

## DBPR Online Services Features and Steps

### First time Creating an Account [Instructions](#)

- Enter Contact Information, including Email address, and create security question and answer
- Receive registration confirmation with temporary password via email
- Create unique password

### First time applying?

1. Select application
2. Answer eligibility questions to ensure the correct application has been selected, if available
3. Attach necessary documents for licensure
4. Make secure payments
5. Receive application summary and payment receipt confirmations via email
6. Return and check application status and attach additional documents, if needed

**NOTE:** If you have taken an exam and are ready to continue with your licensure process please follow the steps in the Linking License(s) or Exam Candidate ID# to Online Account instructions.

### Already have a License or an Exam Candidate ID#?

1. Link License(s) or Exam Candidate ID# to Online Account [Instructions](#)
2. Select applicable transaction to update license – Examples -
  - Renew License
  - Update Address
  - Apply for a New License
  - Change License Status
  - View Continuing Education
  - Adding/Deleting Sales Associates (Real Estate) [Instructions](#)
  - Request a License Certification
3. Make Secure Payments
4. Receive transaction summary and payment receipt confirmations via email