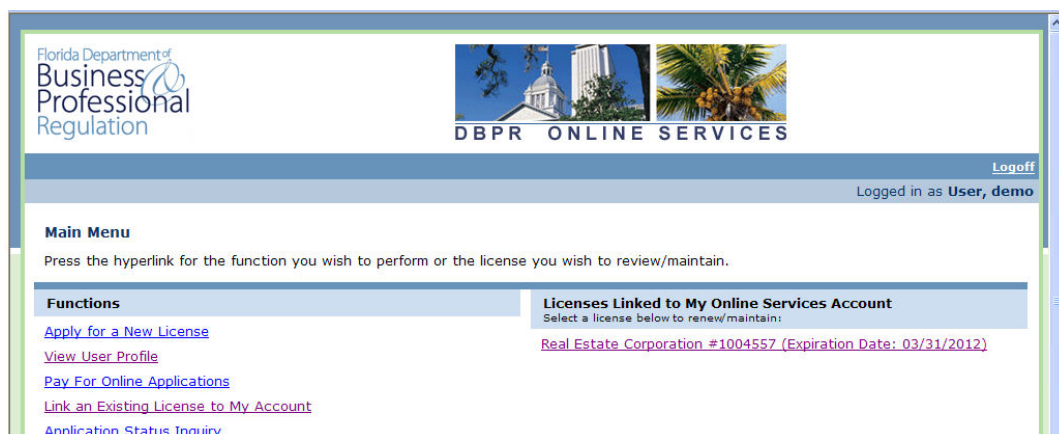
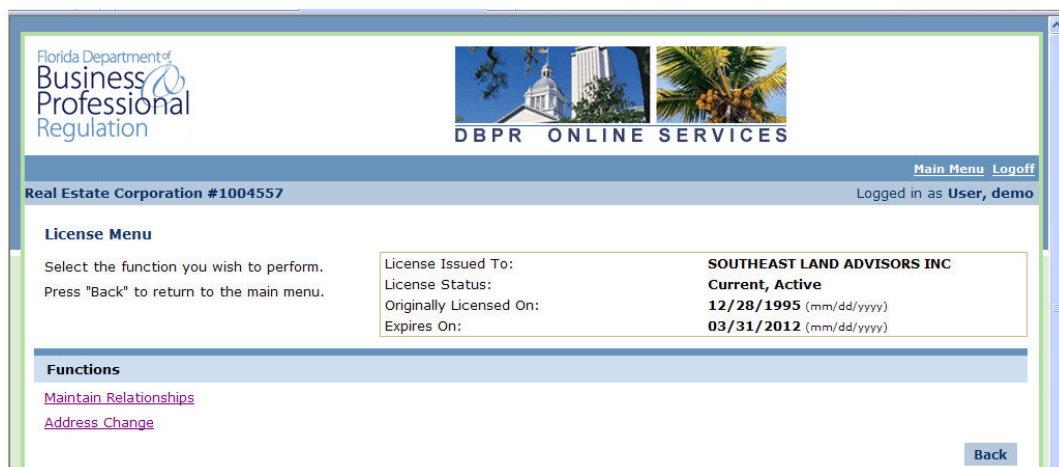


Adding/Deleting Sales Associates from Broker (Sole Proprietor), Partnership, or Corporation



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

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
----------------	--------	---------------	---------------	-------------------------	------	-----------------

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

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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
Delete	3143964	Current, Active	Short, William Donald	Employed By	10/05/2005	Real Estate Sales Associate	09/30/2011

Total Records : 1

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

Florida Department of
Business Professional Regulation

DBPR ONLINE SERVICES

[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:

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.

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

Business Professional Regulation
DBPR ONLINE SERVICES

Main Menu License Menu Logoff
Logged in as User, demo

Real Estate Corporation #1004557

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: Employed By[Your Role: Employer]

Other Party Role: Employee

License Type: Real Estate Sales Associate

License Number (numeric characters only): 483280

Previous Next Cancel

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:

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

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".

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

This screenshot shows the 'Maintain Relationships - Application Summary' page. At the top, there are links for 'Main Menu', 'License Menu', and 'Logoff'. The page title is 'Real Estate Corporation #1004557' and it indicates the user is 'Logged in as User, demo'. The main heading is 'Maintain Relationships - Application Summary'. Below this, a paragraph states: '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.'

The summary section is divided into three parts:

- 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

At the bottom right, there are three buttons: 'Previous', 'Next', and 'Cancel'.

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

This screenshot shows the 'Maintain Relationships - Attestation' page. At the top, there are links for 'Main Menu', 'License Menu', and 'Logoff'. The page title is 'Real Estate Corporation #1004557' and it indicates the user is 'Logged in as User, Demo'. The main heading is 'Maintain Relationships - Attestation'. Below this, a paragraph states: '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.'

The main section contains the following text:

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.

Below this text are two radio buttons: 'Yes' (selected) and 'No'.

At the bottom right, there are three buttons: 'Previous', 'Submit', and 'Cancel'.

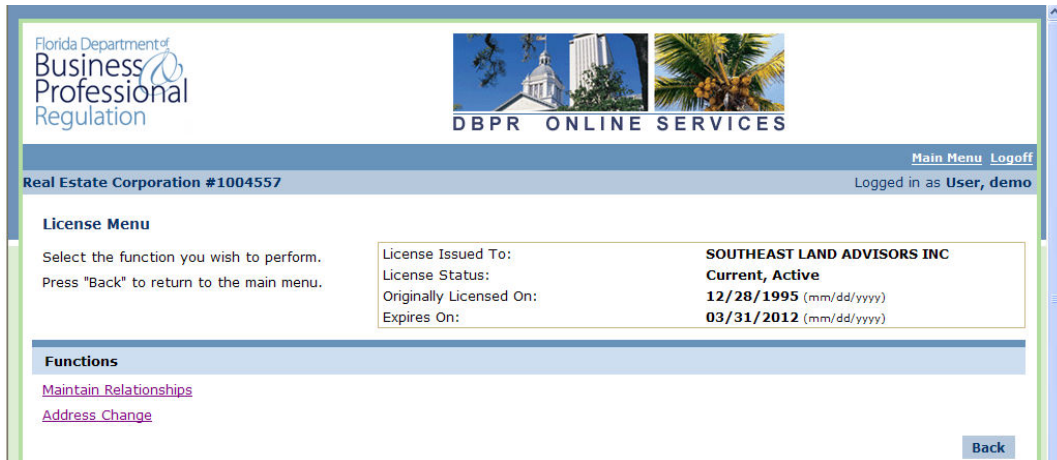
At the very bottom of the page, there is a footer with the following text: 'The State of Florida is an AA/EEO employer. Copyright 2007-2010 State of Florida. Privacy Statement. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records 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.

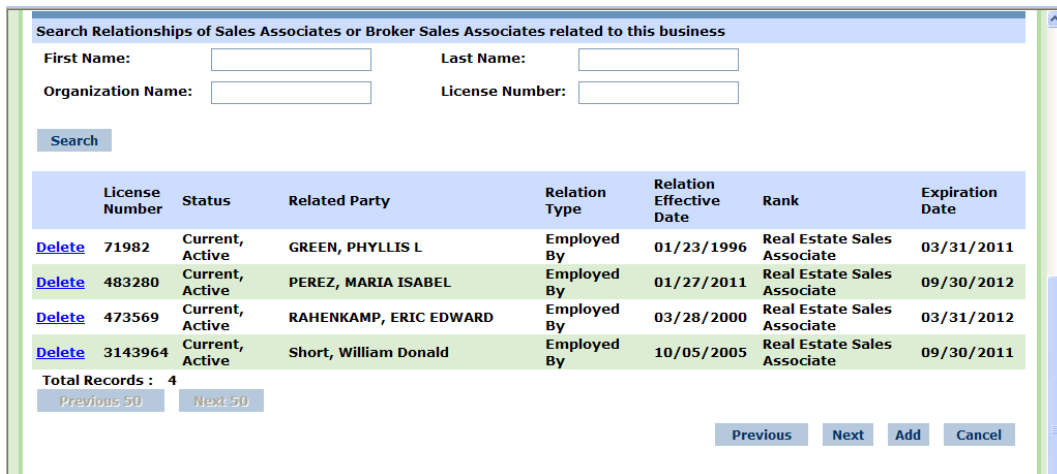
Adding/Deleting Sales Associates from Broker (Sole Proprietor), Partnership, or Corporation



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.