

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).



Select "Start" to begin the renewal process.

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.

Renewal



	Completed	License	Note
Start		20 2	

- **Step #3:** Read through the instruction page carefully. Click “Next” when you are finished (see below).

License For 20

RBN Renewal: Introduction

RBN Renewal: Introduction

Before renewing your registered business name (RBN), make sure you have the following:

- Current address of the RBN.
- List of all licensee with the RBN.
- List of open clients trust accounts.
- VISA, MasterCard, Discover Card, or check to pay renewal fee and any needed license transfer fees.

To complete the renewal, you must finish the payment process before the RBN expires. Failure to complete the renewal in time will result in the inactivation of all licenses with the business.

Inactive licensees cannot conduct professional real estate activity. Performing professional real estate activity with an inactive license can result in a civil penalty.

Previous Next Save and Close

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**.

License For 20

RBN Renewal: Introduction

RBN Renewal: Information Update

RBN Renewal: Information Update

Registered Business Name

1. Current physical address:

Street Address
City
County
Phone

State Oregon

Zip Code

Edit Add

2. Current mailing address:

Mail Address
City
County
Phone

State Oregon

Zip Code

Edit Add

Previous Next

Save and Close

- **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.

The image shows a screenshot of a software interface. A central dialog box titled "Address Edit Form" is displayed. The dialog has a blue header with a close button (X). Below the header, the text "Current Address" is underlined. The form contains the following fields and controls:

- Street Address: A text input field.
- City: A text input field.
- State: A dropdown menu with "Oregon" selected.
- Zip Code: A text input field.
- County: A dropdown menu.
- Phone: A text input field.
- Save and Close: A button at the bottom of the form.

The dialog is overlaid on a grey background. On the left side of the background, the letters "ID" are visible twice. On the right side, the text "Zip Code" is visible twice.

- **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).

License For 20

RBN Renewal: Current Licensees

RBN Renewal: Introduction

RBN Renewal: Information Update

RBN Renewal: Current Licensees

Fields marked with an asterisk * are required.

5. Review the list of all licensees associated with the RBN. You will have the opportunity to make changes if needed.

Supervisee	
201200001	Example Licensee 1
201200002	Example Licensee 2

6. Based on your review of the list of licensees above, choose an option below.

I affirm that list above is correct. I need to make a change to the list.

Previous Next Save and Close

- **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.

License For 20

RBN Renewal: Add Licensees

RBN Renewal: Introduction

RBN Renewal: Information Update

RBN Renewal: Current Licensees

RBN Renewal: Add Licensees

7. Transfer a licensee to the RBN

Supervisee

No Records Found

Add

Click Add button to transfer a licensee to the RBN. Repeat as needed to transfer multiple licensees.

Click Next button below to continue.

Previous Next

Save and Close

- **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).

License Lookup

Search Criteria

Search Hints:

- Search by any combination of fields below. At least one field must be filled in.
- No specific fields are required. If you are not able to find the person you are searching for, use fewer fields and widen your results.
- Fields are not case sensitive. Example: Smith, smith, and SMITH all match SMITH.

Timeshare Scam Warning

Scammers are using the names of real estate licensees, and their businesses, to rip off timeshare owners. [Read more on how these scams can work.](http://www.oregon.gov/rea/complaints_consumer/Documents/Warning_Timeshare_Scammers_Operating_in_Oregon.pdf)
http://www.oregon.gov/rea/complaints_consumer/Documents/Warning_Timeshare_Scammers_Operating_in_Oregon.pdf

License Number:

First Name (Advertised as):

Last Name (Advertised as):

Current Filters

Search

Clear Form

Last Name (Advertised as): johnson

OK

Cancel

- **Step #9:** Click “Add” next to the name of the licensee you want to add to your business (see below).

1 2 3 4 5 6 7 8 9 10 ...					
	Name	Credential	Credential Type	Affiliated With	Affiliation Credential
Add	Example Licensee 3	201200003	Broker	Example Company LLC	201100000
Add			Principal Broker		
Add			Broker		
Add			Principal Broker		
Add			Principal Broker		
Add			Broker		
Add			Broker		
Add			Principal Broker		
Add			Broker		
Add			Principal Broker		
Add			Principal Broker		
Add			Principal Broker		

1 2 3 4 5 6 7 8 9 10 ...

- **Step #10:** Click “Ok” (see below).

Add RBN Renewal Add Associations

Transfer a licensee to the RBN

Supervisee

201200003 : Example Licensee 3

OK Cancel

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).

The screenshot shows a software interface for adding licensees to an RBN. The title bar at the top reads "License For 200270322". The sidebar on the left contains the following navigation options:

- RBN Renewal: Introduction
- RBN Renewal: Information Update
- RBN Renewal: Current Licensees
- RBN Renewal: Add Licensees** (highlighted)

The main content area is titled "RBN Renewal: Add Licensees" and contains the following text and form:

7. Transfer a licensee to the RBN

Supervisee
201200003 Example Licensee 3

Add

Click **Add** button to transfer a licensee to the RBN. Repeat as needed to transfer multiple licensees.

Click **Next** button below to continue.

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

- **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.

License For 200270322

RBN Renewal: Remove Licensees

8. To remove a licensee from the RBN, Edit, then update the license association status to inactive.

Action	Supervisee	Association Status
<input type="button" value="Edit"/>	201200000 : Example Licensee 1	
<input type="button" value="Edit"/>	201200001 : Example Licensee 2	

Previous Next

- **Step #13:** Click “Ok” (see below).

Edit Existing Associations RBN Renewal

To remove a licensee from the RBN, [Edit](#), then update the license association status to inactive.

Supervisee

201200001 Example Licensee 1

Association Status

* Inactive

OK Cancel

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

License For 20

RBN Renewal: Remove Licensees

8. To remove a licensee from the RBN, Edit, then update the license association status to inactive.

Action	Supervisee	Association Status
<input type="button" value="Edit"/>	201200000 : Example Licensee 1	Inactive
<input type="button" value="Edit"/>	201200001 : Example Licensee 2	

Previous Next Save and Close

- **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).

License For 20

RBN Renewal: Responsible Licensee

Fields marked with an asterisk * are required.

9. The licensee listed below is currently identified as the responsible licensee for maintaining the RBN.

Key Managers

Example Licensee 2

10. Is the licensee named above still the responsible licensee for the RBN?

Yes No

Previous Next Save and Close

- **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).

License For 200

RBN Renewal: Responsible Licensee Update

Fields marked with an asterisk * are required.

11. Select the principal broker or property manager who is the licensee responsible for the RBN per ORS 696.026. Changes made will be effective upon payment of renewal.

*
Example Licensee 2 PB.201200002
Example Licensee 3 PB.201200003

12. E-Mail address for RBN notifications. ⓘ

*

Previous Next Save and Close

- **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**.

License For 20

RBN Renewal: Introduction

RBN Renewal: Information Update

RBN Renewal: Current Licensees

RBN Renewal: Client Trust Accounts

13. What type of Real Estate Activity will be practiced in this Registered Business?

• Property Management Real Estate Sales Both

Review the list in #15 of clients trust accounts currently associated with the RBN.

In order to open a clients trust account the following document must be completed and uploaded for each new account: [Clients Trust Account Inventory and Authorization Form](#)

14. Add new clients trust accounts.

AccountName	AccountNumber	Bank	Account Type	Maintained For	Date Opened	Upload Document
No Records Found						

[Add](#)

15. Edit closed clients trust accounts, indicating closure date.

Action	Account Name	Account Number	Bank	Account Type	Maintained For	Inactivation
Edit	Clients' Trust Account	****12345	US BANK	Security Deposits		

16. By typing my name below, I certify that:

- The accounts listed above are all the clients trust accounts maintained by the RBN.
- I will notify the Agency within 10 business days if the RBN opens, closes, or changes a clients? trust account by logging in to eLicense and updating the list.

•

Previous
Next
Save and Close

- **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.

Add Add Clients' Trust Account RBN Renewal

Add new clients trust accounts.

Account Name
*

Account Number
*

Bank
* - select one -

Account Type
* - select one -

Maintained For
* - select one -

Date Opened
* 01/04/2018 (MM/DD/YYYY) Today

Upload a completed copy of the Inventory and Authorization to Examine Client Trust Account Form

No document(s) uploaded for this question.

Select a document to upload:


* File types accepted: ach, bmp, doc, docx, eri, fil, jpg, m4a, mp3, mp4, msg, pdf, rtf, tif, txt, vsd, wma, wpd, xls, xlsx

- **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).

Edit Inactivate Clients' Trust Account RBN Renewal

Edit closed clients trust accounts, indicating closure date.

Inactivation

 (MM/DD/YYYY) [Today](#)

- **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).

License For 20

RBN Renewal: Introduction

RBN Renewal: Information Update

RBN Renewal: Current Licensees

RBN Renewal: Client Trust Accounts

13. What type of Real Estate Activity will be practiced in this Registered Business?

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14. Add new clients trust accounts.

AccountName	AccountNumber	Bank	Account Type	Maintained For	Date Opened	Upload Document
No Records Found						

[Add](#)

15. Edit closed clients trust accounts, indicating closure date.

Action	Account Name	Account Number	Bank	Account Type	Maintained For	Inactivation
Edit	Clients' Trust Account	****12345	US BANK	Security Deposits		12/11/2017

16. By typing my name below, I certify that:

- The accounts listed above are all the clients trust accounts maintained by the RBN.
- I will notify the Agency within 10 business days if the RBN opens, closes, or changes a clients? trust account by logging in to eLicense and updating the list.

•

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- **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).

License For 20

RBN Renewal: Current Licensees

RBN Renewal: Add Licensees

RBN Renewal: Remove Licensees

RBN Renewal: Responsible Licensee

RBN Renewal: Responsible Licensee Update

RBN Renewal: Client Trust Accounts

RBN Renewal: Attestation

RBN Renewal: Attestation

Fields marked with an asterisk * are required.

17. By typing my full name in the box below, I attest that the information I have provided is true and correct to the best of my knowledge.

•

Previous Next

Save and Close

- 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.

License For 20
□ ×

Current Licensees
Review Print Review

Fees

New Supervisee Fee	\$10.00
Renewal Fee	\$50.00
Total Fees:	\$60.00

RBN Renewal: Introduction

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RBN Renewal: Information Update

Registered Business Name

1. Current physical address:

Street Address	City	State OR	Zip Code	County

Review

Previous
Proceed to Payment
Save and Close