

TEHAMA 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!

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