

BUILDER SALESPERSON LICENSE

ALL RENEWALS MUST BE COMPLETED ONLINE

IMPORTANT: You must renew your license(s) by using our online renewal system now using a debit or credit card containing a MasterCard, Visa, or Discover logo or by electronic check (e-check). Do not send cash, check, or money order. Payments received by mail or in person will no longer be accepted and will be returned without the renewal being processed.

1. Renew your license online **now** at www.michigan.gov/mylicenser renewal. By renewing online you may expect to receive your renewed license by mail within 5 to 10 business days, if all renewal requirements have been met. You must use a MasterCard, Visa or Discover credit card or e-check to renew online. You may verify the renewal of your license if all renewal requirements are met the following business day at www.michigan.gov/licenselookup.

PLEASE NOTE: By using an e-check to make your renewal payment, there will be an automatic 10 day hold placed on the check, and there are no exceptions to the hold.

2. If you do not have a name or address change, go to www.michigan.gov/mylicenser renewal to renew the license. You will need the 10 digit license number to use this site, and you will be able to print a copy of your transaction if you require a receipt of your renewal payment.
3. If you have a personal address change, follow the directions below to renew online. Changes to your employer's address may only be made through your employer's renewal process.
 - Go to www.michigan.gov/elicense.
 - This page will provide instructions to create a User ID and Password. You will need the license number, date of birth and social security number the first time you use this online renewal feature to create your User ID and Password. Follow the prompts to renew your license online.
 - You must enter a valid email address to receive an email confirmation of the online transaction or print the confirmation at the time of the transaction.
4. **NOTE: If your employer's license expires this year, the salesperson's renewal cannot be processed until your employer has completed their renewal process.**
5. Your current license expires on **May 31, 2016**. Once renewed, the new license will expire on May 31, 2019. If you fail to complete the online renewal process, and/or fail to meet all renewal requirements by the expiration date of your license, you cannot legally practice as a Salesperson and may be subject to disciplinary action if you continue to practice. An additional \$20 late fee will be automatically added to the renewal fee if you renew within the 60 days following the license expiration date.
6. If you fail to renew on or before the 60th day following your current license expiration date, **you will not be permitted to submit your renewal online**. You will need to submit an application for relicensure. Please visit www.michigan.gov/builders and under Licensing Applications & Forms, download the "Salesperson License/Relicensure, Reinstatement and Transfer Application." Do not use this form to mail your renewal fee in lieu of renewing your license online. Payments received by mail or in person will no longer be accepted and will be returned without the renewal being processed.

- **Do not use this form** to mail your renewal fee in lieu of renewing your registration online. Payments received by mail or in person will no longer be accepted and will be returned without the renewal being processed.

7. **NOTE TO EMPLOYERS:** Salesperson renewal postcards and licenses are mailed to the employer for distribution. If the renewal postcard is for someone who no longer works for you, please return the card to our office with a note and the signature of the qualifying officer indicating the salesperson is no longer employed by you.