

Real Estate Salespersons Quick Renewal Tab Overview

By Deanna Daniels, Systems Analyst,
and Jorge Bannister, Implementation Aide

The Renewal
Letter will look
slightly different
this time around
and will include
Credential and
Pin



State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-1
Cranston, Rhode Island 02920

January 23, 2020

Dear Test Account1:

Your **Real Estate Salesperson** license # RES. [REDACTED] will expire on **06/12/2019**. You may renew your license by utilizing the **"Quick Renewal"** tab 24 hours a day, 7 days a week on our eLicensing System at <https://elicensing.ri.gov> using your personal login information below:

Credential: [REDACTED]

PIN: [REDACTED]

Please Note:

A payment receipt will be sent to the email address you entered at the bottom of the **payment screen**. Online submission of the application does not result in an automatic approval of license/registration. The information submitted must be verified to ensure that all requirements have been met before the license renewal is approved.

All paper applications can be found on the Department's website at www.dbr.ri.gov.

Please keep a copy of this letter for your records. If you cannot access your eLicensing account, please call 401-462-9512 or email dbr.elicensing@dbr.ri.gov for assistance.

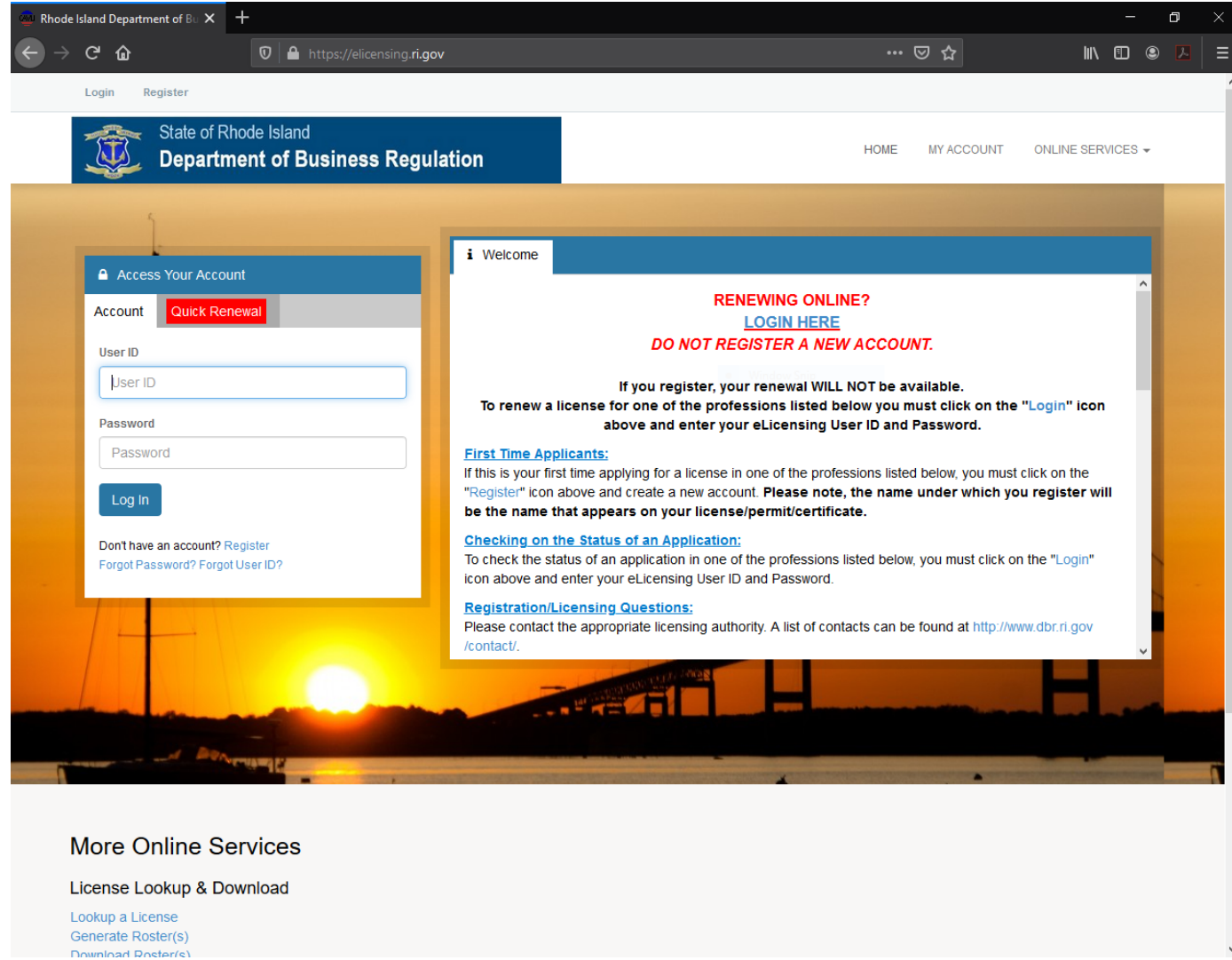
Tel: 401-462-9500

Fax: 401-462-9645

TTY: 711

Web Site: www.dbr.ri.gov

Much like in the past, you will go to elicensing.ri.gov to get started



Rhode Island Department of Business Regulation

State of Rhode Island
Department of Business Regulation

HOME MY ACCOUNT ONLINE SERVICES

Access Your Account

Account Quick Renewal

User ID
User ID

Password
Password

Log In

Don't have an account? [Register](#)
[Forgot Password?](#) [Forgot User ID?](#)

Welcome

RENEWING ONLINE?
[LOGIN HERE](#)
DO NOT REGISTER A NEW ACCOUNT.

If you register, your renewal WILL NOT be available.
To renew a license for one of the professions listed below you must click on the "Login" icon above and enter your eLicensing User ID and Password.

First Time Applicants:
If this is your first time applying for a license in one of the professions listed below, you must click on the "Register" icon above and create a new account. **Please note, the name under which you register will be the name that appears on your license/permit/certificate.**

Checking on the Status of an Application:
To check the status of an application in one of the professions listed below, you must click on the "Login" icon above and enter your eLicensing User ID and Password.

Registration/Licensing Questions:
Please contact the appropriate licensing authority. A list of contacts can be found at <http://www.dbr.ri.gov/contact/>.

More Online Services

License Lookup & Download

[Lookup a License](#)
[Generate Roster\(s\)](#)
[Download Roster\(s\)](#)

Make sure to select the Quick Renewal on the left, and insert your Credential Number and Pin

Rhode Island Department of Business Regulation

State of Rhode Island
Department of Business Regulation

HOME MY ACCOUNT ONLINE SERVICES

Access Your Account

Account Quick Renewal

If you have the renewal notice with the Credential/License # and PIN # and do not have your user name or password then use this tab to quickly renew the license.

Credential #

PIN #

Log In

Don't have an account? [Register](#)
Forgot Password? [Forgot User ID?](#)

Welcome

RENEWING ONLINE?
[LOGIN HERE](#)
DO NOT REGISTER A NEW ACCOUNT.

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More Online Services

License Lookup & Download

[Lookup a License](#)
[Generate Roster\(s\)](#)
[Download Roster\(s\)](#)

At the very top
of the box, you
will see the link
to renew the
license

The screenshot shows a web browser window with the URL <https://elicensing.ri.gov/default.aspx>. The page header includes the State of Rhode Island Department of Business Regulation logo and navigation links for HOME and ONLINE SERVICES. A shopping cart icon shows a total of \$0.00. The main content area features a "Welcome" message and a prominent link: [CLICK HERE TO RENEW YOUR LICENSE](#), which is highlighted by a red arrow. Below this link is a section titled "Application/Renewal Information" containing several paragraphs of text. The bottom of the page has a "More Online Services" section with links for "Activities", "License Lookup & Download", "Renewal Applications", "Lookup a License", "Generate Roster(s)", and "Download Roster(s)".

Rhode Island Department of Business Regulation

Test Account1 Logout \$0.00 Checkout

State of Rhode Island
Department of Business Regulation

HOME ONLINE SERVICES

Welcome

[CLICK HERE TO RENEW YOUR LICENSE](#)

Application/Renewal Information

During the application or renewal process you will be asked to answer the questions to the best of your ability, which may include selecting items from a list, typing a thorough explanation, uploading scanned or electronic versions of documents, and attesting that you are the applicant and that you have answered all questions truthfully and honestly. You will have the ability to save the application and return at a later time to complete it. Questions marked by * are required to complete the process.

If you do not have the ability to upload required documentation, you will be given the option to mail this information in to the responsible agency (mailing address will be displayed as required in the application). Please be advised that this will delay the approval process.

Finally, to complete the process applicants must be current with all State tax obligations.

We hope that you are pleased with the online application process and would like you to provide the Department with any feedback regarding any way in which you believe we may serve you better by visiting our home page at www.dbr.ri.gov and using the "Questions/Complaints" feature. Thank you for using our online portal to complete your application or renewal.

If you need assistance at any time during the application process, please contact our support staff at (401) 462-9559 or send an email to dbr.elicensing@dbr.ri.gov.

For a list of frequently asked questions, please [click here](#).

More Online Services

Activities License Lookup & Download

Renewal Applications Lookup a License
Generate Roster(s)
Download Roster(s)

Click on the Start/Restart button on the left-hand side to begin the renewal process

Rhode Island Department of Business Regulation

Test Account1 Logout \$0.00 Checkout

State of Rhode Island
Department of Business Regulation

HOME ONLINE SERVICES

Renew a License

Renewal [In Progress]

	Completed	License	Note
Restart Continue	1/9 (11%)	RES.0043085	

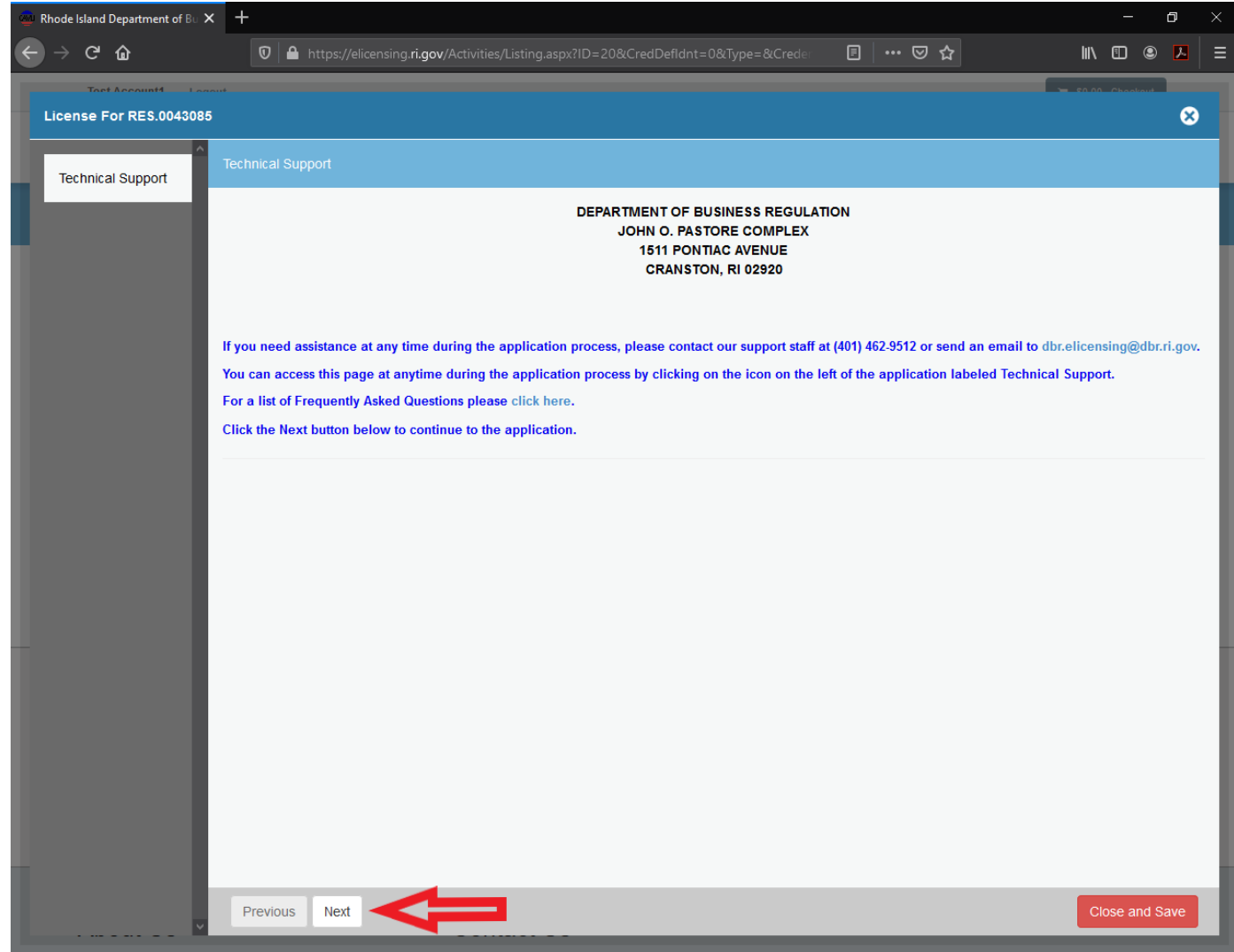
More Online Services

Activities
[Renewal Applications](#)

License Lookup & Download
[Lookup a License](#)
[Generate Roster\(s\)](#)
[Download Roster\(s\)](#)

About Us Contact Us

Should you get stuck, here's contact information. Once you're ready to begin, click "Next" in the lower left-hand corner



Anything with a red asterisk next to it is a mandatory field; information, or a selection, must be made before you're able to continue

Rhode Island Department of Business Services

Test Account1 Logout

License For RES.0043085

Technical Support

Renewal Information

Renewal Information

Fields marked with an asterisk * are required.

License Number:
RE [REDACTED]

Your Name:
Test Account1

1. Home Address:

Address Line 1 8601 Six forks
Address2 Suite 68-2
City raleigh
Country United States
State North Carolina
Zip Code 27615

Edit Address

OR --Change to an address already on file:
8601 Six forks Suite 68-2 raleigh, NC 27615 (United States) Update

2. Email Address:
* test@test.com

Previous Next Close and Save

As you get to questions pertaining to your broker, if nothing has changed, GREAT! Select no, and then “Next” in the lower left-hand corner

Rhode Island Department of Business Regulation

https://licensing.ri.gov/Activities/Listing.aspx?ID=20&CredDefidnt=0&Type=&Cred=

License For RES.0043085

Technical Support

Renewal Information

Brokerage Affiliation

Brokerage Affiliation

Fields marked with an asterisk * are required.

3. Has your brokerage affiliation and/or principal broker changed since the previous renewal?

* ☐ Yes ☒ No

4. Brokerage Name:

5. Brokerage Address:

Address Line 1 pontiac avenue
Address Line 2
City Cranston State Rhode Island Zip Code 02920
Country United States
Phone (401) 462-2222

Edit Address

-- OR --Change to an address already on file:

pontiac avenue Cranston, RI 02920 (United States) Update

Previous Next Close and Save

However, if you did change brokers since your last license, you will be forced to stop the application, and directed to fill out the appropriate form

Rhode Island Department of Business Regulation

https://licensing.ri.gov/Activities/Listing.aspx?ID=20&CredDefidnt=0&Type=&Cred...

License For RES.0043085

Technical Support

Renewal Information

Brokerage Affiliation

Brokerage Affiliation

Fields marked with an asterisk * are required.

3. Has your brokerage affiliation and/or principal broker changed since the previous renewal?

* ☒ Yes ☐ No

4. Brokerage Name:

Test

5. Brokerage Address:

Address Line 1 pontiac
Address Line 2
City Cranston
Country United States
Phone (401) 462-1234

Edit Address

-- OR --Change to an address already on file

pontiac avenue Cranston, RI 02920

Zip Code 02920

UNABLE TO PROCEED: You must submit a completed Transfer Form with a \$25 check via US mail to the Real Estate Division. The Transfer Form can be found [here](#) on the Department's website.

OK

Previous Next Close and Save

Provide your
E&O Insurance
provider and
expiration date

Rhode Island Department of Business Regulation

https://licensing.ri.gov/Activities/Listing.aspx?ID=20&CredDefidnt=0&Type=&Cred...

License For RES.0043085

Technical Support

Renewal Information

Brokerage Affiliation

Errors & Omissions Insurance

Errors & Omissions Insurance

Fields marked with an asterisk * are required.

6. Name of E & O provider:

*

7. E & O Expiration Date:

* (MM/DD/YYYY) Today

Previous Next Close and Save

Continuing Education and Exemptions

Rhode Island Department of Business Regulation

https://licensing.ri.gov/Activities/Listing.aspx?ID=20&CredDefInt=0&Type=&Cred=

License For RES.0043085

Continuing Education

Fields marked with an asterisk * are required.

Any license issued before December 12, 1984, and residents of MA and CT whom have obtained their RI license via reciprocity, are EXEMPT from the continuing education requirement. Also included in the exemption status are residents of Florida who received their RI license via the Florida Mutual Recognition Agreement.

8. Do you meet the criteria for exemption status?

* ☐ Yes ☐ No

9. All non-exempt licensees must upload the certificates of completion for the Department-approved 24 hours of continuing education courses.

No document(s) uploaded for this question.

Select a document to upload:

No file selected.

File types accepted: bmp, doc, docx, jpeg, jpg, pdf, png, rtf, tif, txt, wpd, xls,xlsx, zip

Previous Next Close and Save

Continuing Ed and Exemptions (Cont.)

- If you meet the exemption requirements included in the help text toward the top of this section, SPLENDID! Click “Yes” and then “Next” in the lower left-hand corner.
- However, if you do not meet the exemption requirements, **you must upload proof of satisfactory completion of your CE courses.** Once you upload the certificates, click “Next” in the lower left-hand corner to continue with the application.

Criminal History and License Revocation

Rhode Island Department of Business Regulation

https://licensing.ri.gov/Activities/Listing.aspx?ID=20#&&OL34k+RVLxHwfxByEcAX9A

License For RES.0043085

Self Disclosure (Renewal)

Technical Support

Renewal Information

Brokerage Affiliation

Errors & Omissions Insurance

Continuing Education

Self Disclosure (Renewal)

Fields marked with an asterisk * are required.

10. Since your initial license date or last renewal, whichever is more recent, have you been convicted of or pled nolo contendere to a crime other than a minor traffic violation?

* ☐ Yes ☐ No

11. If you answered "Yes", please upload a Criminal History Report from the state in which the incident occurred.

No document(s) uploaded for this question.

Select a document to upload:

Browse... No file selected.

File types accepted: bmp, doc, docx, jpeg, jpg, pdf, png, rtf, tif, txt, wpd, xls, xlsx, zip

Upload Document

12. Since your initial license date, or last renewal, whichever is more recent, have you had any professional license, certificate or registration either denied, restricted, suspended or revoked?

* ☐ Yes ☐ No

13. If you answered "Yes", please upload any and all relevant documentation.

No document(s) uploaded for this question.

Select a document to upload:

Browse... No file selected.

File types accepted: bmp, doc, docx, jpeg, jpg, pdf, png, rtf, tif, txt, wpd, xls, xlsx, zip

Upload Document

Previous Next

Close and Save

Criminal History and License Revocation (Cont.)

- If you answer yes to being convicted or pleading nolo contendere to a crime other than a minor traffic violation, ***you must upload a copy of the Criminal History Report from the state in which the crime was committed.***
- If you answer yes to license revocation, ***you must upload any and all relevant documentation*** (i.e.; Order or Consent Agreement from the state which revoked, denied, or suspended your license).

Tax Affidavit Status

Rhode Island Department of Business Regulation

https://licensing.ri.gov/Activities/Listing.aspx?ID=20#&&BzCWpBm4H0wAt6Uq9ilq4

License For RES.0043085

Tax Payer Status

Fields marked with an asterisk * are required.

Pursuant to R.I. Gen. Laws, Chapter 5-79, as amended, any person applying for or renewing any license, permit, or other authority to conduct a business or occupation within Rhode Island must have filed all required state tax returns and paid all taxes due to the state, or must have entered into a written agreement to pay delinquent state taxes that is satisfactory to the Tax Administrator.

14. Have you filed all required Rhode Island State tax returns and have you paid all taxes owed?

* ☐ Yes ☐ No

Previous Next Close and Save

Applicant Certification/ Digital Signature

The screenshot shows a web browser window with the URL <https://elicensing.ri.gov/Activities/Listing.aspx?ID=20#&&0lbc0D8ljPD7mj77wwOPR1>. The page title is "License For RES.0043085". On the left is a sidebar menu with the following items: Technical Support, Renewal Information, Brokerage Affiliation, Errors & Omissions Insurance, Continuing Education, Self Disclosure (Renewal), Tax Payer Status, and Statement of Applicant Under Oath (which is highlighted). The main content area is titled "Statement of Applicant Under Oath" and contains the following text:

Fields marked with an asterisk * are required.

15. Do you certify, under the pains and penalties of perjury, that all information you have provided in this application is true and accurate? You are advised that furnishing false information or omitting pertinent or material information in connection with this application is grounds for license revocation or denial of the license and may subject you to civil or criminal penalties. You are further advised that the Department reserves the right to independently verify, at any time, all information contained in this application and any supporting documentation.

* ☒ Yes

At the bottom of the form, there are three buttons: "Previous", "Next", and "Close and Save".

Almost Done ...
Review the
application, and, if
everything is in
order, click on
“Add to Invoice” in
the lower left-hand
corner

Rhode Island Department of Business Regulation

https://licensing.ri.gov/Activities/Listing.aspx?ID=20#&&TdNjuiGQNbgROMguVg/331

License For RES.0043085

Technical Support

Renewal Information

Brokerage Affiliation

Errors & Omissions Insurance

Continuing Education

Self Disclosure (Renewal)

Tax Payer Status

Statement of Applicant Under Oath

Review

Print Review

If you are paying with a credit card, an additional [credit card processing fee](#) will be added and charged to your Credit Card for this transaction.

The processing fee is calculated as follows: Your fee shown below X 2.2% + \$2.00. *For example if your fee was \$200.00 X 2.2% + \$2.00 = \$206.40 total charge.*

If you are paying with an electronic check an additional [electronic check processing fee](#) of \$1.50 will be added to your invoice for this transaction.

Fees	
License Fee	\$130.00
License Renewal Late Fee	\$100.00
Total Fees:	\$230.00

Technical Support

Renewal Information

License Number:

RES.0043085

Your Name:

Test Account1

1. Home Address:

Previous Add to Invoice Close and Save

Pay your invoice,
and your
application is
officially
submitted!

Rhode Island Department of Business Regulation

Test Account1 Logout \$230.00 Checkout

HOME ONLINE SERVICES

Invoice **Pay Invoice** Print

State of Rhode Island Date: 1/24/2020
Invoice # 32042

The item was successfully added to the invoice.
Please Note: You must pay online. You cannot submit a paper check to the Department to pay for online applications/renewals.
To pay invoice, click on "Pay Invoice" in the upper right hand corner.

If you are paying by credit card, an additional online processing fee will be charged to your Credit Card.

That fee is calculated as follows:
Your fee X 2.2% + \$2.00.

If you are paying by electronic check, an additional online processing fee will be charged to your account.

That fee is \$1.50

Test Account1
pontiac avenue
Cranston, RI 02920

Description	Amount
Renewal - RES	
License Fee	\$130.00
License Renewal Late Fee	\$100.00
Subtotal:	\$230.00
Total:	\$230.00

Pay Invoice

More Online Services

Activities License Lookup & Download