South Dakota Real Estate Commission Online Personal License Renewal Tutorial

- 1. Visit our website at <u>http://dlr.sd.gov/realestate</u>.
- 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'.

Home to DLR	South Dakota Real Estate Commission
Home to Real Estate Commission	Online Licensee Services
Commission Information	Online Personal License Services
Consumer Complaints	Childre Fersonal License Services
Consumer Information	
Education	
Email us	
Fee Schedule	
Forms	v
FAQ	Update your home or email address
Guidance from SDREC	View your education report
Home Inspector Information	Online Firm License Services
South Dakota Laws and Rules	
License Verification	
Licensing	
Online Licensee Services	LOG IN HERE
Publications	Firm Licensees: Log in to:
Contact Us	Renew your firm license
Other Boards & Commissions	

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'.

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REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM SU RECI Log In Your Username is your Last Name and Last Four Digits of your Social Security Number (county): Sour default password in your Fortine SSN#(without dashes) (buildinghe 123121234) If your changed your SD REC password is part of the previous "Licensees Only" section you should use the new password. Username: Password: Log In	
State Home Page :: SD REC Home :: Accessibility Policy :: Disclaimer :: Privacy Policy :: About Us	

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'.

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REALEST	ATE COMMISSION - LICENSE INFORMATION SYSTEM
	Please review your email address and update if needed
Logost	Username: Current Email: New Email: Email address mugt be less than 50 characters in length. Continue
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6. Select 'View/Renew', which is located in the 'Licenses' box on the right hand side.

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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 hand corner.

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

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*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 be prompted to 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'.*

REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM
Answer the Following Questions
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? V
2 Have you ever been convicted of, pled guilty or nolo contendere to forgery, embezzlement, obtaining money under failse 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 quilty to a misdemeanor involving moral turpitide 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?
Do you owe \$1,000 or more in accumulated child support arrearages in South Dakota? Yes', have you made satisfactory arrangements with the Department of Social Services for payment of those arrearages? v
 Bo you now or have you held a real estate license in any jurisdiction other than South Dakota in the last 24 months?
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
Continue Cancel and Return to Licensee Information

*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 <u>NOT</u> 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'.

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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'.

CL labor regula real estate co	and ation MMISSION - LICENSE INFORMATION SYSTEM
Logoul Caned	Billing Information A total of \$128.00 will be billed to your creditidebit card Enter your billing information. Fill Wilth Licensee Information First Name Last Name Addross City State City State Email Address City Code Email Address City State City State Sta
St.	Prese circls social city once. A comminator enant will be series to the above email address once your payment has been approved.

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

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.

Answer the Following Questions
Do you hold any other South Dakota professional or occupational license that is not regulated by this office? V Has any disciplinary action been taken against that license during the last 24 months? V
2 insurg 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?
Have you ever been convicted of or pled quilty to a misdemeanor involving moral turptide during the past 24 months?
S. is there now perioding against you any charge or charges as outlined in quisions numbered 2, 5 or 4 1
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? v
8. Do you now or have you held a real estable leane in any jurisdiction other than South Dakota in the last 24 months? 9. Do you once or have you held a real estable leane in any jurisdiction other than South Dakota in the last 24 months? 9. Jurisdiction License Type

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'.

REAL ESTATE CO Ms. Beth Marnell-Test 1900 W 14 st Sioux City IA, 51103	All nonresidents of	ENSE INFORMATION SYSTEM Certificate of Licensure South Dakota must submit a Certificate of Licensure from the state of their residency	y
(605) 444-4444 Username: RECTest Logout	Upload pdf of certificate now O Mail certificate to SD REC	File to upload: Browse	Upload
State Home	e Page :: SD REC H	lome :: Accessibility Policy :: Disclaimer :: Privacy Policy :: About Us	