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

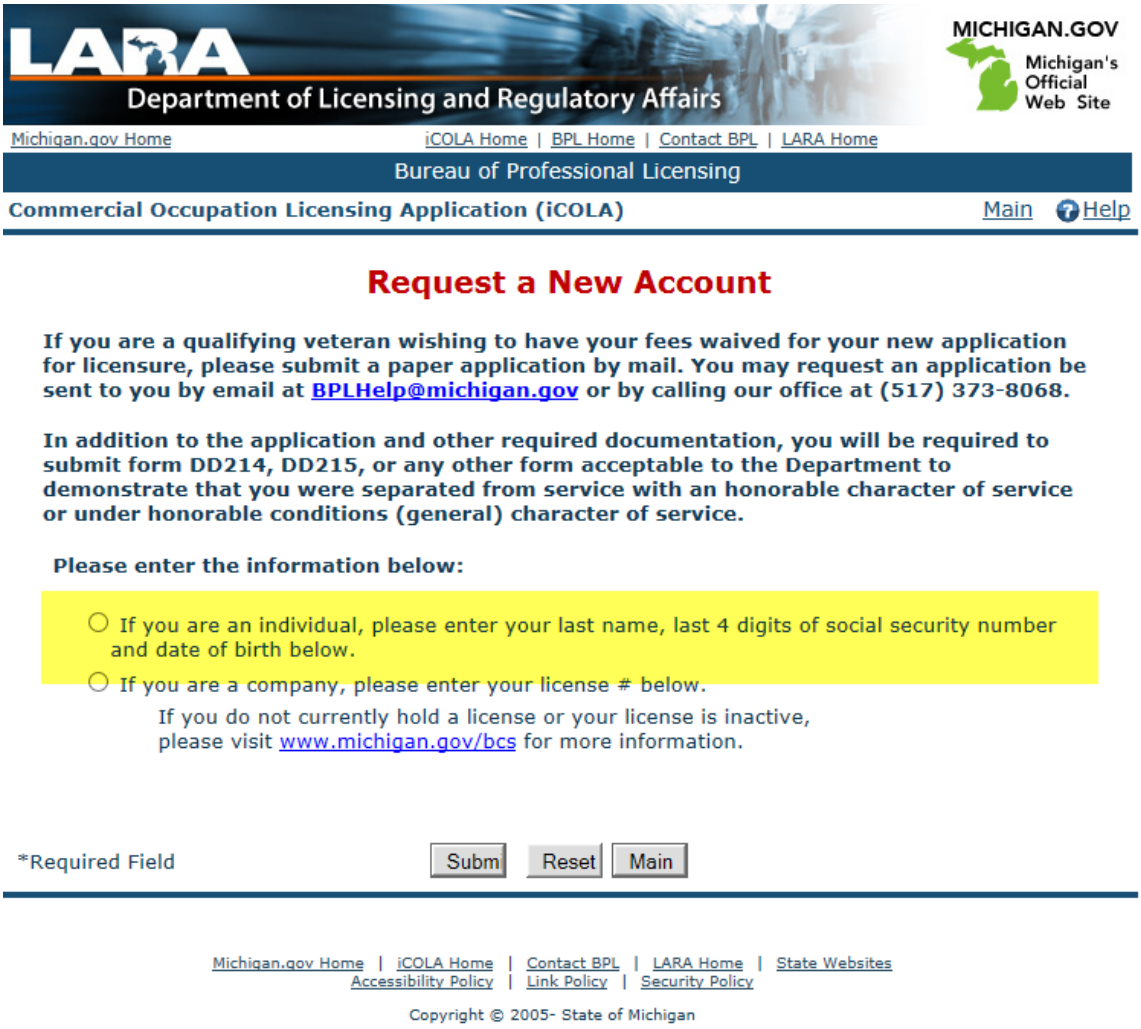
Login Screen

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

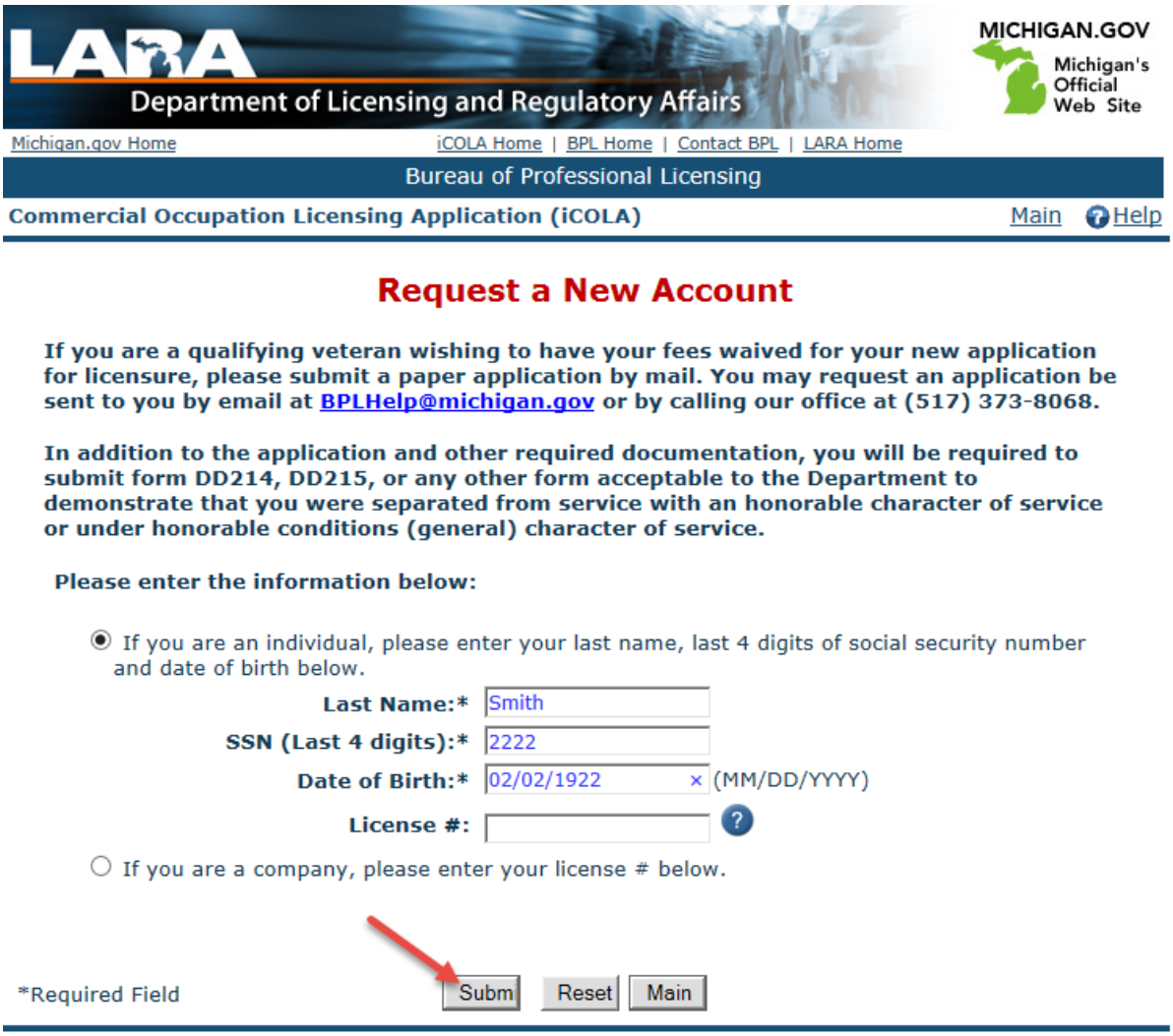
If you already have an account created, select "I would like to login to my account"

Request a New Account

Select the option for an individual as highlighted below



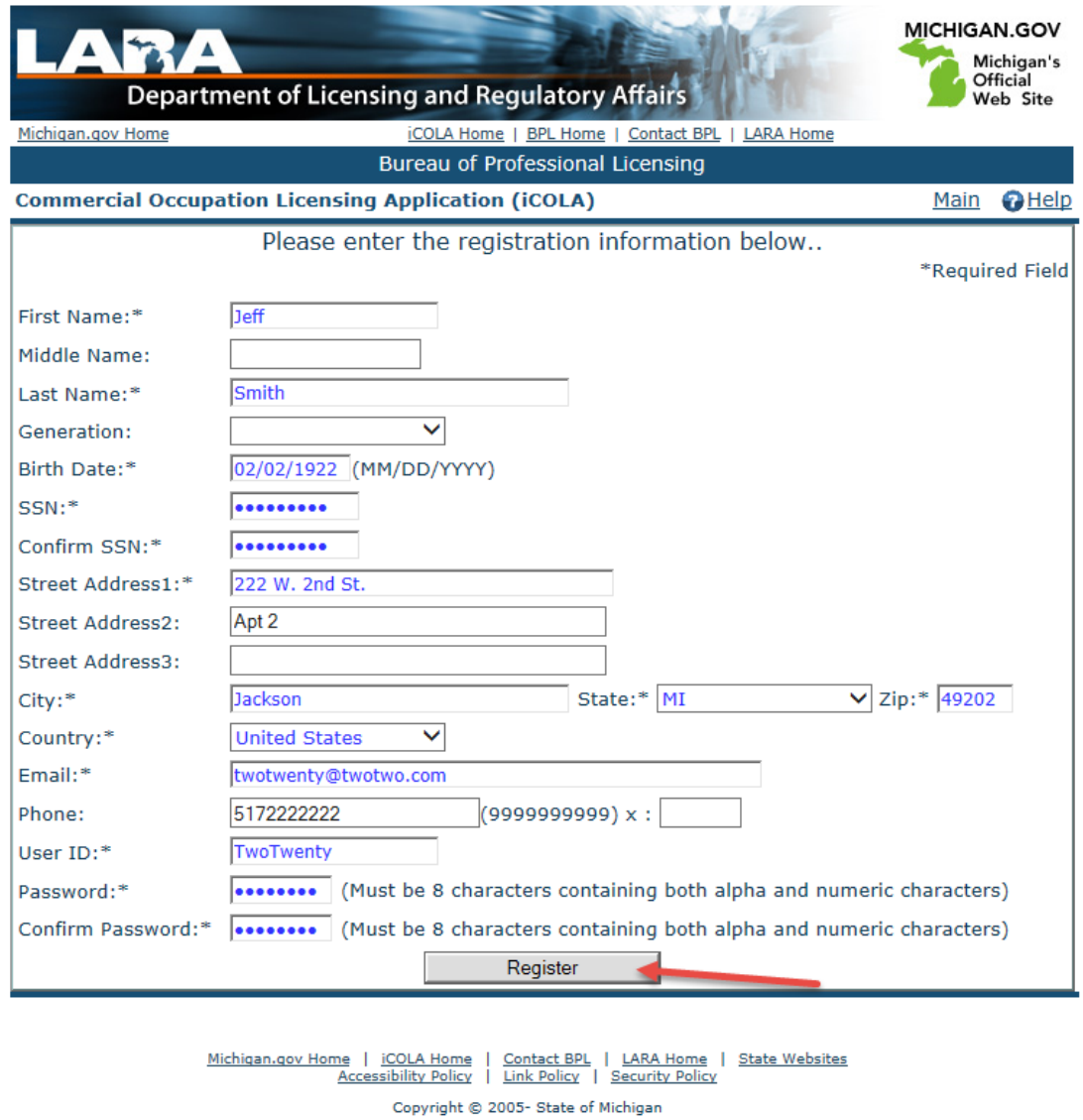
Enter in the information as requested and then click "Submit"



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!



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Bureau of Professional Licensing

Commercial Occupation Licensing Application (iCOLA) Main Help

Please enter the registration information below..

*Required Field

First Name:*	Jeff
Middle Name:	
Last Name:*	Smith
Generation:	
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 (9999999999) 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)

Register

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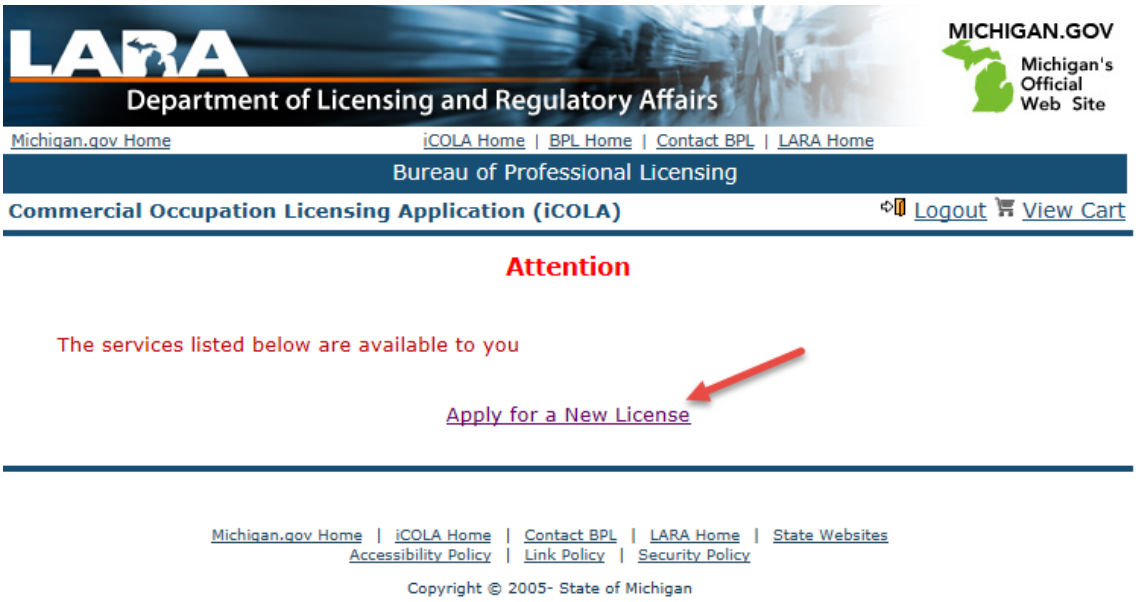
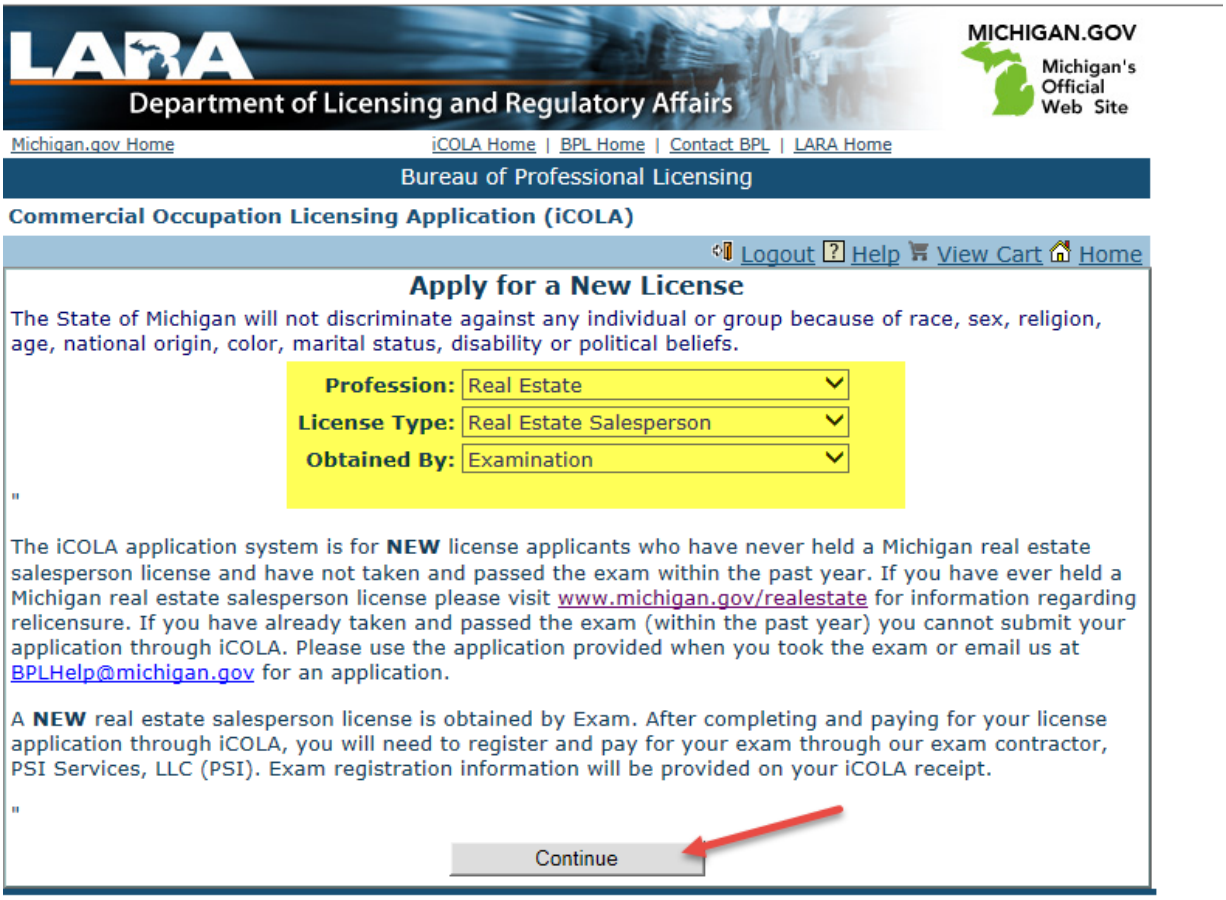
Registration is successful!
Click the Login link

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



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



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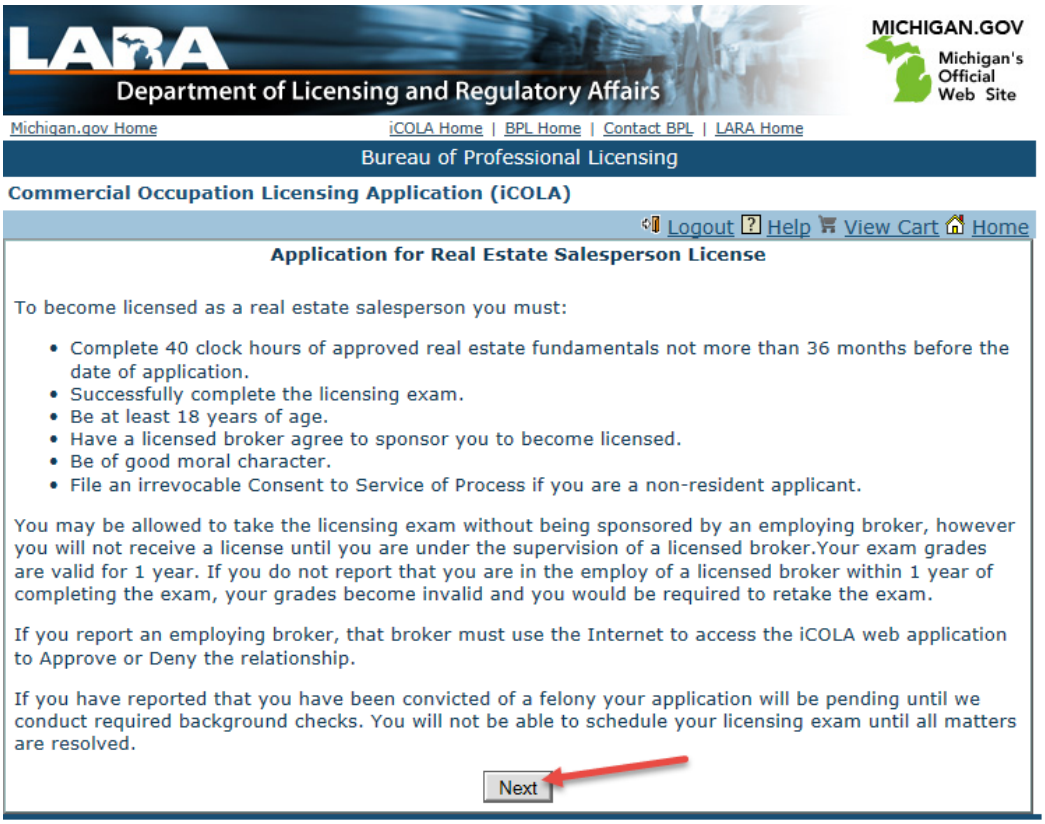
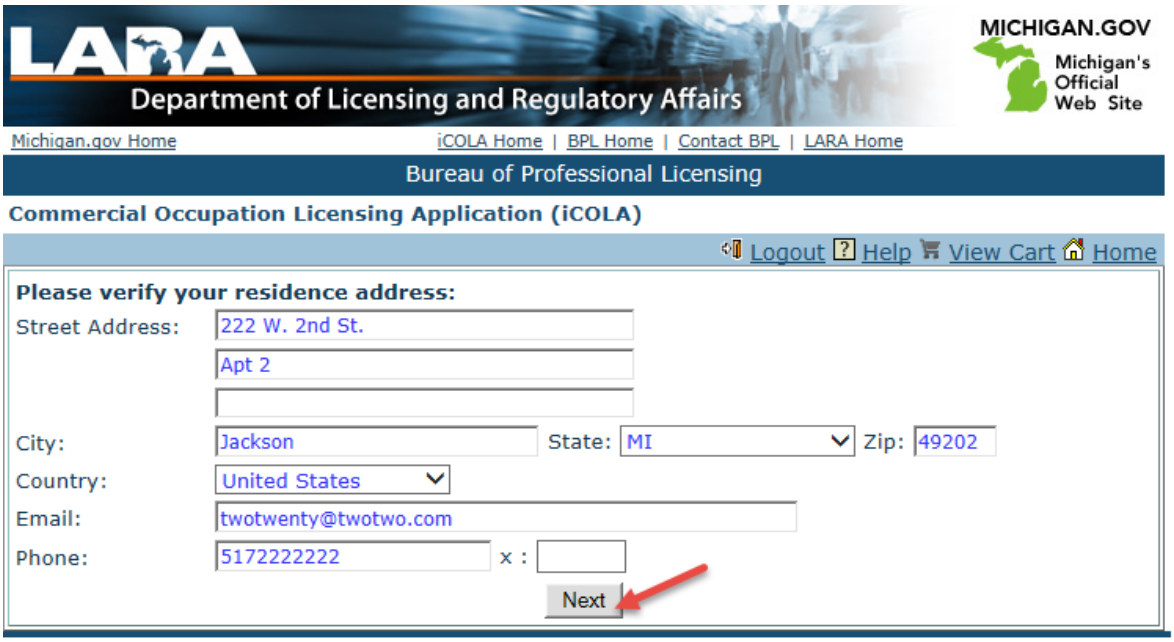
Read the page and then click the "Next"



Verify your street address

Then click "Next"



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Complete the highlighted fields, read the certification, and then click "eSignature"
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 Real Estate Associate Broker or Salesperson License Transfer Application or Employing Broker Notification form will need to be submitted to this office

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Bureau of Professional Licensing

Commercial Occupation Licensing Application (iCOLA)

Logout | Help | View Cart | Home

Questions

Please answer the following questions by choosing the correct answer from the drop-down list or entering the requested information. Click the **eSignature** button when you have answered all questions.

Have you been convicted of a felony not previously reported to the Department for this license type or occupation? (Your license application may be held pending the review of the information you provide.) *

Do you reside outside the State of Michigan? If you answer Yes to this question, you are required to complete and submit a Consent to Service of Process form as part of your application. No *

List the 10 digit permanent ID number of your employing broker. If you do not have an employing broker, you may take the exam, but will not be eligible to receive a photo identification license card, or a license upon completion of your exam. Your license application will be held pending receipt of employing broker information. If you do not provide employing broker information within 1 year from the date you applied for your license, your exam score will no longer be valid and you will be required to retake the exam.

Broker Permanent ID number will begin with 6505 OR 6504

Please select the name of the school from which you earned a Certificate of Completion for an approved 40 hour pre-licensure program. *

Please indicate the date you completed an approved 40 clock hour prelicensure course in principles of real estate provided by an approved real estate school. (MM/DD/YYYY) (Note: The real estate prelicensure course cannot be completed more than 36 months before the date of this license application.) *

* Required Field

I understand that clicking the **eSignature** button below constitutes my electronic signature attesting to the following: I certify that the statements in this electronic application are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law. I agree the Department is required by law to obtain my social security number pursuant to MCL 338.3434(a).

eSignature

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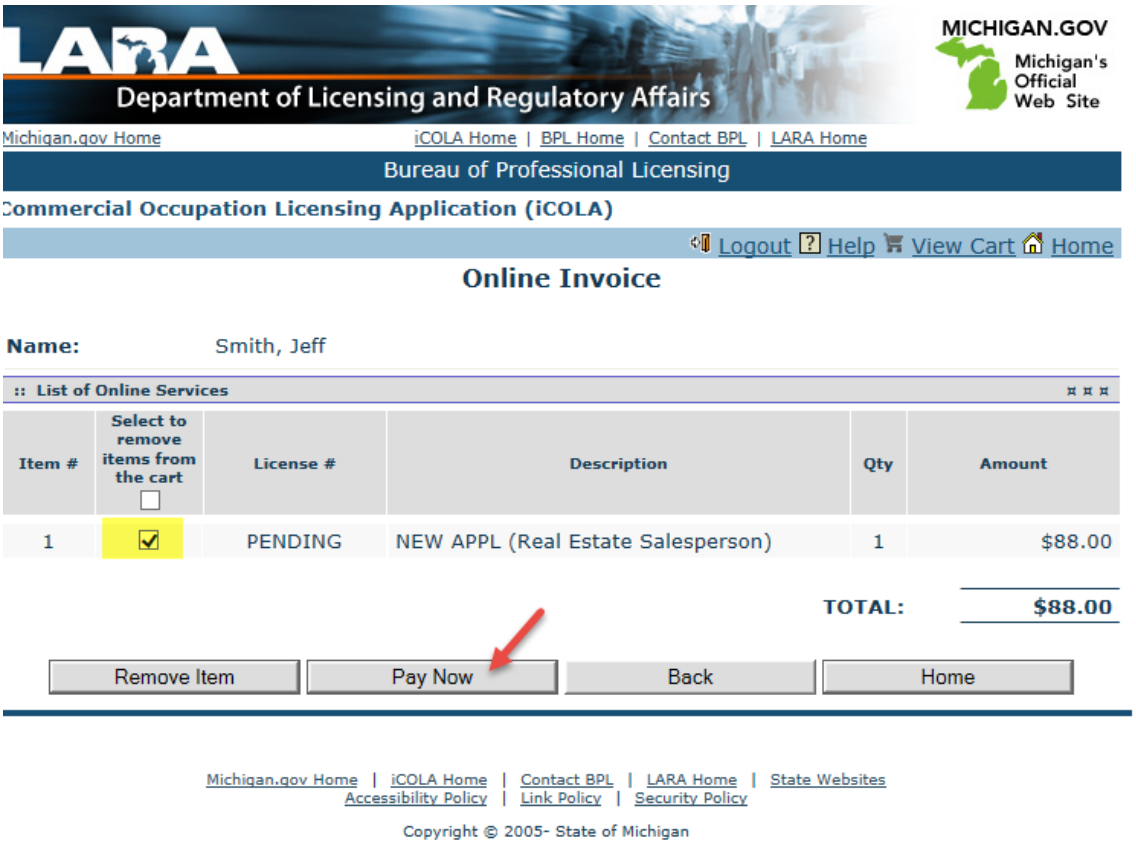
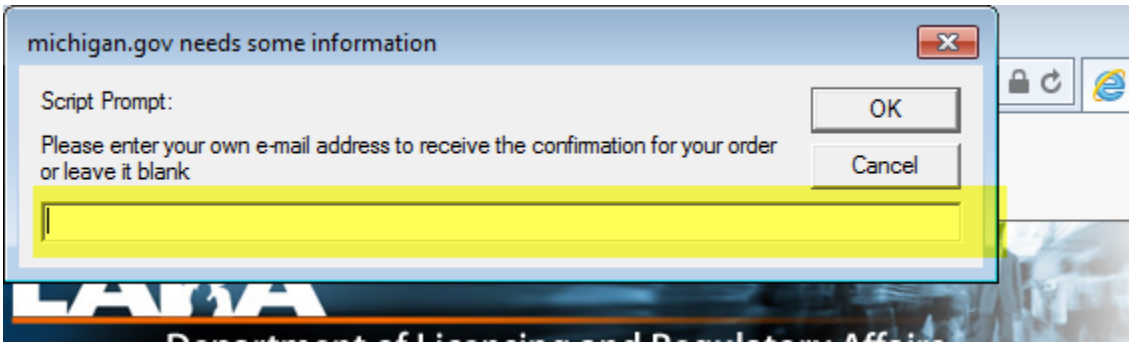
When you are ready to check out, check the box for the new application item in your cart and then click "Pay Now"

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

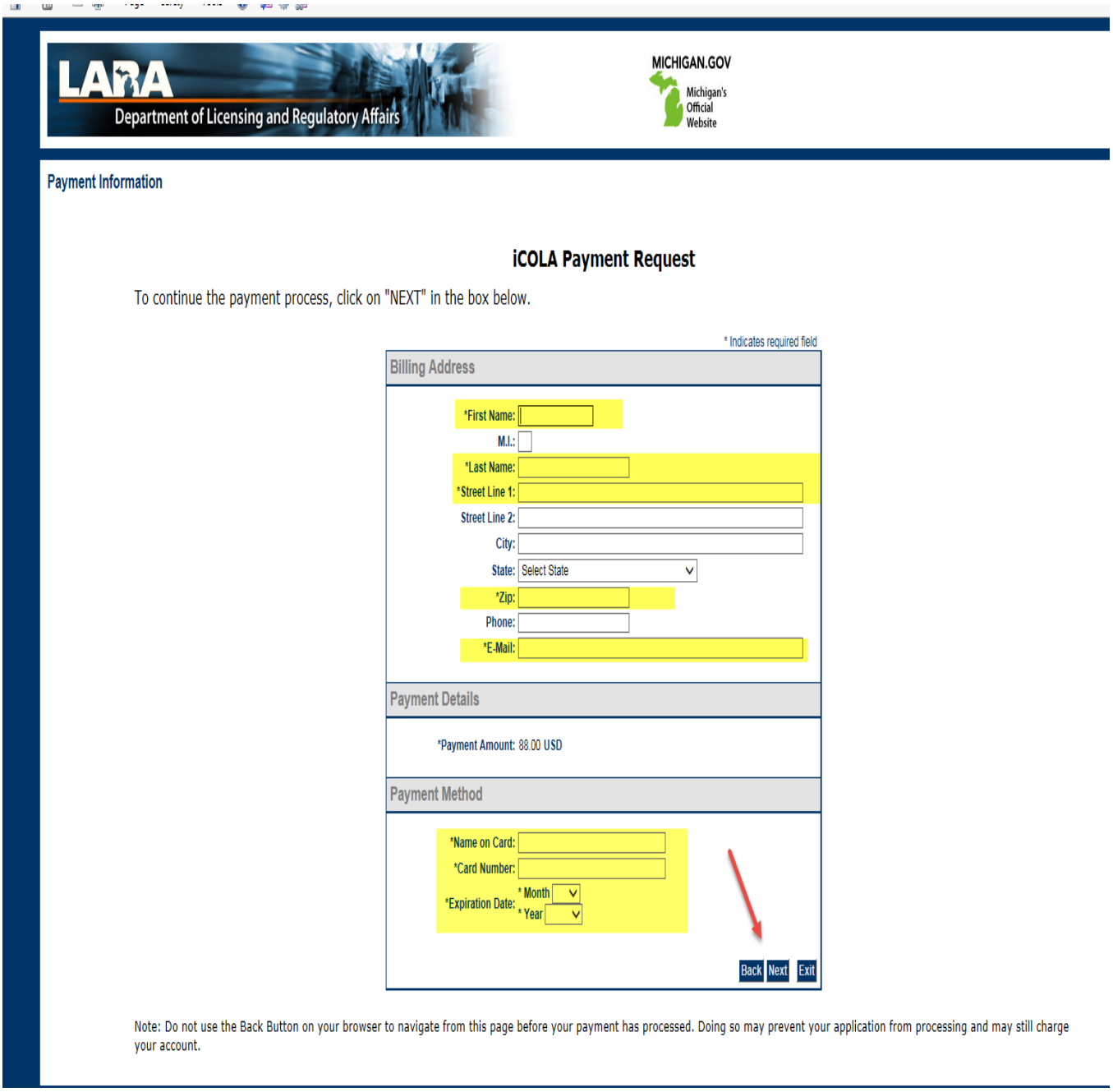


You will be prompted for your email address. This is optional if you would like confirmation of the payment

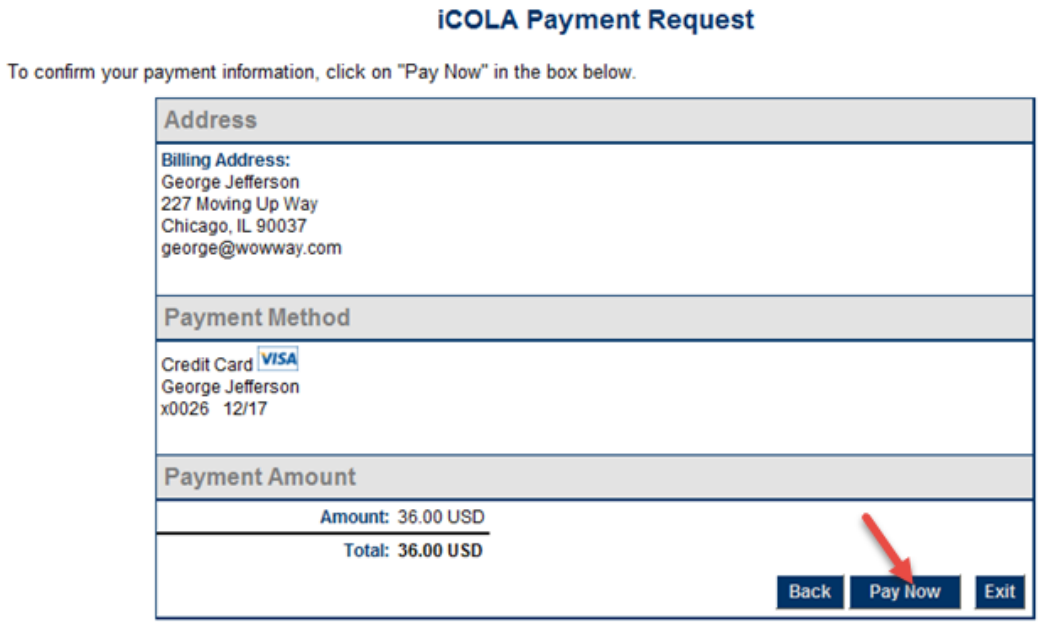


Visa, MasterCard, or Discover Card are the available payment options
Click "Next" to continue to make the payment

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.

Address

Billing Address:
George Jefferson
227 Moving Up Way
Chicago, IL 90037
george@wowway.com

Payment Method

Credit Card VISA
George Jefferson
x0026 12/17

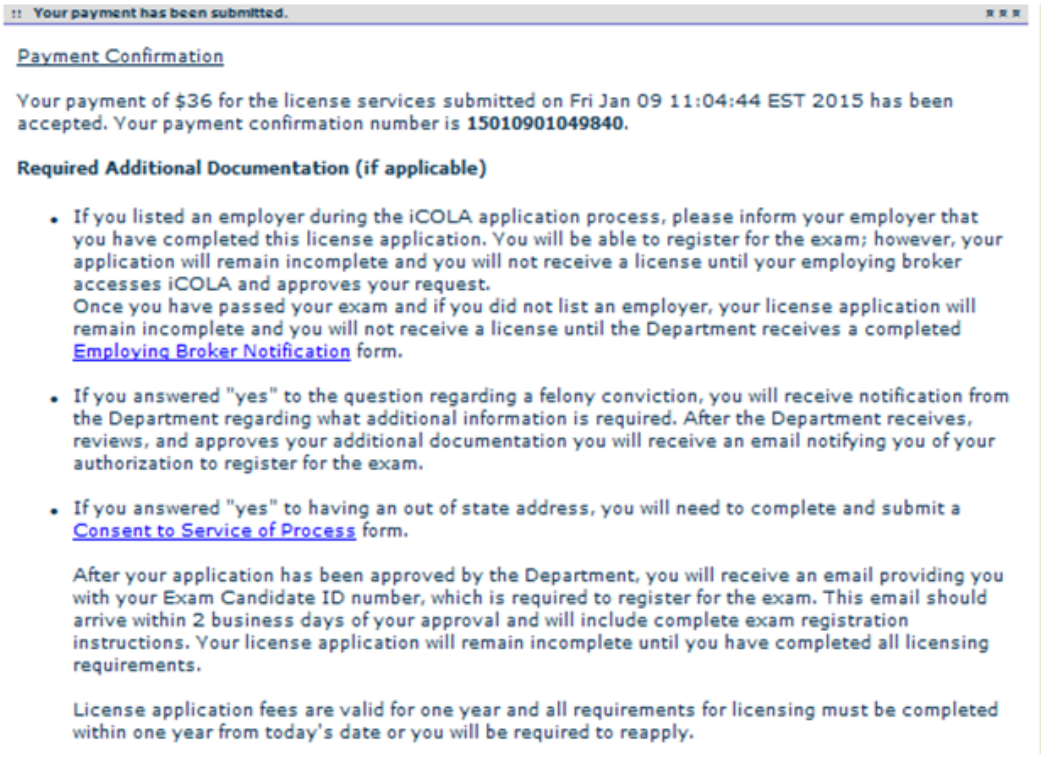
Payment Amount

Amount: 36.00 USD
Total: 36.00 USD

Back | Pay Now | Exit

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.