

Time to Renew Your Inactive License!

Online renewals are available now and MUST be completed by November 15, 2018.

If you have renewed online in the past, you will use the same email address and password to access your information. If you have changed your email address, please go to [Contact Us](#) and submit the information requested there. Your email address will need to be updated before you can continue with the online renewal process.

Follow These Easy Steps:

1. Go to the Commission's web site at <https://www.realestatend.org/members>, then log in.
2. Once you are logged in, you will be able to begin the process of renewing your license based on the license type (Inactive Broker or Inactive Salesperson).
3. Once you have completed your renewal form, click "Continue" – this will take you to the Billing Information page. Verify your payment information then click "Continue to Payment". Enter your credit card information and click "Pay".
4. The Payment page gives you the renewal fee and payment options. You will then select the method of payment: Discover, MasterCard or Visa. Upon completion of payment, there will be a confirmation page to print and keep for your records.
5. Your renewal will then be placed in a pending state until it is processed by the Commission office staff.

Deadline:

Remember that if you renew online, you must do so by **November 15, 2018**, to avoid a late fee. Please note that staff will not be available to assist you after 5:00 p.m. Central Time on November 15, 2018.

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