



Register to use DRE E-Licensing

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

To do so:



- Click on the  graphic on the DRE Web site home page or anywhere it appears.
- Click on **REGISTER**.
- Read the terms and conditions and click on **I ACCEPT** at the bottom.
You will need to scroll down to reach the bottom of the page.

- Enter your **SOCIAL SECURITY NUMBER** and **DATE OF BIRTH**

Then: **CONTINUE**.

- Create a **USERNAME** and **PASSWORD**
Your username and password can be alphabetical, numerical, or a combination of the two, and should be at least 5 characters and no more than 20 characters.
- Enter your **EMAIL** Then: **CONTINUE**.
You are not required to provide your email address to use eLicensing. However, doing so has benefits. Your email address is used by eLicensing to communicate the status of your online transactions to you and by the payment authorization company to send you an electronic receipt for your payment. Email addresses are kept confidential.
- You should see a menu of eLicensing services personally available to you based upon your license status.
- **To access eLicensing in the future**, simply click on the eLicensing graphic and sign in by entering your user name and password. If you forget your username and/or password, you can reset it at any time by clicking on the "Forgot your user name or password?" link on the eLicensing Sign In page.

DRE E-Licensing

To change employing broker (removes NBA from license status)

<http://www.dre.ca.gov/>



Exam Services

License Services

Click on License Services

- Click on: **CHANGE EMPLOYER**
If you have **never used eLicensing**, you will need to complete the registration steps to create a user name and password
- The license information for your current employer will be displayed. To change your employing broker or corporation, click **YES**. If not, click **NO**.
- Enter the **LICENSE NUMBER** of the new employing broker or corporation. Click on **DISPLAY EMPLOYER INFORMATION**.
- If the employer information displayed is correct, click on: **SAVE EMPLOYER INFORMATION**
- Your new (or existing) broker **MUST** certify your employment. eLicensing asks if the broker is available **now** to certify the employment. Click on **YES** or **NO**.
 - If **YES**, eLicensing will display the employing broker/corporation and asks the employer to enter his/her username and password. After the employing broker (or designated officer of the corporation) enters his/her username and password, the employer should click on **CERTIFY**.
 - If **NO**, the employing broker or designated broker/officer is **not** immediately available to certify your employment of the salesperson, you may enter his/her email address* and click on **SAVE EMAIL**. eLicensing will send an email to your employing broker to advise that your employment needs to be certified. To certify your employment, your employing broker/designated officer of the corporation will need to sign in to eLicensing, click on the **CERTIFY SALESPERSON EMPLOYMENT** menu option, click in the box next to your name to place a check mark and click **CERTIFY**.

* **Please note:** If the broker's email address is not entered or is mistyped, eLicensing does not allow you to go back to correct it. You will need to let your employing broker know that your employment needs to be certified.

- Click on **FINISHED**.