Registered Business Name Renewal Tutorial

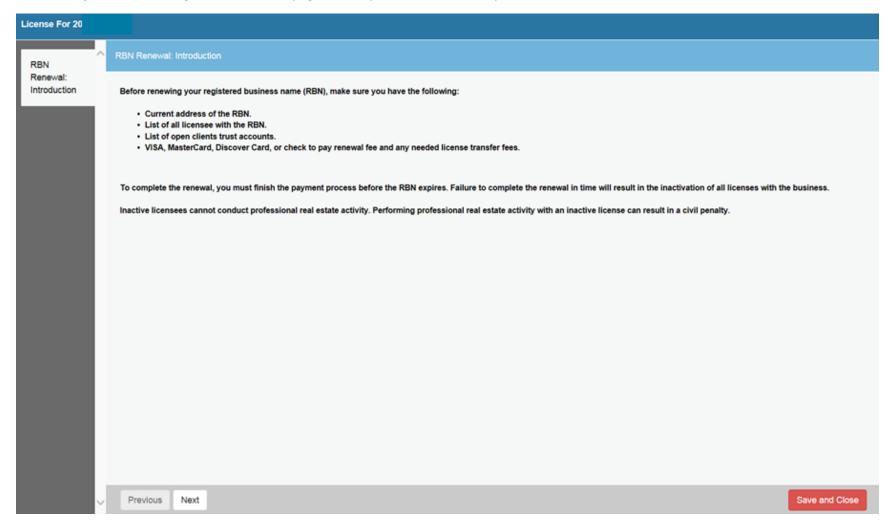
- Registered Business Name (RBN) are renewed once a year. The renewal fee is \$50.00.
- An RBN can only be renewed starting on the first day of the business's renewal month through the last day of that month.
- Failure to renew the RBN will result in the voiding of the business registration and the inactivation of all licensees attached to the company.
- **Step #1**: Log into the eLicense account for the RBN, click on "Online Services" on the right hand side of the screen, and select "Renewal" from the drop down menu.
- Step #2: Select "Start" (see below).



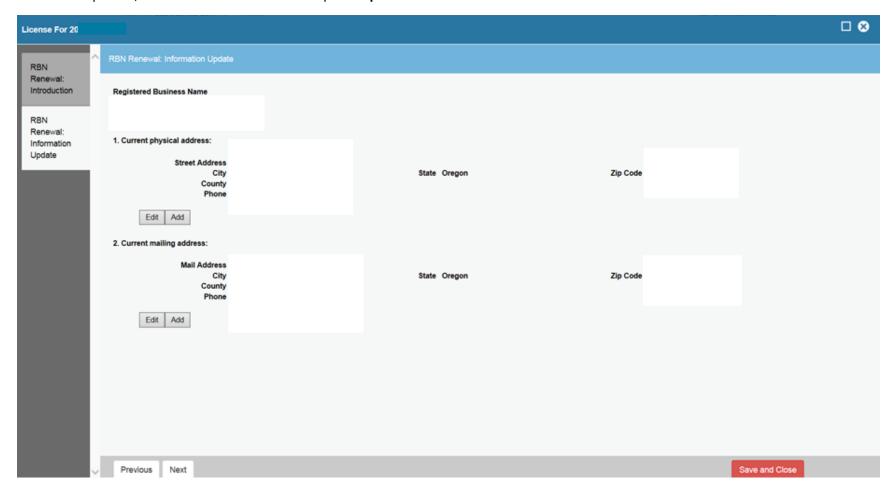
You may exit the renewal process at any point. Your information will be saved and you may return later to complete the process. Remember, you must complete the process and pay any applicable fee on or before the expiration date to avoid being late.



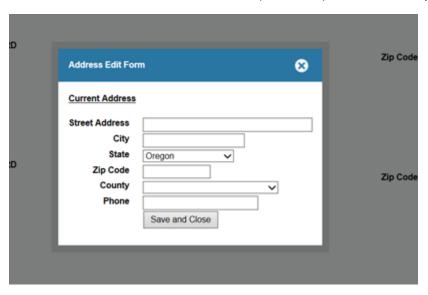
• Step #3: Read through the instruction page carefully. Click "Next" when you are finished (see below).



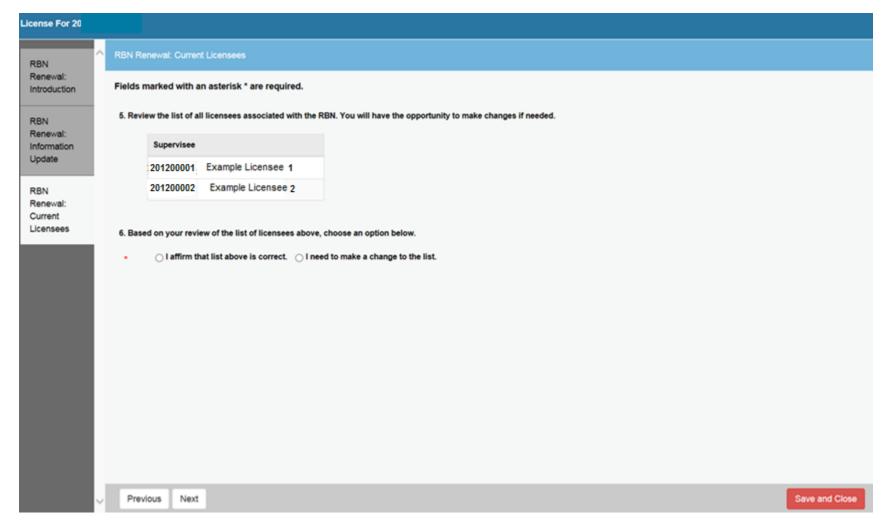
Step #4: Edit the physical or mailing address for the RBN by clicking the "Edit" button next to the address (see below). If the address does not need to be updated, click the "Next" button and skip to **Step #6**.



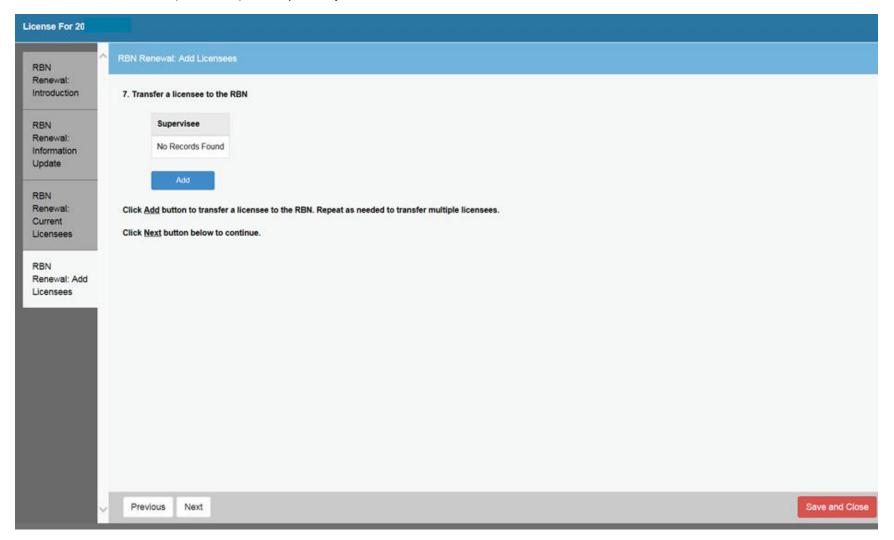
• **Step #5**: A screen will pop up allowing an updated address to be entered into the required fields. Once the address has been entered, click the "Save and Close" button (see below). Click "Next" to proceed.



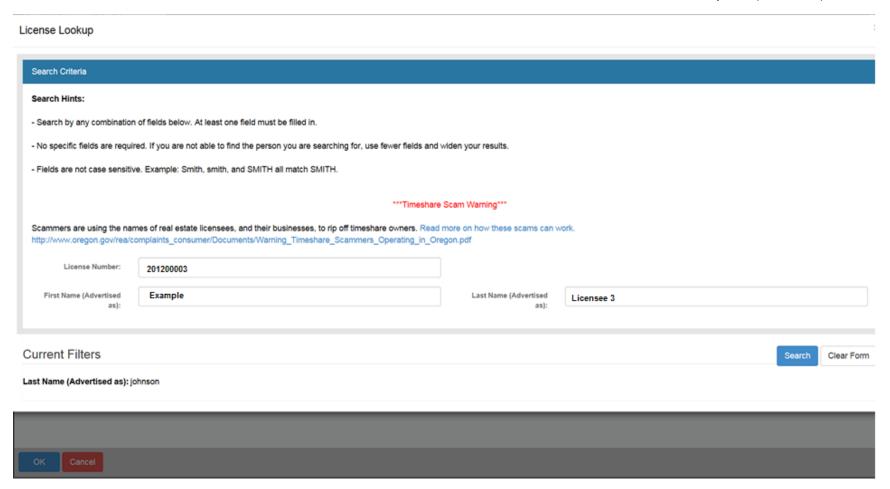
• **Step #6**: A list of all licensees associated with the RBN and any registered branch offices will appear on this screen. If the list is accurate, mark "I affirm the list above is correct" and click "Next" (skip to **Step #15** in the instructions at this point). If you need to make changes to the list of licensees, mark "I need to make a change to the list" and click "Next" (see below).



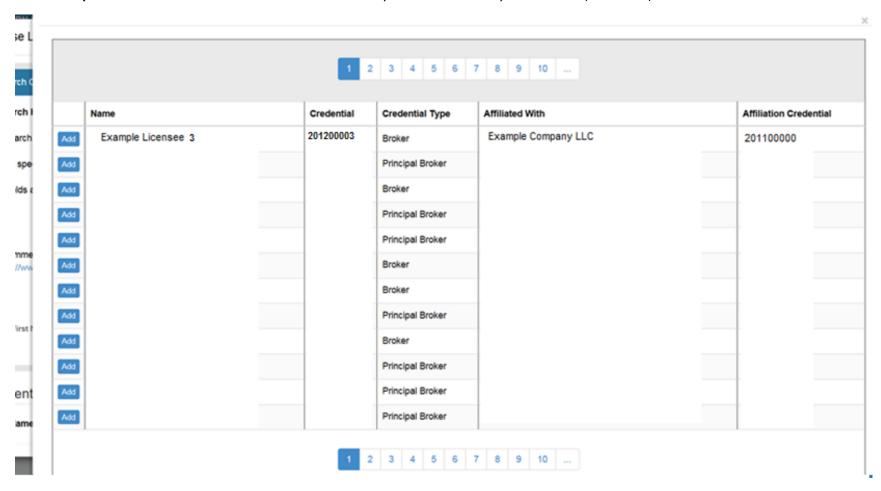
• **Step #7**: When you indicate that you need to make changes to the list of licensees, you will be taken to this page which will allow you to transfer a licensee into the RBN. Click the "Add" button ONLY if you need to add someone. If you only need to inactivate a licensee, click the "Next" button (see below) and skip to **Step #12** in the instructions.



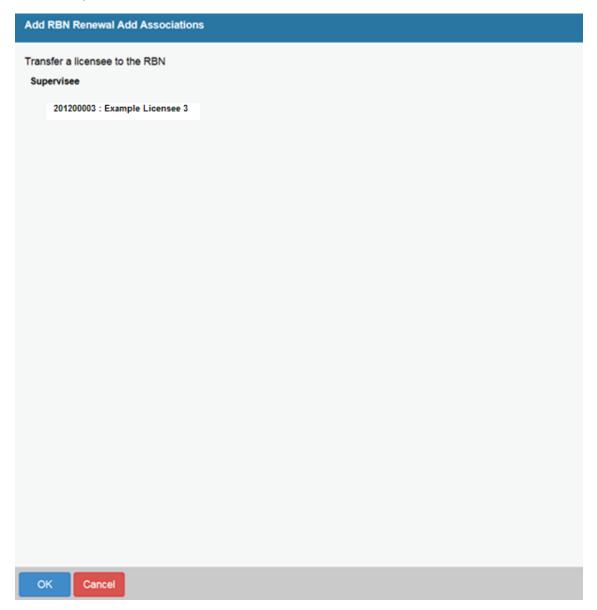
• **Step #8**: Once you click the "Add" button to transfer in a new licensee, you will be taken to the license lookup screen. You will need to enter in a combination of the individual's license number and first and last name in order to find them in the system (see below).



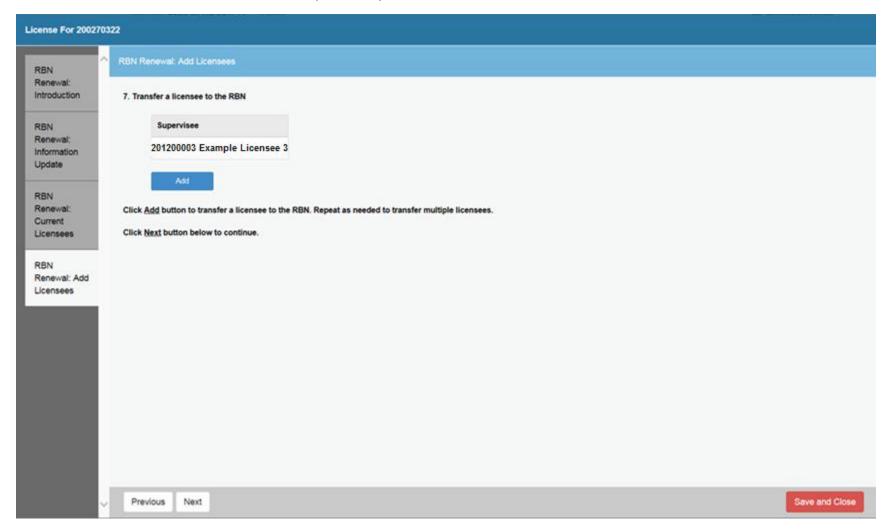
• Step #9: Click "Add" next to the name of the licensee you want to add to your business (see below).



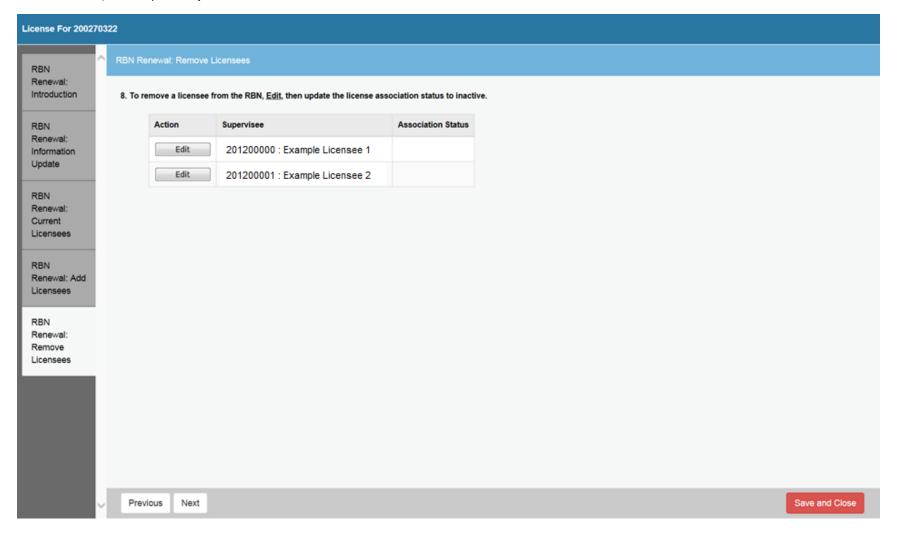
• Step #10: Click "Ok" (see below).



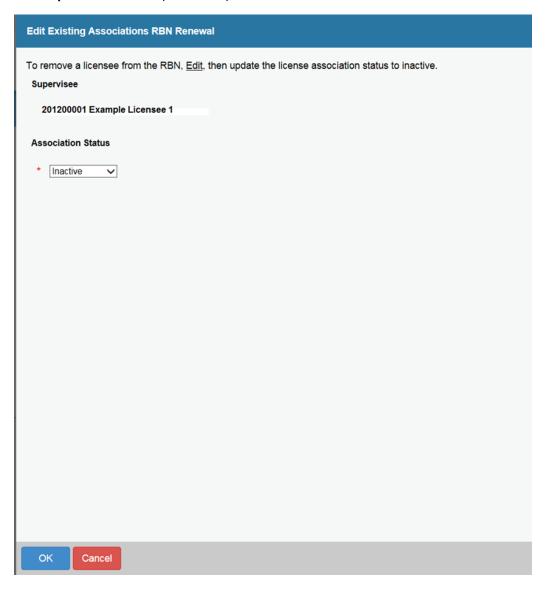
Step #11: If you need to add additional licensees to the RBN, click the "Add" button and repeat **Steps 8-10**. If you do not need to add any additional individuals, click the "Next" button (see below).



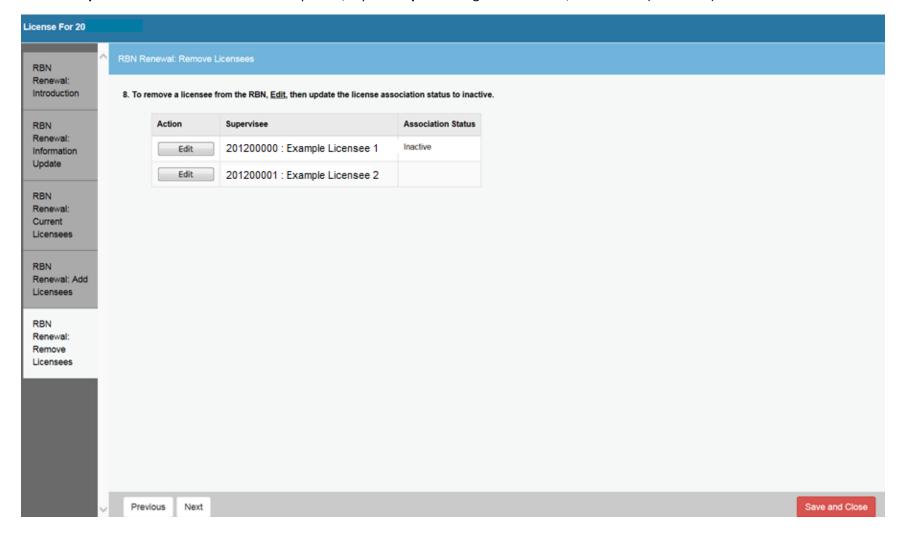
• **Step #12**: A list of all licensees associated to the RBN will appear on the screen. If you want to inactivate a licensee (remove a license from the business), click the "Edit" button next to the individual's name. If you do not need to inactivate anyone, click "Next" (see below) and skip to **Step #15** in the instructions.



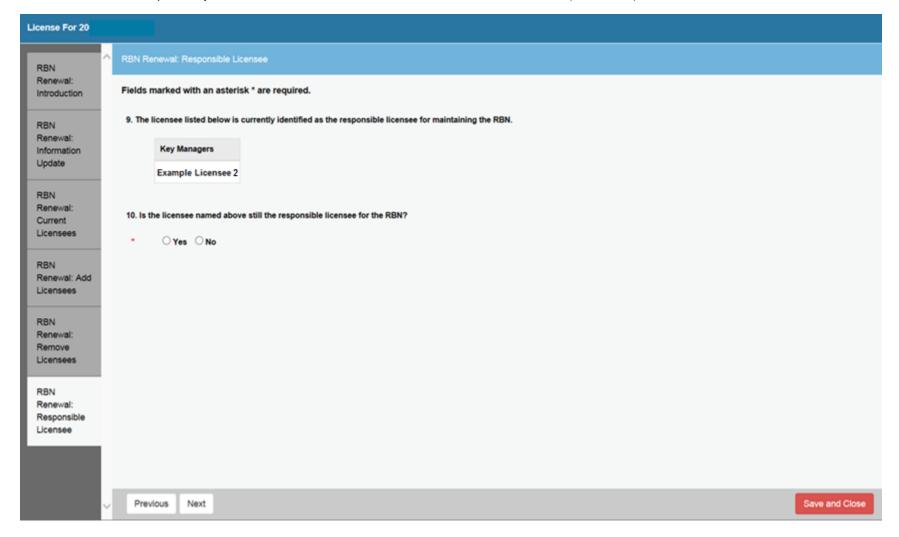
• Step #13: Click "Ok" (see below).



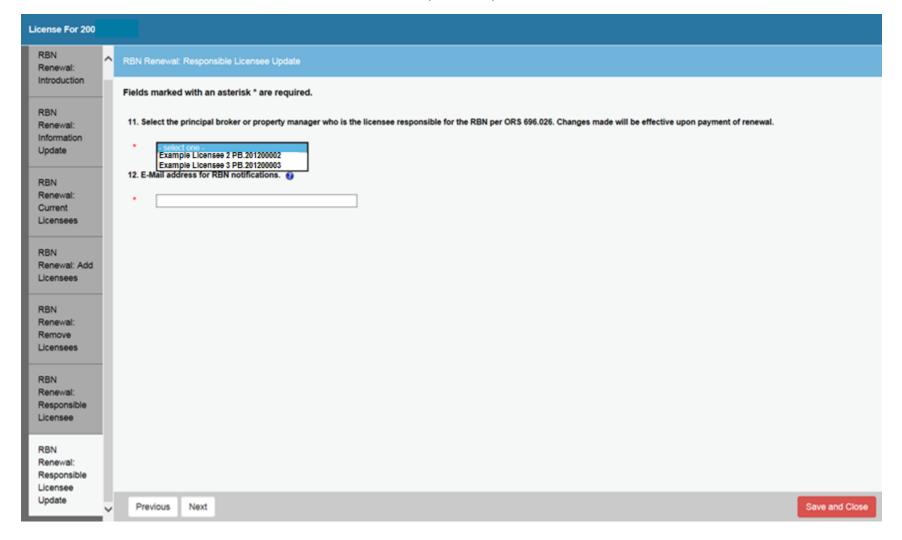
• Step #14: To inactivate more than one person, repeat Steps 12-13 again. Otherwise, click "Next" (see below).



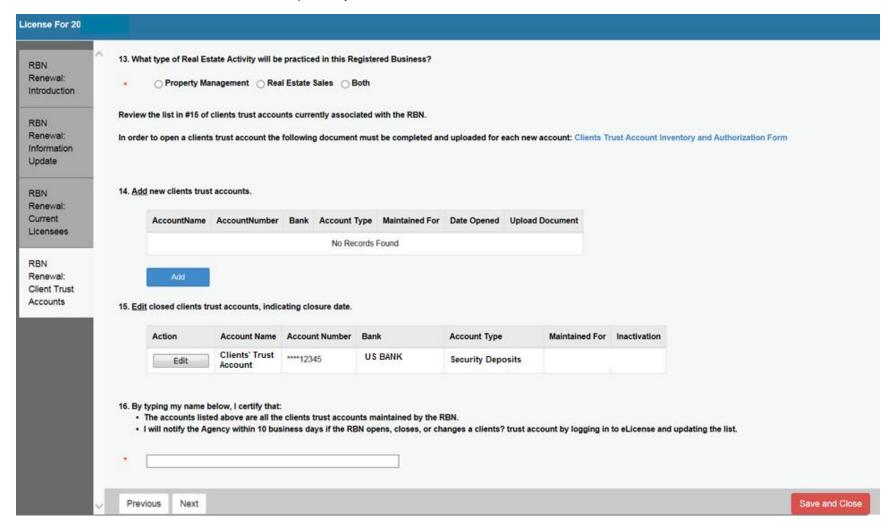
• **Step #15**: The current responsible licensee for the RBN will be reflected on this page. *IF NO CHANGE IS NEEDED*, select "Yes," click "Next," and skip to **Step #17**. *IF A CHANGE IS NEEDED*, click "No." Then click "Next" (see below).



• **Step #16**: Select the current responsible licensee (can only be a principal broker or property manager) from the drop down menu. Enter an email address for the RBN. Click "Next" once this is done (see below).

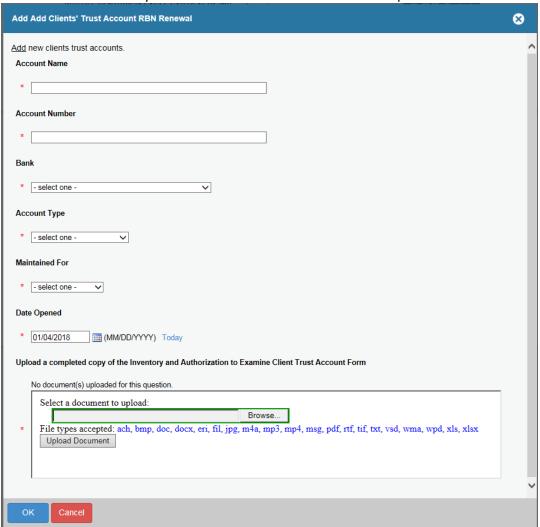


• **Step #17**: Indicate what type of real estate activity is conducted under the RBN. If you mark "Property Management" or "Both" you must enter in clients' trust account information in question number #14 (see below) before you can proceed. If only real estate sales are conducted under the business, then skip to **Step 20**.

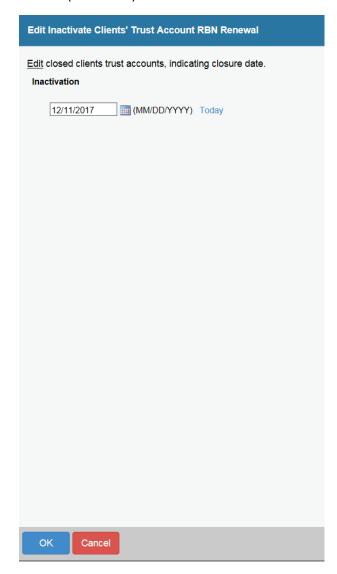


• **Step #18**: Click "Add" under question #14 for every clients' trust account that needs to be added to the RBN. Fill in the required information and upload the completed **Notice of Clients' Trust Account & Authorization to Examine Form.** One form needs to be filled out per clients' trust account.

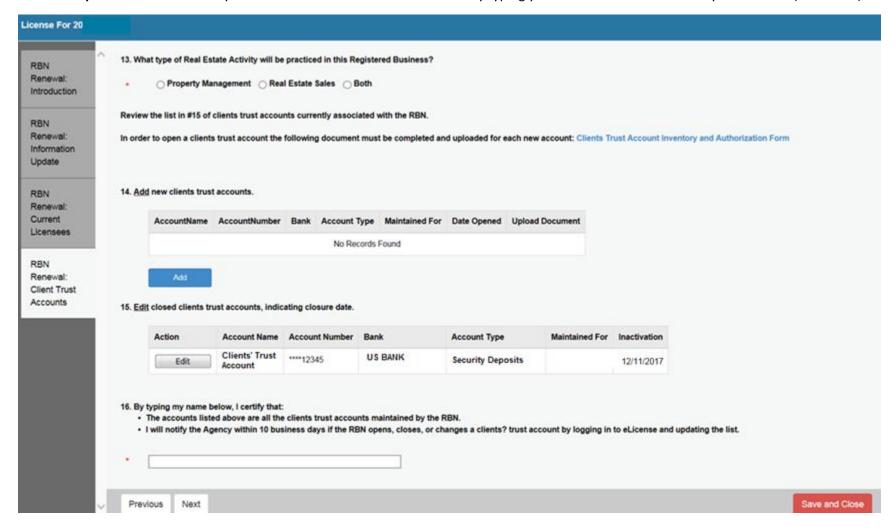
Click "Ok" once you have entered in the information and uploaded the document.



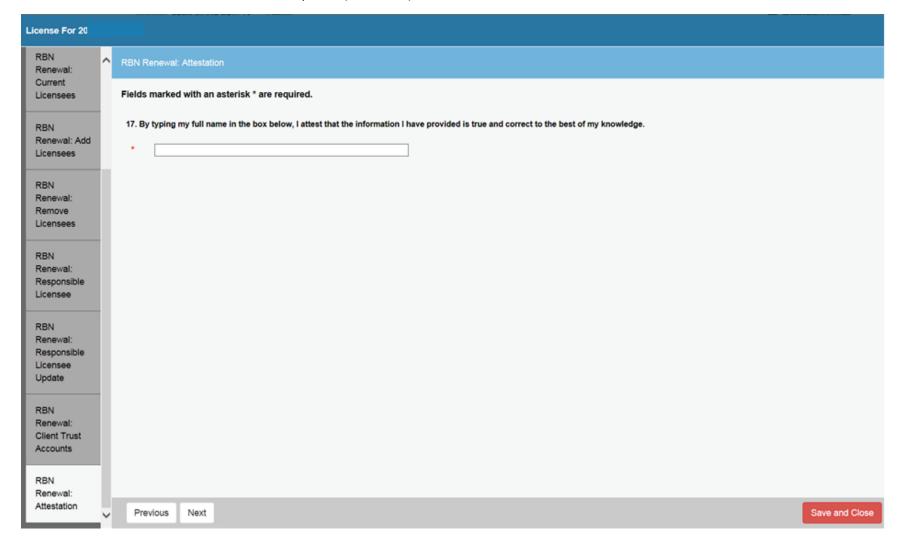
• **Step #19**: If there is clients' trust account on the list that is no longer open, click the "Edit" button next to the specific account under question #15. You will be taken to the following screen where you will need to enter a closure date for the account before clicking "Ok" (see below).



• Step #20: In Question #16 you will need to attest to the statements by typing your name. Click "Next" when you are done (see below).



• **Step #21**: Read the statement and type your full name in the box attesting that the information that you are providing is true and accurate. Click "Next" when this is completed (see below).



• **Step #22**: Review all of the answers that you provided in the RBN renewal. Once reviewed, click "Proceed to Payment" to be taken to the US Bank payment site to complete the payment process (see below). Once the payment has been successfully made the RBN will be renewed for a full year.

