First Time Company User Log In Procedure:

1. Under the Access Your Account window, click “1st time Company” tab.

2. Enter the following information into the appropriate fields. All fields are required. Then click “Log In”
3. Once logged in, you will see that the system shows 3 issues with your account. These issues will need to be fixed before moving forward to reset your password. First we will need to setup your secret questions. These will help you reset your password in the instance that you have forgotten it or in this case, are setting up your Division of Real Estate account. Once completed click “Save”.

4. Next, you will need to verify your email address. Make sure that your email is correct in the display as shown below, then click “Generate E-mail.”
5. At this time you will soon receive an email containing a link that you will need to click to verify your email address with our system then return you to the below screen. Click “Logout” to return to the Home screen of the eLicense Center.

6. Once at the Home screen, click on the “Forgot Password?” link under the “Log In” button.
7. Enter your User ID and then Click “Next.”

8. Enter in the answers to the security questions that you completed in step 3 and click “Next.”

9. Now you will be able to enter in the password that you wish to use. Then click “Finish.”

**Please note that passwords must be at least 8 characters in length and meet 3 of the 4 below requirements:

- 1 lower case letter
- 1 upper case letter
- 1 number
- 1 special character
10. Lastly, you will be logged out of the eLicense Center. Click on “Login” to access your account.