

A Brief Overview to Help Guide You through the New e-license Online System.

Pre-Login Activities

Applicants, licensees/registrants, or the general public will first see the screen below. From this screen you can “Look up Licenses”, or download lists of licensees. Current license holders can Login to renew a license, or a new applicant could register to begin an online application.

The screenshot shows the home page of the Rhode Island online portal. At the top right, there is a blue button labeled "Login or Register". On the left side, there is a blue sidebar titled "ONLINE SERVICES" with a sub-section "License Lookup & Download" containing links for "Lookup a License", "Generate Roster(s)", and "Download Roster(s)". The main content area is a white box with a blue border containing the following text:

**Welcome to Rhode Island's new online site for the
Department of Business Regulation and the Contractors' Registration & Licensing Board**

The State of Rhode Island has implemented this online portal as a tool for the general public, our new applicants, and our current licensees, registrants and certificate holders. From this site the public may look up individuals and organizations that are licensed by our State agencies using the menu options to the left. This provides an immediate, up-to-date display of licensee information.

Those wishing to apply for or renew a license can start by registering or logging in with the options above, right. This method of application will provide the applicant with an easier, more user-friendly interaction as well as instant delivery of the application to the responsible agency upon completion. The reduction in the amount of paper is cost effective for the State and better for the environment.

We are committed to treating our customers fairly, efficiently and with respect. We are confident that you will find that your business with us was handled by capable, diligent and honest individuals. We invite you to suggest any way in which you believe we may serve you better by visiting the responsible agency's website and using the "Give us your ideas" feature.

Thank you

The process to Register will walk you through the steps to set up your online login and password. After you have your login and password, you will select “Login” and the screen below will be seen.

The screenshot shows the login page of the Rhode Island online portal. At the top right, there is a blue button labeled "Login or Register". On the left side, there is a blue sidebar titled "ONLINE SERVICES" with a sub-section "License Lookup & Download" containing links for "Lookup a License", "Generate Roster(s)", and "Download Roster(s)". The main content area is a white box with a blue border containing the following text:

Login

Select your login method

Account Survey

User ID

Password

[Register](#) [Forgot Password](#) [Forgot User ID](#)

Note: Also provides links to recover lost User ID and/or Password.

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New Application Activities

After logging in you will arrive at the screen below. From this screen you may select the “Start” button next to your desired license type.

Ms Rita C Knapp
My Account
LogOut

Invoice Summary
1 item:
\$200.00

ONLINE SERVICES

Activities
Create/Continue an Application

License Lookup & Download
Lookup a License
Generate Roster(s)
Download Roster(s)

Account
Change Address

Apply for new license

Please select which license to which you wish to apply from the following list.

	Board	License
Start	Appraisers Board	Certified General Real Estate Appraiser
Start	Appraisers Board	Certified Residential Real Estate Appraiser
Start	Appraisers Board	Licensed Real Estate Appraiser
Start	Appraisers Board	Real Estate Appraiser Education Provider
Start	Appraisers Board	Real Estate Appraiser Temporary Practice Permit
Start	Appraisers Board	Real Estate Appraiser Trainee
Start	Auctioneer	Auctioneer Apprentice
Start	Auctioneer	Non-Resident Auctioneer
Start	Auctioneer	Resident Auctioneer
Start	Auto	Auto Body - Full Collision Repair
Start	Auto	Auto Body - LTD Heavy Truck & Equipment
Start	Auto	Auto Body - LTD Paint Restoration & Customization
Start	Auto	Auto Body - Special Use
Start	Auto	Auto Glass
Start	Auto	Auto Salvage Rebuilder
Start	Auto	Auto Wrecking & Salvage Yard

The selected online application will open and you may begin to fill in the responses. Online applications typically consist of multiple questions, within multiple sections. The sections will become bold as you complete them and proceed.

Certified Residential Real Estate Appraiser

- ▶ Demographics
- Self Disclosure
- Basis of Licensure
- Education
- Experience
- Examination
- Power of Attorney
- Tax Compliance
- Statement of Applicant Under Oath
- Review

Demographics

1. Enter your first name:
* Rita
2. Enter your middle initial:
C
3. Enter your last name:
* Knapp
4. Enter your maiden name, if any.
Action Alias Name
No Records Found
5. If applicable, indicate: Jr, Sr, II, III
- select one -
6. Indicate either: Ms, Miss, Mrs, Mr, Dr, Sir.
Ms
7. Enter your social security number:
* 111223333
8. Enter your date of birth:
* 01/01/1955 (MM/DD/YYYY) [Today](#)

You might be asked to provide information that can be uploaded directly into the online application, as seen in the screen below. You will browse to find the file with the relevant information on your computer and then “Upload” the document. The system can accept multiple file formats.

Certiified Residential Real Estate Appraiser

Experience

26. Upload or mail a completed Experience Certification Form signed by the Applicant and Supervising Appraiser as proof of completion of 2500 hours of work experience during no fewer than a 24 month period (2 years). You may download a blank form by clicking [here](#).

No document(s) uploaded for this question.

Select a document to upload:

File types accepted: bmp, doc, docx, jpg, pdf, txt, wpd, xls, xlsx

Previous Close and Save

Once you have completed all sections you will have an opportunity to review your answers. You can go back and make corrections as needed by clicking on previous or by selecting the section you would like to return to.

Resident Auctioneer

Review

Fees

Application Fee	\$10.00
Examination Fee	\$15.00
License Fee	\$600.00

Total Fees	\$625.00

Resident Basis of Licensure

1. On what basis are you applying?
Examination

Apprentice Completion Affidavit

2. Do you intend to mail, email or upload the following required document(s)?
Question not answered

3. Your supervisor must complete the certifying statement verifying your apprenticeship. You may download the forms from the provided links and upload it once completed.

Previous Close and Save

After selecting “Add to Invoice” the payment screen will appear and you will select “Pay Invoice”.

Ms Rita C Knapp
My Account
Logout

Invoice Summary
2 Items
\$625.00

The item was successfully added to the invoice
To add additional transactions to the invoice, please click on a Command in the top menu or click Pay Invoice to pay it.

Invoice

Date: 2/20/2012 Invoice #: 2

Ms Rita C Knapp
62 Worcester Village Road
Worcester, VT 05682

Description	Amount
Application - Auctioneer Apprentice	
Application Fee	\$10.00
License Fee	\$600.00
Subtotal:	\$70.00

When completing the payment information, you will be asked to confirm that the address matches the billing address for the credit card you are using.

Ms Rita C Knapp
My Account
[LogOut](#)

Invoice Summary
2 items:
\$695.00

[Back to Invoice](#)

ONLINE SERVICES

Activities
Create/Continue an Application
Create/Resume a Renewal
License Status

License Lookup & Download
Lookup a License
Generate Roster(s)
Download Roster(s)

Account
Change Address

Invoice Payment

**** Indicates a value is required**

**** Payment Type:** Credit Card

**** Account Owner:** Personal

**** Credit Card Type:** Visa

**** Credit Card Number:** 4111111111111111

**** Expiration Month / Year:** 02 / 2013

**** First Name:** Rita

**** Last Name:** Knapp

Company Name: _____
Attention: _____

**** Address:** 62 Worcester Village R
Address: _____

**** City:** Worcester

**** State:** Vermont

**** Zip:** 05682

**** Country:** United States

**** Phone:** 8027937762

**** E-mail Address:** ritak@cavucorp.com

Note: This email is used for sending a copy of your receipt.

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If the payment is successful, a payment receipt screen will appear and you will be sent a confirmation email.

Ms Rita C Knapp
My Account
[LogOut](#)

Invoice Summary
0 items:
\$0.00

[Print Receipt](#)

ONLINE SERVICES

Activities
Create/Continue an Application
Create/Resume a Renewal
License Status

License Lookup & Download
Lookup a License
Generate Roster(s)
Download Roster(s)

Account
Change Address

Payment Receipt

Date: 2/20/2012 **Invoice #: 2**

Ms Rita C Knapp

Approved!

You have been charged **\$695.00**.

Please print a copy for your records from the button above.

This receipt is not a license or an authorization to do business.

Description	Amount
Application - Auctioneer Apprentice	
Application Fee	\$10.00
License Fee	\$60.00
Subtotal:	\$70.00
Application - Resident Auctioneer	
Application Fee	\$10.00
Examination Fee	\$15.00

Renewal Activities

Note: See the Pre-Login Activities for identical pre-login portal entrance screen.

Once you have logged in, select Create/Resume a Renewal.

The screenshot shows the user interface of the Rhode Island online portal. At the top right, there is a user profile for 'Ms Rita C Knapp' with a 'LogOut' link and an 'Invoice Summary' showing '1 item: \$75.00'. On the left, a sidebar titled 'ONLINE SERVICES' contains three sections: 'Activities' with links for 'Create/Continue an Application' and 'Create/Resume a Renewal' (highlighted with a red arrow), 'License Lookup & Download' with links for 'Lookup a License', 'Generate Roster(s)', and 'Download Roster(s)', and 'Account' with a 'Change Address' link. The main content area displays a welcome message from the Department of Business Regulation and the Contractors' Registration & Licensing Board, followed by instructions for the application process, a note about documentation, a reminder about state tax obligations, and a thank you message.

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Once logged in, this screen allows users to select the license they wish to renew (see Start link).

The screenshot shows the 'Renew a License' screen. At the top right, the user profile for 'Ms Rita C Knapp' is visible with a 'LogOut' link and an 'Invoice Summary' showing '0 item: \$0.00'. The main heading is 'Renew a License'. Below the heading, the text reads 'Please select which license you wish to renew from the following list.' Below this text is a table with the following structure:

	Completed	License	Note
Start		REB.0019257	

The 'Start' link in the first row is highlighted with a blue background and a black arrow pointing to it from the text above.

Note: See New Application Activities for identical application and payment screens.