

Linking a license to your MyPVL Account

1. Log Into your MyPVL account at <https://pvl.ehawaii.gov/mypvl>



The image shows the MyPVL login page. On the left, there is a 'Login' section with fields for 'Email' and 'Password', and buttons for 'Log In' and 'Sign Up'. A 'Forgot Password?' link is also present. On the right, there is a 'What is MyPVL?' section explaining that MyPVL is a new home for all PVL licensees to access information and services 24/7 from a single dashboard. It also mentions that users can access MyPVL by 'Sign Up' for a free eHawaii.gov Account or 'Log In' with an existing eHawaii.gov account. The page features the State of Hawaii seal and a bar chart icon in the top right corner.

2. Select "Find my license"



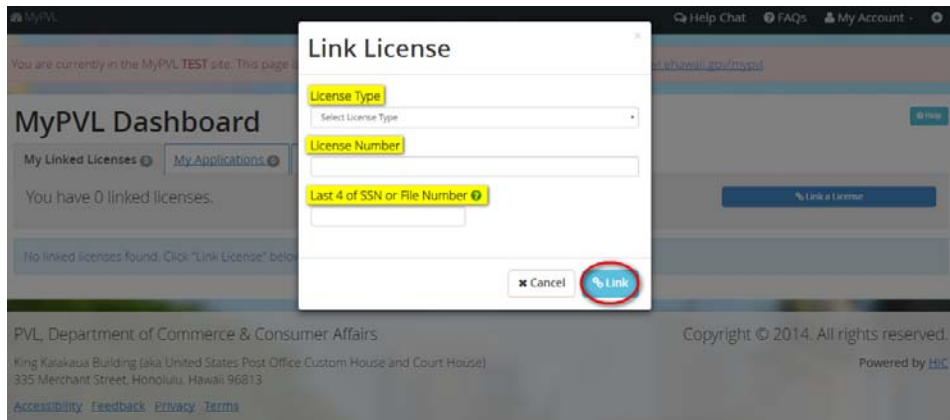
The image shows the MyPVL Dashboard. At the top, there are tabs for 'My Licenses', 'My Applications', and 'Inbox'. Below the tabs, it says 'You have 0 linked licenses.' A blue button labeled 'Find my License' is circled in red. At the bottom, a light blue banner states 'No licenses found. Click "Find my License" below to add your license.'

3. Enter the following:

- License Type
- License Number
- Input Last 4 of SSN or file number

NOTE: File number applies to entities. To obtain the entities file number, please contact the Professional and Vocation Licensing Division at (808) 586-3000.

- Select Link



The image shows a 'Link License' modal form. It has three input fields: 'License Type' (a dropdown menu), 'License Number' (a text field), and 'Last 4 of SSN or File Number' (a text field). At the bottom of the modal, there are 'Cancel' and 'Link' buttons. The 'Link' button is circled in red. The background shows the MyPVL Dashboard with the 'Find my License' button circled in red.

NOTE: Linking to additional real estate licenses should be limited to the following:

- Principal Broker (PB)/Broker in Charge (BIC) linking the Entities license if authorized by the entity to do so.

- Individual licensees should not link to other individual licensees.

The following are examples of licenses that should not be linked:

- o Salespersons/Broker Salespersons should not be linked to other salespersons/broker salespersons.
- o Salespersons/Broker Salespersons should not be linked to associating brokerage.
- o PBs should not be linked to associating salespersons/broker salespersons.

Viewing MyPVL License Information - Individual

1. Select the License ID

MyPVL Dashboard

[My Licenses](#) [My Applications](#) [Inbox](#)

You have 1 linked licenses. [Find my License](#)

License ID	Licensee Name	License Status	Expiration Date	Actions
RB-9999	Two Test	CURRENT, VALID & IN GOOD STANDING	12/31/2016	Unlink Renew

2. License Details page

Note: Highlighted sections are applicable to Individual licensees:

License Details

[Renew License](#) [Update License](#) [Help](#)

License ID RB-99999	Active/Inactive ACTIVE	Status CURRENT, VALID & IN GOOD STANDING	Expiration Date 12/31/2016
Legal License Name Two Test	Trade/Professional Name --	Entity Type INDIVIDUAL	Original License Date 12/05/1962
Class Prefix --	Special Privilege --	Restriction --	Educational Code CONTINUING EDUCATION
Business Code --	Conditions & Limitations --	Business Address --	

[Renewal History](#)
[Employees](#)
[Employers](#)

Display 10 records Search:

Employer Name	Position	License ID	License Status	Effective Date
ABC Realty, Inc	PRINCIPAL BROKER	RB-88888	CURRENT, VALID & IN GOOD STANDING	7/27/1977

Showing 1 to 1 of 1 entries

[License Class](#)
[Insurance Bond](#)
[My Continuing Education \(CE\)](#)

- When selecting My Continuing Education (CE), individual licensees are able to view their CE history.

Home My Profile Instructions Course Search Logout

My Status

CE My Agent(s) Download as XLS

Name	
License Type & No.	
Current Employer	
Status	CURRENT, VALID & IN GOOD STANDING
Expiration Date	12/31/2016

Credit Hours Requirement for 2017 - 2018 biennium

2016 Credit Hours Required	20.00
Core	8.00
Elective	12.00
2016 Credit Hours Earned	0.00
2016 Credit Hours Needed	20.00
Core	8.00
Elective	12.00

[+ Go to My PVL](#)

No current courses, to see previous courses taken, click [here](#).

- Select "+Go to My PVL" to return to your MyPVL account.

Viewing MyPVL License Information - Entity

1. Select the License ID

MyPVL Dashboard

[Help](#)[My Linked Licenses](#) ²[My Applications](#) ⁰[Inbox](#) ⁰

You have 2 linked licenses.

[Find my License](#)

License ID	Licensee Name	License Status	Expiration Date	Actions
RB-88888	ABC, Inc.	CURRENT, VALID & IN GOOD STANDING	12/31/2016	Unlink Renew
RB-99999	Two Test	CURRENT, VALID & IN GOOD STANDING	12/31/2016	Unlink Renew

PVL, Department of Commerce & Consumer Affairs

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King Kalakaua Building (aka United States Post Office Custom House and Court House)
335 Merchant Street, Honolulu, Hawaii 96813

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2. License Details page

Note: Highlighted sections are applicable to Entity licensees:

License Details

[Renew License](#)[Update License](#)[Help](#)

License ID RB-88888	Active/Inactive ACTIVE	Status CURRENT, VALID & IN GOOD STANDING	Expiration Date 12/31/2016
Legal License Name ABC, Inc	Trade/Professional Name --	Entity Type CORPORATION	Original License Date 07/28/1961
Class Prefix --	Special Privilege --	Restriction --	Educational Code --
Business Code --	Conditions & Limitations --	Business Address 335 Merchant St., Room 333, Honolulu, HI 96813	

[Renewal History](#)[Employees](#)[Employers](#)[License Class](#)[Insurance Bond](#)[My Continuing Education \(CE\)](#)[Back to My Linked Licenses](#)[Disclaimer](#)

a. Renewal History View

Renewal History			
Display 10 records	Search:		
Date Renewed ▾	Renewal Period ⇅	Paid By ⇅	Renewal Copy ⇅
09/21/2010	-		Download
10/26/2006	-		
Showing 1 to 2 of 2 entries			

b. Employees View

Employees					
Display 10 records	Search:				
Employee Name ▾	Position ⇅	Position Status ⇅	License ID ⇅	License Status ⇅	Effective Date ⇅
Two Test	REAL ESTATE SALESPERSON			CURRENT, VALID & IN GOOD STANDING	11/26/2002
	REAL ESTATE SALESPERSON			CURRENT, VALID & IN GOOD STANDING	6/2/1988
	REAL ESTATE SALESPERSON			CURRENT, VALID & IN GOOD STANDING	8/30/2009
	PRINCIPAL BROKER		RB-99999	CURRENT, VALID & IN GOOD STANDING	1/1/1985
	REAL ESTATE SALESPERSON			CURRENT, VALID & IN GOOD STANDING	10/29/2015
	REAL ESTATE BROKER SALESPERSON			CURRENT, VALID & IN GOOD STANDING	1/4/2011
	REAL ESTATE BROKER SALESPERSON			CURRENT, VALID & IN GOOD STANDING	1/28/2013
	REAL ESTATE BROKER SALESPERSON			CURRENT, VALID & IN GOOD STANDING	12/30/1993
	REAL ESTATE BROKER SALESPERSON			CURRENT, VALID & IN GOOD STANDING	9/2/1981
	REAL ESTATE SALESPERSON			CURRENT, VALID & IN GOOD STANDING	11/1/2005
Showing 1 to 10 of 20 entries					

c. My Continuing Education (CE)

My Continuing Education (CE)

To view the CE History of your license or the licensees associated with the entity, please select the [View CE History](#) button below.

[View CE History](#)

➤ When selecting the “View CE History” button the following appears.

Home My Profile Instructions Course Search Logout

My Status

CE [My Agent\(s\)](#) [Download as XLS](#)

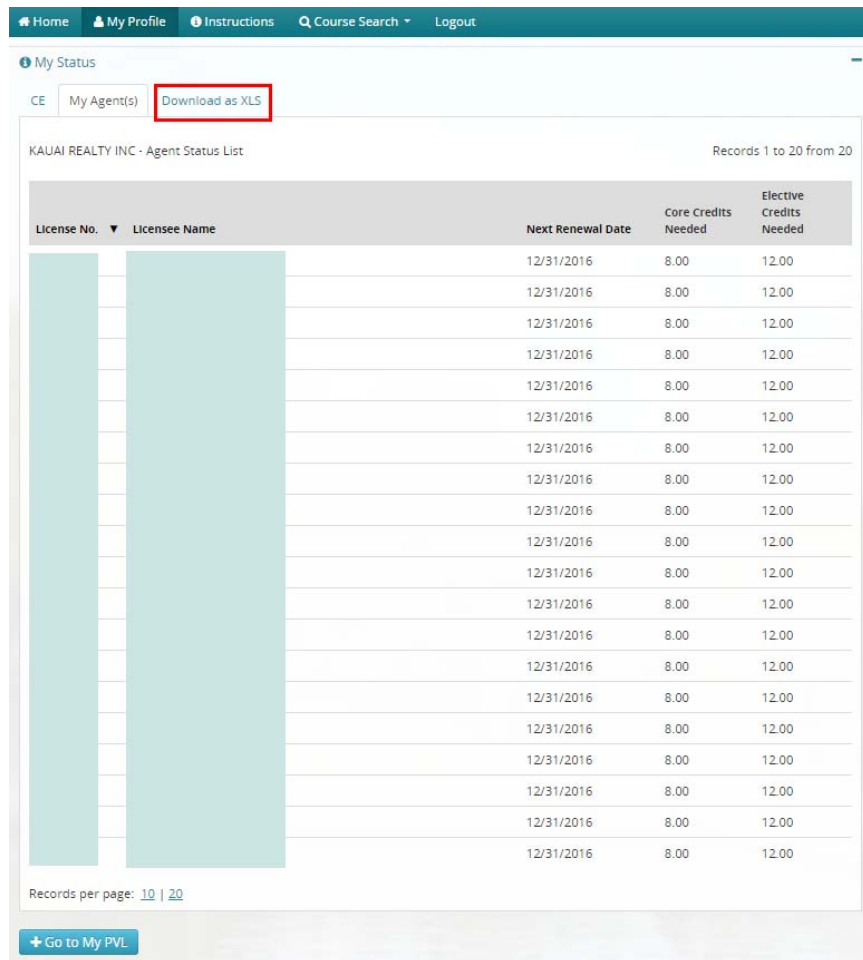
Name	KAUAI REALTY INC
License Type & No.	RB-5862
Current Employer	
Status	CURRENT, VALID & IN GOOD STANDING
Expiration Date	12/31/2016

Your entity type does not have any CE requirement.

[No current courses, to see previous courses taken, click here.](#)

[Go to My PVL](#)

- To view the CE history of the licensees associated with the entity, select the “My Agents” link



The screenshot shows a web application interface for 'My Status'. At the top, there is a navigation bar with links: Home, My Profile, Instructions, Course Search, and Logout. Below this, the 'My Status' section has three tabs: 'CE', 'My Agent(s)', and 'Download as XLS'. The 'Download as XLS' tab is highlighted with a red rectangular box. Below the tabs, the page title is 'KAUAI REALTY INC - Agent Status List' and it indicates 'Records 1 to 20 from 20'. A table with 5 columns is displayed: 'License No.', 'Licensee Name', 'Next Renewal Date', 'Core Credits Needed', and 'Elective Credits Needed'. The first two columns are obscured by large teal rectangles. The remaining three columns show a repeating pattern of '12/31/2016', '8.00', and '12.00' for 20 rows. At the bottom left, it says 'Records per page: 10 | 20'. At the bottom center, there is a blue button labeled '+ Go to My PVL'.

License No.	Licensee Name	Next Renewal Date	Core Credits Needed	Elective Credits Needed
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00
		12/31/2016	8.00	12.00

- To download the list to Excel, select “Download to XLS”