

DBPR Online Services Features and Steps

First time Creating an Account Instructions <ul style="list-style-type: none"> - 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?	
Already have a License or an Exam Candidate ID#?	
1. Select application	1. Link License(s) or Exam Candidate ID# to Online Account Instructions
2. Answer eligibility questions to ensure the correct application has been selected, if available	2. Select applicable transaction to update license – Examples -
3. Attach necessary documents for licensure	<ul style="list-style-type: none"> - 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
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.	3. Make Secure Payments
	4. Receive transaction summary and payment receipt confirmations via email