

Instructions for CE Providers:

1. Go to [MyLicense.IN.gov](https://mylicense.in.gov) and under **Business Licensing**, select Login or Register for a MyLicense account:

The screenshot shows the homepage of the Indiana Licensing Enterprise. At the top, there are logos for IN.gov and INDIANA LICENSING ENTERPRISE. The main heading is "Welcome to the Indiana Licensing Enterprise". Below this, there are two columns of options. The left column is for "Personal Licensing" and the right column is for "Business Licensing". In the Business Licensing column, a green arrow points to the "Login to Business Licensing with MyLicense" button, and a red arrow points to the "Register for a MyLicense account" link.

Personal Licensing

Login to Personal Licensing with Access Indiana

[Register for an Access Indiana account](#)

[Get Help Creating Your Account](#)

Business Licensing

Login to Business Licensing with MyLicense

[Register for a MyLicense account](#)

[Get Help Creating Your Account](#)

2. **Login to your account if you have already registered:**

The screenshot shows the login page for Business Licensing. On the left, there is a menu with "Register a Business" and "Personal Licensing". The main content area has the heading "INDIANA LICENSING ENTERPRISE" and a sub-heading "MANAGED BY PLA". Below this, there is a text block explaining how to renew or apply for a Business Professional License. There are two input fields: "MyLicense User Id:" and "MyLicense Password:". Below these fields is a "Login" button. At the bottom, there is another text block explaining how to log in for Personal Licensing, followed by a "Login with Access Indiana Authentication" button.

INDIANA LICENSING ENTERPRISE
MANAGED BY PLA

To renew a Business Professional License, enter your MyLicense User Id and Password below. If you do not know the User Id and Password for your business, or to apply for a new Business Professional License, click Register a Business on the left menu.

MyLicense User Id:

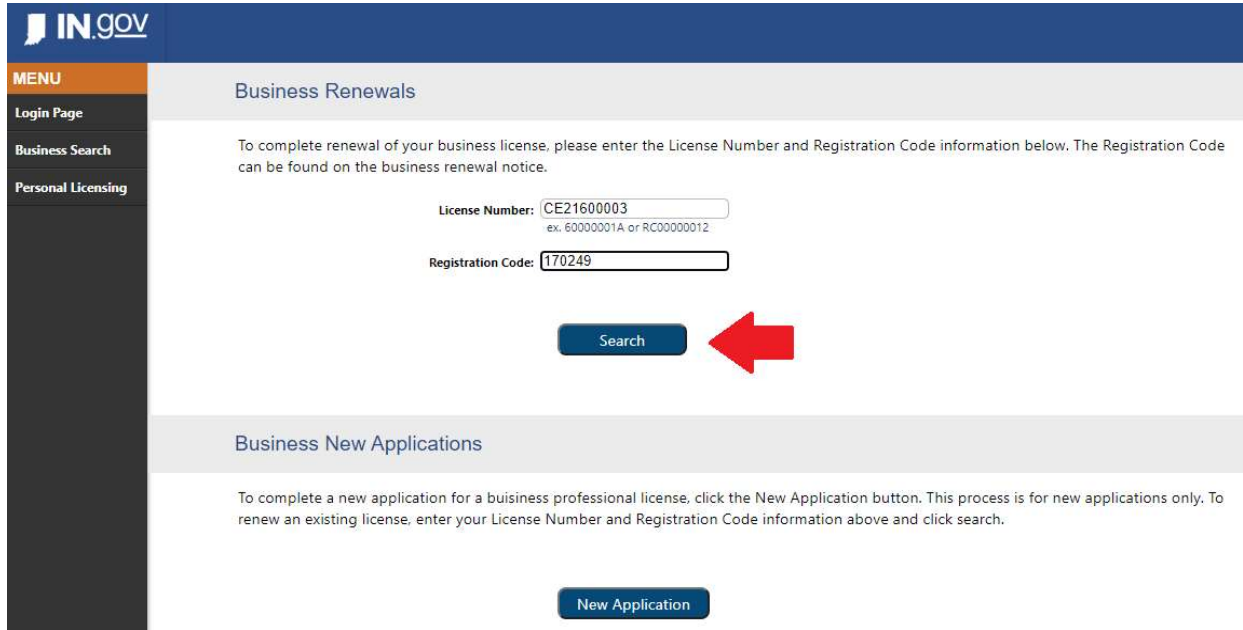
MyLicense Password:

Login

For Personal Licensing, log in using Access Indiana Authentication using the button below. For additional information or to create a new Access Indiana account, click Personal Licensing on the left menu.

Login with Access Indiana Authentication

3. Register your account if you have not registered OR no longer remember your user id and password. Registration codes are provided on all renewal notices but you may contact our office at pla5@pla.in.gov for assistance:



IN.gov

MENU

Business Renewals

To complete renewal of your business license, please enter the License Number and Registration Code information below. The Registration Code can be found on the business renewal notice.

License Number:
ex. 60000001A or RC00000012

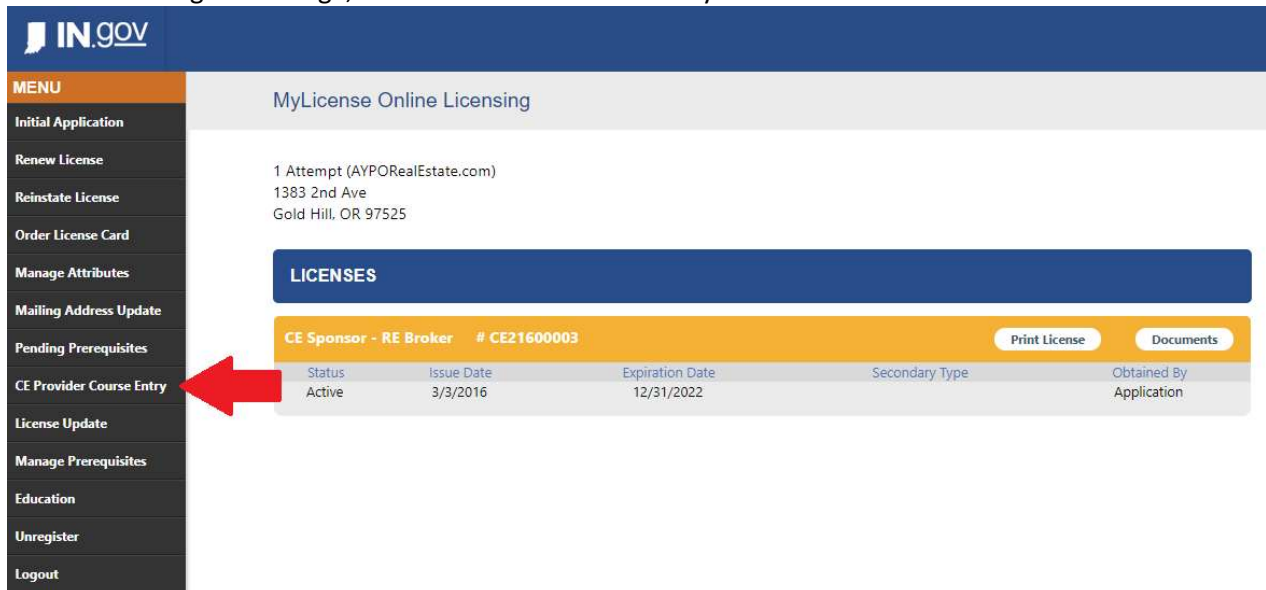
Registration Code:

Business New Applications

To complete a new application for a business professional license, click the New Application button. This process is for new applications only. To renew an existing license, enter your License Number and Registration Code information above and click search.

4. When you have located your account, enter the required fields as notated with an asterisk (*), and click Register. Please note: Mailing addresses may be updated after registering, but not physical locations. Under the User ID section of the registration page, enter a User ID, Password, Security Question and Security Question Answer.

5. On the Licensing Home Page, click CE Provider Course Entry from the left Menu:



IN.gov

MENU

MyLicense Online Licensing

1 Attempt (AYPORRealEstate.com)
1383 2nd Ave
Gold Hill, OR 97525

LICENSES

CE Sponsor - RE Broker # CE21600003

Status	Issue Date	Expiration Date	Secondary Type	Obtained By
Active	3/3/2016	12/31/2022		Application

Initial Application

Renew License

Reinstate License

Order License Card

Manage Attributes

Mailing Address Update

Pending Prerequisites

CE Provider Course Entry

License Update

Manage Prerequisites

Education

Unregister

Logout

- On the CE Course listing screen, all currently offered courses will show. Select the desired course by clicking on the Course Number.

From the listing of offered courses below, select the **Course Number** to add individuals who attended the course.

Course Number	Course Title	Course Status	Begin Date	End Date	Hours	Category
1	Indiana 4 Hour Managing Broker Course	Open	03/03/2016		4.00	General
2	Indiana 8 Hour Real Estate Ethics	Open	03/03/2016		8.00	General
3	Indiana 12 Hour Real Estate Law & Contract Review	Open	03/03/2016		12.00	General
4	Indiana 12 Hour Real Estate Financing	Open	03/03/2016		12.00	General
5	Indiana 8 Hour Property Management Course	Open	03/14/2018		8.00	General
6	Indiana 4 Hour Course for Managing Brokers	Open	03/14/2018		4.00	General

- On the CE Course entry screen, enter the License Number of the Broker that attended the course, and press the Tab key on your keyboard. This will automatically populate the License Type and Licensee Name fields. If the default Course Date is different than the date the course was taken, modify the Course Date to the correct entry.

Enter course participants.

Course Title: Indiana 4 Hour Managing Broker Course
 Course Number: 1
 Begin Date: 3/3/2016
 End Date:
 Status:
 Category:
 Hours: 4.00

License Number	License Type	Licensee Name	Date
<input type="text" value="RB14028235"/>	<input type="text" value="Real Estate Broker"/>	<input type="text" value="Ima Test10 zzz10"/>	<input type="text" value="06/11/2021"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Repeat the process for any additional Brokers that took the course. Note that the default course date will change to the date of the first licensee entered.
- Once all Brokers have been entered click the Save button. This will take you back to the Ce Course listing screen. The Course has been saved to all licensees entered on the CE Course entry page.