

Replace Designated Broker

Before You Begin

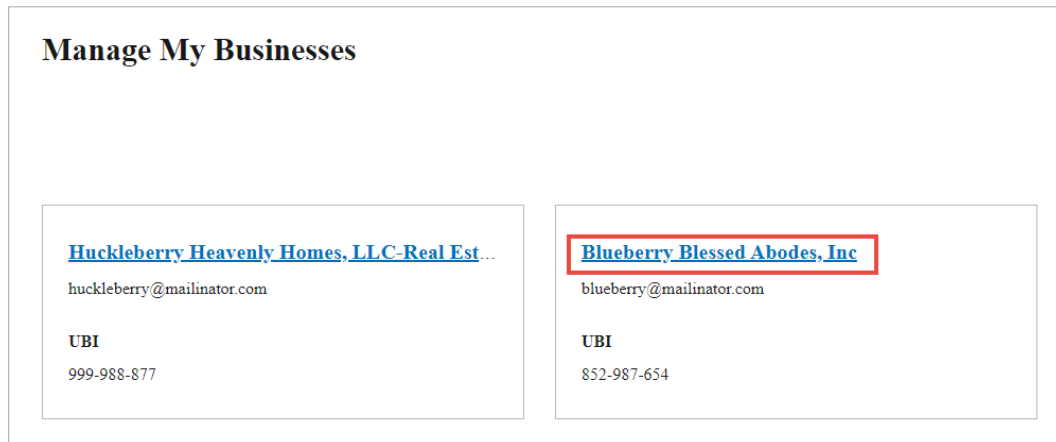
- You'll need the license number of the new Designated Broker.
- The licensee's license must be in Inactive-No Active Affiliations status (i.e., not associated with a firm) UNLESS they are currently acting as a designated broker for another firm.

Replace a Designated Broker

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 replace the Designated Broker for at the Manage My Businesses page.



3. Click link for license you want to replace the Designated Broker for at the Business Licenses page.

Business Licenses

Blueberry Blessed Abodes, Inc

UBI: 852-987-654
Email: blueberry@mailinator.com
Business email: blueberry@mailinator.com
Business Phone: 555.555.5555
Primary Contact Name: Barry Blueberry
Primary Contact Phone: 555.555.5555
Update business information

Apply for Business License
Close Your Business
Update Business Name
More Actions

Licenses	Administrator	Unsubmitted Applications	Submitted Applications	More		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
20108473	Real Estate Firm	August 20, 2022	Active	None	None	

4. Click More Actions to display all options for this license.

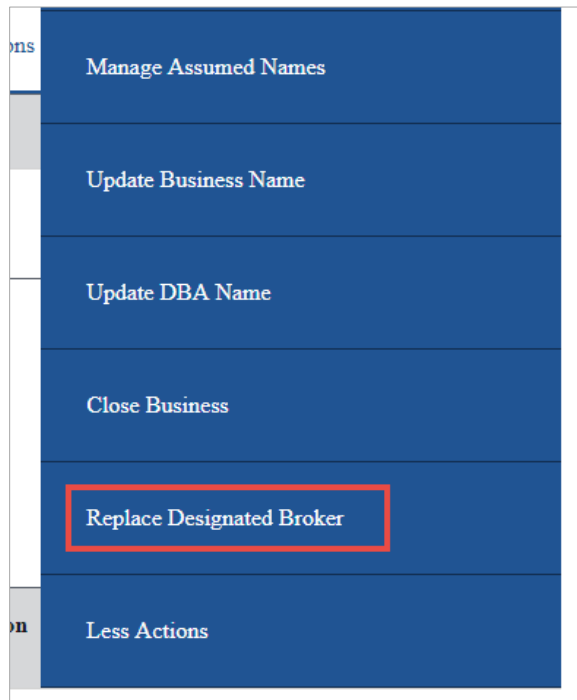
Generate License

Add Branch License

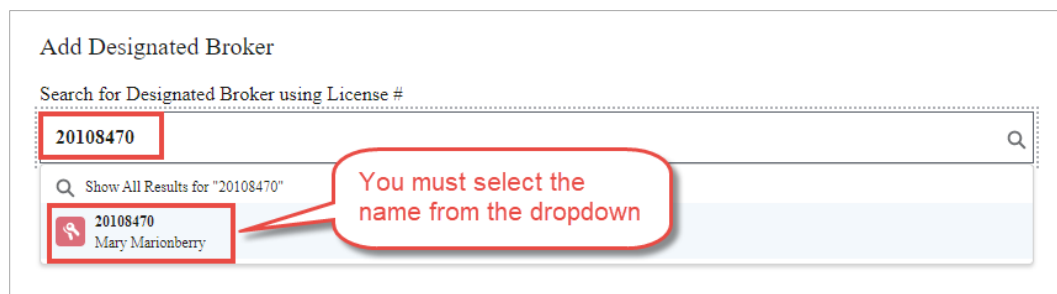
Finding

More Actions

5. **Click** Replace Designated Broker.



6. **Enter** the license number of the new Designated Broker and **select** the license/name from the list.



7. Click the Save button.

Add Designated Broker

Search for Designated Broker using License #

20108470

Save

8. Click Ok at the pop-up.

Replace Designated Broker

Invitation has been sent to new designated broker.

Ok

9. **Navigate** back to the license. The new Designated Broker will show in the Licensee Relationship section with a Relationship Status of Invited.

- An email will be sent to the email address on file for the Designated Broker.
- They will have **7 days** to respond to the invitation.

Licensee Relationships

Search By: None Search Here: Search...

Export Separate License(s)

License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
20108469	Suzie Strawberry	Real Estate Managing Broker	Active	August 20, 2022	Designated Broker	Active	
20108470	Mary Marionberry	Real Estate Managing Broker	Active	August 20, 2022	Designated Broker	Invited	Cancel

10. After the new Designated Broker has accepted the invitation, the Relationship Status will be updated to Active.
- The previous Designated Broker will be removed from the Licensee Relationships list.

License Relationships

Search By:

<input type="checkbox"/>	License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
<input type="checkbox"/>	20108470	Mary Marionberry	Real Estate Managing Broker	Active	August 20, 2022	Designated Broker	Active	