

New Salesperson Application Submission

- You must first create a new account through the online portal – **Register** – Individual, Select interaction with agency
- Complete Registration Form
- Check email for automated email notification, click link to validate email
 - Please check your spam/junk email folders if you do not see the email.

Start of the New Salesperson Exam Application

- Select “ONLINE SERVICES” -> “Create/Continue New Salesperson Application”
- Click Start
- Read the next 2 pages of Important information
- Upload a copy of your official transcript(s)/certificates, click **Next**
- Verify your Home Address, enter **Date of Graduation**, and **Date of Birth**, click **Next**
- Click **Add**
- Enter REC/SOLE and Brokerage License Number in the appropriate field
- Click **Add**, select **only one sponsor**
- Click **OK**
- Validate Supervisor info, leave in Pending Status, click **OK**
- Answer each Ethical questions **Yes** or **No**. Add comment for each yes response. If you answered yes to any of the question you can upload supporting documentation
- If you answer **Yes** to **question #11**, you will need to upload a letter of explanation and supporting documents
- Click **Next**
- Read the Attestation Statement and sign by entering your name and today’s date. Click **Next**
- Review summary of your application. If you have changes click **Previous**, if correct, select **Add to Invoice**.
- Complete the necessary steps to pay our invoice online. **All fees are non-refundable**
- When payment has been approved, you will receive an email
- Once the Brokerage certifies the application, you will receive an email has been sent the test center and you to get your background checks done