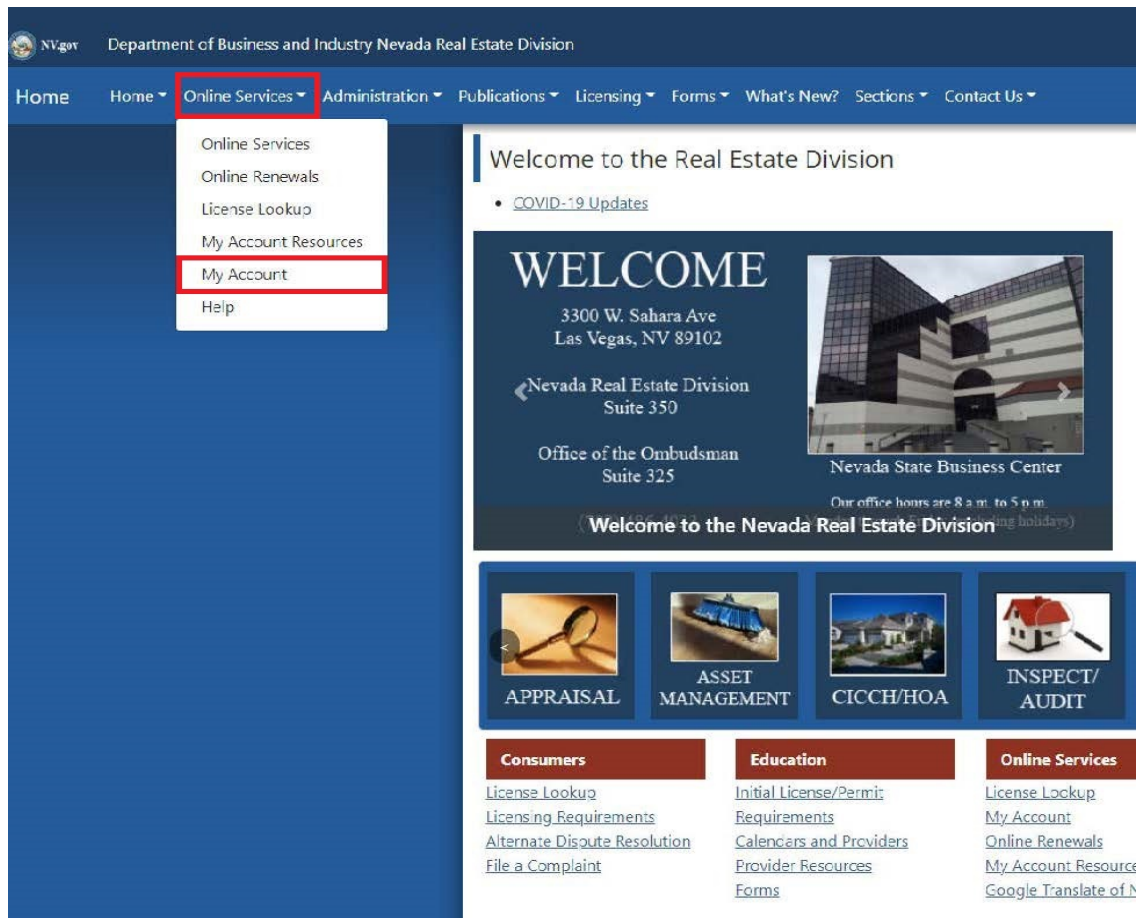


GUIDE FOR SETTING UP *MY ACCOUNT* ON NEVADA REAL ESTATE DIVISION WEB SITE

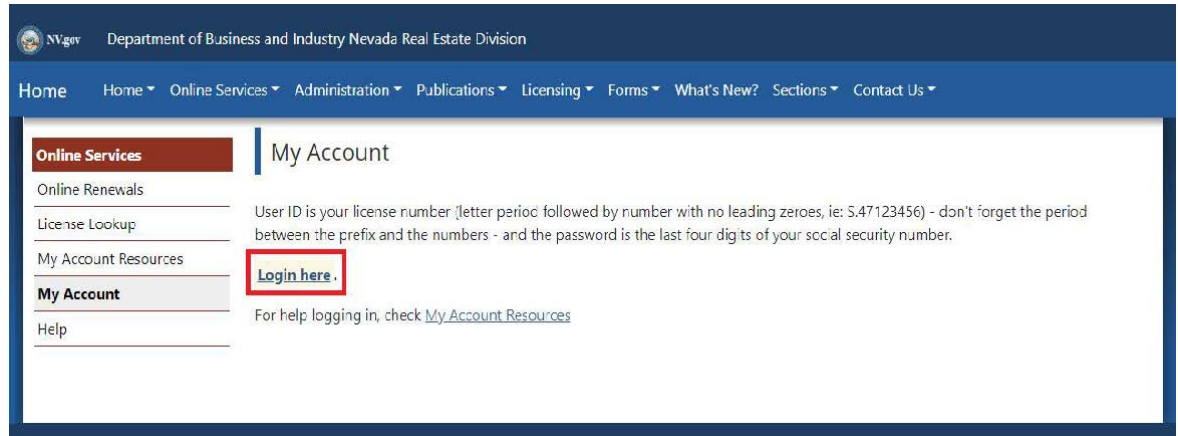
The Nevada Real Estate Division has implemented “My Account” functionality to our Online Services. My Account can provide 24/7 communication between licensees and the Division regarding licensing, education and contact information and is found at: <http://red.nv.gov/>

To access My Account, follow these step-by-step instructions:

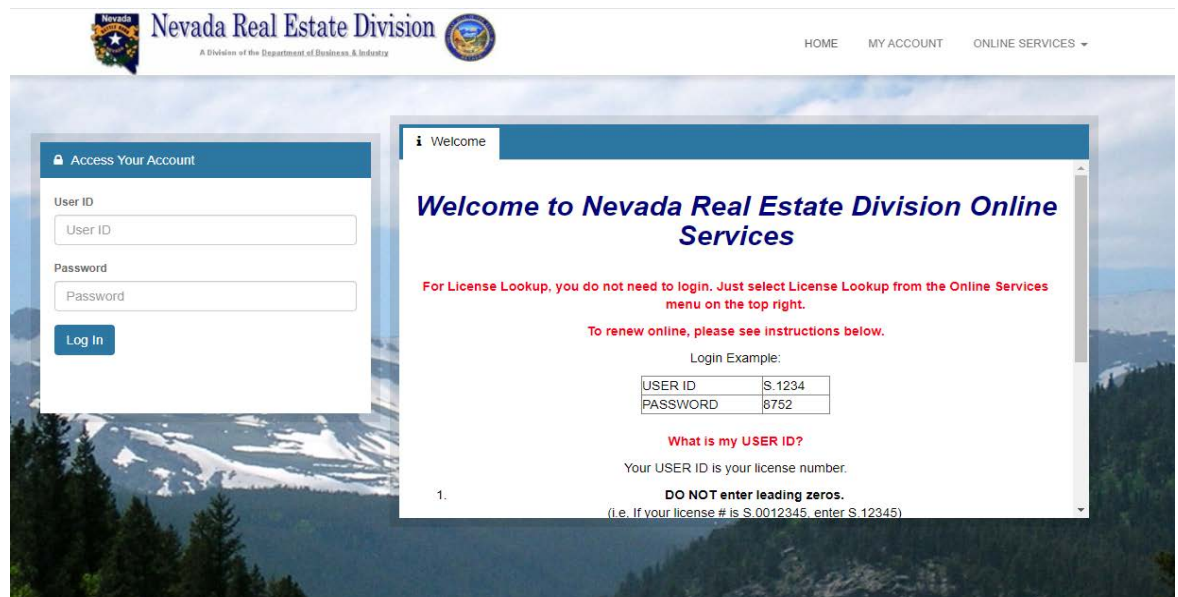
- 1) Nevada Real Estate Division home page; click **Online Services** and select **My Account**.



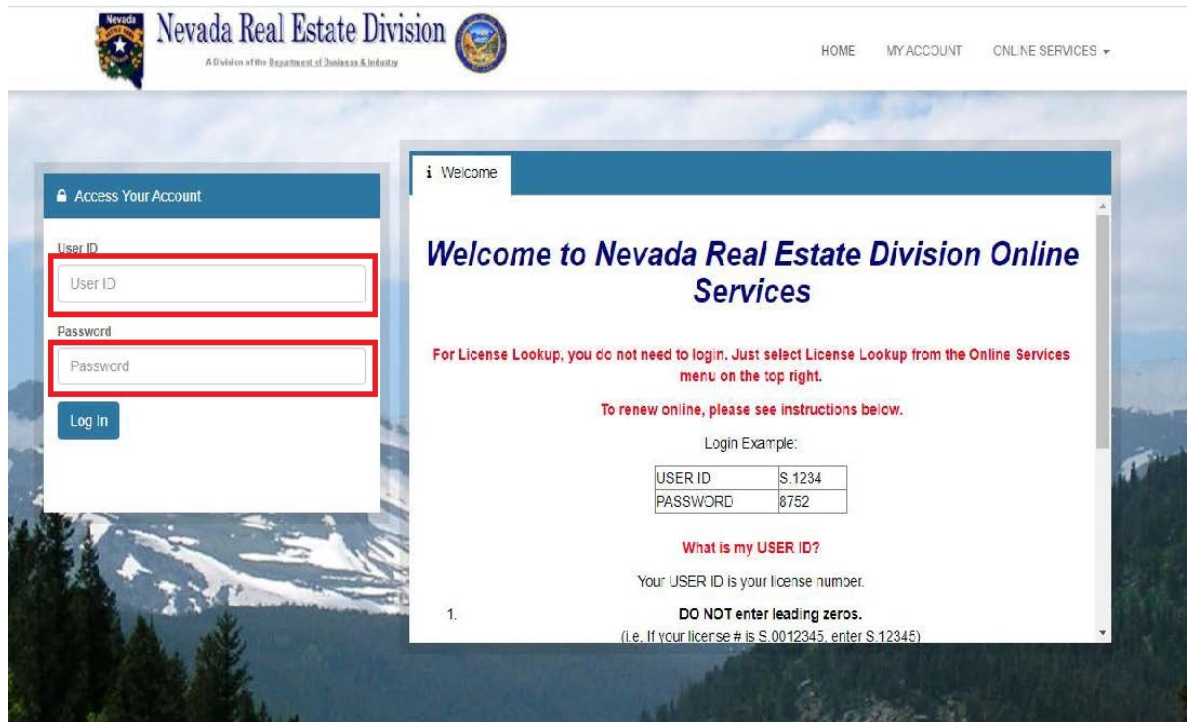
2) From here, click on **Login here** to be redirected to the login page.



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



4) The login screen will request the user to enter their **User ID** and **Password**.



Your **USER ID** is your license number.

DO NOT enter leading zeros.

(i.e, If your license # is S.0012345, enter S.12345)

Don't forget the period between the prefix and the numbers!

Your **PASSWORD** is the **last four digits** of your social security number.

- 5) 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

HOME MY ACCOUNT **1** ONLINE SERVICES ▾

Change Security Questions

Security Questions

You must answer 3 different security questions below.

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

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

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

Answer 1*
Answer 1

Answer 2*
Answer 2

Answer 3*
Answer 3

Save Cancel

- 6) Ongoing user maintenance of My Account includes the ability to change your password and security questions. From this screen, select **My Account** on the upper right.

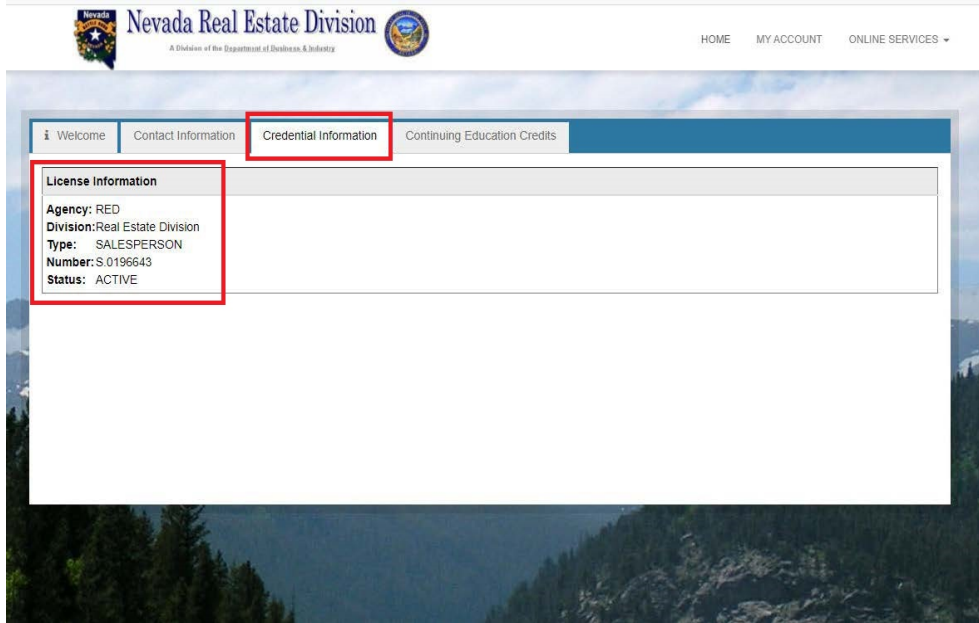
Nevada Real Estate Division
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HOME **MY ACCOUNT** ONLINE SERVICES ▾

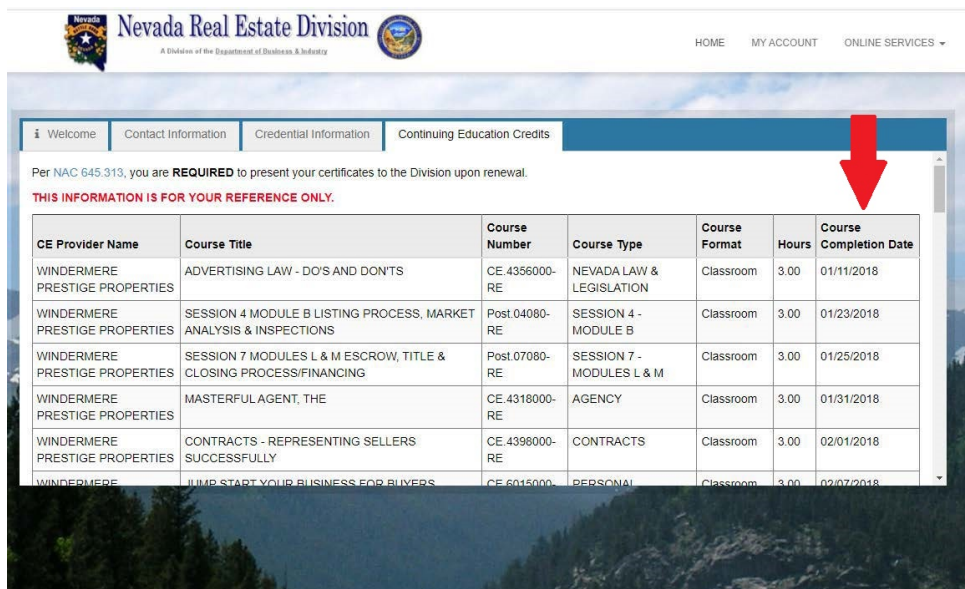
User Account

User ID:	S.196643	
E-mail:	NRICHREALESTATE@GMAIL.COM	Change Email
Password:	Change Password	
Security Questions:	Change Security Questions	

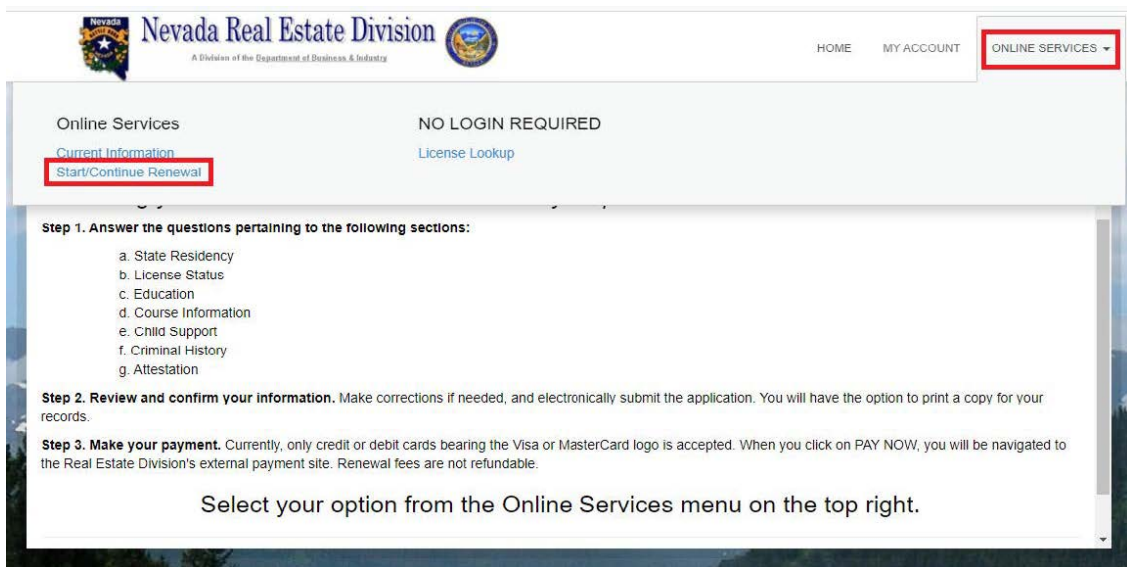
- 7) Current Information – **Credential:** Information as it appears in the Division’s database pertaining to licenses held. Credential information includes the license number, license type and license status.



- 8) 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.



9) To renew your license online, click **Online Services** and select **Start/Continue Renewal**.

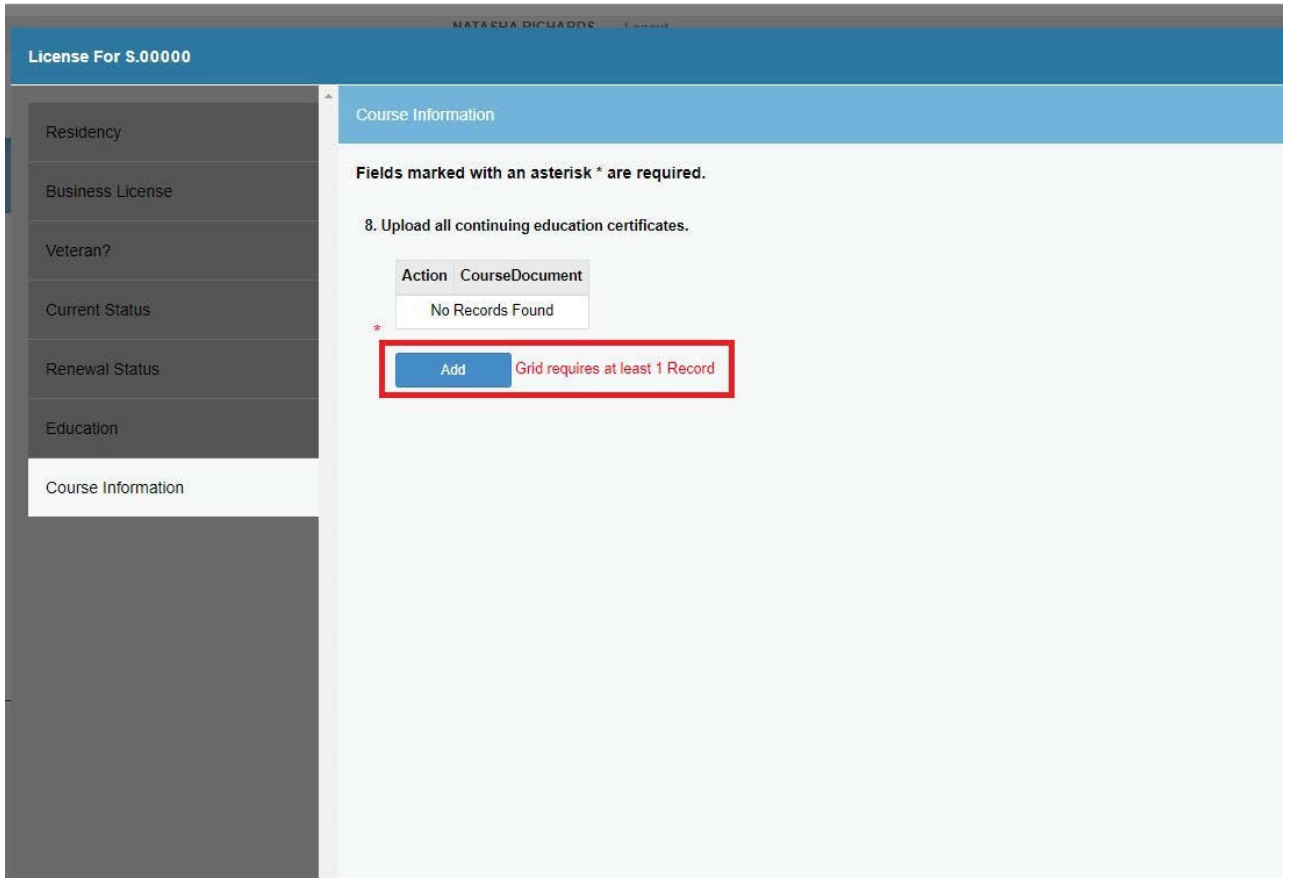


10) From here, select the license you wish to renew and press **Start** (or **Continue**).

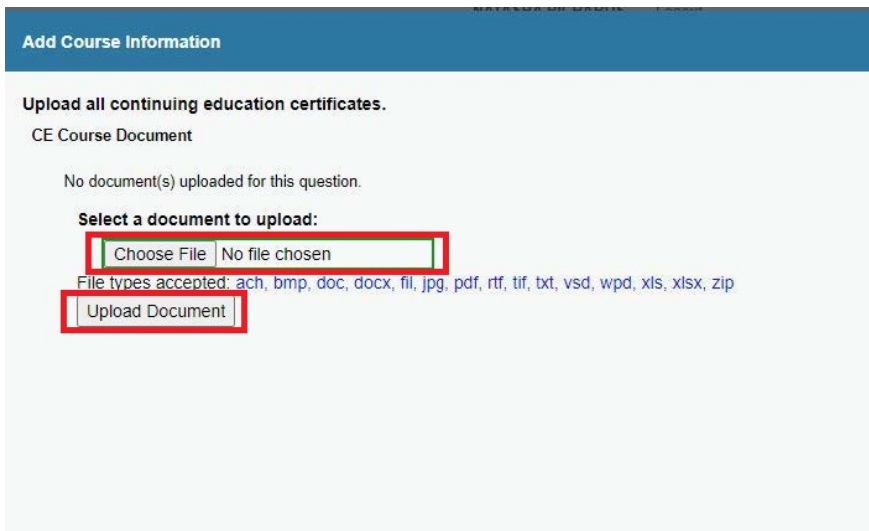


11) You will be required to answer any question marked with a red asterisk *. You may not move forward until all mandatory questions have been answered. Once you have answered a required question click **Next** to proceed.

12) From this screen, you will upload your CE Course Certificates by clicking **Add**.



13) Select **Choose File**, and then **Upload** once you are ready to proceed.



14) Once you have uploaded all of your CE Documents, click **Next** and answer the required questions.

15) From the invoice page, you may pay your renewal by Visa or Mastercard only. Please note a 1.5 percent surcharge will be assessed. Once you have completed the payment process the course will no longer be available for editing or review.

Nevada Real Estate Division
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HOME MY ACCOUNT ONLINE SERVICES ▾

Invoice Pay Invoice

The item was successfully added to the invoice
To renew an additional license, permit or certificate, click on a command in the left menu or click Pay Invoice to pay now.

Nevada Real Estate Division

Description	Amount
Renewal - S.0196643	
RE RENEWAL OF LICENSE	\$140.00
RE ERRF FEE - RENEWAL	\$40.00
TECHNOLOGY FEE - RENEWAL APPLICATION	\$15.00
Convenience Fee - 1.5% Surcharge for Credit Cards	\$2.93
Subtotal:	\$197.93
Total:	\$197.93

Pay Invoice

Please Note: Clicking **Close and Save** at the bottom of any online application will save your place and return you to the Renew a License page.

Previous Add to Invoice Close and Save

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.

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.

Requests to reset passwords after log-in failures must include your name and license number and should be emailed to: realest@red.nv.gov with “reset password” in the subject line.

Updated 8/24/2022