

Real Estate Licensee: Online Portal Supervision

Managing Broker Basics: Step by Step Guide

How to Transfer to a new Firm or Self-Sponsorship (remaining in Active status)

Click "Online Services" ► Click "Licensure Options" ► Click "Start" ► Select "Modify My Current Licensure" via drop-down menu ► Click "Next" ► Select "Modify My Current Licensure" via drop-down menu ► Click "Next" ► Select "Transfer Active License To New Brokerage Firm" via drop-down menu ► Click "Next" ► Click "Add" ► Search for the Sponsor* by inputting your license number ► Click "Add" next to Sponsor's Name in search results ► Click "OK" ► Click "Next" ► Click "Proceed to Payment" ► Click "Pay Invoice"

*To become Self-Sponsored, you must be in an Inoperative status (Termination instructions below).

How to Terminate from your current Sponsoring Broker (become Inoperative)

Click "Online Services" ► Click "Licensure Options" ► Click "Start" ► Select "Modify My Current Licensure" via drop-down menu ► Click "Next" ► Select "Modify My Current Licensure" via drop-down menu ► Click "Next" ► Select "Remove Myself from Brokerage Firm (Become Unsponsored)" via drop-down menu ► Click "Next" ► Click "Finish"

How to Join a New Brokerage Firm (only if Unsponsored)

Click "Online Services" ► Click "Licensure Options" ► Click "Start" ► Select "Modify My Current Licensure" via drop-down menu ► Click "Next" ► Select "Modify My Current Licensure" via drop-down menu ► Click "Next" ► Select "Join a New Brokerage Firm (only if Unsponsored)" via drop-down menu ► Click "Next" ► Click "Add" ► Search for the Sponsor by inputting the license number ► Click "Add" next to Sponsor's Name in search results ► Click "OK" ► Click "Next" ► Click "Proceed to Payment" ► Click "Pay Invoice"