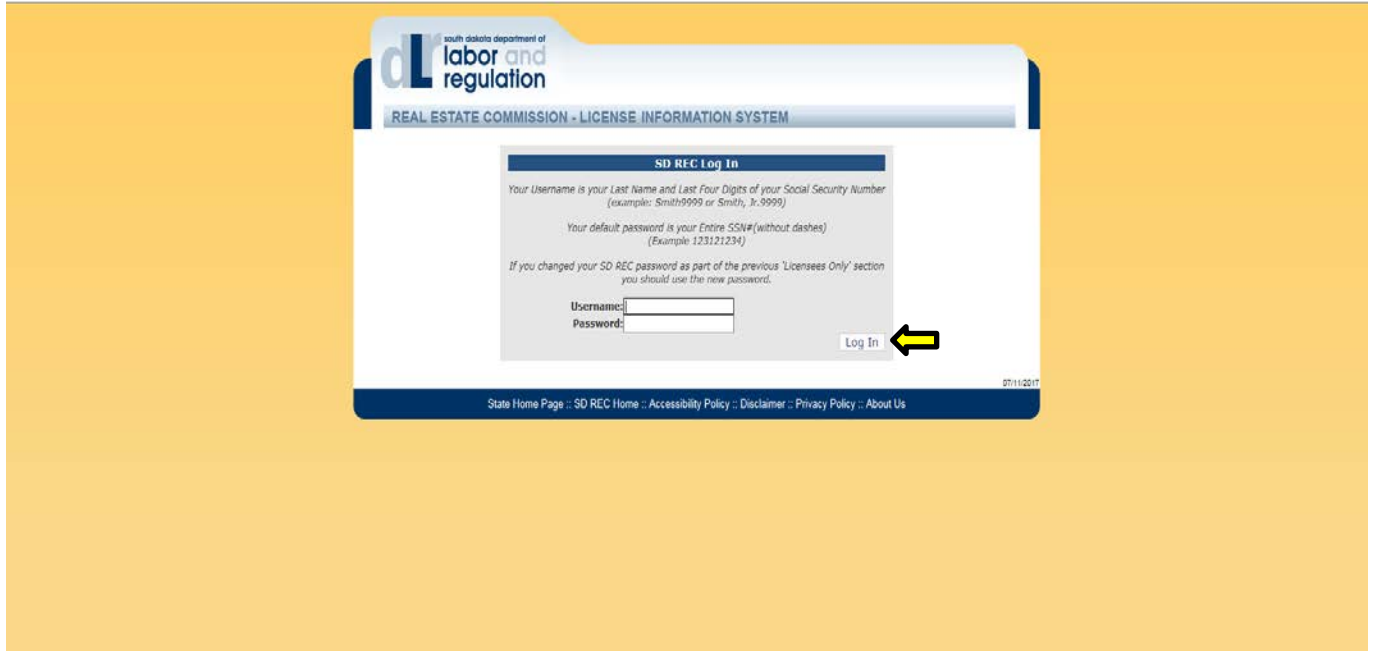
1. Visit our website at <http://dlr.sd.gov/realestate>.
2. Select 'Online Licensee Services' from the left side menu. You can also access the log in for your personal license on our home page.



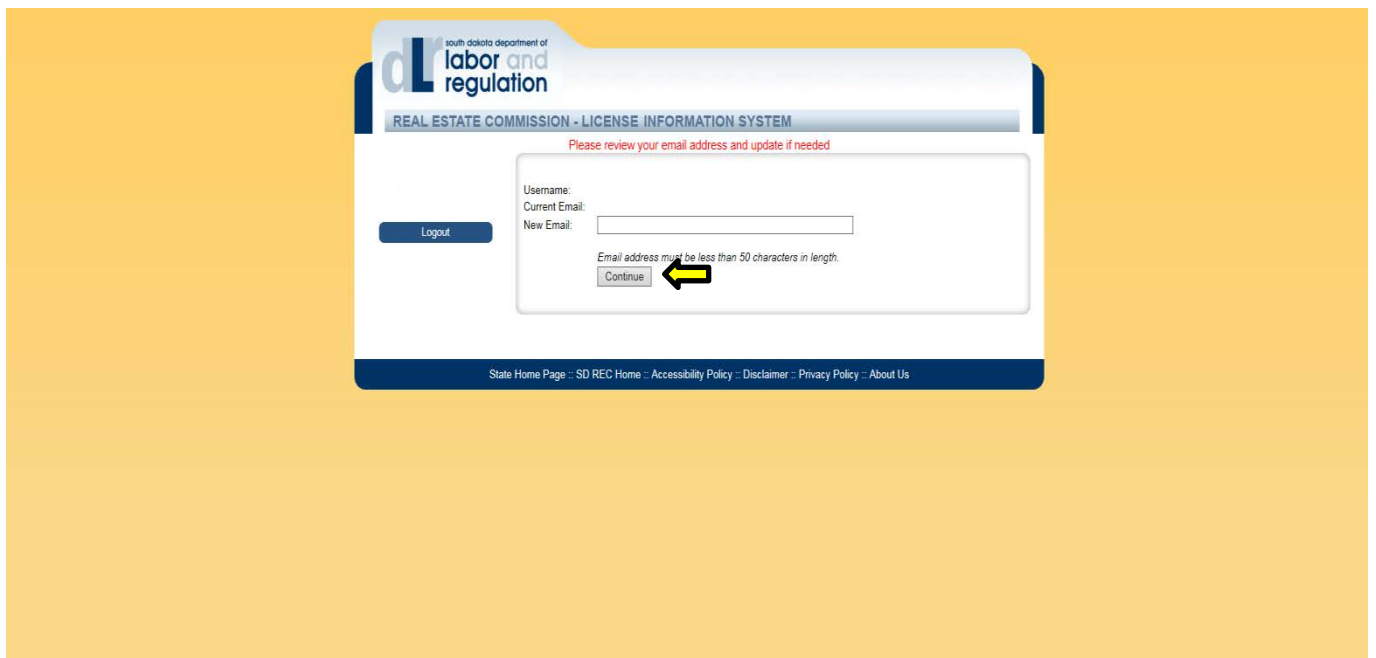
3. To renew your personal license, select 'LOG IN HERE' under 'Online Personal License Services'.



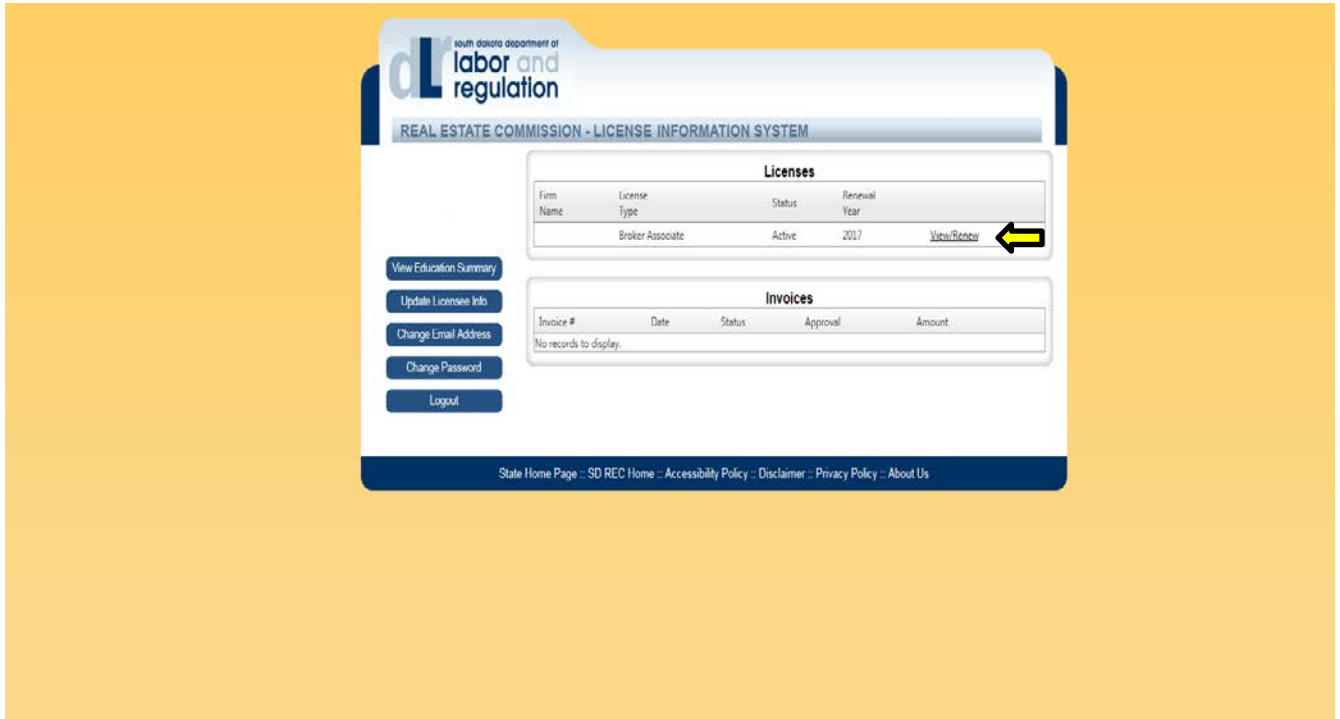
4. Enter your username and password. Details about your first time user name and password log in information are located at the top of the page. Select 'Log In'.



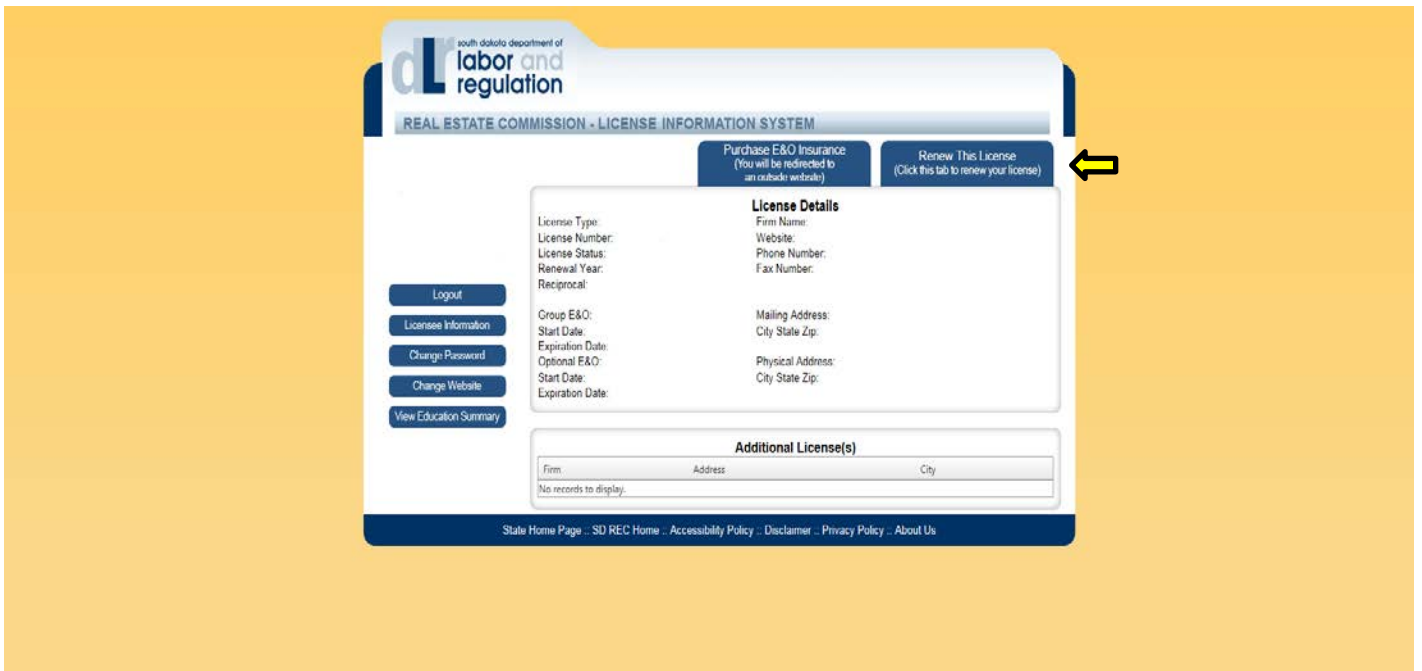
5. Enter your e-mail address in 'New Email'. If your email address has not changed, you will still need to reconfirm your e-mail address. Select 'Continue'.



6. Select 'View/Renew', which is located in the 'Licenses' box on the right side.



7. Review the information provided. Contact the SDREC office if any of the information is incorrect. If it is correct, select 'Renew This License' located in the upper right corner.



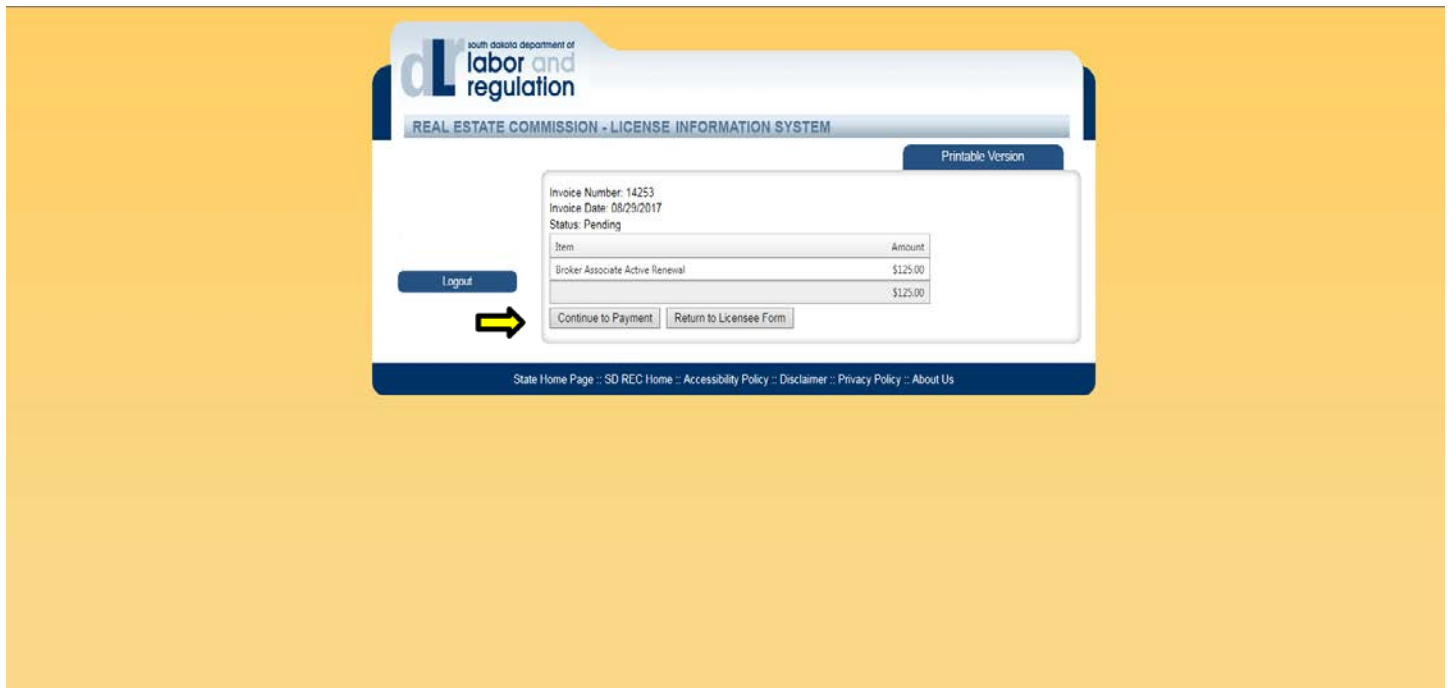
8. Under 'Renewal Type', select from the drop down box if you are renewing active, inactive or non-renewal. Then, select 'Continue'. \*

\*If you renew on a 'non-renewal' status your request will be sent to our office, and you will be redirected to the Personal Online Licensee Services page, and your renewal process is complete.

9. You will see a questions and answers page. Complete the page in its entirety. Be sure to review and check the box at the bottom of the page. Select 'Continue'. \*

\*If you are a nonresident licensee and you need to submit a certificate of licensure from your resident state, you can upload the certificate of licensure during the renewal application process. Please see the last page of this tutorial for additional details.

10. Review the Invoice page to ensure you have the correct license(s) you wish to renew and the correct amount for the license(s). Your renewal is **NOT** complete until you pay. If you do not see the 'Continue to Payment' and 'Return to Licensee Form', your browser is not the most current version. You will need to update your browser to complete the process. If the information looks correct, please select 'Continue to Payment'.



11. Complete the Billing Information page in its entirety. You can select 'Fill with Licensee Information' to automatically fill in your information. Once you have completed your credit card information, select 'Submit'.



12. You will receive a receipt of your transaction. You may print this for your records. Your renewal process is now complete.

## \*Uploading Out-of-state Certificate of Licensure

1. If you are an active nonresident licensee, you will need to answer 'yes' to #8 to prompt the system to send you to the page to upload your certificate of licensure.

**REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM**

Answer the Following Questions

1. Do you hold any other South Dakota professional or occupational license that is not regulated by this office?   
Has any disciplinary action been taken against that license during the last 24 months?
2. Have you ever been convicted of, pled guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, conversion, issuing bad checks, extortion, criminal conspiracy to defraud or other like offense during the past 24 months?
3. Have you ever been convicted of or pled guilty to a felony during the past 24 months?
4. Have you ever been convicted of or pled guilty to a misdemeanor involving moral turpitude during the past 24 months?
5. Is there now pending against you any charge or charges as outlined in questions numbered 2, '3' or '4'?
6. Have you ever been named as a defendant in any litigation concerning a real estate transaction during the past 24 months?
7. Do you owe \$1,000 or more in accumulated child support arrearages in South Dakota?   
If 'Yes', have you made satisfactory arrangements with the Department of Social Services for payment of those arrearages?
8. Do you now or have you held a real estate license in any jurisdiction other than South Dakota in the last 24 months?   
If 'Yes', list jurisdiction and license type:  
Jurisdiction:  License Type:   
Jurisdiction:  License Type:   
Jurisdiction:  License Type:   
Has any disciplinary action been taken against that license (refers to question 5) in the past 24 months?
9. Do you engage in any of the following real estate activities?  
Agricultural Property  Commercial Property  Property Management   
Appraisals  Home Inspection  Timeshare   
Auctions  Mortgage Brokerage  Vacation Rentals
10. Do you have a Corporation or Limited Liability Company that is used for the purpose of receiving a commission (Please refer to SDCL 36-21A-46.1)?   
If 'Yes', is that Corporation or Limited Liability Company registered with the South Dakota Real Estate Commission?   
Name of Corporation or Limited Liability Company:
11. Are you a member of a team within your firm?

I declare and confirm under penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

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2. To upload the certificate, select 'Browse' to search for your copy of the certificate. Once you have found the certificate you wish to upload select 'ok' to be prompt back to this screen. Select 'Upload' to upload to the online application. Select 'Continue'.

**sd** south dakota department of **labor and regulation**

**REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM**

**Ms. Beth Marnell-Test**  
1900 W 14 st  
Sioux City IA, 51103  
(605) 444-4444  
Username: RECTest

**Certificate of Licensure**  
All nonresidents of South Dakota must submit a Certificate of Licensure from the state of their residency I choose to

Upload pdf of certificate now  
 Mail certificate to SD REC

File to upload:

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