

EHAMA COUNTY ASSOCIATION OF REALTORS

M.L.S. TIP

»Broker/Agent DRE Employment Guide «

When a new agent wants to show employment with a Broker the Agent must first go into the California Department of Real Estate web site (www.dre.ca.gov) and follow these steps:

1. Click on "Salesperson additions/changes of employing broker".
2. Create a username and password by clicking on the "REGISTER" button.
3. Scroll down to the very bottom of the page and click on "I Accept"
4. Enter your Social Security Number & Birth date, click "Continue".
5. Your username will be 2095 plus the last FIVE digits of your social security number
6. Your Password will be the last FIVE digits of your social security number. Add your current e-mail address, click "Continue"
7. Add Employer, Display Employer Information
8. Save Employer Information.
9. NOTE: at this time if your employer is present he/she may confirm employment. If not broker may go back into DRE and confirm at a later date.

THANK YOU!
