## Change Address \& Phone Number

## Current Information

| Welcome | Renewal | Current License Information |
| :--- | :--- | :--- |

Welcome to your eLicense account
Select from Online Services menu above.

Is the email address on record with the Real Estate Agency accurate? See below. If not, please click 'My Account' in the left navigation menu to update.
Is this your current email address?
eLicense.Test@state.or.us
Change Email Address

From the Online Services Menu:

- Click "Change Address/Phone" under Account section

| Welcome, Roger Test User Logout |  |  | - 50.00 Checkout |
| :---: | :---: | :---: | :---: |
| OREGON.GOV |  | Home my account | ONLINE SERVICES - |
| Account | License Actions | License Applications |  |
| My Account Change Address/Phone Legal Name Change | Print License | Property Manager Application Principal Broker Application Education Provider- PLEP |  |
| Application Status | License Lookup \& Download Lists | Continuing Education |  |
|  | Oregon Certified License History <br> License Lookup <br> Generate List(s) <br> Download List(s) | Continuing Education Record |  |
| Is this your current email adaress? |  |  |  |
| eLicense.Test@state.or.us |  |  |  |

- Click "Start" to begin update


Select start to update your address or phone
Item

|  | Name | License |
| :--- | :--- | :--- |
| Start | Roger Test User | 201215944 |

- The user may edit their address if there is an error by clicking "Edit" on either the mailing or physical address.

- The user may modify current address. This should only be used when there is an error.
- Click "Save and Close" to complete

- The user may add a new address by clicking "Add" on either the mailing or physical address.

- By clicking "Add" on the previous screen, the user will receive a blank screen to enter the address details.

- Enter new address details
- Click "Save and Close"

- Upon completion of address updates, click: "Next" button.

- Click "Print Review" to maintain a copy of the transaction.

- Print screen opens in a separate window
- Print or save as pdf to maintain record

Change Address/Phone
Street Address 1177 Test Case Ave.
Suite/Office/Bldg
No.
City Salem $\quad$ State OR $\quad$ Zip Code 97301
County Marion
Phone 503-378-4170

Mail Address 530 Center St. NE Suite/Office/BIdg 100

No.
City Salem
County Marion
Phone 503-378-4170
No

State OR Zip Code 97301

1. Current physical address:
2. Current mailing address:

## Your mailing address is a public record and can be viewed by the public using the online License Lookup.

- Click "Finish" to complete the address change process.

- Demonstrates successful completion of the address update
- Changes are effective immediately

HOME MY ACCOUNT
ONLINE SERVICES -

Change Address/Phone

Select start to update your address or phone.
Item
ヘ

SUCCESS!
You have successfully changed your address or phone.

| Item |  |  |
| :--- | :--- | :--- |
|  | Name | License |
| Start | Roger Test User | 201215944 |

