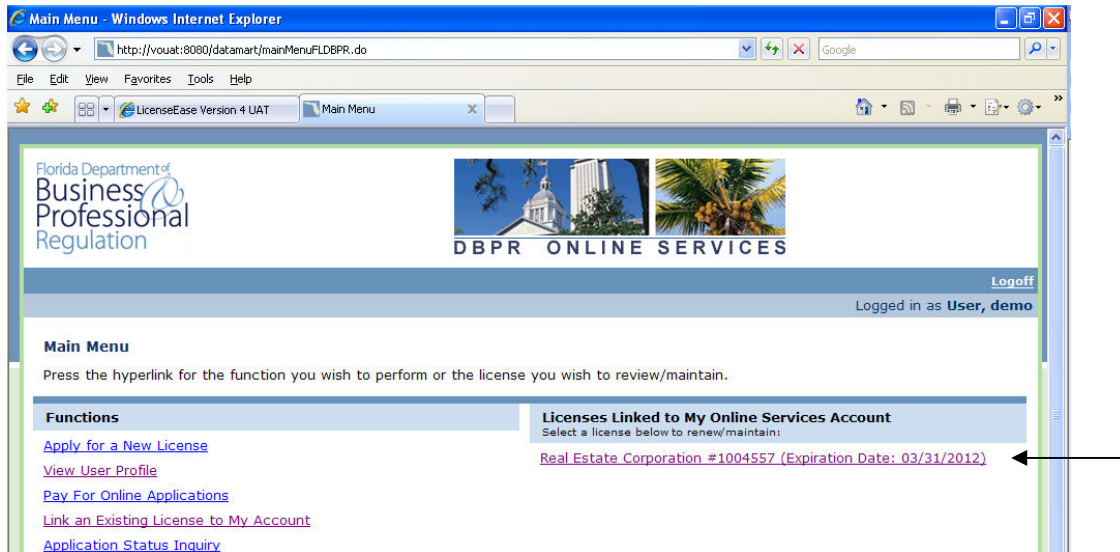
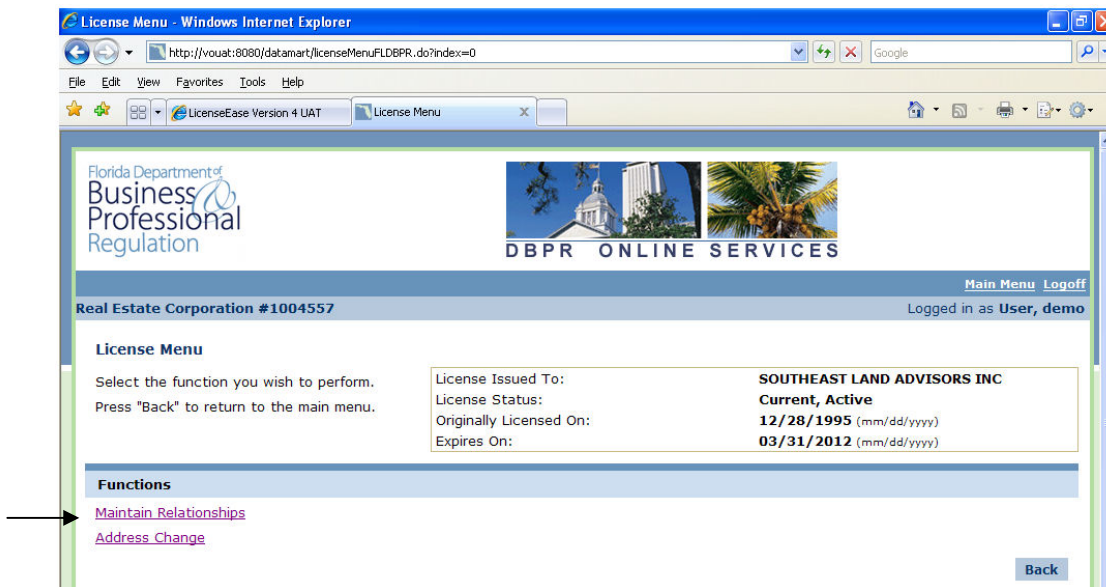


Adding/Deleting Sales Associates from Broker (Sole Proprietor), Partnership, or Corporation



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.

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

Maintain Relationships - Related Licenses Listing - Windows Internet Explorer

http://voutat:8080/datamart/listExistingRelationsFLDBPR.do?applicationId=1

Regulation DBPR ONLINE SERVICES

Main Menu License Menu Logoff

Real Estate Corporation #1004557

Logged in as User, demo

Maintain Relationships - Related Licenses Listing

Maintain Relationships will allow you to:

- Add a new employee to this business license by selecting "Add" at the bottom of the screen.
- Delete an existing employee currently related to this business license
- Search for an employee currently related to this business license

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:

License Number	Status	Related Party	Relation Type	Relation Effective Date	Rank	Expiration Date
----------------	--------	---------------	---------------	-------------------------	------	-----------------

Maintain Relationships - Related Licenses Listing - Windows Internet Explorer

http://voutat:8080/datamart/listExistingRelationsFLDBPR.do?applicationId=1

Regulation DBPR ONLINE SERVICES

Main Menu License Menu Logoff

Real Estate Corporation #1004557

Logged in as User, demo

Maintain Relationships - Related Licenses Listing

Maintain Relationships will allow you to:

- Add a new employee to this business license by selecting "Add" at the bottom of the screen.
- Delete an existing employee currently related to this business license
- Search for an employee currently related to this business license

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:

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 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 : 3

The State of Florida is an AA/EEO employer. Copyright 2007-2010 State of Florida. Privacy Statement

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.

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

Press "Delete" to delete a related license.
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

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

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

Total Records : 1

The State of Florida is an AA/EEO employer. [Copyright 2007-2010 State of Florida, Privacy Statement](#)
Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions regarding DBPR's ADA web accessibility, please contact our Web Master at webmaster@dbpr.state.fl.us.

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.

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

Maintain Relationships - Related Licenses - Add - Windows Internet Explorer

http://voutat:8080/datamart/addNewRelationsFLDBPR.do?applicationId=1

Florida Department of Business Professional Regulation

DBPR ONLINE SERVICES

Main Menu License Menu Logoff

Real Estate Corporation #1004557

Logged in as User, demo

Maintain Relationships - Related Licenses - Add

To report a new relationship with a Sales Associate or Broker Sales Associate you will need the following information:

- Type of Relationship
- License Type
- License Number

[Need help finding new employee's license number?](#)

Select a Type of Relationship and enter information on the related license. Press "Next" button to save your entry.
Press "Previous" to return to previous section. No changes will be saved.
Press "Cancel" to cancel this application and return to the main menu.

*Type of Relationship: Previous Next Cancel

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

*Type of Relationship:

Other Party Role: Employee

*License Type:

*License Number (numeric characters only):

Real Estate Broker Sales Associate (BL)
Real Estate Sales Associate (SL)
Temporary Broker Sales (Military Spouse)
Temporary Sales Associate (Military Spouse)

Next Cancel

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

*Type of Relationship:

Other Party Role: Employee

*License Type:

*License Number (numeric characters only):

Previous Next Cancel

The State of Florida is an AA/EEO employer. [Copyright 2007-2010 State of Florida, Privacy Statement](#)

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions regarding DBPR's ADA web accessibility, please contact our Web Master at webmaster@dbpr.state.fl.us.

Now enter the License Number of the associate you would like to add. Select "Next" to continue.

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

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:

	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

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... X

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

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.

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

Maintain Relationships - Attestation - Windows Internet Explorer

http://voutat:8080/datamart/submitConfirmation.do?applicationId=4

File Edit View Favorites Tools Help

Maintain Relationships - Attestation

Real Estate Corporation #1004557

Logged in as User, Demo

Maintain Relationships - Attestation

Press "Previous" to return to the previous section.
Press "Submit" to submit this application.
Press "Cancel" to cancel this application and return to the main menu.

Please read the following statements and answer "Yes" or "No" at the bottom.

Each application for a license or renewal of a license issued by the Department of Business and Professional Regulation shall be signed under oath or affirmation by the applicant, or owner or chief executive of the applicant without the need for witnesses unless otherwise required by law.

I certify that I am empowered to execute this application as required by section 559.79, Florida Statutes. I understand that my signature on this application has the same legal effect as if made under oath. All information contained on this application is true and correct.

I understand that falsification of any information on this application may result in administrative action, including a fine, suspension or revocation of the license.

☒ Yes
☐ No

Previous Submit Cancel

The State of Florida is an AA/EEO employer. [Copyright 2007-2010 State of Florida, Privacy Statement](#)

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions regarding DBPR's ADA web accessibility, please contact our Web Master at webmaster@dbpr.state.fl.us.

Select "Yes" to attest all information provided is true and correct. Select "Submit" to complete the transaction.

To: User, Demo

Attachments: [fdbpr_SummaryPDF DATE1101~1.pdf \(18 KB\)](#) [Open as Web Page]

Attachment

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.

Click <http://www.adobe.com/uk/products/acrobat/readstep2.html> to download Adobe Reader.

*** 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.

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

Florida Department of Business Professional Regulation
DBPR ONLINE SERVICES

Main Menu Logoff

Real Estate Corporation #1004557 Logged in as User, demo

License Menu

Select the function you wish to perform.
Press "Back" to return to the main menu.

License Issued To: **SOUTHEAST LAND ADVISORS INC**
License Status: **Current, Active**
Originally Licensed On: **12/28/1995** (mm/dd/yyyy)
Expires On: **03/31/2012** (mm/dd/yyyy)

Functions

[Maintain Relationships](#)
[Address Change](#)

Back

To see the updates Select "Maintain Relationships".

Maintain Relationships - Related Licenses Listing - Windows Internet Explorer

http://voutat:8080/dakamart/listExistingRelationsFLDBPR.do?applicationId=2

File Edit View Favorites Tools Help

LicenseEase Version 4 UAT Maintain Relationships - R...

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, Active	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

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