

South Dakota Real Estate Commission Online Firm License Renewal Tutorial

1. Visit our website at <http://dlr.sd.gov/realestate>.
2. Select 'Online Licensee Services' from the left side menu. You can also access the log in for your firm license on our home page.

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South Dakota Real Estate Commission

The Real Estate Commission is a regulatory body charged with administering the Real Estate Licensing Act, the Timeshare Act, the Condominium Act and the Subdivision Act. The mission of the Real Estate Commission is to protect the interest of the public when engaged in a real estate transaction. It is the commission's responsibility to enforce standards for education, licensing and practice of real estate brokers, salespersons, auctioneers, property managers, residential rental agents, timeshare agents and home inspectors, and for registration of condominium, timeshare and subdivision projects.

Important Notice: We will no longer be processing any new applications or renewal applications for the group Errors & Omissions (E & O) policy through the Rice Insurance Services Company (RISC). New applicants and licensees renewing their E & O will need to contact RISC directly to purchase the group E & O policy. [Learn how to renew your group policy.](#)

Online Licensee Services

Online Personal License Services

LOG IN HERE

Licensees: Log in to:

- Renew your personal license
- Update your home or email address
- View your education report

Online Firm License Services

LOG IN HERE

Firm Licensees: Log in to:

- Renew your firm license

3. To renew your firm license, select 'LOG IN HERE' under 'Online Firm License Services'.

Home to DLR
Home to Real Estate Commission
Commission Information
Consumer Complaints
Consumer Information
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Email us
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FAQ
Guidance from SDREC
Home Inspector Information
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Other Boards & Commissions

South Dakota Real Estate Commission

Online Licensee Services

Online Personal License Services

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Online Firm License Services

LOG IN HERE

Firm Licensees: Log in to:

- Renew your firm license

4. Enter your username and password. Details about your first time user name and password log are sent to the responsible broker of the firm. Select 'Log In'.

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REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM

SD REC Firm Log In

Your Username is your Firm Number that can be found on your License Certificate

Username:

Password:

08/29/2017

State Home Page :: SD REC Home :: Accessibility Policy :: Disclaimer :: Privacy Policy :: About Us

5. Select 'Renew License' located from the left side.

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REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM

[Change Email Address](#)

[Change Password](#)

[Change Website](#)

[Logout](#)

[Renew License](#)

Firm Details

Firm Name:

DBA:

Mailing Address:

City State Zip:

Physical Address:

City State Zip:

Email:

Website:

Firm Number:

Firm Type:

Firm Status:

Date Licensed:

Renewal Year:

Phone Number:

Fax:

Licensees

Licensee	Responsible Broker	Qualifying Broker	Designated Broker

Branch Offices

Branch	Address	City State Zip
No records to display.		

Invoices

Invoice #	Date	Status	Approval	Amount
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State Home Page :: SD REC Home :: Accessibility Policy :: Disclaimer :: Privacy Policy :: About Us

6. Under 'Renewal Type', select from the drop down box if you are renewing active, inactive or non-renewal. Then select 'Continue'. *

The screenshot shows the 'REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM' interface. On the left, there are 'Logout' and 'Cancel' buttons, and a note: 'If any of the information to the right is incorrect, please contact the SD Real Estate Commission by phone at 605-773-3600'. The main section is titled 'Review the Following Information' and contains two columns of fields: Firm Name, DBA, Mailing Address, City, State, Zip, Physical Address, City, State, Zip, Email, Website, Firm Number, Firm Type, Firm Status, Date Licensed, Renewal Year, Phone Number, Fax, and Branch Offices. Below these fields, the 'Renewal Fee' is listed as '\$125.00'. The 'Select Renewal Type:' dropdown menu is set to 'Active', with a yellow arrow pointing to it. Below the dropdown, it says 'All of the above information is correct' followed by a 'Continue' button, which is also highlighted with a yellow arrow. At the bottom, there are links for 'State Home Page', 'SD REC Home', 'Accessibility Policy', 'Disclaimer', 'Privacy Policy', and 'About Us'.

*If you renew on a 'non-renewal' status your request will be sent to our office and you will be redirected to the Firm Online Licensee Services page and your renewal process is complete.

7. You will see a questions and answers page. Complete the page in its entirety. Be sure to review and check the box at the bottom of the page. Select 'Continue'.

The screenshot shows the 'REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM' interface with the title 'Answer the Following Questions'. It contains 11 numbered questions with dropdown menus or checkboxes for answers. Questions 1 through 7 are about disciplinary actions and legal issues. Question 8 asks about other jurisdictions. Question 9 asks about real estate activities. Question 10 asks about the applicant's business structure. Question 11 asks if the applicant is a member of a team. At the bottom, there is a checkbox for 'I declare and confirm under penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.' A yellow arrow points to the 'Continue' button next to this declaration. Below the 'Continue' button is a 'Cancel and Return to Licensee Information' button. At the bottom of the page, there are links for 'State Home Page', 'SD REC Home', 'Accessibility Policy', 'Disclaimer', 'Privacy Policy', and 'About Us'.

8. Review the Invoice page to ensure you have the correct license(s) you wish to renew and the correct amount for the license(s). Your renewal is **NOT** complete until you pay. If you do not see the 'Continue to Payment' and 'Return to Licensee Form', your browser is not the most current version. You will need to update your browser to complete the process. If the information looks correct, please select 'Continue to Payment'.

The screenshot shows the 'REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM' interface. On the left, there is a 'Logout' button and a yellow arrow pointing right. The main content area displays invoice details: Invoice Number: 14253, Invoice Date: 08/29/2017, and Status: Pending. Below this is a table with two columns: 'Item' and 'Amount'. The table contains one row: 'Broker Associate Active Renewal' with an amount of '\$125.00'. At the bottom of the table are two buttons: 'Continue to Payment' and 'Return to Licensee Form'. A 'Printable Version' link is located at the top right. The footer contains links: 'State Home Page', 'SD REC Home', 'Accessibility Policy', 'Disclaimer', 'Privacy Policy', and 'About Us'.

Item	Amount
Broker Associate Active Renewal	\$125.00

9. Complete the Billing Information page in its entirety. You can select 'Fill with Licensee Information' to automatically fill in your information. Once you have completed your credit card information, select 'Submit'.

The screenshot shows the 'Billing Information' page. At the top, it states 'A total of \$125.00 will be billed to your credit/debit card'. Below this is a section titled 'Enter your billing information.' with a 'Fill With Licensee Information' link. The form includes fields for First Name, Last Name, Address, City, State, Zip Code, and Email Address. Below these fields are logos for VISA and MasterCard. The 'Card Type' is selected via a dropdown menu. The 'Card Number' is entered in a text field. The 'Expiration Date' is selected via dropdown menus for month and year. The 'Card Verification Number' is entered in a text field. A 'Submit' button is at the bottom right, with a yellow arrow pointing to it. A note at the bottom states: 'Please click submit only once. A confirmation email will be sent to the above email address once your payment has been approved.' The footer contains links: 'State Home Page', 'SD REC Home', 'Accessibility Policy', 'Disclaimer', 'Privacy Policy', and 'About Us'.

10. You will receive a receipt of your transaction. You may print this for your records. Your renewal process is now complete.