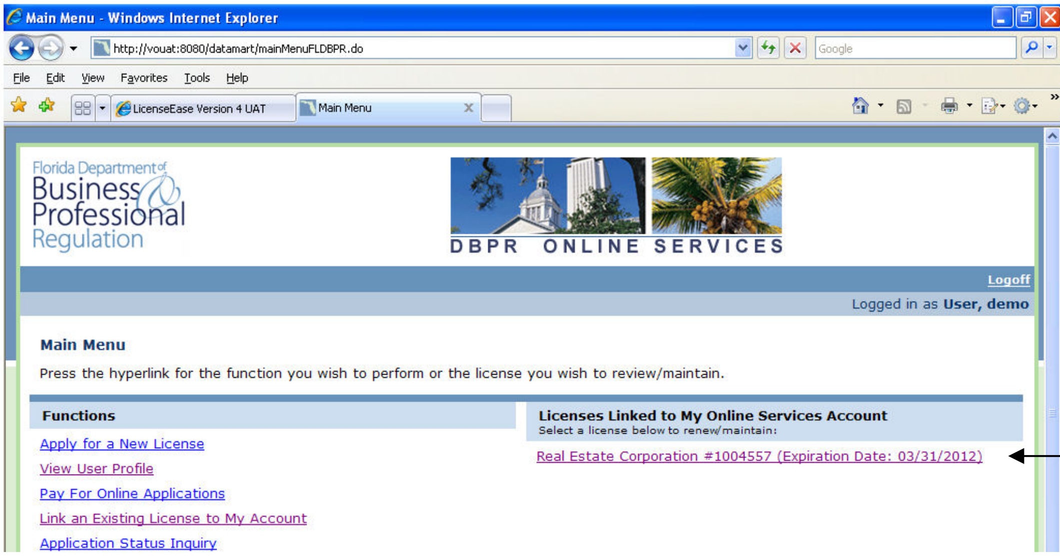
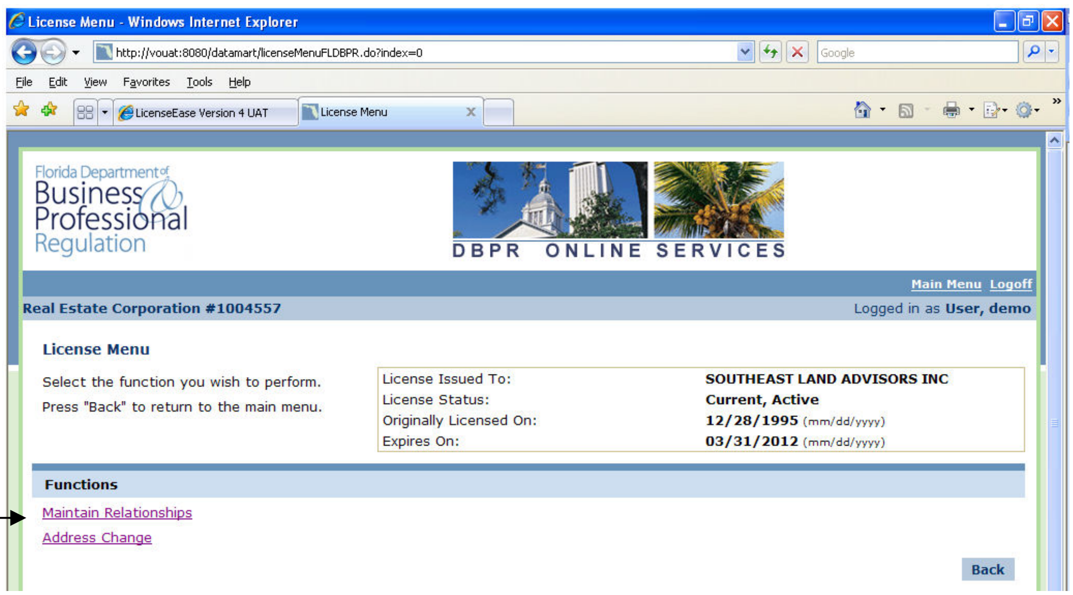
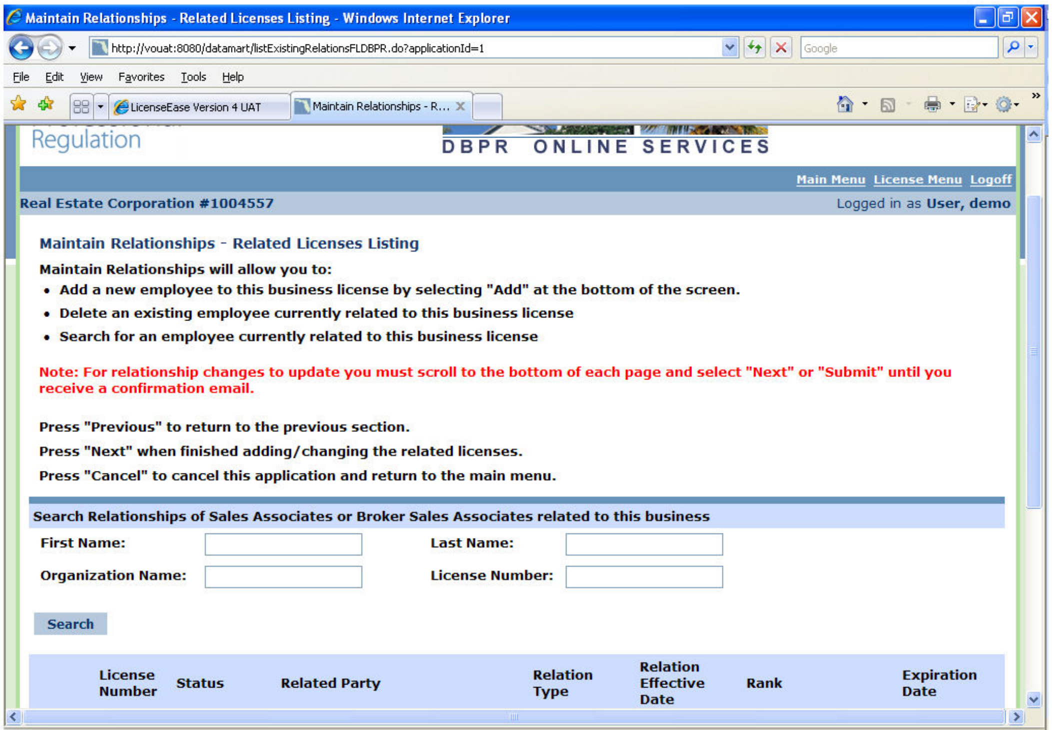
Adding/Deleting Sales Associates from Broker (Sole Proprietor), Partnership, or Corporation

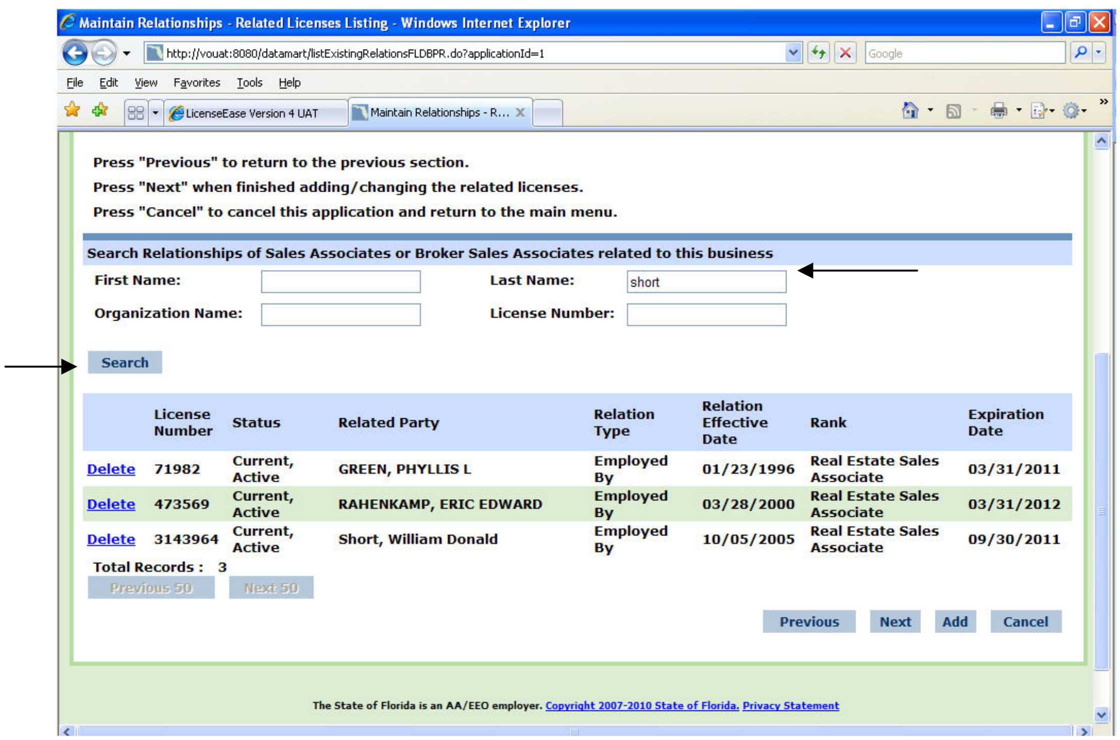


Now that the license has been linked, select the linked license to Add/Delete Sales Associates/Broker Sales Associates.



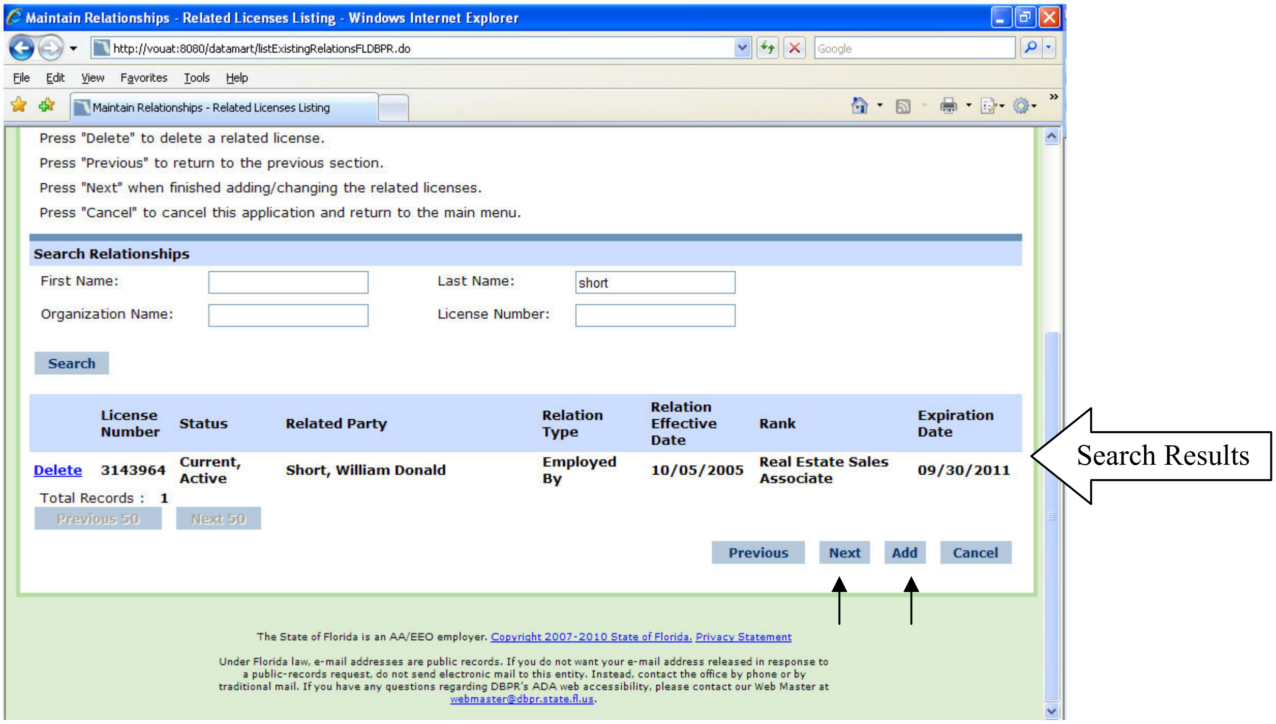
Select “Maintain Relationships” to Add/Delete Sales Associates/Broker Sales Associates.





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.

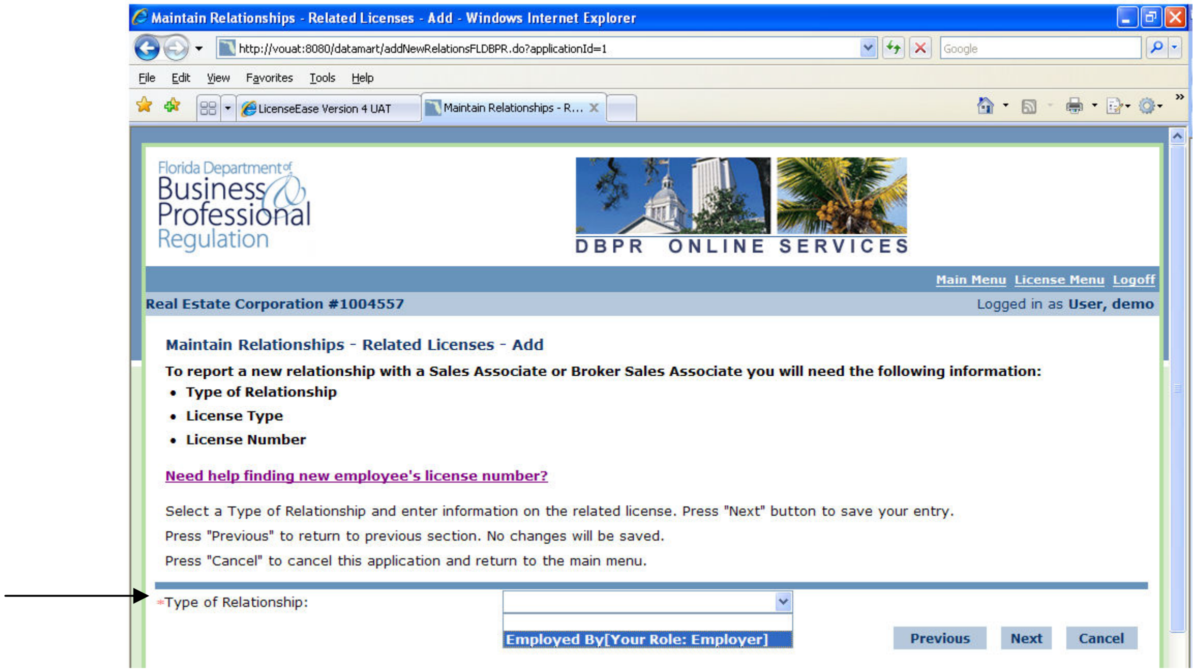


In the example above, the Last Name "Short" was entered and only one record was returned.

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

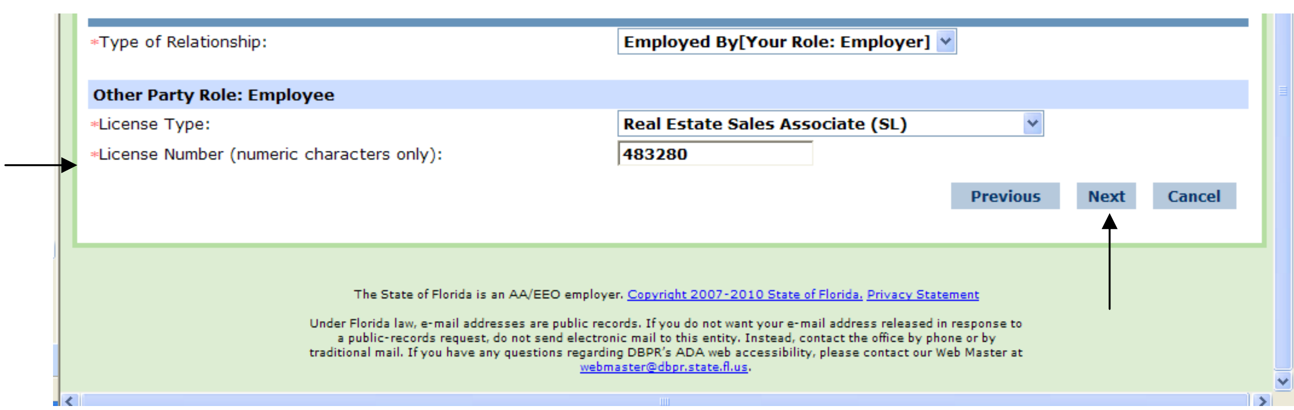
After the associate is deleted, select "Next" to continue. Your next screen will provide a summary of the change(s) you made.

If a new associate needs to be added, select "Add" at the bottom of the screen.

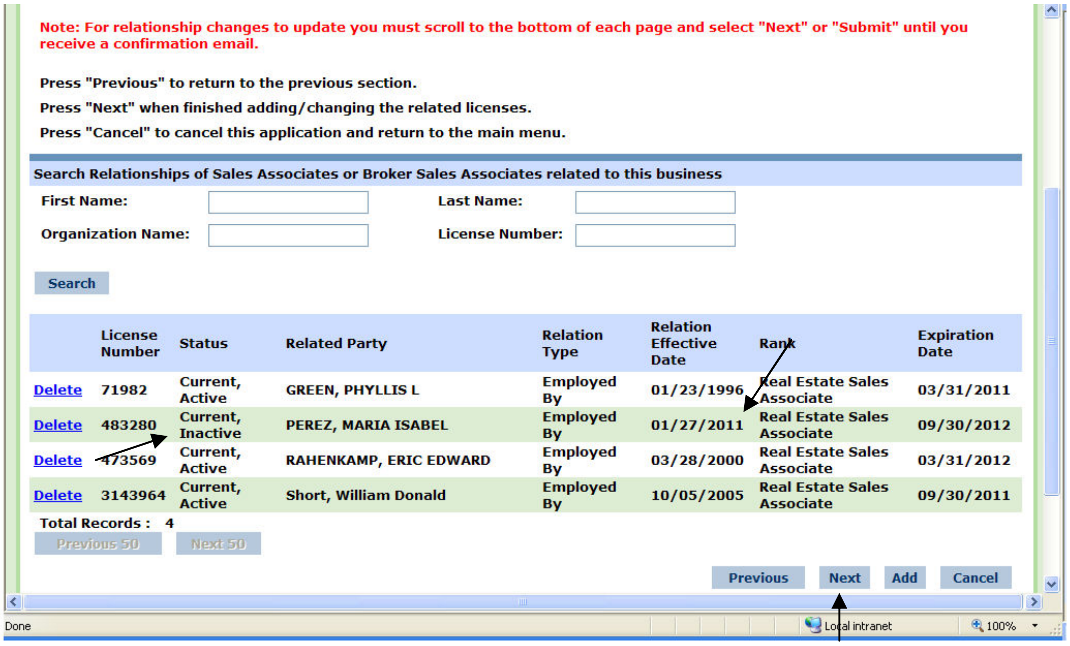


When adding an associate, you will need to select the Type of Relationship from the drop down menu.

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.



Note: For relationship changes to update you must scroll to the bottom of each page and select "Next" or "Submit" until you receive a confirmation email.

Press "Previous" to return to the previous section.
Press "Next" when finished adding/changing the related licenses.
Press "Cancel" to cancel this application and return to the main menu.

Search Relationships of Sales Associates or Broker Sales Associates related to this business

First Name: Last Name:
Organization Name: License Number:

Search

	License Number	Status	Related Party	Relation Type	Relation Effective Date	Rank	Expiration Date
Delete	71982	Current, Active	GREEN, PHYLLIS L	Employed By	01/23/1996	Real Estate Sales Associate	03/31/2011
Delete	483280	Current, Inactive	PEREZ, MARIA ISABEL	Employed By	01/27/2011	Real Estate Sales Associate	09/30/2012
Delete	473569	Current, Active	RAHENKAMP, ERIC EDWARD	Employed By	03/28/2000	Real Estate Sales Associate	03/31/2012
Delete	3143964	Current, Active	Short, William Donald	Employed By	10/05/2005	Real Estate Sales Associate	09/30/2011

Total Records : 4

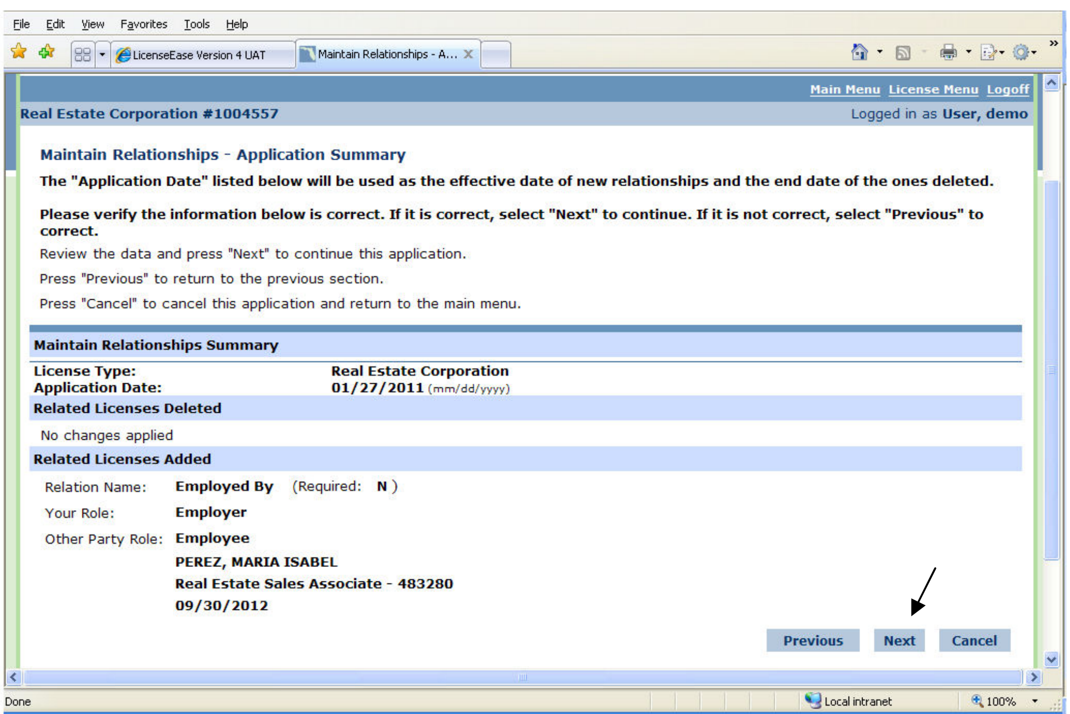
Previous 50 Next 50

Previous Next Add Cancel

Done Local intranet 100%

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.



File Edit View Favorites Tools Help

LicenseEase Version 4 UAT | Maintain Relationships - A...

Main Menu License Menu Logoff

Real Estate Corporation #1004557 Logged in as User, demo

Maintain Relationships - Application Summary

The "Application Date" listed below will be used as the effective date of new relationships and the end date of the ones deleted.

Please verify the information below is correct. If it is correct, select "Next" to continue. If it is not correct, select "Previous" to correct.

Review the data and press "Next" to continue this application.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Maintain Relationships Summary

License Type: Real Estate Corporation
Application Date: 01/27/2011 (mm/dd/yyyy)

Related Licenses Deleted

No changes applied

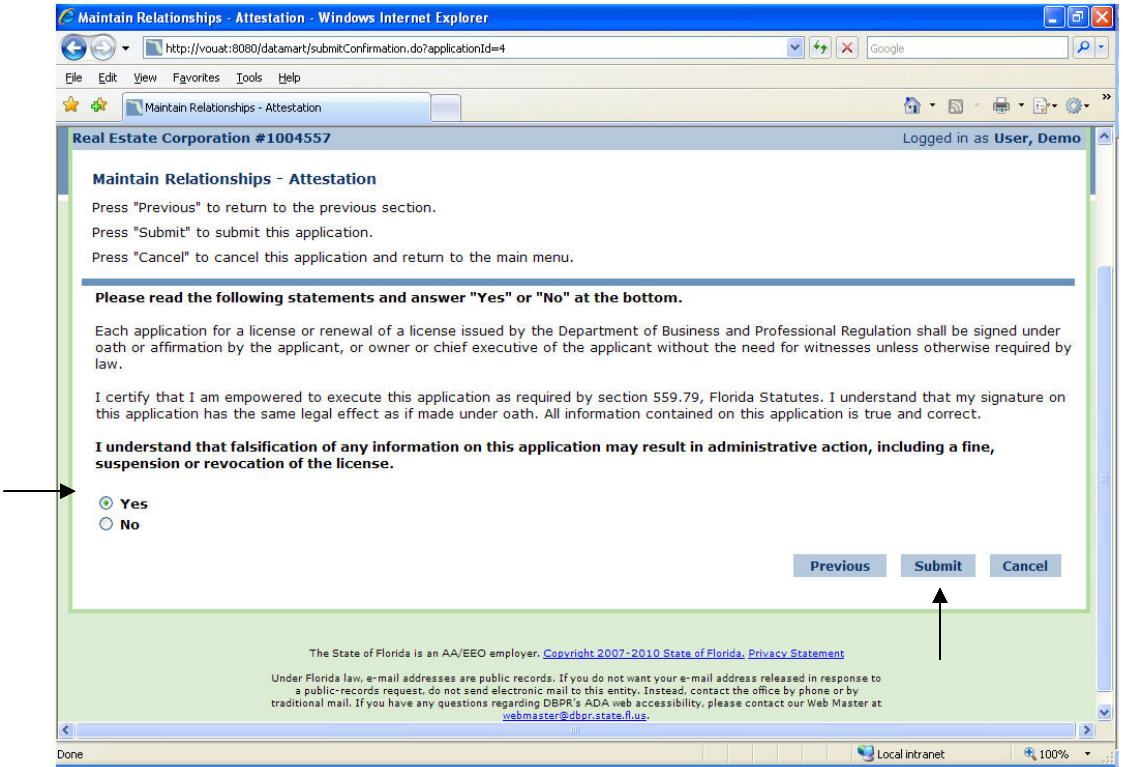
Related Licenses Added

Relation Name: Employed By (Required: N)
Your Role: Employer
Other Party Role: Employee
PEREZ, MARIA ISABEL
Real Estate Sales Associate - 483280
09/30/2012

Previous Next Cancel

Done Local intranet 100%

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.

For your records, you will now receive an email with an attached summary of the changes.

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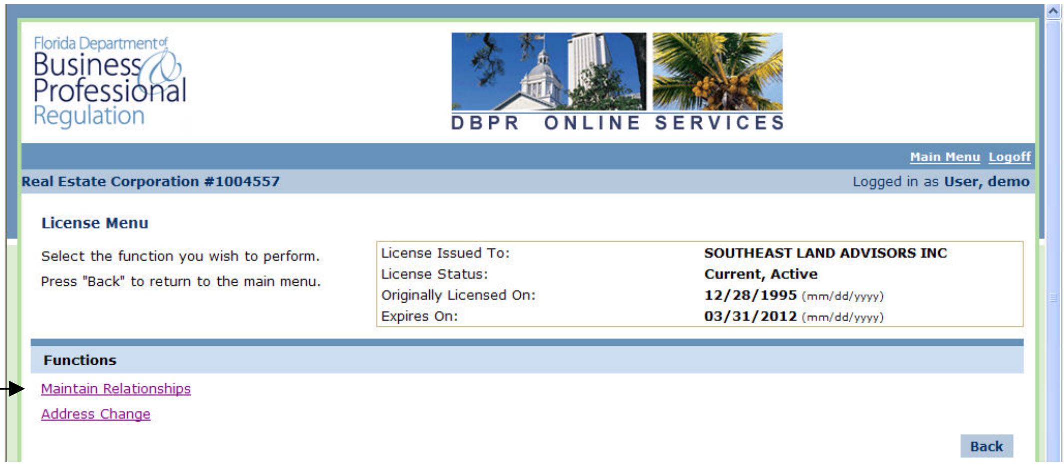
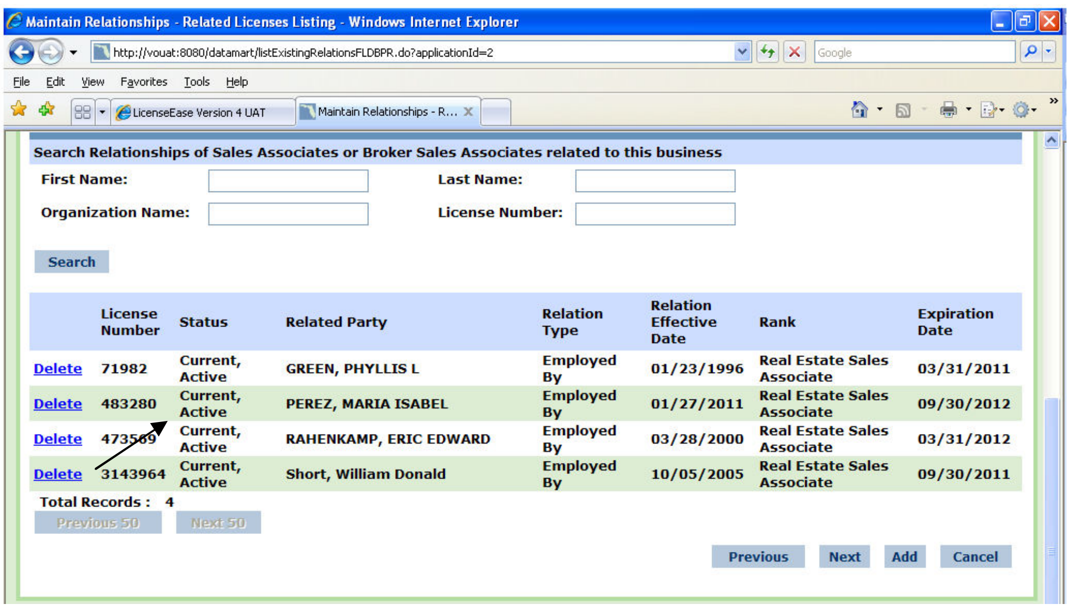


To see the updates Select “Maintain Relationships”.



	License Number	Status	Related Party	Relation Type	Relation Effective Date	Rank	Expiration Date
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Delete	3143964	Current, Active	Short, William Donald	Employed By	10/05/2005	Real Estate Sales Associate	09/30/2011

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