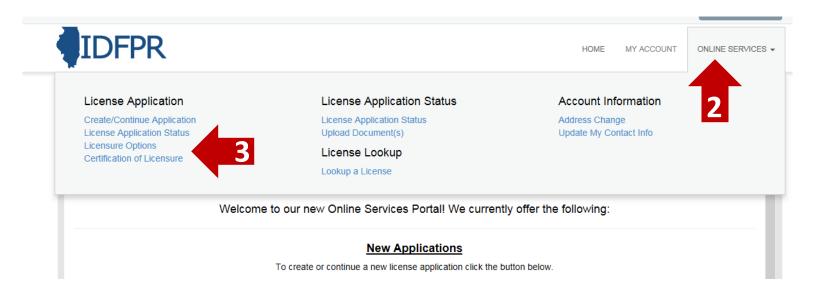


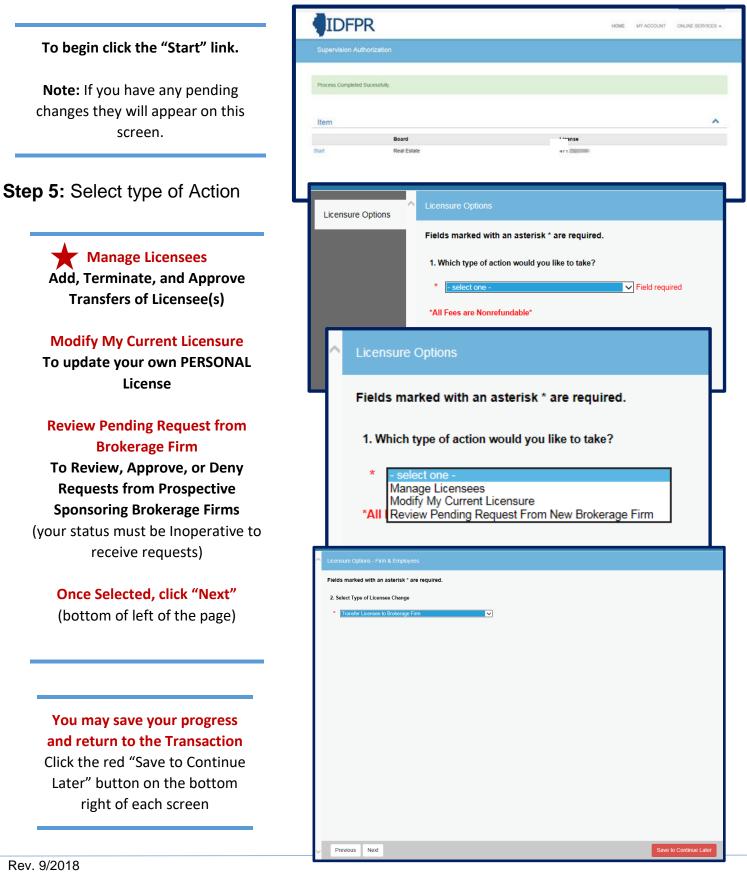
Step 2: Click Online Services Link

## Step 3: Click Licensure Options



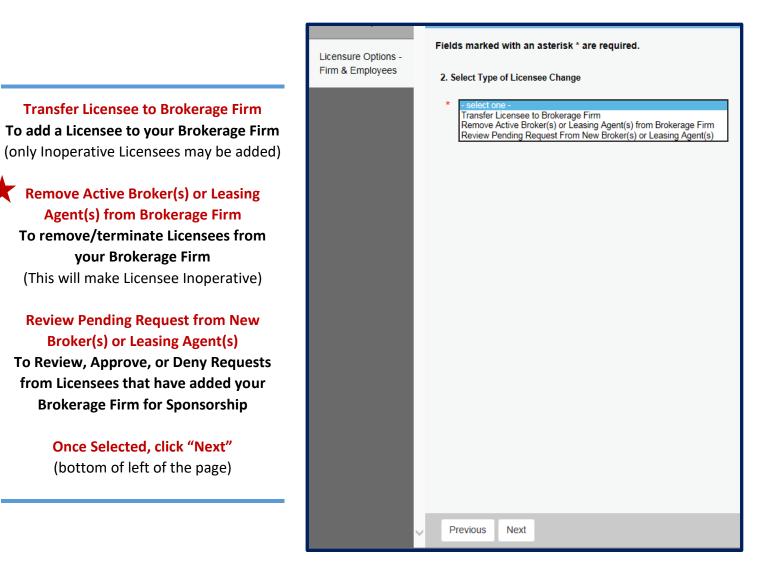


## Step 4: Begin (or continue) Terminating Licensee(s)





## Step 6: Select Type of License Change





## Step 7: Select existing Licensee(s) for Termination via "Action" Icon

			7	
	471.		7	
		~	475. 100 :	Active
Select Broker via "Action" icon	Licensure Options		475 HEATHER	Active
			475. 475. HILLARY	Active
Each existing Broker will	Licensure Options - Firm & Employees		475. PAMELA	Active
be listed for review.	, and a completion		475 SHARON	Active
	Remove Existing		475. TREVOR	Active
The "Action" icon is the	Broker(s)		475.1 RANDI	Active
paper and pencil to the			475.000 LAURA	Active
left of each Broker			475 GINA	Active
			475. GAYLE	Active
			475. ROBERT	Active
			475. RANDEE	Active
	<b>1744 0</b> 11	pervision R		
	- 9	vee Status select one - ctive erminate	SHARON	
<b>Step 8:</b> Select "Termir Employee Status drop	nate" in	vee Status select one -		
•	nate" in	vee Status select one -		
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## Step 7: Review list of Action(s) taken

Licensure Options     Fees       Firm & Employees     Fees       Remore Exating Broker(s)     Licensure Options       Review     Marage Licenses       *All Fees are Noorefundable*       Licensure Options - Firm & Employees       *Confirm action(s) you would like to take.       Review       Marage Licensees       *All Fees are Noorefundable*       Licensure Options - Firm & Employees       2. Confirm action(s) you would like to take.       Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm       Remove Existing Broker(s)       5. Please update the Supervision Status field for the broker(s) you would like to remove. ()       Employee     Status 475	471	.0		8
Fem & Employees     Total Fees: \$0.00       Remove Exating Broker(3)     Licensure Options 1. Confirm action(b) you would like to take.       Review     Manage Licensees       *Licensure Options - Firm & Employees - Confirm action(b) you would like to take.       Licensure Options - Firm & Employees - Confirm action(b) you would like to take.       Remove Existing Broker(s)       S. Please update the Support/sion Status field for the broker(s) you would like to remove. (*)       Employee - 475 _ ERC _ Active - 475 _ DERRA _ Active - 475 _ DERRA _ Active - 475 _ RLAURA _ Active		Review		Print Review
Broker(s)       1. Confirm action(s) you would like to take.         Review       Manage Licensees         *All Fees are Noorefundable*         Licensure Options - Firm & Employees         2. Confirm action(s) you would like to take.         Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm         Remove Active Broker(s)         5. Please update the Supervision Status field for the broker(s) you would like to remove. ()         Employee       Status         475       EARL		Fees		Total Fees: \$0.00
Review       Manage Leensees         *All Fees are Noerefundable*         *All Fees are Noerefundable*         Licensure Options - Firm & Employees         2. Confirm action(s) you would like to take.         Remove Active Broker(s) or Leasing Agent(s) from Brokerage Fem         Remove Existing Broker(s)         5. Please update the Supervision Status field for the broker(s) you would like to remove. (s)         Employee       Status         475       ERIC         475       PATRICIA         475       ERIC         475       ERIC <td></td> <td>Licensure Options</td> <td></td> <td></td>		Licensure Options		
*All Fees are Noceehandable*         Licensure Options - Firm & Employees         2. Confirm action(s) you would like to take.         Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm         Remove Existing Broker(s)         5. Please update the Supervision Status field for the broker(s) you would like to remove. (*)	control (a)	1. Confirm action(s) you would like to take.		
*All Fees are Noneclusdable*         Licensure Options - Firm & Employees         2. Confirm action(s) you would like to take.         Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm         Remove Existing Broker(s)         5. Please update the Supervision Status field for the broker(s) you would like to remove. •	Review	Manage Licensees		
Licensure Options - Firm & Employees         2. Confirm action(s) you would like to take.         Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm         Remove Existing Broker(s)         5. Please update the Supervision Status field for the broker(s) you would like to remove. ()         Employee       Status         475       ERRC         475       PATRICIA         475       DEBRA         475       DEBRA         475       IR LAURA         475       IR LAURA         475       IR LAURA	-			
2. Confirm action(s) you would like to take.  Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm   Remove Existing Broker(s)  5. Please update the Supervision Status field for the broker(s) you would like to remove.   Employee Status 475 ERIC Active 475 ERIC Active 475 EERIC Active A		"All Fees are Nonrefundable"		
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2. Confirm action(s) you would like to take.  Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm  Remove Existing Broker(s)  5. Please update the Supervision Status field for the broker(s) you would like to remove.  Employee Status 475 ERIC Active AC				
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Remove Existing Broker(s)         5. Please update the Supervision Status field for the broker(s) you would like to remove. •         Employee       Status         475       ERIC       Active         475       PATRICIA       Active         475       EARL       Active         475       DEBRA       Active         475       R LAURA       Active         475       R LAURA       Active		2. Confirm action(s) you would like to take.		
Employee       Status         475       ERIC       Active         475       PATRICIA       Active         475       EARL       Active         475       DEBRA       Active         475       R LAURA       Active         475       R LAURA       Active		Descent Artis a Berlanish or Leaster Assetts broken	n Berleinnen Eine	
5. Please update the Supervision Status field for the broker(s) you would like to remove. ()  Employee Status 475 ER/C Active 475 PATRICIA Active 475 EARL Active 475 DEBRA Active 475 R LAURA Active 475 R LAURA Active 475 R LAURA Active		Remove Active broken(s) or Ceasing Agencis) so	n prokerage Firm	
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475     ERIC     Active       475     PATRICIA     Active       475     EARL     Active       475     DEBRA     Active       475     R LAURA     Active       475     R LAURA     Active		5. Please update the Supervision Status field for th	e broker(s) you would like to remove. 👩	
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		475 R LAURA	Active	~
Previous Finish Save to Continue Later			Artico.	
		Previous Finish		Save to Continue Later

# The system displays all existing Licensees and their statuses. Each Licensee selected on the previous step, should display as "Terminate"

It is important to scroll through the list to verify all intended Licensee(s) are in the proper status.

#### Click "Finish" to make the changes official.

Email notifications will be sent to the Licensee and the Managing Broker for confirmation.

The transaction is completed.