

2017 Important Renewal Tips

For best results, users should use Google Chrome as their web browser.

1. As of September 11th, all applicants and/or licensees will need to go to <https://plb.iowa.gov/> and create a login for DataPro (aka "My Iowa PLB"). If an individual has a current license or lapsed license, they will link their current or past license to their contact record, but individuals SHOULD NOT try to link another license other than their own broker (BXXXXX000) or salesperson (SXXXXX000) license to their "My Iowa PLB" account. If an individual has any issues or questions at that time or are looking to seek assistance, please do not hesitate to contact Commission staff.
2. While logged into **My Iowa PLB - Home**, start by clicking on the license number (SXXXXXXXX, BXXXXXXXX, FXXXXXXXX, TXXXXXXXX) that has an expiration date of 12/31/17. By clicking on the license number, you will get to the license detail page.
3. From the license detail page, click on the button "Begin Application Process", which can be found directly across from the license number.
4. By clicking on this button, this will start the application wizard, where you will eventually get to the screen that says "Please Select from the List of Available Applications for This License."
5. Select the "Renewal Application - _____" application type.
6. Once you receive the message "Your application was created successfully", select "Finish." This will take you to the Application Detail page.
7. Select "Complete Checklist" and answer all of the questions for the renewal application. This must be done first. DO NOT click on the "Upload Submissions" tab until there is a green check-mark besides the "Complete Checklist" button.
8. The continuing education options may include the following:
 - a. Exam taken in lieu of CE
 - b. Manually provide CE courses. Please review our [Education link](#) for the requirements.
 - c. Non Resident Affidavit. Available only for licensees that both reside in and are licensed in the following states and are abiding by their resident state's CE requirements: Alabama, Arkansas, Colorado, Georgia, Louisiana, Minnesota, Mississippi, Nebraska, North Dakota, Oklahoma, South Dakota, and Tennessee.
 - d. Not Applicable – renewing to inactive status
 - e. Not Applicable – renewing the following license types: firm, tradename, branch, or additional broker officer
9. If you selected to manually provide the CE courses you will then need to provide the following for each course you wish to report: course name, course number, course provider, and course date.
10. Complete everything as required in the checklist and be sure that there is a green check-mark besides the "Complete Checklist" button before you click on the "Upload Submissions" button.
11. In the Upload Submissions section you will be required to attach each individual course completion certificate or the pass notices, whatever is applicable. PDF format is preferred. For example, if you list

six courses, the system will require you to upload six documents before the “Submit for Review” button will appear. Instructions on how to upload submissions one document at a time:

- A. Click on “Upload.”
- B. Click on “Choose File.”
- C. Select the file that you are intending to upload and click on “Open” in the pop-up box.
- D. Click on “Upload” again.
- E. Click on “Save”.
- F. A message should appear, indicating that your submission has been uploaded successfully.

12. Please note that submissions will not be required for the renewal of the following license types: firm, tradename, branch office, or additional broker officer license. Or if you have a broker license or salesperson license and you choose to renew inactive and report no continuing education, you will not be required to upload any submissions.
13. Once you have completed the checklist and uploaded all the required documents (if applicable) the “Submit for Review” button becomes available. Select that button to submit payment.
14. Select the payment method of your choice.
15. When advised that you will be redirected to the Cart page select “Finish.”
16. Select the fee(s) you wish to pay and then follow the instructions.
17. Once full payment has been made your renewal application is complete.
18. Once payment is received, the system will generate you a receipt and confirmation of payment and your license card will be e-mailed to you shortly. A physical license card will no longer be mailed by the Iowa Real Estate Commission.
19. Licensees will also have the ability to update their personal contact information (home address, mailing address, preferred e-mail, preferred phone number, etc.) by clicking on "My Contact Information" under My Iowa PLB - Home. It is asked that licensees list both their residence address and preferred mailing address in "My Contact Information", even if they happen to be the same. They will also have access to their respective license card at My Iowa PLB - Home.

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E-mail realestatecommission@iowa.gov or call (515) 725-9027 if you have any questions.