



# Online Instructions for Managing Brokers

How to Terminate Licensee(s)



**Step 1: Log into IDFPR Web Portal**  
(<https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>)

**Step 2: Click Online Services Link**

**Step 3: Click Licensure Options**



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

To begin click the “Start” link.

**Note:** If you have any pending changes they will appear on this screen.

The screenshot shows the IDFPF Supervision Authorization page. At the top, there's a navigation bar with 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. Below the header, a green banner states 'Process Completed Successfully.'. A table is displayed with columns 'Item', 'Board', and 'License'. The 'Item' column has a 'Start' link. The 'Board' column lists 'Real Estate'. The 'License' column shows a dropdown menu with 'License' selected.

## Step 5: Select type of Action

**★ Manage Licensees**  
Add, Terminate, and Approve  
Transfers of Licensee(s)

**Modify My Current Licensure**  
To update your own PERSONAL  
License

**Review Pending Request from  
Brokerage Firm**  
To Review, Approve, or Deny  
Requests from Prospective  
Sponsoring Brokerage Firms  
(your status must be Inoperative to  
receive requests)

**Once Selected, click “Next”**  
(bottom of left of the page)

The screenshot shows the 'Licensure Options' page. It includes a header 'Licensure Options' and a note: 'Fields marked with an asterisk \* are required.'. A question asks '1. Which type of action would you like to take?'. Below it is a dropdown menu with '- select one -' and a 'Field required' label. A red note states '\*All Fees are Nonrefundable\*'. The page has a blue sidebar on the left.

This screenshot is a zoomed-in view of the dropdown menu from the previous screen. It shows the following options: 'Manage Licensees', 'Modify My Current Licensure', and 'Review Pending Request From New Brokerage Firm'. The first option is highlighted.

The screenshot shows the 'Licensure Options - Firm & Employees' page. It includes a header 'Licensure Options - Firm & Employees' and a note: 'Fields marked with an asterisk \* are required.'. A question asks '2. Select Type of Licensee Change'. Below it is a dropdown menu with 'Transfer Licensee to Brokerage Firm' selected. The page has a blue sidebar on the left. At the bottom, there are 'Previous', 'Next', and 'Save to Continue Later' buttons.

**You may save your progress  
and return to the Transaction**  
Click the red “Save to Continue  
Later” button on the bottom  
right of each screen



Step 6: Select Type of License Change

**Transfer Licensee to Brokerage Firm**

To add a Licensee to your Brokerage Firm  
(only Inoperative Licensees may be added)

★ **Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm**

To remove/terminate Licensees from  
your Brokerage Firm  
(This will make Licensee Inoperative)

**Review Pending Request from New Broker(s) or Leasing Agent(s)**

To Review, Approve, or Deny Requests  
from Licensees that have added your  
Brokerage Firm for Sponsorship

**Once Selected, click “Next”**  
(bottom of left of the page)

Licensure Options -  
Firm & Employees

Fields marked with an asterisk \* are required.

2. Select Type of Licensee Change

\*  
- select one -  
Transfer Licensee to Brokerage Firm  
Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm  
Review Pending Request From New Broker(s) or Leasing Agent(s)

Previous Next



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

Select Broker via “Action” icon

Each existing Broker will be listed for review.

The “Action” icon is the paper and pencil to the left of each Broker

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471. [REDACTED]	[Pencil Icon]	475. [REDACTED] : [REDACTED] VICTORIA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] HEATHER	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] HILLARY	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] PAMELA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] SHARON	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] TREVOR	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] RANDI	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] LAURA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] GINA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] GAYLE	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] ROBERT	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] RANDEE	Active

### Edit Supervision Remove

Please update the **Supervision Status** field for the broker(s) you would like to remove.

Employee License : Employee Name

475. [REDACTED] : [REDACTED] SHARON

Employee Status

- select one -  
Active  
\* Terminate

## Step 8: Select “Terminate” in Employee Status drop down

Repeat these steps for as many Broker(s) required  
“Terminate” will appear next to each edited name

Once selected, click “Next”  
(bottom of left of the page)

471. [REDACTED]	[Pencil Icon]	475. [REDACTED] : [REDACTED] VICTORIA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] HEATHER	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] HILLARY	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] PAMELA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] SHARON	Terminate
	[Pencil Icon]	475. [REDACTED] : [REDACTED] TREVOR	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] RANDI	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] LAURA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] GINA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] GAYLE	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] ROBERT	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] RANDEE	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] LAUREN	Active



## Step 7: Review list of Action(s) taken

471

Review

Print Review

Fees

Total Fees: \$0.00

Licensure Options

1. Confirm action(s) you would like to take.

Manage Licensees

**\*All Fees are Nonrefundable\***

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 1 ERIC	Active
475 1 PATRICIA	Active
475 0 EARL	Active
475 DEBRA	Active
475 R LAURA	Active
475 RADIENE	Active

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.