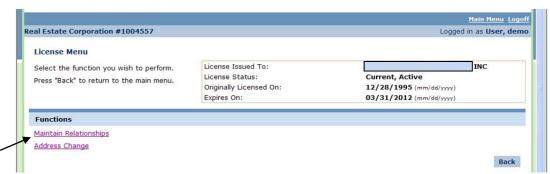
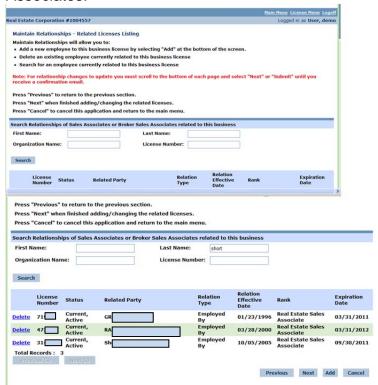
Adding/Deleting Sales Associates from Broker (Sole Proprietor), Partnership, or Corporation



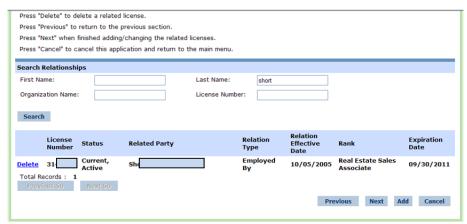
Now that the license has been linked, Select the linked license to Add/Delete Sales Associates/Broker Sales Associates.



Select "Maintain Relationships" to Add/Delete Sales Associates/Broker Sales Associates.



Related associates are listed at the bottom of the screen. To find a specific licensee enter any information you have available such as First Name, Last Name, Organization Name, or License Number and Select "Search" to search the list of all related associates.

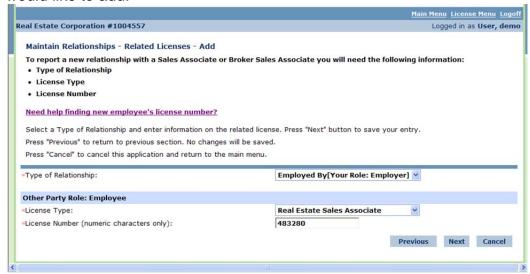


In the example above the Last Name of the licensee was entered and only one record was returned. If this associate is to be removed Select "Delete" and the associate will be removed.

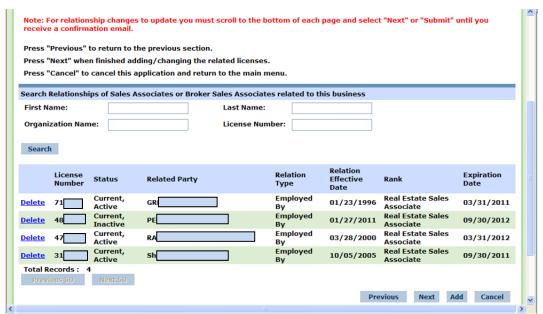
If a new associate needs to be added, Select "Add".



You will now need to select the Type of Relationship from the drop down menu and now you will be asked to enter the License Type and License Number of the associate you would like to add.



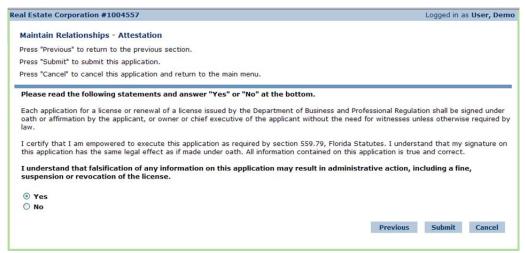
Select the License Type of the licensee to be added and the licensee's License Number. Select "Next".



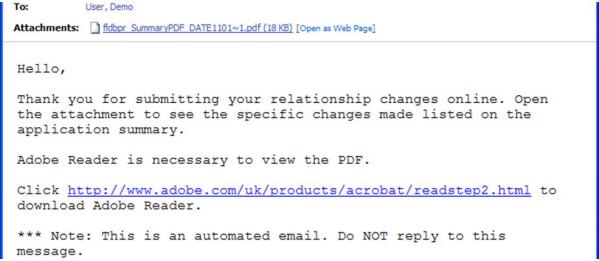
One new record has now been added – see Relation Effective Date 01/27/11. After all the relationships have been added/deleted Select "Next" to continue. Note: This associate still shows Current, Inactive. The status will not change until the process is complete. After all associates have been deleted/added Select "Next".



A summary is now provided indicating the relationships that were added/deleted. Select "Next" to continue.



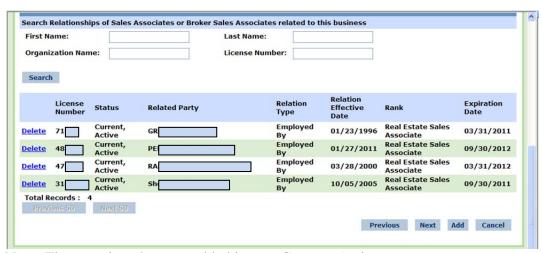
Select "Yes" to attest all information provided is true and correct. Select "Submit" to complete the transaction.



You will now receive an email with an attached summary of the transaction for your records.



To see the updates Select "Maintain Relationships".



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