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	Online Personal License Services
Consumer Information	
Education	
Email us	
Fee Schedule	
Forms	Licensees: Log in to:
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'.

Labor and regulation	
REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM SD RECI Log In Your Username is your Last Name and Last Four Digits of your Social Security Number (cample: Smith; 5:099) Your default password is your Chrine SSN# (which didshes) (Example: 123121234) If you changed your SD REC password as part of the previous 'Licensees Only' section you should use the new password; Pessword; Log In	
DTILL2017 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
	State Home Page :: SD REC Home :: Accessibility Policy :: Disclaimer :: Privacy Policy :: About Us

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

View Education Summary Update Licensee Into Change Email Address Change Password Logout State Home Page :: SD REC Home :: Accessibility Policy :: Disclaimer :: Privacy Policy :: About Us	Update Loossee Into Change Email Address Change Password Logout				2017	View/Renew	3	
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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.

TERE SOFTE COMMONITY FIG	ENSE INFORMATION SYSTEM Purchase E&O Insurance	Renew This License
	(You will be redirected to an outside website)	Click this tab to renew your license)
License Type License Number: License Status: Reneval Var: Reneval Var: Reneval Var: Charge Paceword Charge Paceword Charge Websile Vew Educaton Summary	License Detailis Firm Name: Webbite Phone Number: Fax Number: Fax Number: Mailing Address: City State Zip: Physical Address: City State Zip:	
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No records to displa	y-	

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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In Seth Marnell-Test Logar Cruce They of the information to the right is meanered phase contact the Set State Commission by phase at 605-773-3500	Review the Following Information License Name: License Number: Additional Licenses: Address: B City State Zip: CI Phone: Display City State Zip: CI Phone:

*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, piled 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 turptide 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? 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 loense in any jurisdiction other than South Dakota in the last 24 months? Jurisdiction Liense Type Jurisdiction Liense Type Jurisdiction Liense Type Has any disciplinary action been taken against that liense (refers to question 6) in the past 24 months? 9. Do you engage in any of the following real estate activities? Angretultural Property Property Management Appraisals Hordgage Brokerage Varabine Renals 10. Do you have a Corporation or Limited Liability Company tait is used for the purpose of receiving a commission (Please refer to SDCL 36-21A-46.1)? 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 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'.

Image: Sector		
REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM Printable Version Invoice Number 14253 Invoice Date: 08/29/2017 Status: Pending Invoice Associate Active Renewal Bit Status: Pending Invoice Associate Active Renewal Bit Status: Pending Invoice Associate Active Renewal Distribution Of Payment Continue to Payment Return to Licensee Form	south databa	department of
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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'.

Tegula REAL ESTATE CON	and
Logout Cancel	Billing Information A total of \$125.00 will be billed to your creditidebit card Enter your billing information. First Name Last Name Address City
	State
	Card Type Card Number Expiration Date Card Verification Number: Please click submit Please click submit only once. A confirmation email will be sent to the above email address once your payment has been approved.
State	Home Page SD REC Home Accessibility Policy Disclaimer Privacy Policy About Us

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 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?
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 definud or other like offense during the past 24 months?
4. Have you ever been convicted of or pled quilty to a misdemeanor involving moral turplice 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? V 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 estate license in any jurisdiction other than South Dakota in the last 24 months? 9. Do you concore on have you held a real estate license in any jurisdiction other than South Dakota in the last 24 months? 9. Jurisdiction

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'.

Username: RECTest Upload pdf of File to upload:	AL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM eth Marnell-Test 1500 W14 at as Ctrl JA, 51103 05) 444-444 All nonresidents of South Dakota must submit a Certificate of Licensure from the state of ther 1 choose to	residency
	Iname: RECTest © Upload ptf of Copout O Mile certificate now O Mile certificate	Browse
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