

Manage Licensees – Real Estate Firms/Branches

These instructions assume you have already created a SecureAccess Washington (SAW) account and have linked your business license.

If you haven't yet done so, see the document [Create your user access to the Professional and Business Licensing System](#) for detailed instructions on these processes.

Before You Begin

- You'll need the license number of the licensee you want to add.
- The licensee's license must be in **Inactive-No Active Affiliations** status. If not in this status, the licensee must separate from their current firm.
- Don't use this process to add a Designated Broker to a firm or branch. Use the Replace Designated Broker process instead.

Invite a Licensee

1. **Click** Business Licenses link from the top menu of the Professional and Business Licensing Home page.



2. **Click** link in tile for business you want to add a licensee to at the Manage My Businesses page.

Manage My Businesses

[Barry Blueberry's Tattoo Shop](#)

barryblueberry@mailinator.com

UBI

632-023-652

[Barry Blueberry's Real Estate Firm](#)

barryblueberry@mailinator.com

UBI

601-555-412

3. **Click** link for license you want to add licensee to at the Business Licenses page.

Business Licenses

Barry Blueberry's Real Estate Firm

UBI: 601-555-412

Email: barryblueberry@mailinator.com

Business email: barryblueberry@mailinator.com

Business Phone: 555.555.5555

Primary Contact Name: Barry Blueberry

Primary Contact Phone: 555.555.5555

[Update business information](#)

| Licenses | | Administrator | Unsubmitted Applications | Sub |
|----------|------------------|-----------------|--------------------------|------------|
| License | License Type | Expiration Date | License Status | Sub-status |
| 20110834 | Real Estate Firm | June 15, 2022 | Active | None |

4. The License Administrator tab for this license will be displayed.

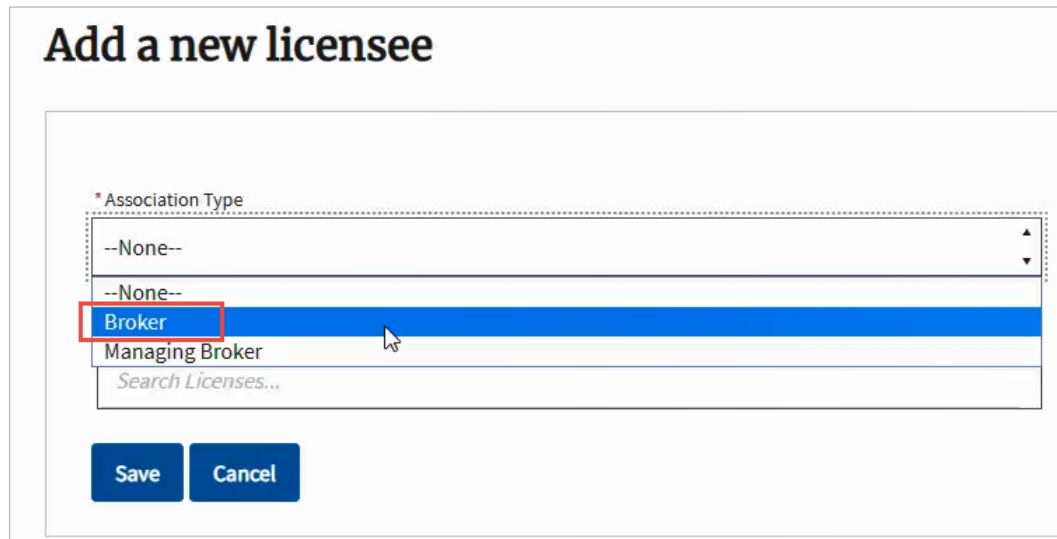
| Branches | License Administrator | Unsubmitted Applications | Submitted Applications | Completed Requests |
|-----------------|-----------------------|-------------------------------|------------------------|-----------------------------------|
| Name | Role | Email | Status | Actions |
| Barry Blueberry | Administrator | barryblueberry@mailinator.com | Active | Remove |
| | | | | Add Administrator |
| Owners | | | | |
| Name | Role | Email | Status | Actions |
| Mary Blueberry | Owner | maryblueberry@mailinator.com | Active | Remove |
| Jerry Blueberry | Owner | jerryblueberry@mailinator.com | Active | Remove |
| | | | | Add Licensee |

- If you want to add a licensee to a **Branch license**, **select** the Branches tab (to the left of the License Administrator tab), then **click** the link for the branch license you want to add the licensee to. The Branch Administrator tab for the license will be displayed.

5. **Scroll down** until you see the Add Licensee button in the lower right-hand corner of the page. **Click** the button.

| Branches | License Administrator | Unsubmitted Applications | Submitted Applications | Completed Requests |
|-----------------|-----------------------|-------------------------------|------------------------|-----------------------------------|
| Name | Role | Email | Status | Actions |
| Barry Blueberry | Administrator | barryblueberry@mailinator.com | Active | Remove |
| | | | | Add Administrator |
| Owners | | | | |
| Name | Role | Email | Status | Actions |
| Mary Blueberry | Owner | maryblueberry@mailinator.com | Active | Remove |
| Jerry Blueberry | Owner | jerryblueberry@mailinator.com | Active | Remove |
| | | | | Add Licensee |

6. **Select** the Associate Type from the dropdown in the Add a new licensee section.



The screenshot shows a form titled "Add a new licensee". Inside the form, there is a dropdown menu labeled "* Association Type". The dropdown is open, showing a list of options: "--None--", "Broker", "Managing Broker", and "Search Licenses...". The "Broker" option is highlighted in blue, and a red box is drawn around it. Below the dropdown, there are two buttons: "Save" and "Cancel".

7. **Enter** license number for the licensee, and **select** license/name from dropdown.



The screenshot shows the same "Add a new licensee" form. The dropdown menu is now closed, and the text "20111018" is entered into the input field. Below the input field, there is a search results area that says "Show All Results for '20111018'". A red box highlights the first result, which is "20111018 Mary Marionberry". Below the search results, there are two buttons: "Save" and "Cancel".

8. Click the Save button.

Add a new licensee

* Association Type
Broker

* License Number
20111018

Save Cancel

9. The licensee will show in the Licensee Relationship section with a Relationship Status of Invited.

Licensee Relationships

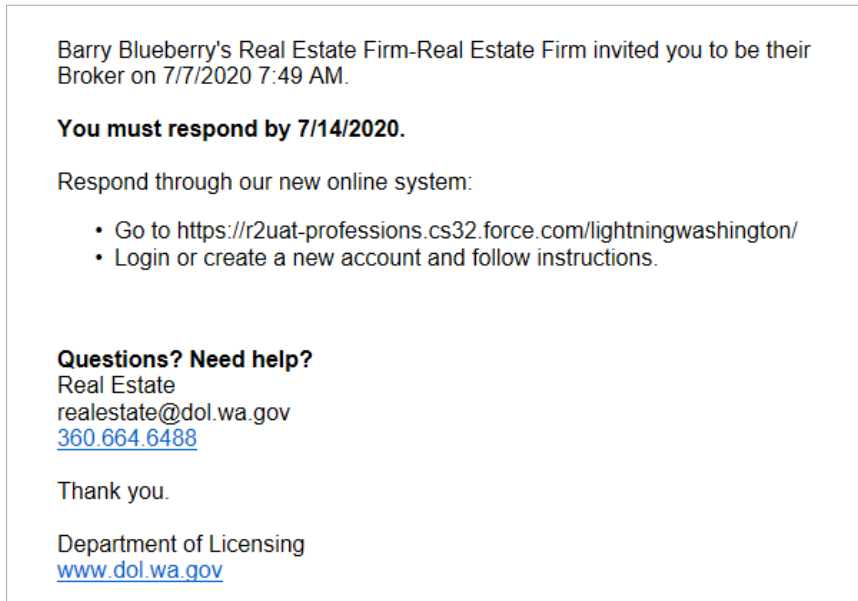
Search By: None Search Here: Search...

Export Separate Licensee(s)

| License Number | Name | License Type | License Status | Expiration Date | Association Type | Relationship Status | Actions |
|----------------|------------------|--------------------|----------------|-----------------|------------------|---------------------|---------|
| 20111018 | Mary Marionberry | Real Estate Broker | Inactive | July 07, 2022 | Broker | Invited | Cancel |

Add Licensee

10. An email will be sent to the email address on file for the licensee.
 - The invited licensee will have **7 days** to respond to the invitation.



11. **Repeat** steps 5-9 for each licensee if you are adding more than one licensee.
12. After the licensee has accepted the invitation, the licensee's Relationship Status will be updated to Active.

Licensee Relationships

Search By: Search Here:

[Export](#) [Separate Licensee\(s\)](#)

| <input type="checkbox"/> | License Number | Name | License Type | License Status | Expiration Date | Association Type | Relationship Status | Actions |
|--------------------------|----------------|------------------|--------------------|----------------|-----------------|------------------|---------------------|---------|
| <input type="checkbox"/> | 20111018 | Mary Marionberry | Real Estate Broker | Active | July 07, 2024 | Broker | Active | |

[Add Licensee](#)

Separate Licensee(s)

1. **Navigate** to the Licensee Relationships section of the license (or branch license) you want to remove the licensee from (see steps 1-4 above).
 - If you see a **Load More** button to the right above the Licensee List, **click** the button repeatedly until it grays out to load all licensees.
 - You must have all licensees loaded before you can search for licensees.



Licensee Relationships

Search By: None | Search Here: Search...

Export | Separate Licensee(s) | Load More

2. **Locate** the licensee you want to remove. You can use the search function to help you quickly locate the licensee.
3. **Click** the checkbox next to the licensee you want to remove.
 - You can select more than one licensee during this step.



Licensee Relationships

Search By: None | Search Here: Search...

Export | Separate Licensee(s)

| <input type="checkbox"/> | License Number | Name | License Type | License Status | Expiration Date | Association Type | Relationship Status | Actions |
|-------------------------------------|----------------|------------------|--------------------|----------------|-----------------|------------------|---------------------|---------|
| <input checked="" type="checkbox"/> | 20111018 | Mary Marionberry | Real Estate Broker | Active | July 07, 2022 | Broker | Active | |

Add Licensee

4. **Click** the Separate Licensee(s) button in the upper right-hand corner of the Licensee Relationships section.



Licensee Relationships

Search By: None | Search Here: Search...

Export | Separate Licensee(s)

| <input type="checkbox"/> | License Number | Name | License Type | License Status | Expiration Date | Association Type | Relationship Status | Actions |
|-------------------------------------|----------------|------------------|--------------------|----------------|-----------------|------------------|---------------------|---------|
| <input checked="" type="checkbox"/> | 20111018 | Mary Marionberry | Real Estate Broker | Active | July 07, 2022 | Broker | Active | |

Add Licensee

5. The licensee will be removed from the Licensee Relationships list.