Apply for a Real Estate Branch License

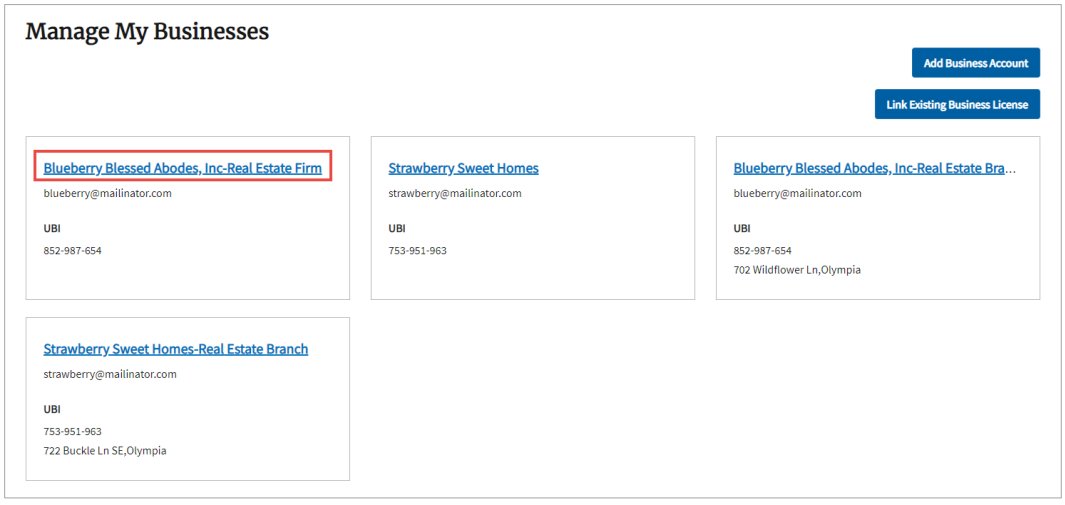
Before You Begin

- You must have an ISSUED Firm license before you can apply for a Branch license (an issued license will **not** include REA in the number).
- If you are coming into the system for the first time and have an existing Firm license, you must link the Business Account for that license.
- You'll need the license number for the person who will act as the Branch Manager.

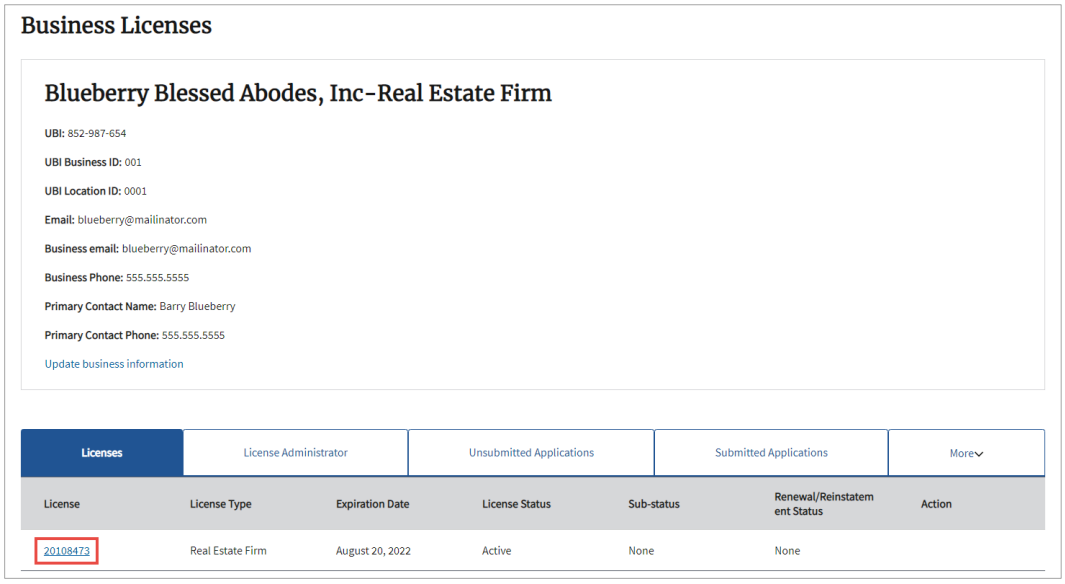
Apply for the Branch license

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

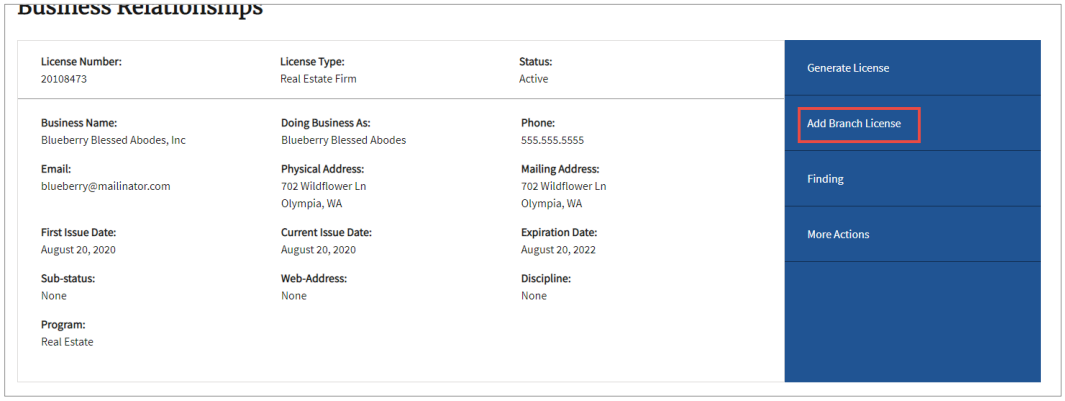
2. **Click** the link in the tile for business you want to add a branch to at the Manage My Businesses page.



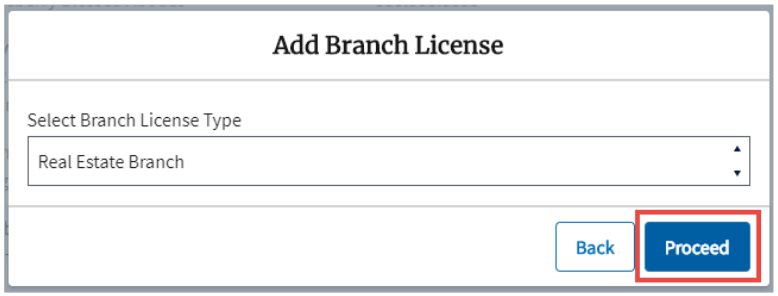
3. **Click** the link for the Firm license you want to add a branch to at the Business Licenses page.



4. **Click** Add Branch License from the options available in the blue bar to the right of the page.

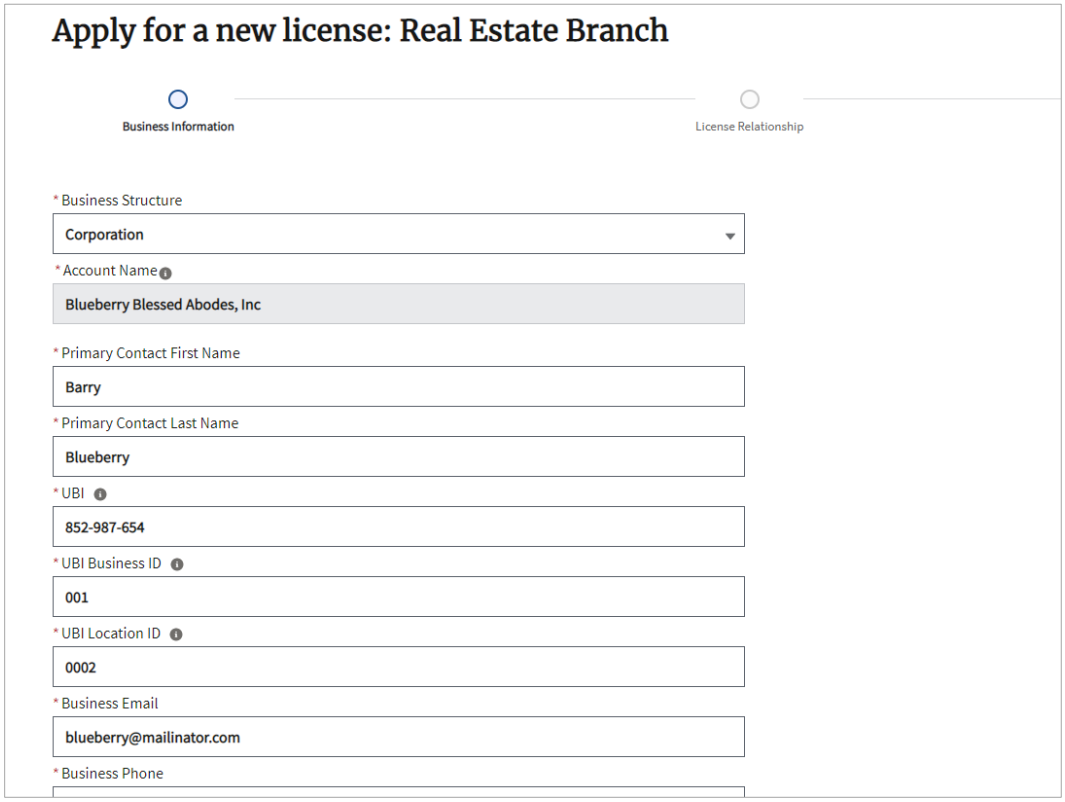


5. **Click** Proceed on the pop-up.

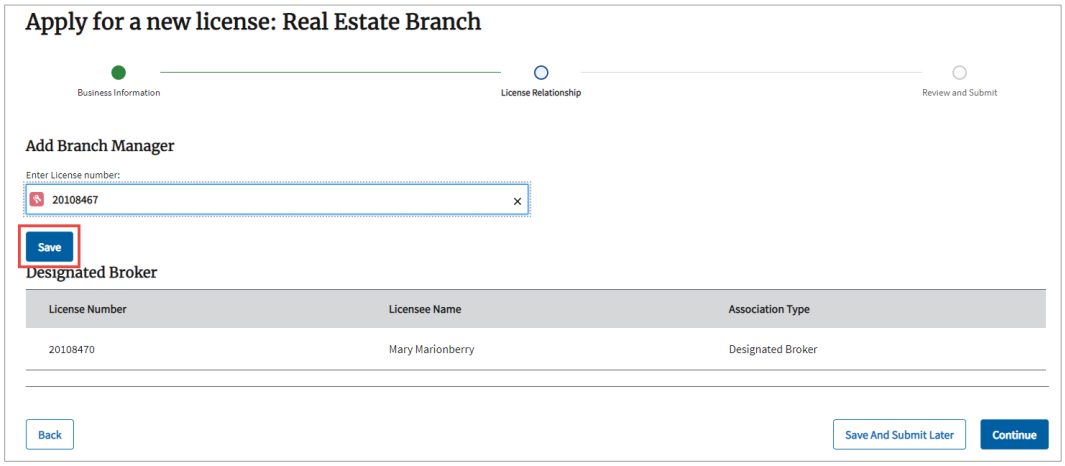


6. The Business Information is displayed with some field auto-populated.

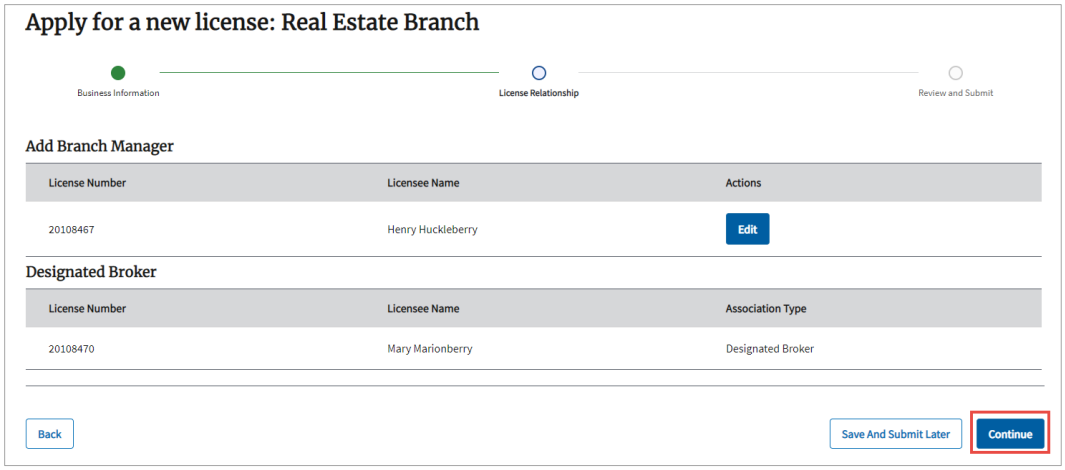
- **Update or enter** information for all required fields on this page (only a portion of the page is shown).
- **Validate** the address information.
- **Click** Continue at the bottom of the page to move forward.



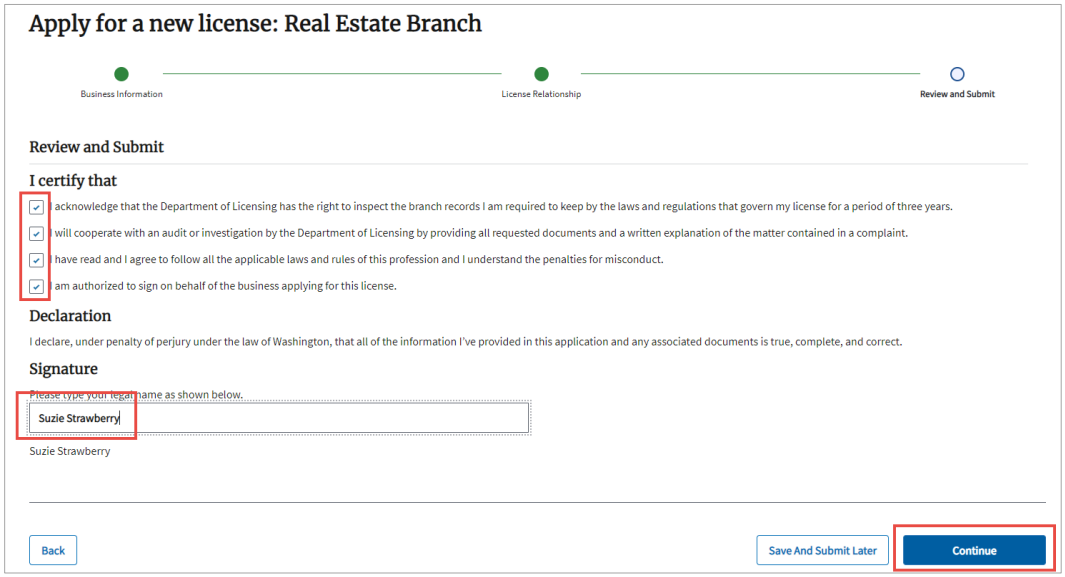
7. **Enter** the license number for the Branch Manager and **click** the Save button.



8. The licensee for the license number you entered displays in a list view. **Click** Continue to move forward.



9. At the bottom of the Review and Submit page, **read and check** all certification statements**, enter** the name as exactly as shown below the Signature box, and **click** Continue**.**

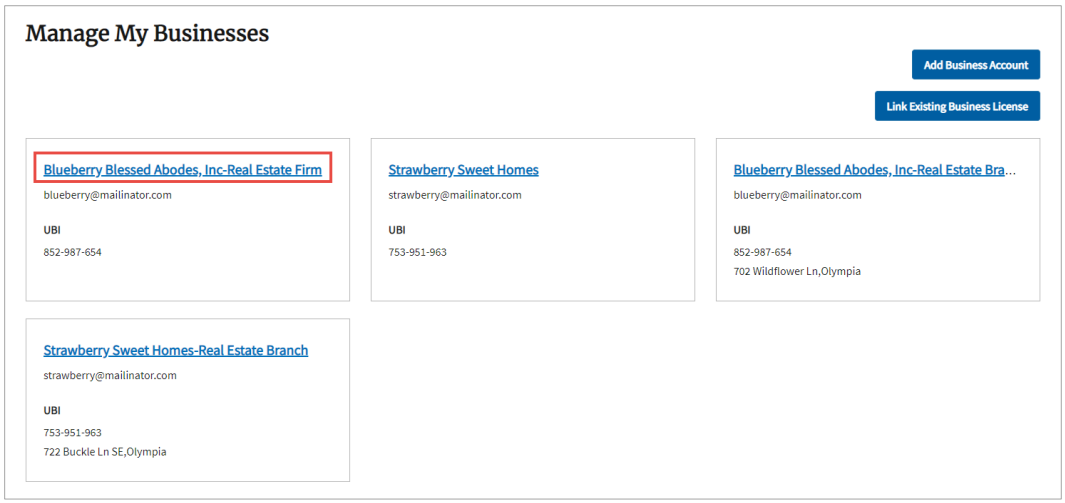


10. Go through all payment screens to pay for the Branch license.

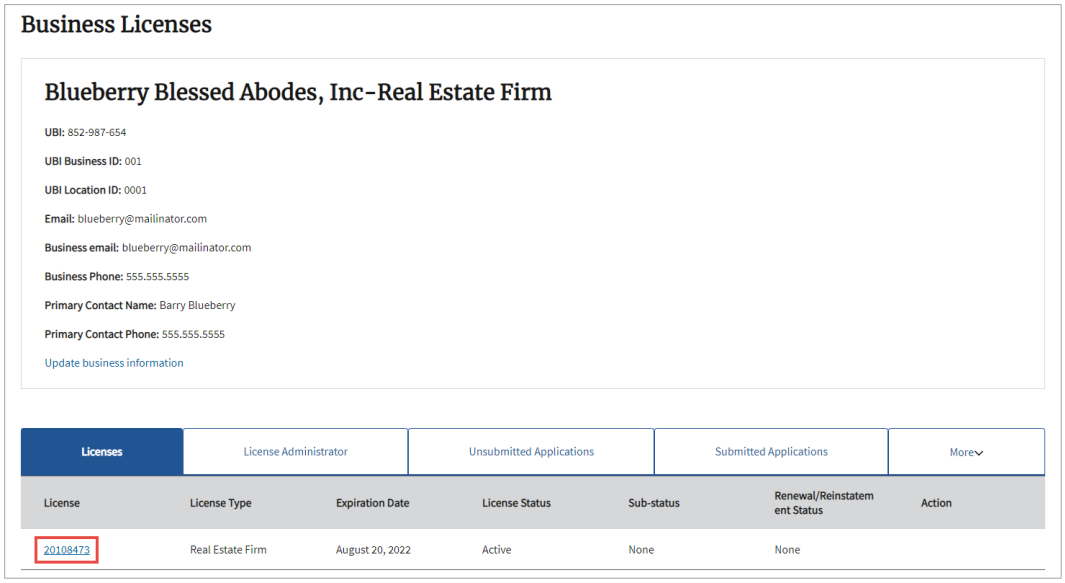
- The Branch license is issued automatically and you'll be returned to the Manage My Businesses page.

View the Branch License

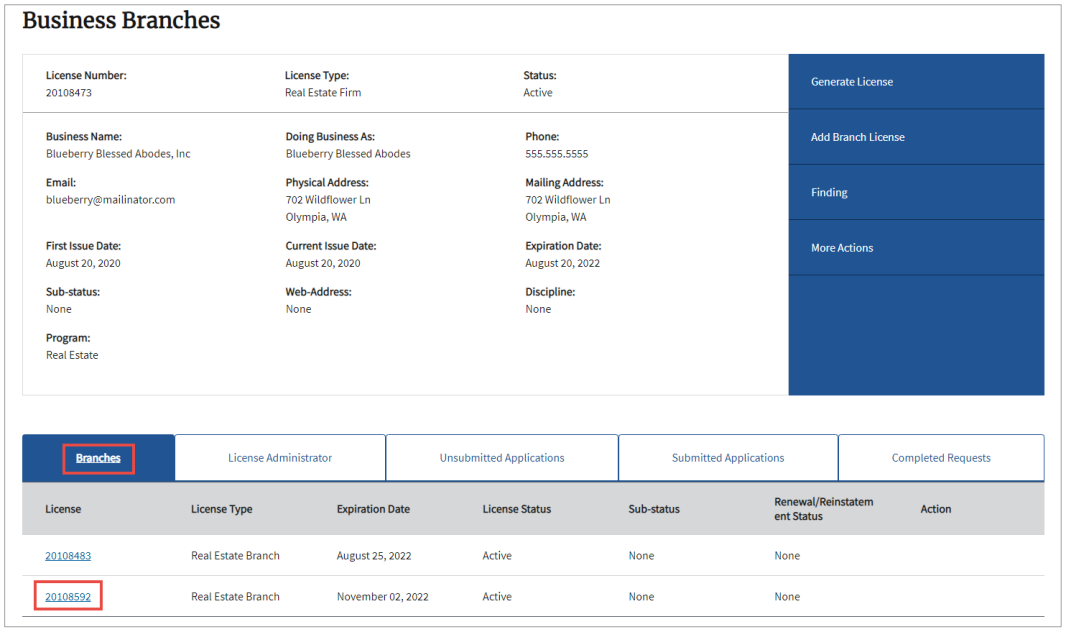
1. **Click** the link in the tile for business for the Branch you want to view.



2. **Click** the link for the Firm license for the Branch you want to view.

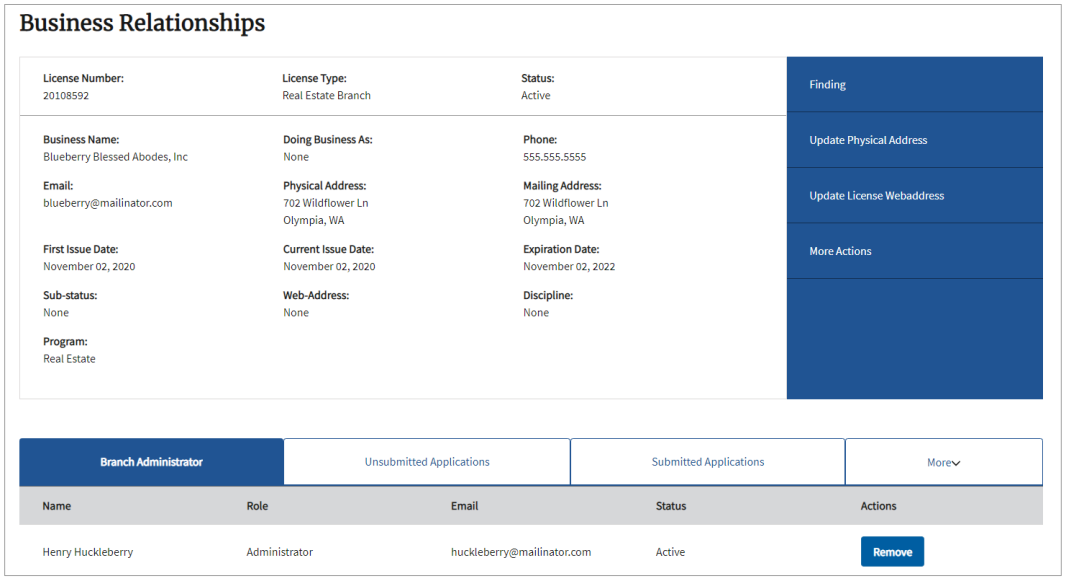


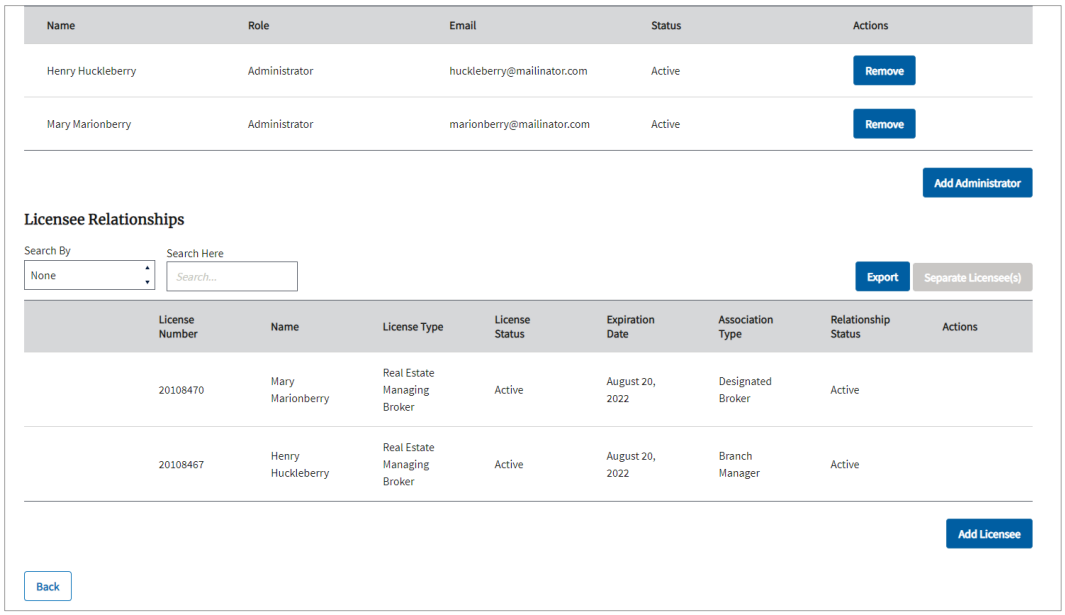
3. **Click** the Branches tab, then **click** the license number for the Branch you want to view.



4. The Branch Detail page is displayed.

- You'll see license details and license management options.



5. **Scroll down** to see Licensee Relationships for the Branch License.

- See the document **Manage Licensees – Real Estate Firms/Branches** for information on adding and removing licensees from your business.