

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

Logoff  
Logged in as User, demo

the license you wish to review/maintain.

**Licenses Linked to My Online Services Account**  
Select a license below to renew/maintain:

[Real Estate Corporation #1004557 \(Expiration Date: 03/31/2012\)](#)

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

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**Real Estate Corporation #1004557**

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

License Issued To:  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](#)

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

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**Real Estate Corporation #1004557**

**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:

Search

License Number	Status	Related Party	Relation Type	Relation Effective Date	Rank	Expiration Date
71	Current, Active	GR	Employed By	01/23/1996	Real Estate Sales Associate	03/31/2011
47	Current, Active	RA	Employed By	03/28/2000	Real Estate Sales Associate	03/31/2012
31	Current, Active	Sh	Employed By	10/05/2005	Real Estate Sales Associate	09/30/2011

Total Records: 3

Previous Submit

Previous Next Add Cancel

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.

## 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
<a href="#">Delete</a>	31	Current, Active	Sh	Employed By	10/05/2005	Real Estate Sales Associate	09/30/2011

Total Records : 1

[Previous 50](#) [Next 50](#)

[Previous](#) [Next](#) [Add](#) [Cancel](#)

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".

[Main Menu](#) [License Menu](#) [Logout](#)  
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](#)

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.

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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:

**Other Party Role: Employee**

License Type:   
License Number (numeric characters only):  [Previous](#) [Next](#) [Cancel](#)

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

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

**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
<a href="#">Delete</a>	71	Current, Active	GR	Employed By	01/23/1996	Real Estate Sales Associate	03/31/2011
<a href="#">Delete</a>	48	Current, Inactive	PE	Employed By	01/27/2011	Real Estate Sales Associate	09/30/2012
<a href="#">Delete</a>	47	Current, Active	RA	Employed By	03/28/2000	Real Estate Sales Associate	03/31/2012
<a href="#">Delete</a>	31	Current, Active	Sh	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. 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".

**Real Estate Corporation #1004557** Main Menu License Menu Logoff  
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**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**  
PE   
Real Estate Sales Associate - 483280  
09/30/2012

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

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

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.

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**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

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 \(18 KB\)](#) [\[Open as Web Page\]](#)

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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.

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

Real Estate Corporation #1004557 Main Menu Logoff  
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**License Menu**

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

License Issued To:	<input type="text"/> INC
License Status:	Current, Active
Originally Licensed On:	12/28/1995 (mm/dd/yyyy)
Expires On:	03/31/2012 (mm/dd/yyyy)

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**Functions**

[Maintain Relationships](#)  
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To see the updates Select "Maintain Relationships".

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

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
<a href="#">Delete</a>	71 <input type="text"/>	Current, Active	GR <input type="text"/>	Employed By	01/23/1996	Real Estate Sales Associate	03/31/2011
<a href="#">Delete</a>	48 <input type="text"/>	Current, Active	PE <input type="text"/>	Employed By	01/27/2011	Real Estate Sales Associate	09/30/2012
<a href="#">Delete</a>	47 <input type="text"/>	Current, Active	RA <input type="text"/>	Employed By	03/28/2000	Real Estate Sales Associate	03/31/2012
<a href="#">Delete</a>	31 <input type="text"/>	Current, Active	Sh <input type="text"/>	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.