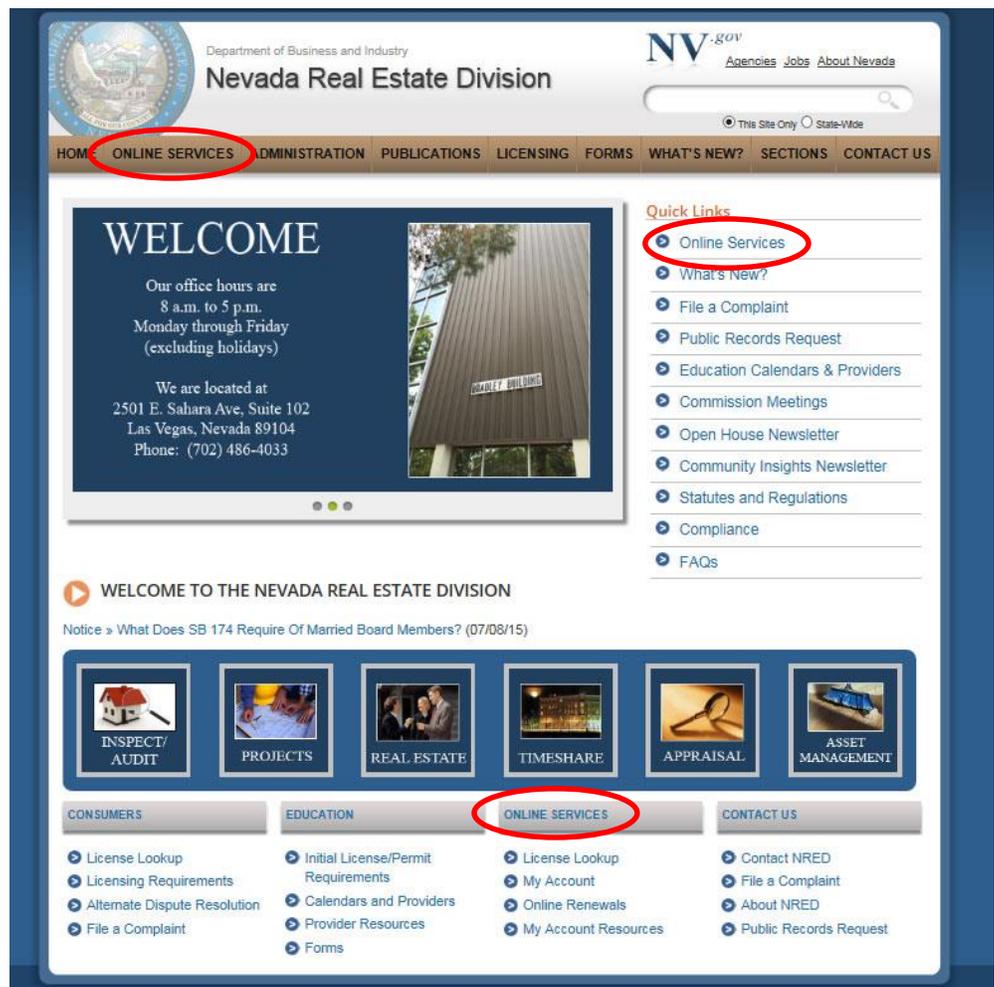


GUIDE FOR SETTING UP MY ACCOUNT ON NEVADA REAL ESTATE DIVISION WEB SITE

The Nevada Real Estate Division has implemented “My Account” functionality to our Online Services. My Account can provide 24/7 communication between licensees and the Division regarding licensing, education and contact information and is found at: <http://red.nv.gov/>

To set up My Account, follow these step-by-step instructions:

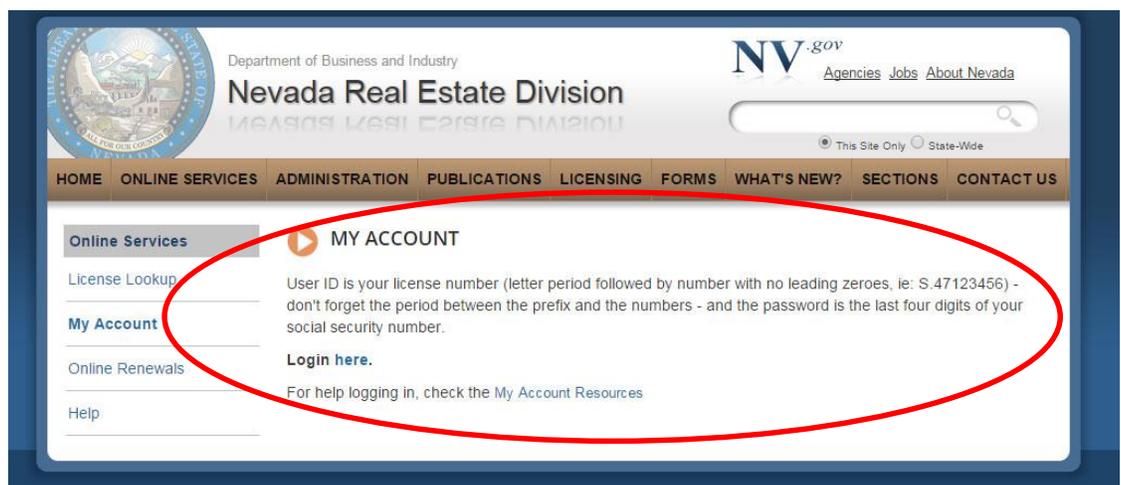
- 1) Nevada Real Estate Division home page; click on any of the Online Services links



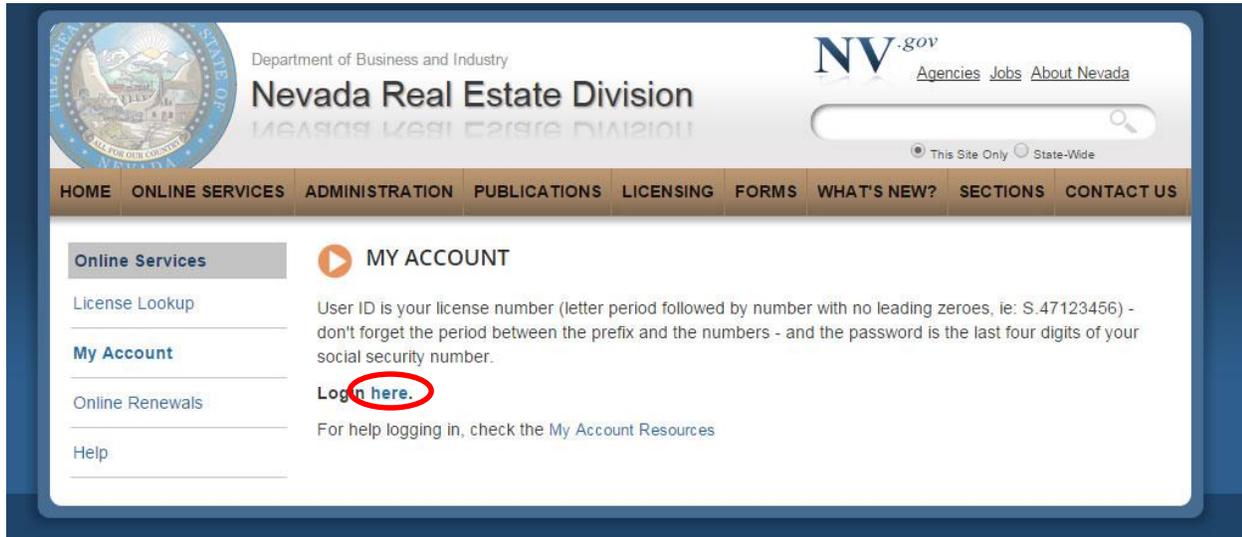
- 2) At the bottom of the linked page, click on “My Account” on the page or the left hand menu.



- 3) The “My Account” introduction page appears. Carefully read the instructions regarding User ID and Password found on this page.



- 4) If you need additional help logging in, click on the “My Account Resources” link. Otherwise click on Login “here.”



- 5) The login screen will request the user to enter their User ID and Password following the parameters outlined on the previous Welcome page. Initially, the User ID is your license number (letter.no leading zeroes) - **Don't forget the period between the prefix and the numbers;** and the Password is the last 4 digits of your social security number.



- 6) First-time users will be asked to create three security questions. Select your questions, enter the appropriate answers and click “Save.”

Nevada Real Estate Division
A Division of the Department of Business & Industry

DIANE [redacted]
My Account
LogOut

[No Secret Answers](#)

[My Account](#) -> Change Security Questions

ONLINE SERVICES

Online Services
Current Information
Change Address/ Phone
Start/Continue Renewal

NO LOGIN REQUIRED
License Lookup

Change Security Questions

There is currently 1 issue with your account. Please, resolve it before going further.
[No Secret Answers](#)

You must **answer 3 different security questions** below.

Question 1 What is the middle name of your oldest grandchild?

* Answer 1

Question 2 What is the middle name of your youngest brother or sister?

* Answer 2

Question 3 What was the destination of your first airplane trip?

* Answer 3

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- 7) Ongoing user maintenance of My Account includes the ability to change your password and security questions. From this screen, select service desired or select “My Account” at upper right.

Nevada Real Estate Division
A Division of the Department of Business & Industry

JOHN C. [redacted]
[My Account](#)
LogOut

[Invoice Summary](#)
0 item: \$0.00

User Account

Account
User ID: test
E-mail: JOHN.C.[redacted]@FASTMAIL.COM

[change password](#)
[change security questions](#)

ONLINE SERVICES
Online Services
[Current Information](#)
[Change Address/ Phone](#)
[Start/Continue Renewal](#)

NO LOGIN REQUIRED
[License Lookup](#)

Current Information

- Contact Information
- Credential Information
- Continuing Education Credits

Contact Information	
Name:	JOHN C
Mail Address:	90 W KING ST, CARSON CITY, NV 89703
Public Address:	90 W KING ST, CARSON CITY, NV 89703
Email:	JOHN.C.[redacted]@FASTMAIL.COM
Phone:	(775) 883-

- 8) This is the My Account Home Screen which established users will see after clicking “My Account.” Select the service desired. Note that not all licenses can currently be renewed online, in which case the “Start/Continue Renewal” button will not appear.

Nevada Real Estate Division
A Division of the Department of Business & Industry

DEREK G [Redacted]
My Account
LogOut

Invoice Summary
0 item:
\$0.00

ONLINE SERVICES

Online Services
[Current Information](#)
[Change Address/Phone](#)
[Start/Continue Renewal](#)

NO LOGIN REQUIRED
[License Lookup](#)

User Account

Account
 User ID: S.17082
 E-mail: saldinger@red.state.nv.us
[change password](#)
[change security questions](#)

Current Information

[Contact Information](#) | [Credential Information](#) | [Continuing Education Credits](#)

Contact Information

Name: DEREK G [Redacted]
Mail Address: 22 NAUTICAL ST, HENDERSON, NV 89012
Public Address: 22 NAUTICAL ST, HENDERSON, NV 89012
Email: saldinger@red.state.nv.us
Phone: (702) 558-c

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- 9) Current Information – Contact: “Contact Information” reflects your name and home physical address, mailing address and phone number as they appear in Division records.

Nevada Real Estate Division
A Division of the Department of Business & Industry

JOHN C [Redacted]
My Account
LogOut

Invoice Summary
0 item:
\$0.00

ONLINE SERVICES

Online Services
[Current Information](#)
[Change Address/Phone](#)
[Start/Continue Renewal](#)

NO LOGIN REQUIRED
[License Lookup](#)

Current Information

[Contact Information](#) | [Credential Information](#) | [Continuing Education Credits](#)

Contact Information

Name: JOHN C [Redacted]
Mail Address: 90 W KING ST, CARSON CITY, NV 89703
Public Address: 90 W KING ST, CARSON CITY, NV 89703
Email: JOHN.[Redacted]@FASTMAIL.COM
Phone: (775) 883-

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10) Current Information – Credential: Information as it appears in the Division’s database pertaining to licenses held. Credential information includes the license number, license type and license status.

Nevada Real Estate Division
A Division of the Department of Business & Industry

JOHN C. [REDACTED]
My Account
LogOut

Invoice Summary
0 Item:
\$0.00

ONLINE SERVICES

Online Services

Current Information

Change Address/ Phone
Start/Continue Renewal

NO LOGIN REQUIRED
License Lookup

Current Information

Contact Information **Credential Information** Continuing Education Credits

License Information

Agency: RED
Division: Real Estate Division
Type: BROKER
Number: B.0002814.INDV
Status: ACTIVE

Agency: RED
Division: Real Estate Division
Type: SALESPERSON
Number: S.0002814
Status: CLOSED

Agency: RED
Division: Real Estate Division
Type: BROKER SALESPERSON
Number: BS.0002814
Status: EXPIRED

11) Current Information – Education; The “Continuing Education Credits” tab shows courses completed according to education sponsor data provided to the Division. Completed education is displayed in date completed sequence, oldest first. Licensees should periodically review this page to determine if continuing education requirements for license renewal have been met and, if there are discrepancies, address them prior to renewal deadline. Currently, only real estate licensees have education posted by sponsors.

ONLINE SERVICES

Online Services

Current Information

Change Address/ Phone
Start/Continue Renewal

NO LOGIN REQUIRED
License Lookup

Current Information

Contact Information Credential Information **Continuing Education Credits**

CE Provider Name	Course Title	Course Number	Course Type	Course Format	Hours	Course Completion Date
GREATER LAS VEGAS ASSOCIATION OF REALTORS	AGENCY - DO I KNOW WHO I REPRESENT?	CE.5513000-RE	AGENCY	Classroom	3.00	03/22/2013
AMERICANA REAL ESTATE ACADEMY	TALK ABOUT ETHICS	CE.3632000-RE	ETHICS	Classroom	3.00	07/08/2013
WIN HOME INSPECTION	HOME INSPECTION: WHY HOME INSPECTIONS ARE SO IMPORTANT!	CE.4068000-RE	GENERAL	Classroom	3.00	07/08/2013
AMERICANA REAL ESTATE ACADEMY	WRITING AND PRESENTING THE OFFER TO PURCHASE	CE.5015000-RE	CONTRACTS	Classroom	3.00	07/11/2013
GREATER LAS VEGAS ASSOCIATION OF REALTORS	A STUDY OF ETHICS	CE.3521002-RE	ETHICS	Classroom	3.00	07/19/2013

12) If the information found under the "Contact Information" tab is not current, a licensee can update addresses and phone numbers by clicking on "Change Address/Phone" at the screen top left and then click "Start" to make updates.

Nevada Real Estate Division
A Division of the Department of Business & Industry

JOHN C.
My Account
LogOut

Invoice Summary
0 item:
\$0.00

ONLINE SERVICES

Online Services
Current Information
Change Address/Phone
Start/Continue Renewal

NO LOGIN REQUIRED
License Lookup

Change Address

Please select which item you wish to modify.

UpperName	JOHN
Start	

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13) Address / Phone / Update; Section 1, primary address is the licensee home physical address. This screen shows all information as it appears in the Division database. The user can edit any field shown by clicking the "Edit Address Above" box.

JOHN

Address / Phone / Update

1. Please update any changes to your primary address:

Street Address 90 W KING ST
Suite/Office/Bldg No TEST #1
City CARSON CITY State NV Zip Code 89703
County Carson City
Phone (primary) (775) 883- [redacted]

Edit Address Above

-- OR --
Change to an address already on file:
90 W KING ST TEST #1 CARSON CITY, NV 89703 (United States) Update

14) The user can edit any field shown by entering (over writing existing info) the new information in the proper field. When done with corrections, click “Close and Save” at screen bottom. “Cancel” will undo any changes entered and close the edit screen.

Address Edit Form

Current Address

* **Street Address** 75 CORDERO DRIVE

Suite/Office/Bldg No

* **City** HENDERSON

* **State** Nevada

* **Zip Code** 89074

County Clark

* **Phone (primary)** (702) 202-

Email DIANE @AOL.COM

Save and Close **Cancel**

15) Address / Phone / Update; Section 2 “Mailing address” is the licensee home mail address. This screen shows all information as it appears in the Division database. The user can edit any field shown by clicking the “Edit Address Above” box.

JOHN

Address / Phone / Update

-- OR --

Change to an address already on file:

901 W KING ST TEST #1 CARSON CITY, NV 89703 (United States) **Update**

2. Please update any changes to your Mailing address:

Street Address **901 W KING ST**

Suite/Office/Bldg No **TEST #2**

City **CARSON CITY** State **NV** Zip Code **89703**

County **Carson City**

Phone (primary) **(775) 883**

Edit Address Above

-- OR --

Change to an address already on file:

901 W KING ST TEST #2 CARSON CITY, NV 89703 (United States) **Update**

Previous **Finish** **Close and Save**

- 16) The user can edit any field shown by entering (over writing existing info) the new information in the proper field. When done with corrections, click “Close and Save” at screen bottom. “Cancel” will undo any changes entered and close the edit screen.

Address Edit Form

Current Address

* **Street Address** 75 CORDERO DRIVE

Suite/Office/Bldg No

* **City** HENDERSON

* **State** Nevada

* **Zip Code** 89074

County Clark

* **Phone (primary)** (702) 202-

Email DIANEI @AOL.COM

Save and Close Cancel

- 17) After saving edits, you will be returned to the Address / Phone / Update screen. Click “Close and Save” to update the Division database.

JOHN

Address / Phone / Update

-- OR --

Change to an address already on file:

90! W KING ST TEST #1 CARSON CITY, NV 89703 (United States) Update

2. Please update any changes to your Mailing address:

Street Address **90 W KING ST**

Suite/Office/Bldg No **TEST #2**

City **CARSON CITY** State **NV** Zip Code **89703**

County **Carson City**

Phone (primary) **(775) 883-**

Edit Address Above

-- OR --

Change to an address already on file:

90! W KING ST TEST #2 CARSON CITY, NV 89703 (United States) Update

Previous Finish Close and Save

18) Change Address screen appears after “Close and Save” is clicked; from here user can “Continue,” “Delete” or “LogOut.” Continue will take the user back to review or make additional edits. Delete will delete the changes just made. LogOut closes My Account.

Nevada Real Estate Division
A Division of the Department of Business & Industry

JOHN C. [redacted]
My Account
LogOut

Invoice Summary
0 item: \$0.00

ONLINE SERVICES

Change Address

Please select which item you wish to modify.

	UpperName	Completed
Delete Continue	JOHN	1/1 (100%)

NO LOGIN REQUIRED
License Lookup

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19) “Continue” – Returns for additional edits

JOHN
Address/ Phone/ Update

1. Please update any changes to your primary address:

Street Address **90L W KING ST**
Suite/Office/Bldg No **TEST #1**
City **CARSON CITY** State **NV** Zip Code **89703**
County **Carson City**
Phone (primary) **(775) 883-** [redacted]

[Edit Address Above](#)

-- OR --
Change to an address already on file:
90L W KING ST TEST #1 CARSON CITY, NV 89703 (United States) [Update](#)

2. Please update any changes to your Mailing address:

Street Address **90L W KING ST**
Suite/Office/Bldg No **TEST #2**

[Previous](#) [Finish](#) [Close and Save](#)

20) "Delete" – will delete changes made to My Account; does not delete the account

The screenshot shows the Nevada Real Estate Division website. The header includes the Nevada state logo, the text "Nevada Real Estate Division", and "A Division of the Department of Business & Industry". On the right, there is a user profile for "JOHN C" with links for "My Account" and "LogOut", and an "Invoice Summary" showing "0 item: \$0.00".

The main content area is titled "Change Address" and contains the instruction "Please select which item you wish to modify." Below this is a table with the following data:

	UpperName	Completed
Continue	JOHN	1/1 (100%)

A dialog box titled "Message from webpage" is overlaid on the table, containing the text "Delete ' JOHN' ?" and "OK" and "Cancel" buttons.

On the left side, there is a sidebar with "ONLINE SERVICES" including "Online Services", "Current Information", "Change Address/ Phone", and "Start/Continue Renewal". Below this, it states "NO LOGIN REQUIRED" and "License Lookup".

At the bottom, there is a copyright notice: "Copyright © 1997-2012 CAVU Corporation All Rights Reserved".

21) "LogOut" screen to exit My Account

This screenshot is identical to the one above, showing the "Change Address" page. However, the dialog box now contains the text "Are you sure you want to logout?" instead of "Delete ' JOHN' ?".

- 22) A special note on emails: Licensees can provide a current email address for future Division use, but will not see the My Account email field update at this time.
- 23) The business (renewal) address cannot be updated online and will still require the proper change form (i.e. Form #507 for brokers or Form #505 for real estate licenses) and form processing fee.
- 24) Requests to reset passwords after log-in failures must include your license number and should be emailed to: realest@red.nv.gov with “reset password” in the subject line.

07/14/14