

South Dakota Real Estate Commission Online Personal 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 personal license on our home page.

Home to DLR
Home to Real Estate Commission
Commission Information
Consumer Complaints
Consumer Information
Education
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Fee Schedule
Forms
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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 personal license select 'LOG IN HERE' under 'Online Personal License Services'.

Home to DLR
Home to Real Estate Commission
Commission Information
Consumer Complaints
Consumer Information
Education
Email us
Fee Schedule
Forms
FAQ
Guidance from SDREC
Home Inspector Information
South Dakota Laws and Rules
License Verification
Licensing
Online Licensee Services
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Other Boards & Commissions

South Dakota Real Estate Commission

Online Licensee Services

Online Personal License Services

LOG IN HERE

Licensees: Log in to:

- Update your home or email address
- View your education report

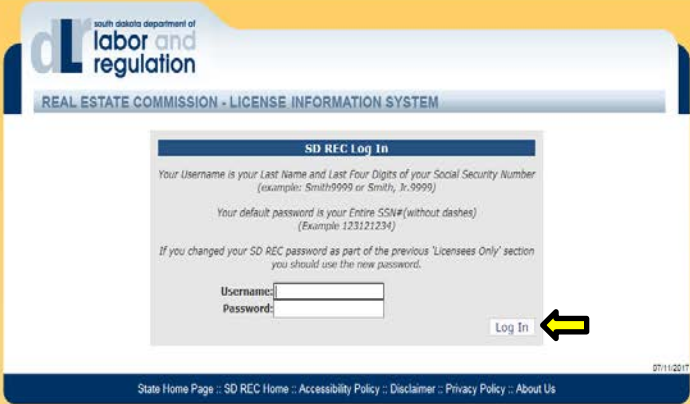
Online Firm License Services

LOG IN HERE

Firm Licensees: Log in to:

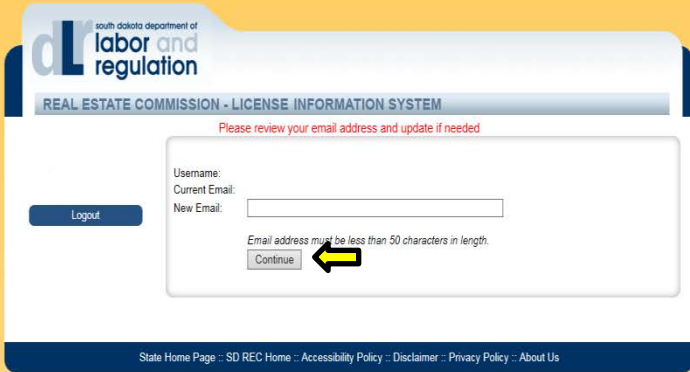
- Renew your firm license

4. Enter your username and password. Details about your first time user name and password log in information are located at the top of the page. Select 'Log In'.



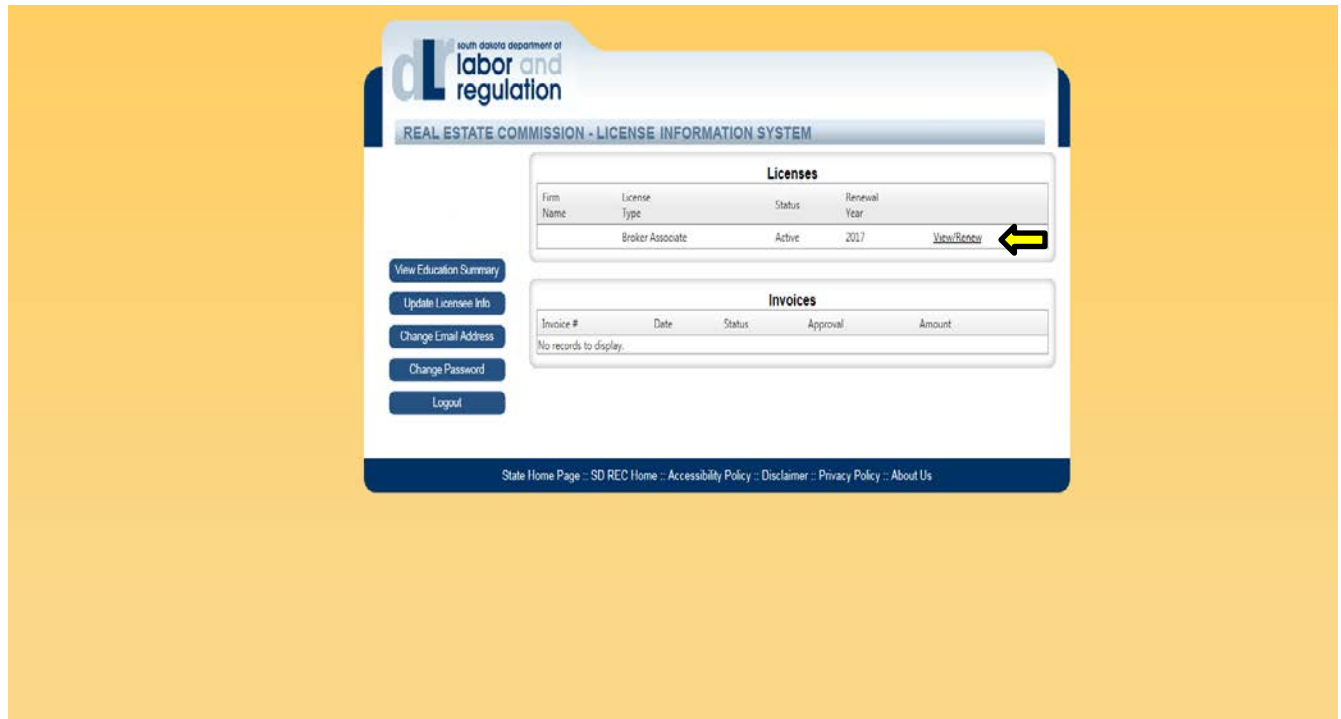
The screenshot shows the 'SD REC Log In' page of the South Dakota Department of Labor and Regulation's Real Estate Commission License Information System. The page includes instructions for first-time users: 'Your Username is your Last Name and Last Four Digits of your Social Security Number (example: Smith9999 or Smith, Jr.9999)' and 'Your default password is your Entire SSN# (without dashes) (Example 123121234)'. It also states: 'If you changed your SD REC password as part of the previous "Licensees Only" section you should use the new password.' There are input fields for 'Username:' and 'Password:', and a 'Log In' button highlighted with a yellow arrow. The footer contains links: 'State Home Page :: SD REC Home :: Accessibility Policy :: Disclaimer :: Privacy Policy :: About Us' and the date '07/11/2017'.

5. Enter your e-mail address in 'New Email'. If your email address has not changed, you will still need to reconfirm your e-mail address. Select 'Continue'.

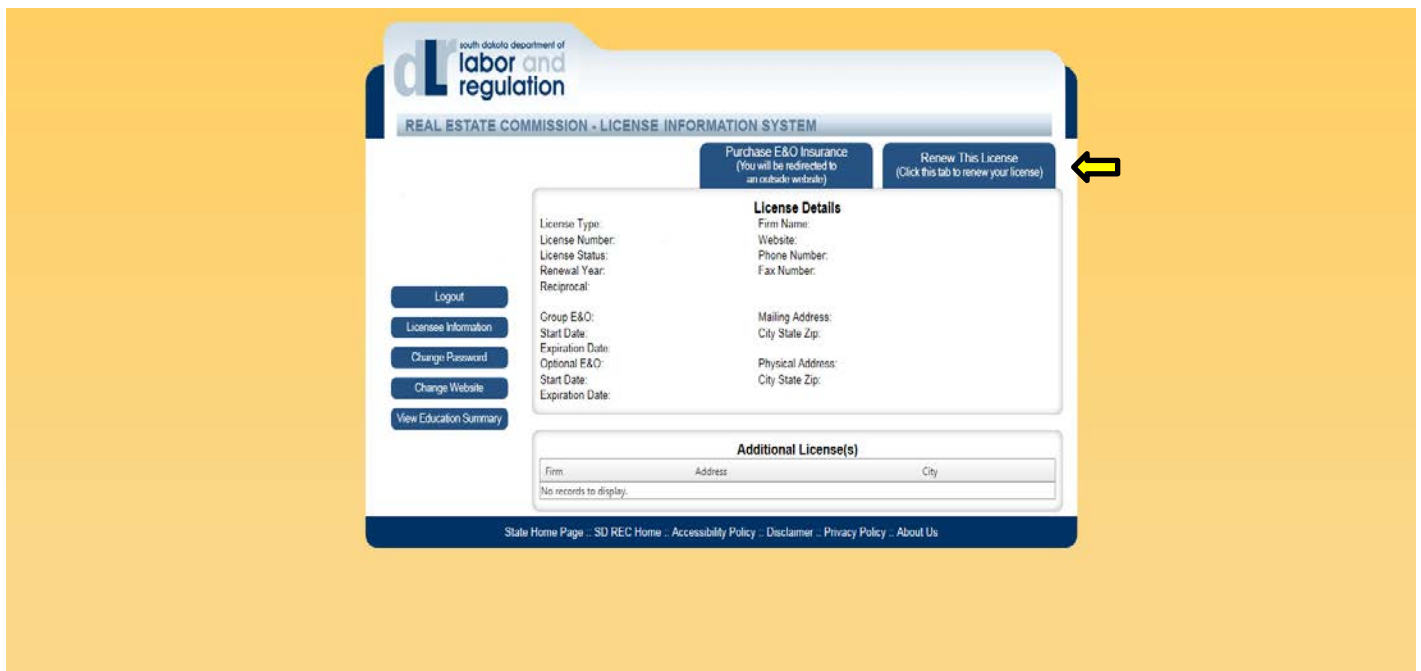


The screenshot shows the 'New Email' page of the SD REC system. It features a 'Logout' button on the left and a form on the right. The form has fields for 'Username:', 'Current Email:', and 'New Email:'. Below the 'New Email' field is a note: 'Email address must be less than 50 characters in length.' and a 'Continue' button highlighted with a yellow arrow. A red message at the top of the form area says: 'Please review your email address and update if needed'. The footer is identical to the previous screenshot: 'State Home Page :: SD REC Home :: Accessibility Policy :: Disclaimer :: Privacy Policy :: About Us'.

6. Select 'View/Renew', which is located in the 'Licenses' box on the right hand side.



7. Review the information provided. Contact the SDREC office if any of the information is incorrect. If it is correct, select 'Renew This License' located in the upper right hand corner.



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

Ms. Beth Marnell-Test

Logout

Cancel

If any of the information to the right is incorrect, please contact the SD Real Estate Commission by phone at 605.773.3600.

Review the Following Information

License Name:
License Type:
License Number:
Additional Licenses:
Address:
City State Zip:
Phone:
Residency Status:
Education Status:
Attorney:
Renewal Fee: \$125.00

Select Renewal Type

Renewal Type: Active

Review the Following Active License Information

Business Name:
Business Type:
Street Address:
Mailing Address:
City State Zip:
Business Phone:
Business Website:
Group E&O Insurance: You will be required to renew your Group E&O Insurance before your renewal is approved.

Optional E&O Insurance:
2 Year Education Hours: 0 You are required to complete 24 hours to renew your license. Once you submit your application for renewal it will be placed on pending status until these requirements are complete.

2 Year Required Hours: 0 You are required to complete 12 required hours to renew your license. Once you submit your application for renewal it will be placed on pending status until these requirements are complete.

All of the above information is correct

Continue

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

9. You will be prompted to 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'. *

REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM

Answer the Following Questions

1. Do you hold any other South Dakota professional or occupational license that is not regulated by this office? ☐

Has any disciplinary action been taken against that license during the last 24 months? ☐

2. Have you ever been convicted of, pled guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, conversion, issuing bad checks, extortion, criminal conspiracy to defraud or other like offense during the past 24 months? ☐

3. Have you ever been convicted of or pled guilty to a felony during the past 24 months? ☐

4. Have you ever been convicted of or pled guilty to a misdemeanor involving moral turpitude during the past 24 months? ☐

5. Is there now pending against you any charge or charges as outlined in questions numbered '2', '3' or '4'? ☐

6. Have you ever been named as a defendant in any litigation concerning a real estate transaction during the past 24 months? ☐

7. Do you owe \$1,000 or more in accumulated child support arrearages in South Dakota? ☐

If 'Yes', have you made satisfactory arrangements with the Department of Social Services for payment of those arrearages? ☐

8. Do you now or have you held a real estate license in any jurisdiction other than South Dakota in the last 24 months? ☐

If 'Yes', list jurisdiction and license type:

Jurisdiction: License Type:

Jurisdiction: License Type:

Jurisdiction: License Type:

Has any disciplinary action been taken against that license (refers to question 8) in the past 24 months? ☐

9. Do you engage in any of the following real estate activities?

Agricultural Property ☐ Commercial Property ☐ Property Management ☐

Appraisals ☐ Home Inspection ☐ Timeshare ☐

Auctions ☐ Mortgage Brokerage ☐ Vacation Rentals ☐

10. Do you have a Corporation or Limited Liability Company that is used for the purpose of receiving a commission (Please refer to SDCL 36-21A-46.1)? ☐

If 'Yes', is that Corporation or Limited Liability Company registered with the South Dakota Real Estate Commission? ☐

Name of Corporation or Limited Liability Company:

11. Are you a member of a team within your firm? ☐

☒ 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.

Continue

Cancel and Return to Licensee Information

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*If you are a nonresident licensee and you need to submit a certificate of licensure from your resident state, you can upload the certificate of licensure during the renewal application process. Please see the last page of this tutorial for additional details.

10. 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 in the top right corner. 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

11. 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'.

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

*Uploading Out-of-state Certificate of Licensure

1. If you are an active nonresident licensee, you will need to answer 'yes' to #8 to prompt the system to send you to the page to upload your certificate of licensure.

REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM

Answer the Following Questions

1. Do you hold any other South Dakota professional or occupational license that is not regulated by this office? ☐
Has any disciplinary action been taken against that license during the last 24 months? ☐
2. Have you ever been convicted of, pled guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, conversion, issuing bad checks, extortion, criminal conspiracy to defraud or other like offense during the past 24 months? ☐
3. Have you ever been convicted of or pled guilty to a felony during the past 24 months? ☐
4. Have you ever been convicted of or pled guilty to a misdemeanor involving moral turpitude during the past 24 months? ☐
5. Is there now pending against you any charge or charges as outlined in questions numbered '2', '3' or '4'? ☐
6. Have you ever been named as a defendant in any litigation concerning a real estate transaction during the past 24 months? ☐
7. Do you owe \$1,000 or more in accumulated child support arrearages in South Dakota? ☐
If 'Yes', have you made satisfactory arrangements with the Department of Social Services for payment of those arrearages? ☐
8. Do you now or have you held a real estate license in any jurisdiction other than South Dakota in the last 24 months? ☐
If 'Yes', list jurisdiction and license type:
Jurisdiction License Type
Jurisdiction License Type
Jurisdiction License Type
Has any disciplinary action been taken against that license (refers to question 8) in the past 24 months? ☐
9. Do you engage in any of the following real estate activities?
Agricultural Property ☐ Commercial Property ☐ Property Management ☐
Appraisals ☐ Home Inspection ☐ Timeshare ☐
Auctions ☐ Mortgage Brokerage ☐ Vacation Rentals ☐
10. Do you have a Corporation or Limited Liability Company that is used for the purpose of receiving a commission (Please refer to SDCL 36-21A-46.1)? ☐
If 'Yes', is that Corporation or Limited Liability Company registered with the South Dakota Real Estate Commission? ☐
Name of Corporation or Limited Liability Company
11. Are you a member of a team within your firm? ☐

☒ 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.

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2. To upload the certificate, select 'Browse' to search for your copy of the certificate. Once you have found the certificate you wish to upload select 'ok' to be prompt back to this screen. Select 'Upload' to upload to the online application. Select 'Continue'.

sd south dakota department of labor and regulation

REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM

Ms. Beth Marnell-Test
1900 W 14 st
Sioux City IA, 51103
(605) 444-4444
Username: RECTest

Certificate of Licensure
All nonresidents of South Dakota must submit a Certificate of Licensure from the state of their residency I choose to:
☒ Upload pdf of certificate now
☐ Mail certificate to SD REC

File to upload:

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