

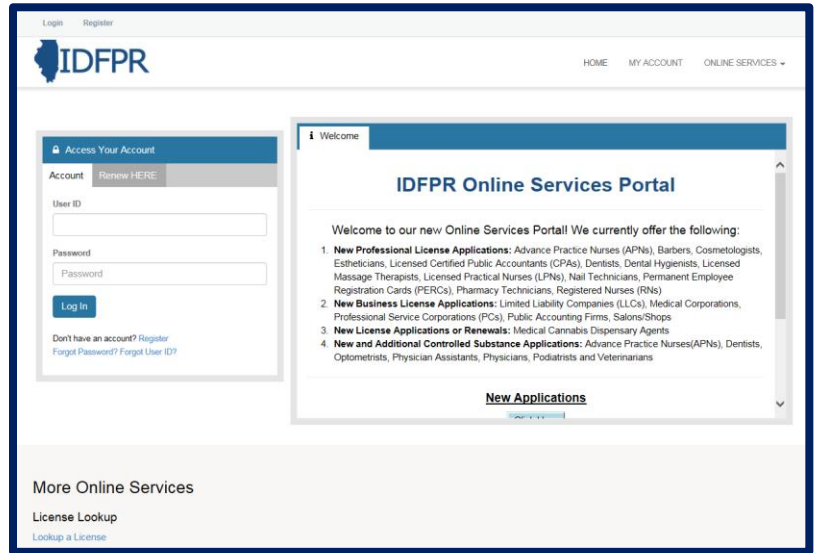


Online Instructions for Transferring Licensees

How to Approve an Invitation from a Sponsoring Broker

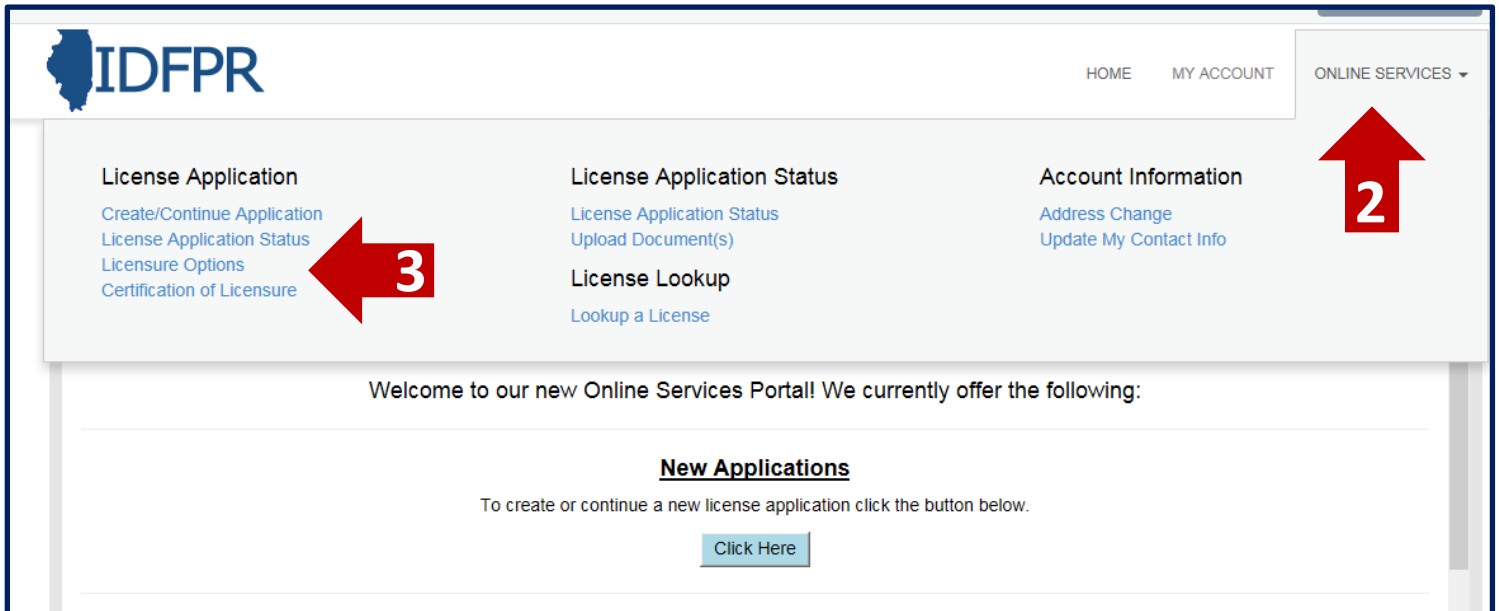
Step 1: Log into the Online Services Portal at: <https://online-idfpr.micropact.com> with your User ID and Password.

Note: If you are new to the Online Services Portal and have not yet registered, you will need to do so before you can log in by clicking the "Register" link.



Step 2: Click "Online Services"

Step 3: Click "Licensure Options"





Step 4: Begin (or Continue) a Transaction

To begin click the "Start" link.

Note: If you have any in-progress transactions, they will appear on this screen. Click "continue" to resume or "delete" to start over.

Item	Board	License
Start	Real Estate	471.005024

Step 5: Select "Review Pending Request From New Brokerage Firm" from the drop-down menu

Review Pending Request from New Brokerage Firm

Review pending invitations sent by a Brokerage Firm or self-sponsored Managing Broker

Click "Next"

Important: Managing Broker Licensees (who are neither the designated managing broker nor self-sponsored) must select "Modify My Current Licensure" from the first drop-down menu, click "Next", then follow step 5 above

Licensure Options - Broker

Fields marked with an asterisk * are required.

1. What action(s) would you like to take? ?

* - select one -

All Fees are Nonrefundable

- select one -

- Transfer Active License to New Brokerage Firm
- Join a New Brokerage Firm (Only If Un-sponsored)
- Leave Current Brokerage Firm (Become Un-sponsored)
- Review Pending Request From New Brokerage Firm
- Cancel Pending Brokerage Firm Transfer

Tip: You may save your progress at any point and return to the Transaction later.

Click the red "Save to Continue Later" button on the bottom right of each screen



Step 6: Approve/Deny Sponsor's Invite

475.197396

Licensure Options - Broker

Sponsoring Broker Approval

Sponsoring Broker Approval

Fields marked with an asterisk * are required.

4. Sponsoring Broker Approval ?

Action	Supervisor	Employee	Status
*	481.013624 : ENTERPRISE REALTY, LLC	475.197396 : KIRK JAMES	Pending

Select Approve or Deny via the "Action" Icon (paper and pencil) to the left of the Supervisor license

Once the selection has been made, click "OK"
Status column will update to "Approve" or "Deny" in the Sponsoring Broker Approval screen.

Click "Next"

Edit Sponsoring Broker Approval

Sponsoring Broker Approval

Supervisor

481.013624 : ENTERPRISE REALTY, LLC

Employee License : Employee Name

475.197396 : KIRK JAMES

Employee Status (Select 'Active' to approve this request and 'Inactive' to deny)

* Pending

- select one -

Approve

Deny

Pending

475.197396

Licensure Options - Broker

Sponsoring Broker Approval

Sponsoring Broker Approval

Fields marked with an asterisk * are required.

4. Sponsoring Broker Approval ?

Action	Supervisor	Employee	Status
*	481.013624 : ENTERPRISE REALTY, LLC	475.197396 : KIRK JAMES	Approve



Step 7: Review & Finish Transaction

475.10304

Licensure Options - Broker

Sponsoring Broker Approval

Review

Review

Print Review

Fees

Total Fees: \$0.00

Licensure Options - Broker

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

Review Pending Request From New Brokerage Firm

All Fees are Nonrefundable

Sponsoring Broker Approval

4. Sponsoring Broker Approval

Supervisor	Employee	Status
481.01334 : ENTERPRISE REALTY, LLC	475.19798 : KIRK JAMES	Approve

Previous

Finish

Save to Continue Later

The screen will display the pending approval/denial and its associated status in the "Status" column. If the "Status" column is blank, no action will be taken. If you need to go back and change the status, click "Previous".

Click "Finish" to complete transaction

You will see a message that the transaction has completed successfully. Please allow up to 24 hours for transfer to reflect in our database and on your license.