Active Renewal Application – Instructions

Table of Contents

Logging into eLicense	2
Logging into eLicense	3
Initiating your Renewal	4
Initiating your Renewal	5
Renewal Application	6
Renewal Application	7
Renewal Application	8
Renewal Application	9
Renewal Application	10
Entering Continuing Education Courses	11
Entering Continuing Education Courses	12
Entering Continuing Education Courses	13
Editing Continuing Education Courses	14
Editing Continuing Education Courses	15
Deleting Continuing Education Courses	16
Deleting Continuing Education Courses	17
Completing Continuing Education Questions	18
Printing Your Renewal	19
Complete your Renewal	20
Complete your Renewal	21
Pay your Renewal	22
Pay your Renewal	23
Pay your Renewal: Credit/Debit Card Payment Process	24
Pay your Renewal: Checking or Savings Payment Process	25
Pay your Renewal	26
Pay your Renewal	27
Renewal Complete	28
Renewal Complete	29
Penewal Complete	30

Logging into eLicense

Licensees receive an email notice on the first day of their renewal month. Licensees may renew any time during the entire renewal month. The email notice will have a link to the Agency website.

Mail Body: Dear Roger Test User, Your license expires at the end of October. Oregon Real Estate Agency records show that you are currently associated with Test Business. If this is not correct, contact your current real estate company. Your supervising licensee must log in to eLicense and transfer you to the current company before you renew your license. Complete your renewal, including the payment process, no later than the last day of the month to Continue conducting professional real estate activity. Before logging in to eLicense, gather the following things · Your continuing education certificates. Your completed Continuing Education Record Form. Your payment. (The Agency only accepts VISA, MasterCard, and eChecks.) To start your license renewal online using eLicense: 1. Go to www.oregon.gov/rea Click the link "Click here for eLicense," found under the picture of a red laptop computer. 3. Enter your User ID and Password. Your User ID is your license number. (Do not click "Register.") 4. From the Online Services drop down menu Click Renewal. 5. Click "Start" and begin the application. To complete your license renewal in eLicense, you will need to: · Answer all required questions. . Enter information for each continuing education course as explained in this tutorial. Complete the payment process. Please contact the Agency if you have any questions. Oregon Real Estate Agency 530 Center St. NE Ste. 100 Salem, OR 97301 www.rea.state.or.us orea.info@state.or.us (503) 378-4170

Logging into eLicense

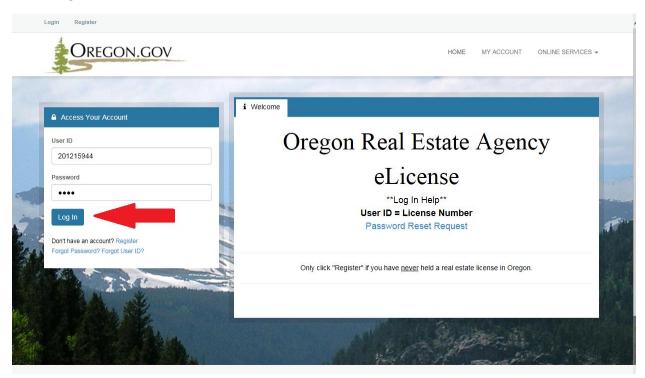
Go to: www.oregon.gov/rea

Select: "Enter eLicense" button located in center of page.

Enter: User ID (Your License Number) no spaces, dashes, alpha characters or slashes

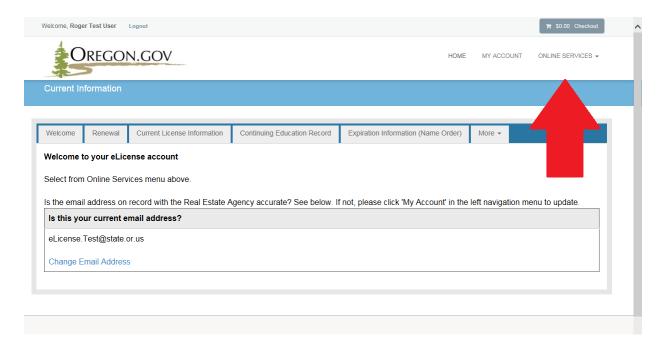
Enter: Password, set by licensee on initial login

Click: "Log In" (see red arrow)

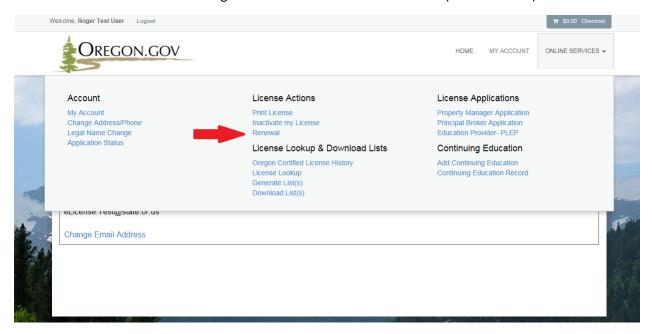


Initiating your Renewal

Click: "Online Services" link (see red arrow)

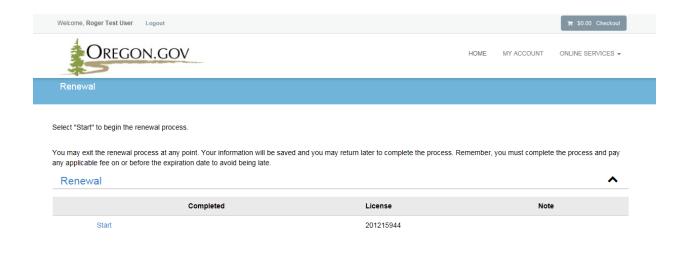


Click: "Renewal" in the center navigation menu under "License Actions" (see red arrow)



Initiating your Renewal

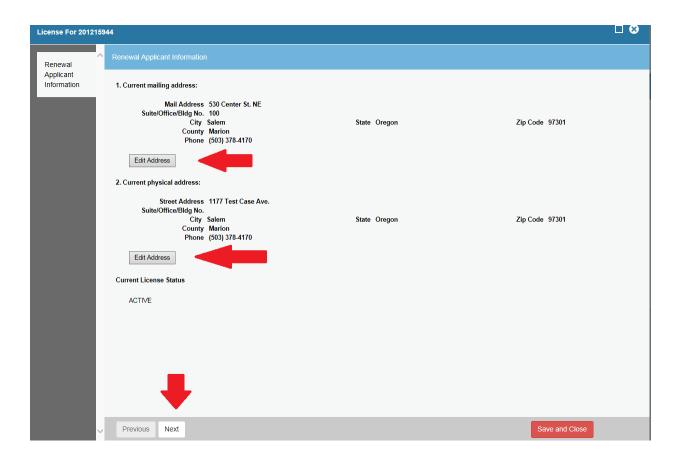
Click: "Start" link on Renewal Page



Update: Mailing & Physical Addresses, if necessary

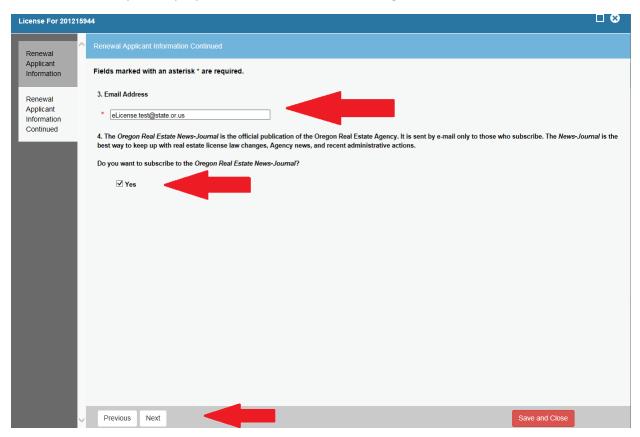
Click: "Next"

NOTES: Click the "Save and Close" button at any time to save your in-progress renewal. You may reenter the application to add, edit and complete the renewal, for up to one year. Remember your renewal must be completed by the final day of your renewal month to avoid a late fee and disassociation from your organization.

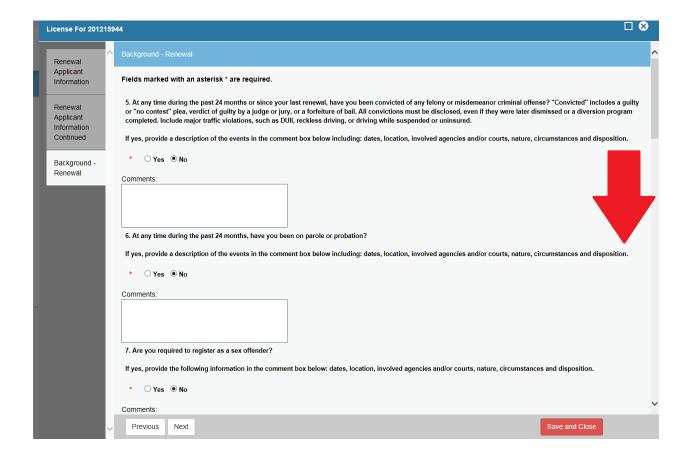


Enter: Email Address is Question 3

Question 4: Mark "yes" only if you want to subscribe to the Oregon Real Estate News-Journal.



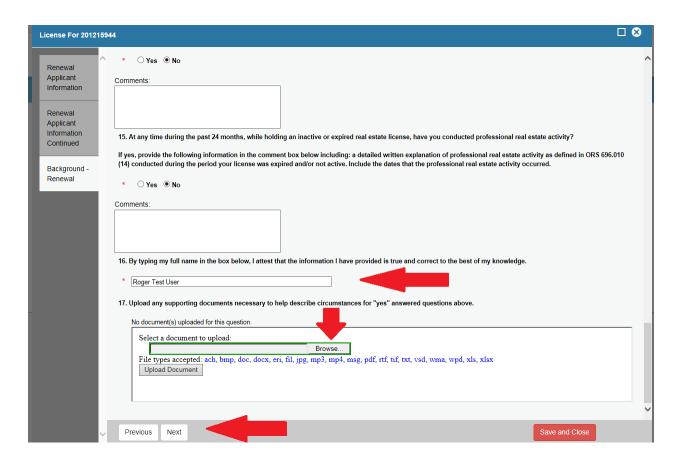
Answer: Background – Renewal Questions 5 – 15, use scroll bar to view all questions (see red arrow).



Question 16: Read question and attest your acknowledgement by typing your name in the field.

Question 17: Upload supporting documents (NOT REQUIRED) to yes answers by clicking on the "Browse" button

Click: "Next" after all Background - Renewal questions are answered on the page and provided comments where necessary.

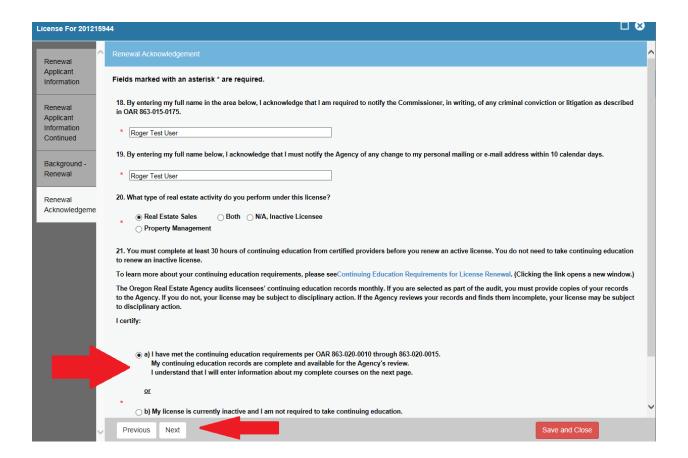


Questions 18-19: Read questions and attest your acknowledgement by typing your name in the field.

Questions 20: Select the button that matches your license activity type.

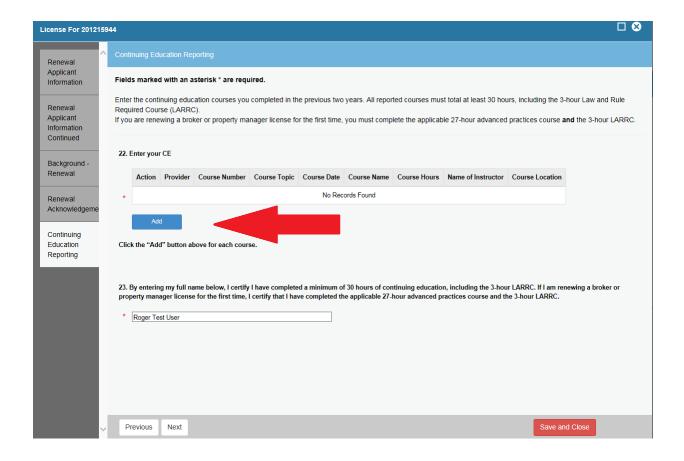
Question 21: Active licensee must select option **a).** If you wish to Inactivate your license, close this application and complete the online Licensing Inactivation application before proceeding with your inactive renewal.

Click: "Next" after all questions have been answered to begin adding your continuing education



Entering Continuing Education Courses

Question 22: Click "Add" button to enter each course taken in previous two years.

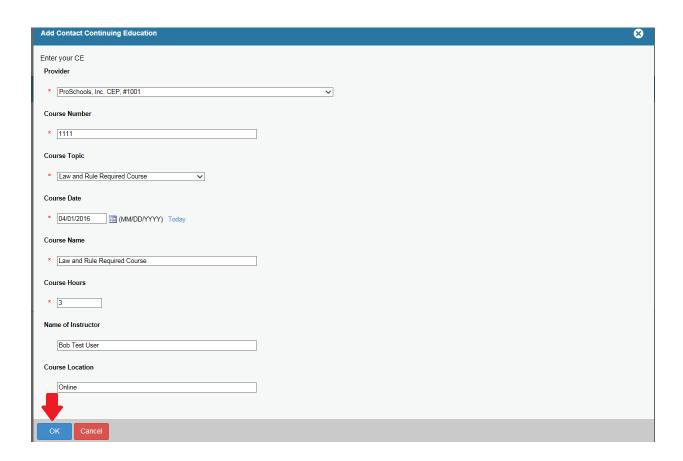


Entering Continuing Education Courses

By clicking the "Add" button, the course entry popup window will appear.

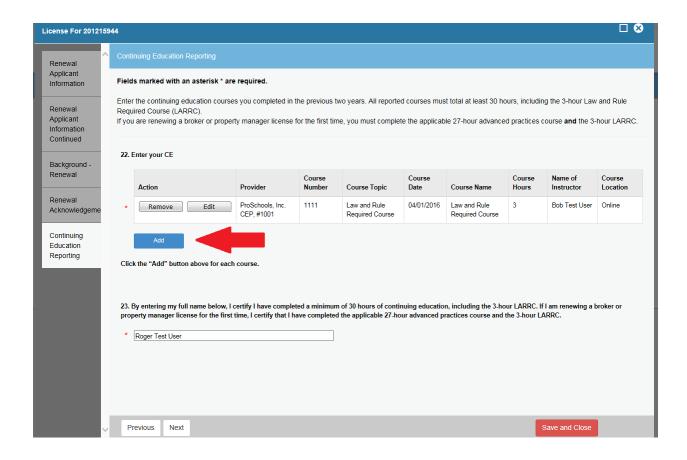
NOTE: Agency approved, course certificates have all information needed for entry.

Click: "OK" after course information is entered.



Entering Continuing Education Courses

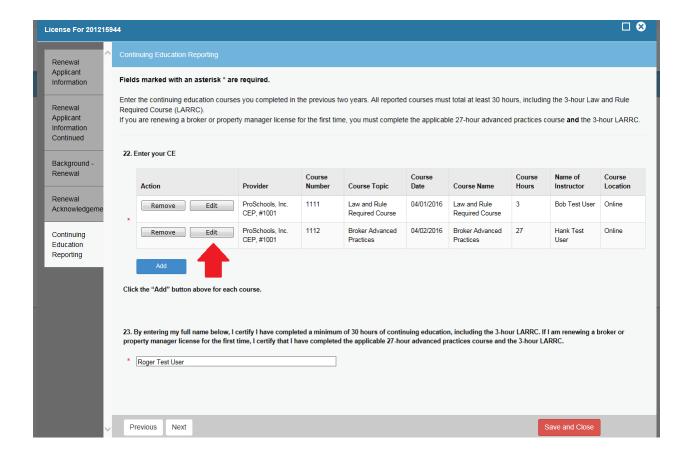
Click: "Add" button to enter each additional course taken (see red arrow).



Editing Continuing Education Courses

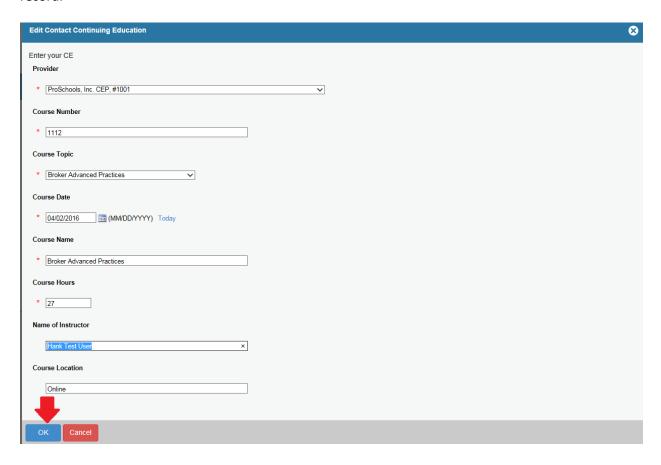
How to Edit Courses: you may edit a course after you have entered it.

Click: the "Edit" button next to the course you wish to modify



Editing Continuing Education Courses

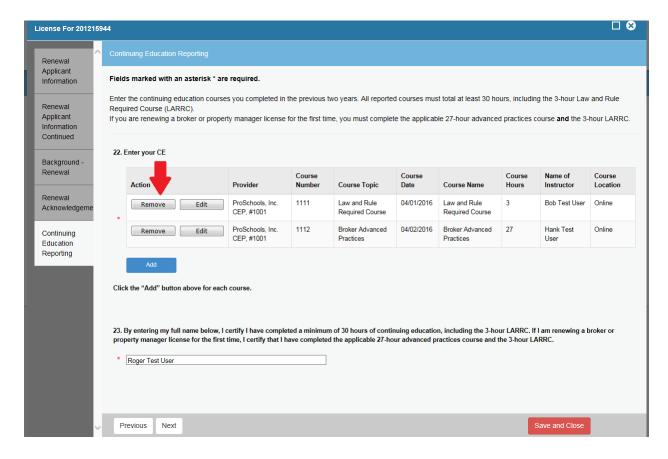
By clicking the "Edit" button, the course entry popup window will appear. All fields are available for modification, edit text and Click: "OK", or Click: "Cancel" to close the window without editing the record.



Deleting Continuing Education Courses

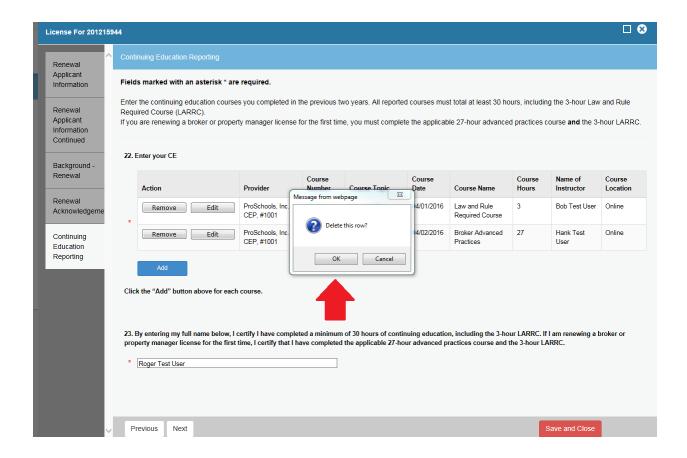
How to Delete Courses: you may delete a course after you have entered it.

Click: the "Remove" button



Deleting Continuing Education Courses

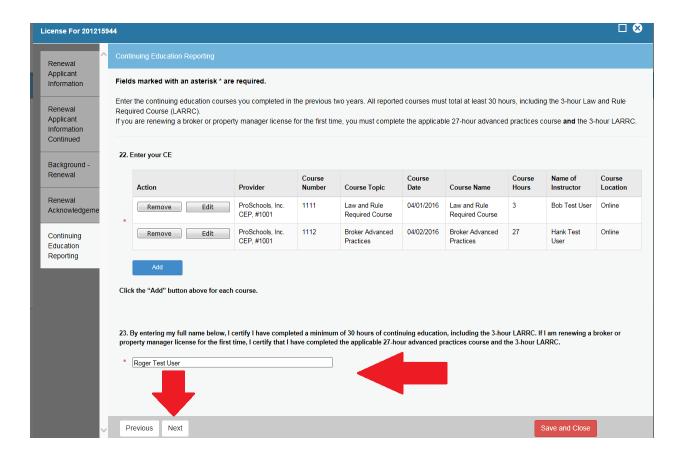
By Clicking the "Remove" button a confirmation box will appear. **Click**: "OK" to delete the course, or **Click**: "Cancel" to keep the record.



Completing Continuing Education Questions

Question 23: Read and attest by entering your full name in the text field.

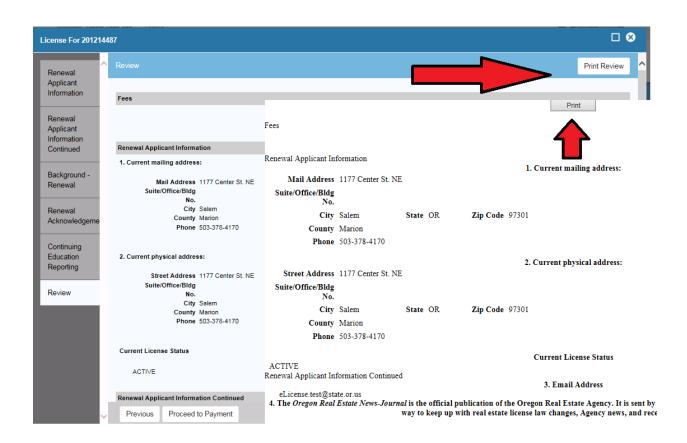
Click: "Next" to proceed.



Printing Your Renewal

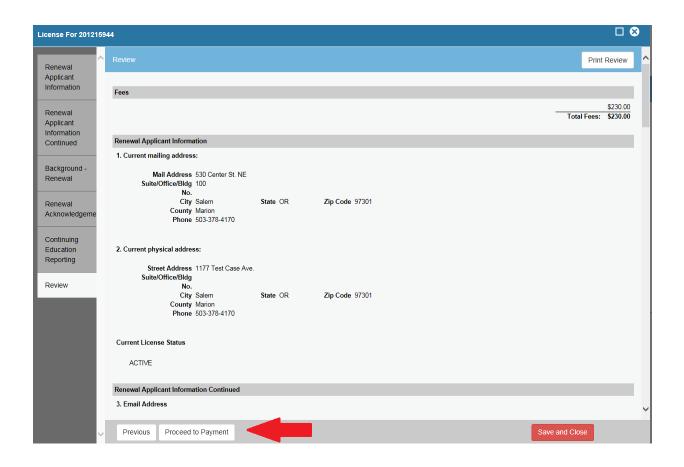
If you wish to maintain a record of the renewal, including the courses submitted to the Agency, **Click**: "Print Review" button in the upper right corner of the application. This is your only opportunity to keep a copy of your submitted application. This document is not considered proof of a completed renewal.

NOTE a new internet browser tab will open. In order to return to your application, you must navigate to the correct tab.



Complete your Renewal

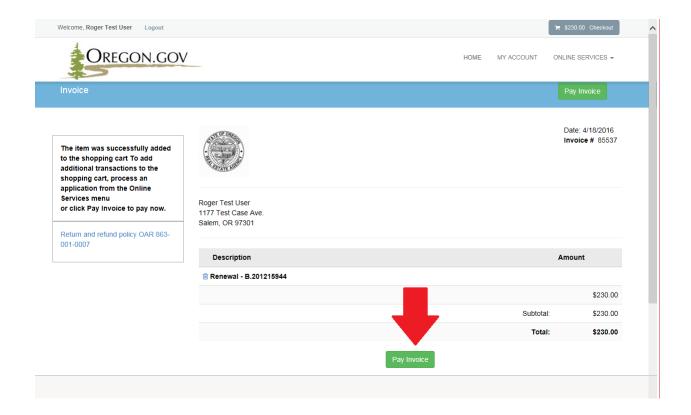
Click: "Proceed to Payment" to complete the application and begin the payment process.



Complete your Renewal

Click: "Pay Invoice" to make your payment and complete the renewal process.

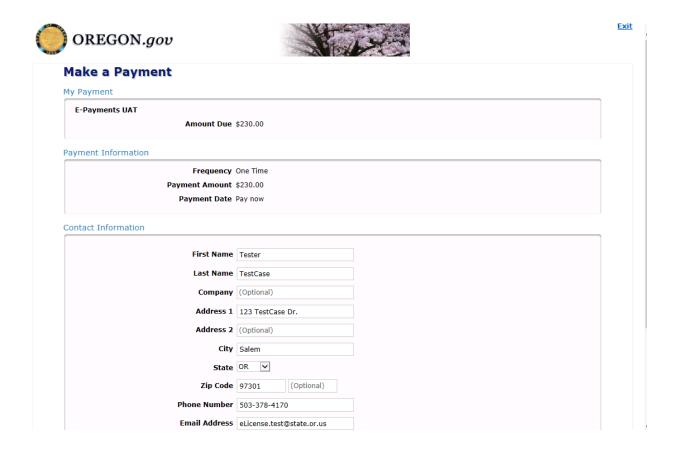
NOTE: Your renewal is not effective until payment is completed.



Pay your Renewal

Payments are made at US Bank's secure payment site. You will leave the Real Estate Agency page and be re-directed to US Bank's secure website to enter your payment information. After payment information has been submitted you will be returned to eLicense confirming that you have completed the process.

Enter: your contact information in the fields below



Pay your Renewal

Select: "Payment Method" Drop down either Checking or Savings or Credit/Debit Card

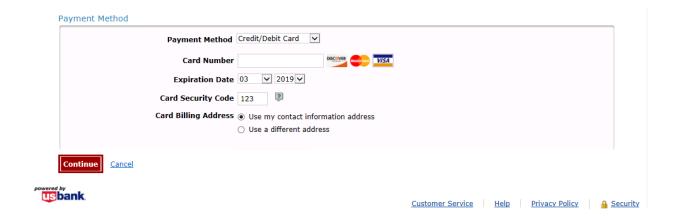
Click: "Continue" button



Pay your Renewal: Credit/Debit Card Payment Process

Enter: "Card Number", "Expiration Date", and "Card Security Code"

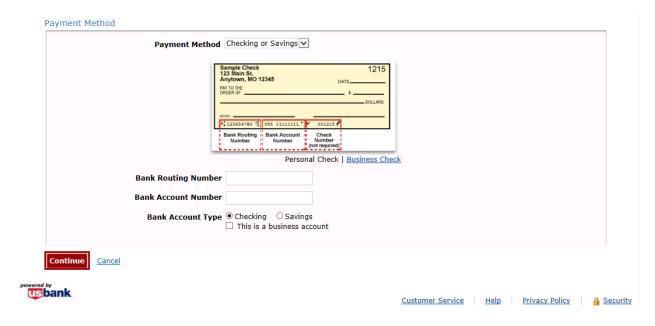
Select: Card Billing Address **Click:** "Continue" button



Pay your Renewal: Checking or Savings Payment Process

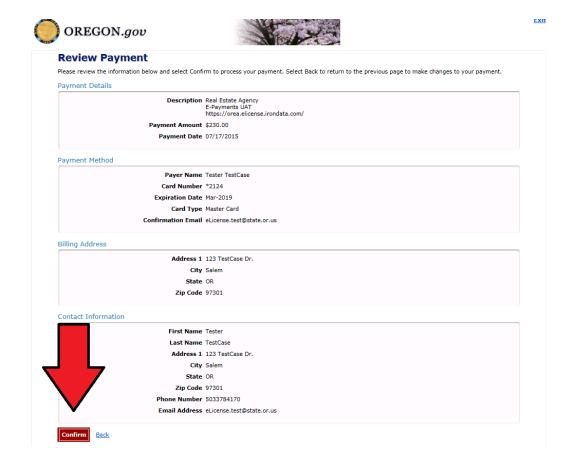
Enter: "Bank Routing Number", "Bank Account Number"

Select: "Bank Account Type" **Click:** "Continue" button



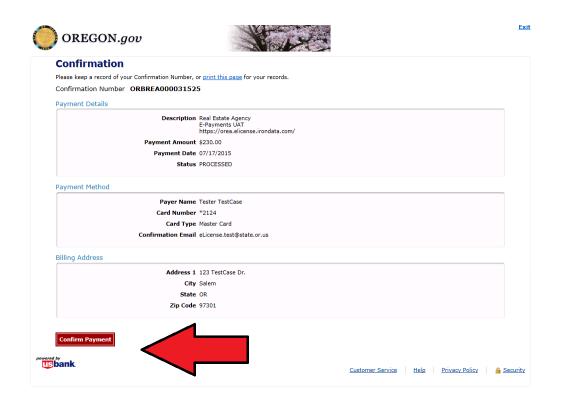
Pay your Renewal

Click: "Confirm"



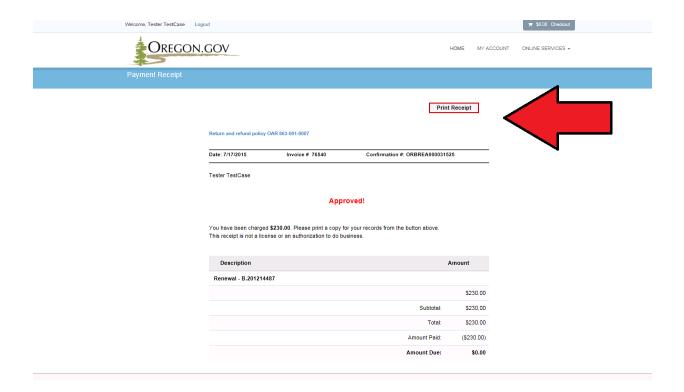
Pay your Renewal

Click: "Confirm Payment"



Renewal Complete

You will be returned to eLicense confirming that you have completed the process. **Click** "Print Receipt" in order to print out a copy of your receipt.



Renewal Complete

NOTE a new internet browser tab will open, to return to eLicense, you must navigate to the correct tab.

Payment Receipt



Oregon Real Estate Agency

Return and refund policy OAR 863-001-0007

Date: 7/17/2015 Invoice # 76540 Confirmation #: ORBREA000031525

Tester TestCase

Approved!

You have been charged \$230.00. Please print a copy for your records from the button above. This receipt is not a license or an authorization to do business.

Description		Amount
Renewal - B.201214487		
		\$230.00
	Subtotal:	\$230.00
	Total:	\$230.00
	Amount Paid:	(\$230.00)
	Amount Due:	\$0.00

Renewal Complete

You will also receive two confirmation emails: payment confirmation and renewal confirmation.

*** PLEASE DO NOT RESPOND TO THIS EMAIL ***

Thank you for your payment.

This email is to confirm your payment submitted on Apr-18-2016 for E-Payments UAT.

Confirmation Number: ORBREA000038170 Payment Amount: \$230.00 Scheduled Payment Date: Apr-18-2016 Amount Due: \$230.00

Payer Name: Tester Test Case Credit Card Number: *2124 Credit Card Type: MC Approval Code: N/A

Merchant: Real Estate Agency

Website: https://orea.elicense.irondata.com/

If you have questions about this payment or need assistance, please view the payment online at https://elicenseb.irondata.com/OREA-UAT/OnlineWeb/Invoice/Invoice.aspx, or call Customer Service at (503)378-4170.

Thank you for using the Oregon Board of Agency electronic payment system.

Mail Body:

Dear Roger Test User,

Your online renewal was successfully completed. If you renewed on time, you may now log in here https://orea.elicense.irondata.com to print your license. If you were in an expired active status prior to renewal, you will be required to be transferred by a principal broker or property manager. After your license has been transferred you will return to the active status.

Sincerely,

Oregon Real Estate Agency

Please let us know how the Oregon Real Estate Agency is doing. You can complete a very brief customer service survey by clicking on the link below. This information will be used to help us improve our services and give the Oregon Legislature information that reflects our performance in the area of customer service and satisfaction.

https://www.surveymonkey.com/r/MDD9LPP

Thank you very much for providing us with feedback.