

Brokerage/Broker Approval

First Time Login

- Go to <https://elicense3.com.ohio.gov>
- If you have an existing account, i.e. completing your Broker Assessment Online
 - a. Log in using that User ID and Password
- If you do not have an existing account, you will need to Register
 - a. Select the **Login** link at the top left corner of the eLicense Center screen
 - b. Select **1st time Individual** tab
 - c. Select the **instructions** link
- Complete Registration Form
- Check email for automated email notification, click link to validate email
- Check your email for verification email. Click on the Link in the email.
Please check your spam/junk email folders if you do not see the email.
- To generate a new e-mail, click **Generate E-mail**

Start Certification Process of Sales Exam Application and Transfer

- Go to login screen at <https://elicense3.commerce.ohio.gov>
- Select **Online Services** -> **Brokerage Certification Transfer/New Applications**
- Select **Start**
- Find the appropriate Sponsor or Transfer application
- Click Last Transfer and review the Sponsor/Transfer application
- Select icon in the Action column
- Choose **Certified, Pending** or **Rejected** for Current Status by selecting the drop-down list arrow
Select **OK**
- Designation Level, select Select **Salesperson** from the drop down list
- Select **Next**
- Principal Broker Attestation enter your name, Broker File Number, and today's date
- Complete parts 2, 3 and 4 (All are required fields)
- Select **Next**
- Select **Finish**