# Real Estate Salesperson New Application www.michigan.gov/icola

## **Login Screen**

To create an account select "I need to create an account to use online services"

If you already have an account created, select "I would like to login to my account"



NOTICE: Certain versions of your Internet browser may not be compatible with the payments page. If you should experience a problem making your payment, please log back in using a different Internet browser.

If you are a qualifying veteran wishing to have your fees waived for your new application for licensure, please submit a paper application by mail. You may request an application be sent to you by email at <a href="mailto:BPLHelp@michigan.gov">BPLHelp@michigan.gov</a> or by calling our office at (517) 373-8068.

In addition to the application and other required documentation, you will be required to submit form DD214, DD215, or any other form acceptable to the Department to demonstrate that you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

What would you like to do?	
<ul> <li>I would like to login to my account.</li> <li>I need to create an account to use online services.</li> <li>I would like to renew a license with no changes.</li> </ul>	
	Submi

NOTE: Please disable all popup blockers prior to logging into this website.

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### **Request a New Account**

### Select the option for an individual as highlighted below



## **Request a New Account**

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#### Please enter the information below:

- If you are an individual, please enter your last name, last 4 digits of social security number and date of birth below.
- If you are a company, please enter your license # below.

If you do not currently hold a license or your license is inactive, please visit <a href="https://www.michigan.gov/bcs">www.michigan.gov/bcs</a> for more information.

\*Required Field Subm Reset Main

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## Enter in the information as requested and then click "Submit"

# Request a New Account

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#### Please enter the information below:

Last Name:*	Smith	
SSN (Last 4 digits):*	2222	
Date of Birth:*	02/02/1922 × (M	M/DD/YYYY)
License #:		
If you are a company, please ento	er your license # below.	

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# Complete the Registration by filling in the fields. All fields marked with a "\*" are required.

This is where you will create your User ID and Password – Remember to write it down!

LARA Departr	MICHIGAN.GOV  Michigan's Official Web Site			
Michigan.gov Home	iCOLA Home   BPL Home   Contact BPL   LARA Home			
Bureau of Professional Licensing				
Commercial Occupa	ation Licensing Application (iCOLA)  Main   Help			
	Please enter the registration information below *Required Field			
First Name:*	Jeff			
Middle Name:				
Last Name:*	Smith			
Generation:	<u> </u>			
Birth Date:*	02/02/1922 (MM/DD/YYYY)			
SSN:*	•••••			
Confirm SSN:*	•••••			
Street Address1:*	222 W. 2nd St.			
Street Address2:	Apt 2			
Street Address3:				
City:*	Jackson State:* MI ✓ Zip:* 49202			
Country:*	United States			
Email:*	twotwenty@twotwo.com			
Phone:	5172222222 (999999999) x :			
User ID:*	TwoTwenty			
Password:*	(Must be 8 characters containing both alpha and numeric characters)			
Confirm Password:*	(Must be 8 characters containing both alpha and numeric characters)			

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# Registration is successful! Click the Login link



#### Attention

You have successfully registered. Please login to access the online services.

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# Login in using the User ID and Password that was just created Click the "Submit" button



# Click on the "Apply for a New License" link



Bureau of Professional Licensing

Commercial Occupation Licensing Application (iCOLA)

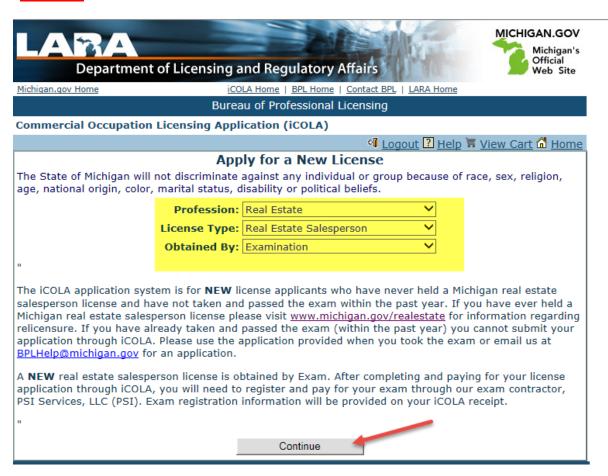
Logout ₩ View Cart

#### Attention

The services listed below are available to you

Apply for a New License

# Be sure to choose the items shown below for the 3 drop down boxes and then click the "Continue" button



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### Read the page and then click the "Next"





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#### Bureau of Professional Licensing

Commercial Occupation Licensing Application (iCOLA)

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#### **Application for Real Estate Salesperson License**

To become licensed as a real estate salesperson you must:

- Complete 40 clock hours of approved real estate fundamentals not more than 36 months before the date of application.
- · Successfully complete the licensing exam.
- Be at least 18 years of age.
- · Have a licensed broker agree to sponsor you to become licensed.
- Be of good moral character.
- · File an irrevocable Consent to Service of Process if you are a non-resident applicant.

You may be allowed to take the licensing exam without being sponsored by an employing broker, however you will not receive a license until you are under the supervision of a licensed broker. Your exam grades are valid for 1 year. If you do not report that you are in the employ of a licensed broker within 1 year of completing the exam, your grades become invalid and you would be required to retake the exam.

If you report an employing broker, that broker must use the Internet to access the iCOLA web application to Approve or Deny the relationship.

If you have reported that you have been convicted of a felony your application will be pending until we conduct required background checks. You will not be able to schedule your licensing exam until all matters are resolved.



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# Verify your street address

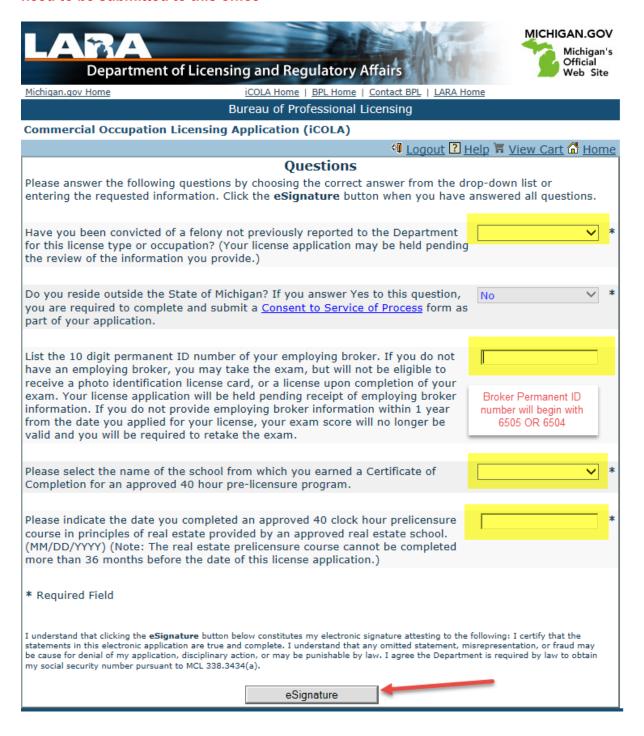
# Then click "Next"



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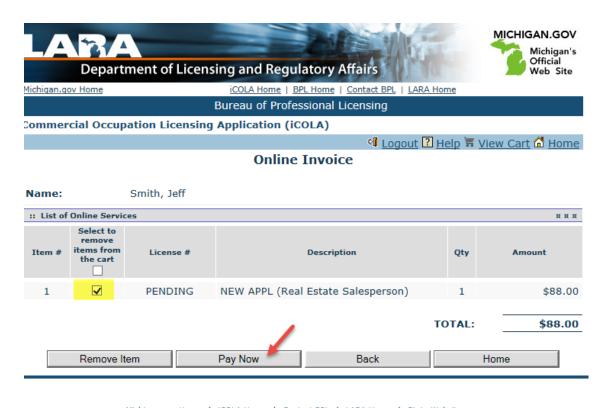
Complete the highlighted fields, read the certification, and then click "<u>eSignature</u>" If you do not have an employing broker at this time, you may still take the exam, but will not be eligible to receive a photo identification license card, or a license upon completion of your exam

Once you decide on the employing broker, the <u>Real Estate Associate Broker or</u>
<u>Salesperson License Transfer Application or Employing Broker Notification</u> form will need to be submitted to this office



When you are ready to check out, check the box for the new application item in your cart and then click "Pay Now"

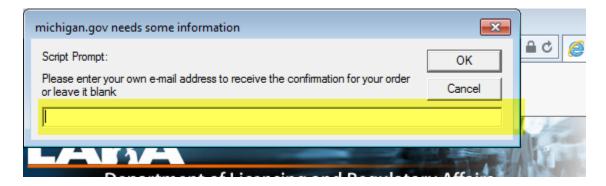
NOTE: The fee will vary depending on when during the 3 year license cycle you are applying



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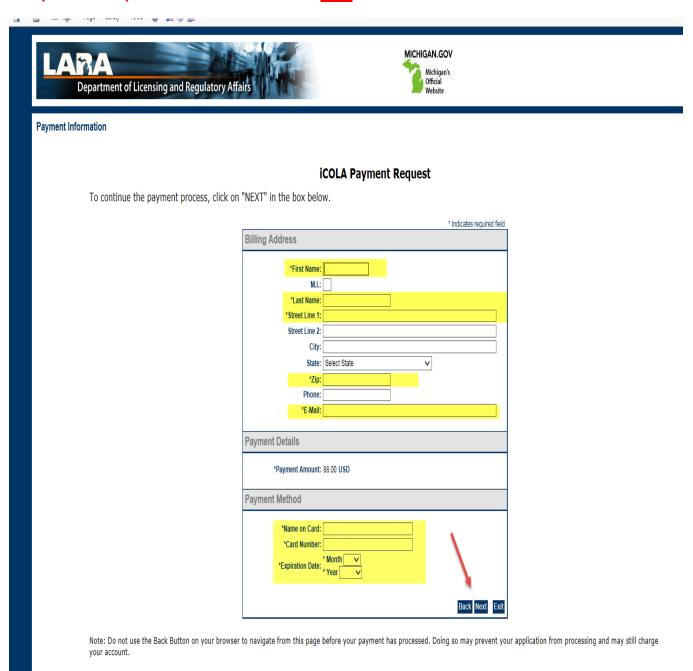
# You will be prompted for your email address. This is optional if you would like confirmation of the payment



# Visa, MasterCard, or Discover Card are the available payment options Click "Next" to continue to make the payment



# Complete the required fields and then click "Next"



## Review and confirm the payment

Click "Pay Now"

NOTE: The fee will vary depending on when during the 3 year license cycle you are applying

### iCOLA Payment Request

To confirm your payment information, click on "Pay Now" in the box below.



# You have completed your application! After payment has been submitted, you will receive payment confirmation

(note: this information is static and does not change based on the answers to the questions)

# !! Your payment has been submitted.

#### Payment Confirmation

Your payment of \$36 for the license services submitted on Fri Jan 09 11:04:44 EST 2015 has been accepted. Your payment confirmation number is 15010901049840.

#### Required Additional Documentation (if applicable)

- If you listed an employer during the iCOLA application process, please inform your employer that you have completed this license application. You will be able to register for the exam; however, your application will remain incomplete and you will not receive a license until your employing broker accesses iCOLA and approves your request.
  - Once you have passed your exam and if you did not list an employer, your license application will remain incomplete and you will not receive a license until the Department receives a completed Employing Broker Notification form.
- . If you answered "yes" to the question regarding a felony conviction, you will receive notification from the Department regarding what additional information is required. After the Department receives, reviews, and approves your additional documentation you will receive an email notifying you of your authorization to register for the exam.
- If you answered "yes" to having an out of state address, you will need to complete and submit a Consent to Service of Process form.

After your application has been approved by the Department, you will receive an email providing you with your Exam Candidate ID number, which is required to register for the exam. This email should arrive within 2 business days of your approval and will include complete exam registration instructions. Your license application will remain incomplete until you have completed all licensing requirements.

License application fees are valid for one year and all requirements for licensing must be completed within one year from today's date or you will be required to reapply.