DEPARTMENT OF BUSINESS AND INDUSTRY

REAL ESTATE DIVISION

realest@red.nv.gov http://red.nv.gov/

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: <u>http://red.nv.gov/</u>

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.

| i Welcome to Nevada Real Estate Division Onlin User ID assword Password Log In Velcome to Nevada Real Estate Division Onlin Services For License Lookup, you do not need to login. Just select License Lookup from the Online Services menu on the top right. To renew online, please see instructions below. Login Example: <u>Verture Proventioned of 1924</u> What is my USER ID? Verture Proventioned of 1924 Verture Provent | | and the second sec |
|---|----------------------|--|
| eer ID User ID assword Password Cg In Welcome to Nevada Real Estate Division Onlin Services For License Lookup, you do not need to login, Just select License Lookup from the Online Services menu on the top right. To renew online, please see instructions below. Login Example: USER ID Statis my USER ID? What is my USER ID? | Access Your Account | i Welcome |
| Assword Password Password Log In For License Lookup, you do not need to log in. Just select License Lookup from the Online Service: menu on the top right. To renew online, please see instructions below. Log in Example: USER ID <u>\$.1234 PASSWORD</u> §752 UNDER ID 97 UNDER ID? Very USER ID? | ser ID User ID | Welcome to Nevada Real Estate Division Online Services |
| Password Log In For License Lookup, you do not need to login. Just select License Lookup from the Online Service: menu on the top right. To renew online, please see instructions below. Login Example: USER ID S1234 PASSWORD S752 What is my USER ID? Your USER ID? Your USER ID? | assword | |
| Log In Lo | Password | For License Lookup, you do not need to login. Just select License Lookup from the Online Services |
| Log In To renew online, please see instructions below. Login Example: USER ID S.1234 PASSWORD 8752 What is my USER ID? Very USER ID? | | menu on the top right. |
| Login Example: USER ID S.1234 PASSWORD 8752 What is my USER ID? | Log In | To renew online, please see instructions below. |
| USER ID S. 1234 PASSWORD 8752 What is my USER ID? | | Login Example: |
| PASSWORD 8752 What is my USER ID? | | USER ID S.1234 |
| What is my USER ID? | | PASSWORD 8752 |
| Veur LICED ID is your license sumber | | What is my USER ID? |
| Your USER ID is your license humber. | | Your USER ID is your license number. |
| 1. DO NOT enter leading zeros. | | 1. DO NOT enter leading zeros. |
| (i.e. If your license # is S.0012345, enter S.12345) | A 33 manufacture and | |

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

| 10.00 | and the second s |
|---------------------|--|
| Access Your Account | i Welcome |
| iser ID | Welcome to Nevada Real Estate Division Online |
| User ID | Services |
| assword | |
| Password | For License Lookup, you do not need to login. Just select License Lookup from the Online Services menu on the top right. |
| Leg In | To renew online, please see instructions below. |
| Login | Login Example: |
| | LISER ID S 1234 |
| | PASSWORD 8752 |
| | What is my USER ID? |
| | Your USER ID is your license number. |
| 1 23 | 1. DO NOT enter leading zeros. |
| | |

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 | | HOME | MY ACCOUNT 1 | ONLINE SERVICES - |
|---|--|------|--------------|-------------------|
| Change Security Questions | | | | |
| Security Questions | | | | |
| ou must answer 3 different security questions below. Question 1 | Answer 1* | | | |
| | | | | |
| What is the middle name of your oldest grandchild? | Answer 1 | | | |
| What is the middle name of your oldest grandchild? | Answer 1 Answer 2* | | | |
| What is the middle name of your oldest grandchild? Question 2 What is the middle name of your youngest brother or sister? Image: State S | Answer 1 Answer 2* Answer 2 | | | |
| What is the middle name of your oldest grandchild? Question 2 What is the middle name of your youngest brother or sister? Question 3 | Answer 1 Answer 2* Answer 2 Answer 3* | | | |

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.

| A Division of the Department of Division of | Division Online services - | | | |
|---|----------------------------|--|--|--------------|
| User Account | | | | |
| | | | | |
| User ID: | S.196643 | | | |
| E- <mark>m</mark> ail: | NRICHREALESTATE@GMAIL.COM | | | Change Email |
| Password: | Change Password | | | |
| Security Questions: | Change Security Questions | | | |

 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.

| | - | | - set | _ |
|-----------------------------|--------------------------|------------------------------|-------|---|
| Welcome Contact Information | n Credential Information | Continuing Education Credits | | |
| icense Information | | - | | |
| gency: RED | | | | |
| ype: SALESPERSON | | | | |
| tatus: ACTIVE | | | | |
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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.

| Welcome Contact In | formation Credential Information Continuing Edu | cation Credits | 1 | - | | |
|-----------------------------------|--|-------------------|------------------------------|------------------|-------|---------------------------|
| er NAC 645.313, vou are R | EQUIRED to present your certificates to the Division upon | renewal. | | | | |
| HIS INFORMATION IS FO | R YOUR REFERENCE ONLY. | | | | | |
| E Provider Name | Course Title | Course Number | Course Type | Course Format | Hours | Course Completion Date |
| VINDERMERE PRESTIGE PROPERTIES | ADVERTISING LAW - DO'S AND DON'TS | CE.4356000- RE | NEVADA LAW & LEGISLATION | Classroom | 3.00 | 01/11/2018 |
| VINDERMERE PRESTIGE PROPERTIES | SESSION 4 MODULE B LISTING PROCESS, MARKET ANALYSIS & INSPECTIONS | Post.04080- RE | SESSION 4 - MODULE B | Classroom | 3.00 | 01/23/2018 |
| VINDERMERE PRESTIGE PROPERTIES | SESSION 7 MODULES L & M ESCROW, TITLE & CLOSING PROCESS/FINANCING | Post.07080- RE | SESSION 7 - MODULES L & M | Classroom | 3.00 | 01/25/2018 |
| VINDERMERE PRESTIGE PROPERTIES | MASTERFULAGENT, THE | CE.4318000- RE | AGENCY | Classroom | 3.00 | 01/31/2018 |
| VINDERMERE PRESTIGE PROPERTIES | CONTRACTS - REPRESENTING SELLERS SUCCESSFULLY | CE.4398000- RE | CONTRACTS | Classroom | 3.00 | 02/01/2018 |
| | JUMP START YOUR BUSINESS FOR BUYERS | CE 6015000- | PERSONAL | Classroom | 3.00 | 02/07/2018 |

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

| A Division of the Experiment | state Division | HOME | MY ACCOUNT | ONLINE SERVICES |
|---|--|--------------------------------|---------------------|-----------------|
| Online Services | NO LOGIN REQUIRED | | | |
| Current Information Start/Continue Renewal | License Lookup | | | |
| C . | | | | |
| a. State Residency b. License Status c. Education d. Course Information e. Child Support f. Criminal History g. Attestation | | | | |
| Step 2. Review and confirm your inform ecords. | ation. Make corrections if needed, and electronically submit the a | application. You will have the | option to print a c | opy for your |
| Step 3. Make your payment. Currently, o he Real Estate Division's external payment | nly credit or debit cards bearing the Visa or MasterCard logo is ac at site. Renewal fees are not refundable. | ccepted. When you click on PA | AY NOW, you will | be navigated to |
| Selective | our option from the Online Services n | menu on the top | right | |

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

| | Nevada Real Es | tate Division 🞯 | | HOME | MY ACCOUNT | ONLINE SERVICES - |
|--------------|----------------|-----------------|--------------------|------|------------|-------------------|
| Renew a Lice | ense | | | | | |
| | | | | | | |
| | | | | | | |
| Renewal | | | | | | ^ |
| Renewal | Completed | License | Renewal Date Range | | | Note |

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.

| License For S.00000 | |
|---------------------|--|
| Residency | Course Information |
| Business License | Fields marked with an asterisk * are required. |
| Veteran? | Action CourseDocument |
| Current Status | * No Records Found |
| Renewal Status | Add Grid requires at least 1 Record |
| Education | |
| Course Information | |
| | |
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| | |

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.

| | Pay Invoice |
|----------|------------------|
| | |
| | |
| | Amount |
| | |
| | \$140.00 |
| | \$40.00 |
| | \$15.00 |
| | \$2.93 |
| Subtotal | 1: \$197.93 |
| | \$197.93 |
| | Subtota Total |

<u>Please Note</u>: 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