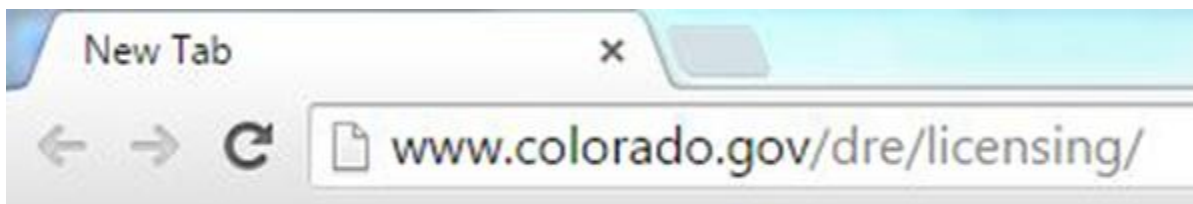


eLicense Initial Individual Account Setup - How To

The Division of Real Estate is gearing up for the kickoff of the new eLicense online license management system. All licensees, business entities and HOAs are required to create an account to access the eLicense system.

Starting June 29th use the steps below to create your new eLicense account.



Step 1 - Go to the eLicense Homepage

Licensees can reach the homepage of eLicense using one of the current licensing links on the Division's website or by typing in the URL, www.colorado.gov/dre/licensing/ as shown above.

Once you enter the URL you will be brought to the new homepage of eLicense.

Step 2 - Create a New Account Using the Register Button

On the homepage you will see the logon box asking for your "User ID" and "Password." Below User Id and Password there a "Log In" button.

As a new user you will have to create a new account. Click on the "Register" link below the Log In button.

Step 3 - Start the Registration

On the Registration page select the "Individual" option.

Continue down the page and choose "Yes" or "No" based on the list of questions.

If you Choose "Yes"

- The Account Matching page will open, proceed to input your contact information and click "Finish." You will then be sent to the Registration page with your account information prepopulated.

If you Choose "No"

- You will go to the Registration page.

Step 4 - Complete the Registration

On the Registration page you will be asked to:

- Provide an email address
- Create a password
- Create a username
- Provide contact information
- Provide public and mailing addresses
- Provide answers for security questions

Once you complete the Registration page you will be required to verify your address and save.

The Registration form is divided into two main sections: Account Information and Personal Information. The Account Information section includes fields for User ID, Email, Password, and Confirm Password. The Personal Information section includes fields for First Name, Middle Name, and Last Name. Below these are two columns for Public Address and Mailing Address, each with fields for Attention, Address1, Address2, City, State, and Zip. A 'Save as Public Address' link is present next to the Mailing Address header.

This screen shows a comparison between the 'Original' and 'Corrected' versions of the Public Address. The 'Original' address is '1560 Broadway Street, Denver, CO 80202'. The 'Corrected' address is '1560 Broadway, Denver, CO 80202'. A 'Save Address' button is located at the bottom right.

Step 5 - Activate Your Account

After verifying your address the User Account page will populate indicating you've created a new account. You will receive a confirmation email. You must click on the link in the email to activate your account.

The User Account page displays the following information: User ID: Sample1, Email: richard.dewalt@yolito.co.uk. It includes a 'Change User ID' button. A message states: 'Thank you for creating a new account. You have been sent a confirmation e-mail. You must click on the link in the e-mail to activate your account and log into the system.' Below this is a warning: 'There is currently 1 issue with your account. Please resolve it before going further.' A red banner indicates: 'Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.' The page also includes links for 'Change Email', 'Change Password', and 'Change Security Questions'. A 'Generate E-mail' button is provided for users who have not received the verification email.

Initial HOA Account Setup

Initial Business Entity Setup



Division of Real Estate

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