Now that the license has been linked, select the linked license to Add/Delete Sales Associates/Broker Sales Associates.

Select “Maintain Relationships” to Add/Delete Sales Associates/Broker Sales Associates.
To find a specific associate already affiliated with your organization, enter any information you have available such as First Name, Last Name, Organization Name, or License Number in the fields at the top of the screen and select “Search” to search the list of all related associates.

Related associates are listed at the bottom of the screen.
In the example above, the Last Name “Short” was entered and only one record was returned.

If this associate is to be removed, select “Delete” and the associate will be removed.

After the associate is deleted, select “Next” to continue. Your next screen will provide a summary of the change(s) you made.

If a new associate needs to be added, select “Add” at the bottom of the screen.
When adding an associate, you will need to select the Type of Relationship from the drop down menu.

From the drop down menu select the License Type of the associate you are adding.

Now enter the License Number of the associate you would like to add. Select “Next” to continue.
One new record has now been added – see Relation Effective Date 01/27/11. **Note:** This associate still shows Current, Inactive. The status of inactive will not change until the process is complete.

After all associates have been deleted/added, select “Next” to continue completing the process.

A summary is now provided indicating the associates that were added/deleted. If the information is correct and no other changes are needed, select “Next” to continue.
Select “Yes” to attest all information provided is true and correct. Select “Submit” to complete the transaction.

Hello,

Thank you for submitting your relationship changes online. Open the attachment to see the specific changes made listed on the application summary.

Adobe Reader is necessary to view the PDF.


*** Note: This is an automated email. Do NOT reply to this message.

For your records, you will now receive an email with an attached summary of the changes.
To see the updates Select “Maintain Relationships”.

Note: The associate that was added is now Current, Active.