

Renew ONLINE

Online renewals begin 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. The email address you should use to login is the email address we have on record for you. It can be found in the [Online Directory](#). If you have changed your email address, please go to [Contact Us](#) and submit the information requested there. If you've never changed your password, it would be the first four letters of your last name and your license number. For example: John9999.

If you have **not** previously renewed online, go to the login page and enter your email address (as found in the [Online Directory](#)) and your password (first four letters of your last name and your license number - for example: John9999).

Follow These Easy Steps to Renew Your License Online:

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 (Broker/Broker Associate or 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 your broker has verified you have completed your continuing education hours, as well as receipt of proof of errors and omissions (E&O) insurance and Certificate of Licensure (only if you are a non-resident or reciprocal licensee).
6. **Resident licensees**: Once your broker has certified you have completed your continuing education and we have received certification of E&O insurance coverage from you, your status in the online renewal system will be updated to approved. Seals will be sent out once all licensees within your firm have been renewed.
7. **Non-resident and reciprocal licensees**: Status of non-resident and reciprocal licensees will be updated to approved once all the above has been completed **AND** a current (less than 30 days old) Certificate of Licensure has been received in our office.
 - [Upload](#) with your online renewal **OR**
 - Email: ndrec@nd.gov **OR**
 - Mail to: NDREC, 1110 College Dr Ste 207, Bismarck, ND 58501-1207

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.

Renewing Firm License Online:

Designated brokers may renew the firm license and their broker license in one transaction under their own name.