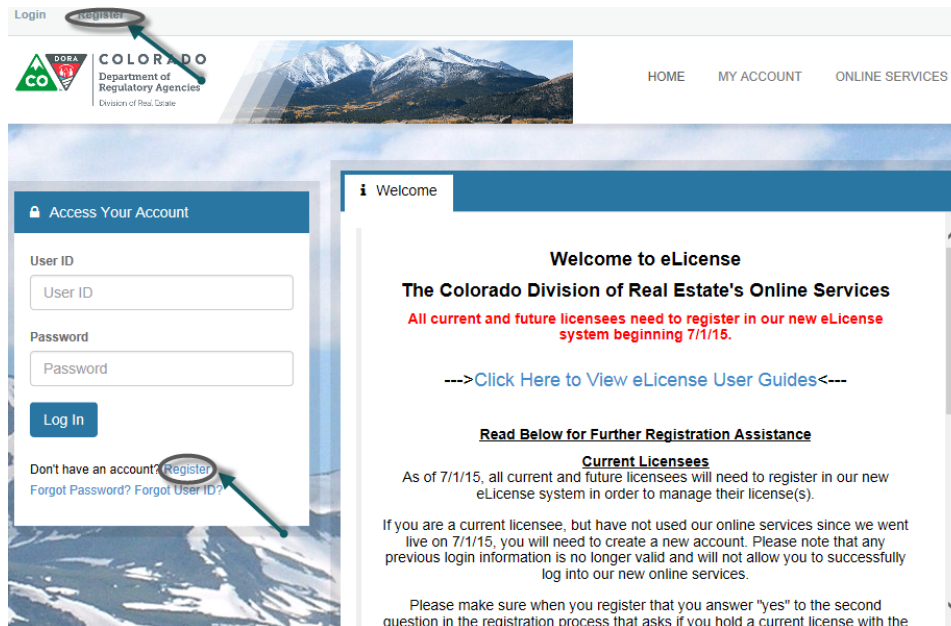


E-License - Individual Account Creation Tutorial

All users will need to create a new account before they can utilize the eLicense portal. This guide is to assist all users, new and old, in the creation of an online account to ensure that the information contained within the database (fingerprints, examinations, license records, etc.) is properly associated with your account. All first time users of the eLicense portal should follow these instructions.

1. Access the E-Services Site located at <https://apps.colorado.gov/dre/licensing/>
2. Select "Register" from "Access Your Account" section.



3. For the next page, leave all options as is.

Register new Account

Fields marked with an asterisk * are required.
Step 1. Business or Individual

Register as:

Individual
 Business

Please review the selections below:

- I currently have a license (Select "Yes" below)
- I have submitted an application (Select "Yes" below)
- I have Registered with NMLS (Select "Yes" below)
- I have submitted fingerprints (Select "Yes" below)
- I have taken the pre-licensure exam through PSI (Select "Yes" below)
- I am a new application and haven't completed any requirements yet.(Select "No" below)

Yes
 No

Please review the selections carefully. In most cases you will want to select "Yes" even if you think we don't have a record for you.

- Enter your last name and then enter only one of the 3 options listed. Mortgage loan originators should use their NMLS ID number. All other users will use the last 4 digits of your social security number. If none of those options work, please contact the division. Only the Division can give you your specific Online Registration Number. (This is not your License Number.)

Account Matching

Fields marked with an asterisk * are required.
Step 2. Answer Security Questions

We will try to find your account by asking you the questions below:

Items with * are required.
You must also enter at least 1 optional field(s).

*Last Name

Plus ONLY ONE option below

1. Last 4 SSN

** OR **

2. NMLS ID Number (Mortgage Loan Originator Only)

** OR **

3. Online Registration Number (Only use at the Division's Instruction)

In the first field make sure you type in your last name only.

In the following fields ONLY CHOOSE ONE OPTION. Read the options carefully, in most cases you will only use the last 4 digits of your SSN.

- If there is no match found, please go back a step and make sure your information was entered in correctly and that you only entered information in 2 of the 4 fields.

Registration

No match found. Please enter the required information below to create a new user.

Account Information * denotes required fields

*User ID

*Email

*Password

Confirm Password

- Enter your user ID, email address, password and select 3 secret questions and provide answers. A pop-up menu will assist you in creating a complex password. Select "Create Account"

Registration

Account Information

*User ID

*Email

*Password

Password meets complexity requirements.

Confirm Password

Secret Questions

Choose Security Questions and Answers

Secret Question 1 What was the name of your first pet?

Secret Question 2 What was the destination of your first airplane trip?

Secret Question 3 What is the middle name of your youngest brother or sister?

Please choose a User ID and Password

If you have an email address on file with us already, it should automatically populate here. If not, please add it.

- Once done, system will generate and send an email to the address you provided. Close the browser window and check your email. Click on the link to verify your email to continue the registration process.

User Account

Thank you for creating your account. You have been sent a verification email. You must click on the link in that email to activate your account and complete the registration process.

The next step is to verify your email address. The system will send an automatic email to the email address you indicated. Please click the link in that email to verify your email address and continue with the registration process. If you did not get an email, please click the Generate E-mail button below.


There is currently an issue with your account. Please resolve it before going further.


Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

User ID:	TestRecord	Change User ID
E-mail:	<p>test@record.com</p> <p>Your account or new email address has not yet been verified. You have been sent a verification email by the system to your email address of record. You may have to check your SPAM filter. Click on the link provided in the email. Once clicked you will be returned to your account and provided access.</p> <p>If you have not yet received the email, you may click the below button labeled "Generate E-mail" and a new one will be sent to you. Please note: When you click the "Generate E-mail" button any older verification emails will be invalid. Ensure that you click the link in the most recently received email.</p> <p><input type="button" value="Generate E-mail"/></p>	Change Email
Password:	Change Password	
Security Questions:	Change Security Questions	

- If you get to this screen with no more "issues with your account", then you have completed the registration process successfully.

Welcome, Test Record [Logout](#) \$0.00 [Checkout](#)

 **COLORADO**
Department of Regulatory Agencies
Division of Real Estate



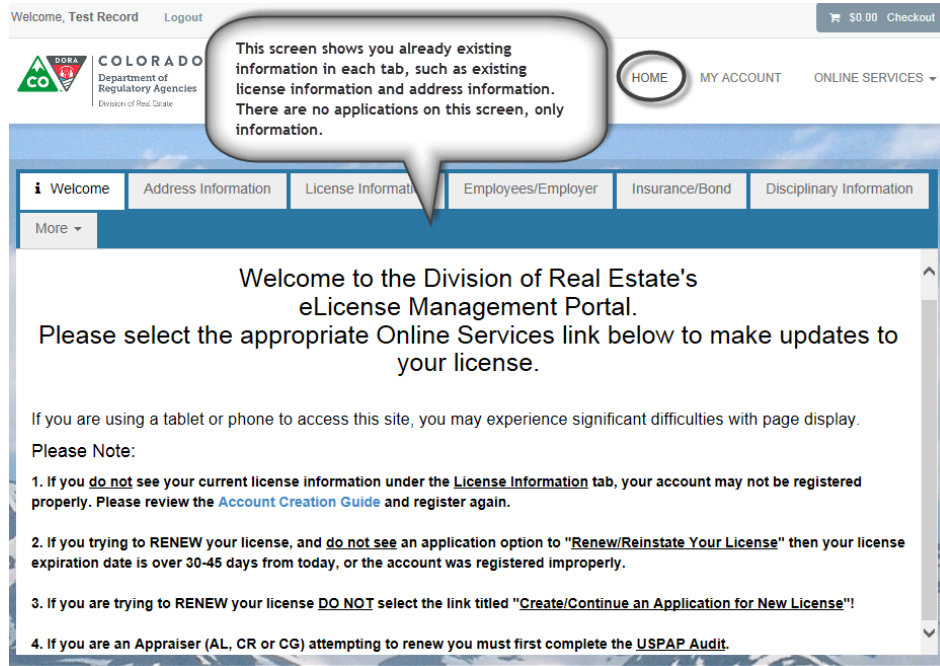
[HOME](#) [MY ACCOUNT](#) [ONLINE SERVICES](#)

User Account

User ID:	TestRecord	Change User ID
E-mail:	test@record.com	Change Email
Password:	Change Password	
Security Questions:	Change Security Questions	

If your User Account Screen looks like this then you have successfully registered.

- Return to the Home page to view the information tabs and confirm the account was successfully linked to your license record. Contact the Division if the account did not link properly.



- To access the licensing functions, select "Online Services" from the upper right hand corner of the page.

