

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

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

Business Relationships

License Number: 23000218 | License Type: Real Estate Firm | Status: Active | [Print License](#)

Business Name: Barry Blueberry's Real Estate Firm | Doing Business As: None | Phone: 555.555.5555 | [Add Branch License](#)

Email: djohnson@dol.wa.gov | Physical Address: 12762 Mainline Rd SW Olympia, WA | Mailing Address: 12762 Mainline Rd SW Olympia, WA | [Finding](#)

First Issue Date: August 21, 2023 | Current Issue Date: August 21, 2023 | Expiration Date: August 21, 2025 | [More Actions](#)

Sub-status: None | Web-Address: None | Discipline: None

Program: Real Estate

Name	Role	Email	Status	Actions
Christopher Cranberry	Administrator	djohnson@dol.wa.gov	Active	Remove

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

License Relationships

Search By: None | Search Here: | [Export](#) | [Separate Licensee\(s\)](#)

License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
23000216	Christopher Cranberry	Real Estate Managing Broker	Active	August 16, 2025	Designated Broker	Active	Add Licensee

- The Add a new licensee form is displayed. **Enter** the license number for the licensee you want to add in the Child License Number field, **select** the license type from the Child License Type dropdown, and **click** Get Licensee Details.

Add a new licensee

* Child License Number
23000219

* Child License Type
Real Estate Broker

Get Licensee Details

Save Cancel

- The name of the licensee is displayed. **Select** the appropriate license type from the Association Type dropdown and **click** Save.

Add a new licensee

* Child License Number
23000219

* Child License Type
Real Estate Broker

Licensee Name
Lydia Lingonberry

* Association Type
Broker

Save Cancel

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

Licensee Relationships

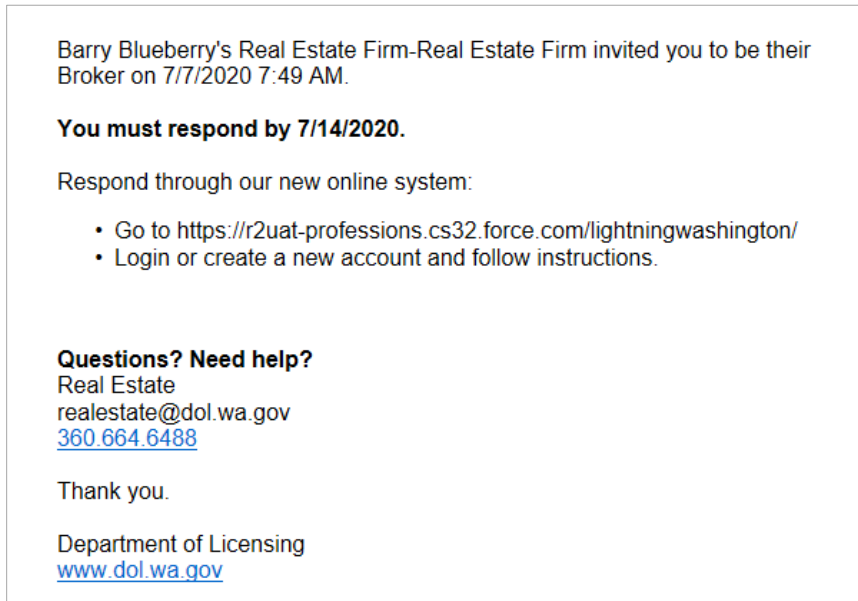
Search By: None Search Here: Search...

Export Separate Licensee(s)

License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
23000216	Christopher Cranberry	Real Estate Managing Broker	Active	August 16, 2025	Designated Broker	Active	
23000219	Lydia Lingonberry	Real Estate Broker	Inactive-No Active Affiliations	August 21, 2025	Broker	Invited	Cancel

Add Licensee

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



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

Licensee Relationships								
Search By	Search Here							
None	<input type="text" value="Search..."/>							
							Export	Separate Licensee(s)
License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions	
23000216	Christopher Cranberry	Real Estate Managing Broker	Active	August 16, 2025	Designated Broker	Active		
<input type="checkbox"/>	23000219	Lydia Lingonberry	Real Estate Broker	Active	August 21, 2025	Broker	Active	
							Add Licensee	

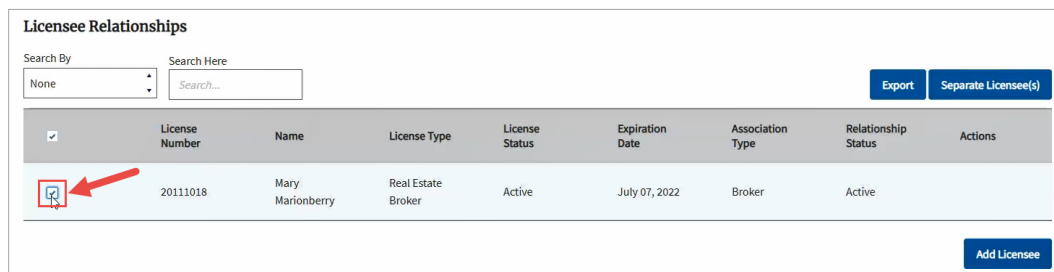
Separate Licensee(s)

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.



The screenshot shows the 'Licensee Relationships' header with a 'Search By' dropdown menu set to 'None' and a 'Search Here' text input field. To the right of these fields are three buttons: 'Export', 'Separate Licensee(s)', and 'Load More'. The 'Load More' button is highlighted with a red rectangular box.

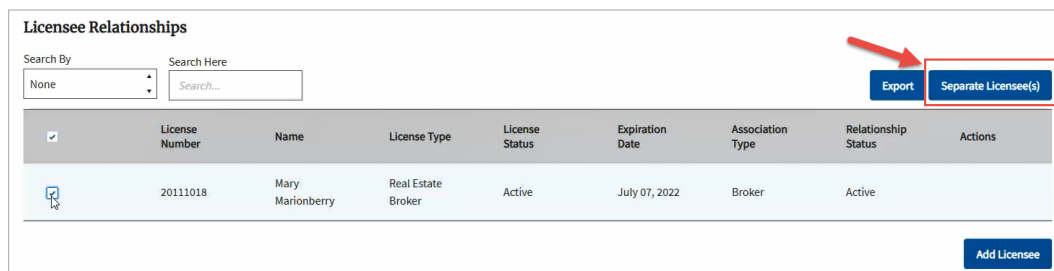
2. **Locate** the licensee you want to remove. You can use the search function to help you quickly locate the licensee.
3. **Click** the checkbox next to the licensee you want to remove.
 - You can select more than one licensee during this step.



The screenshot shows the 'Licensee Relationships' section with a table of licensees. The first row is selected, and its checkbox is checked. A red arrow points to this checkbox. The table has columns for License Number, Name, License Type, License Status, Expiration Date, Association Type, Relationship Status, and Actions. Below the table is an 'Add Licensee' button.

<input checked="" 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	

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



The screenshot shows the 'Licensee Relationships' section with the same table as the previous screenshot. The 'Separate Licensee(s)' button in the upper right-hand corner is highlighted with a red rectangular box. A red arrow points to this button.

5. The licensee is removed from the Licensee Relationships list.