

## **NYS Department of State Renewal Steps:**

### **Complete your 22.5 hours of continuing education.**

- Make sure you complete your 22.5 hours of NYS required continuing education within your licensing period. Your expiration date can be found on your member portal, pocket card, and in your eAccessNY account.

### **• Look out for an e-mail or a postcard from the NYS Department of State**

- The NYS Department of state will send out correspondence with instructions on how to renew your license. You may renew within 60 days of your expiration date. If you do not receive the reminder from the state, you still must log in to your eAccessNY account and fill out the license renewal application. Please verify with the state the current cost of license renewal. BNAR sends out email reminders 30-45 days prior to expiration date.

### **• Log In to your eAccessNY Account to find the Renewal Application**

- Use the e-mail address and password that you created when first applying for your license with NYS. Follow the prompts on your account to the renewal application. **BNAR CANNOT ASSIST WITH DOS ACCOUNT LOOKUPS, PASSWORD RECOVERY OR EMAIL CONFIRMATION. WE DO NOT HAVE ACCESS TO THE DOS TECHNOLOGY.**

### **• Fill out the renewal application**

- Complete the licensing application on your account, you will be guided through the application. You will be asked to verify your education has been completed and then prompted to pay the license renewal fee. Upon completion you will see a confirmation page, print that for your records.

### **If you don't know your username or password DOS requests an email in this format:**

To reset user id/password

Email to: [eAccessNY@dos.ny.gov](mailto:eAccessNY@dos.ny.gov)

Subject Line: user id/ password reset

Include Your:

Name as it appears on NYS Real Estate License

Address

License Type

NYS Real Estate License Number

NYS Real Estate License Expiration Date

For more information you can contact the NYS Department of State by phone at **518-474-4429** or email them at [licensing@dos.ny.gov](mailto:licensing@dos.ny.gov).

**Visit NYS Department of Licensing Services to learn more about renewing a license.**

*\*You will NEED to know the e-mail address you have registered with NYS and the password you created when you created your NYS DOS Account.\**

If you have Real Estate Licensing Questions or are having trouble logging in to your eAccessNY account please contact the NYS Department of State at **518-474-4429** or email them at [licensing@dos.ny.gov](mailto:licensing@dos.ny.gov).