

## Instructions for Online Reactivation of Salesperson or Associate Broker license

### Part 1:

- Go to <https://www.pals.pa.gov/>
- On the left at “Your Account” click “Login to your account.”
- Scroll down to “Professional License Details” where you will see a **blue REQUEST button** to the left of your real estate license number. Click the **blue REQUEST button**.
- A Change Menu will pop up at the top of the screen. Click “Reactivate.”
- You will be asked to enter information and answer some questions.
- When prompted, enter your employer’s company license number per the instruction at the top of that section. Press the Tab key. The broker facility information will auto populate.
- Click **Send to Broker** at the bottom right.
- Log out of your PALS account and notify your employer that you have sent your application to them for the broker of record to review. You must wait until your broker approves your application before you may continue with Part 2.

### Part 2:

- You will have received notification that your broker of record has approved your online application.
- You will then log back into your PALS account to finish the second half of the application. At this point, you must scroll to the bottom of your dashboard and click on the **blue Review button** in the My Queue section, then answer some questions and upload the applicable education or LOGS documents.
- You will be prompted to pay the \$116 reactivation fee with your credit card.

## Instructions for Online Reactivation of Broker Sole Proprietor licenses

- Go to <https://www.pals.pa.gov/>
- On the left at “Your Account” click “Login to your account.”
- Scroll down to “Professional License Details” where you will see a **blue REQUEST button** to the left of your real estate license number. Click the **blue REQUEST button**.
- A Change Menu will pop up at the top of the screen. Click “Reactivate.”
- You will be asked to enter information and answer the questions. You will also need to upload a bank escrow verification letter and the applicable education or LOGS documents.
- You will need to hit the "add to cart" button to pay the \$201 reactivation fee with your credit card.