



Online Instructions for Managing Brokers

How to Terminate Licensee(s)



Step 1: Log into IDFPR Web Portal
(<https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>)

Step 2: Click Online Services Link

Step 3: Click Licensure Options



Step 4: Begin (or continue) Terminating Licensee(s)

To begin click the “Start” link.

Note: If you have any pending changes they will appear on this screen.

The screenshot shows the IDFPF Supervision Authorization page. At the top, there's a navigation bar with 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. Below the header, a green banner states 'Process Completed Successfully.'. A table is displayed with columns 'Item', 'Board', and 'License'. The 'Item' column has a 'Start' link. The 'Board' column lists 'Real Estate'. The 'License' column shows a dropdown menu with 'License' selected.

Step 5: Select type of Action

★ Manage Licensees
Add, Terminate, and Approve
Transfers of Licensee(s)

Modify My Current Licensure
To update your own PERSONAL
License

**Review Pending Request from
Brokerage Firm**
To Review, Approve, or Deny
Requests from Prospective
Sponsoring Brokerage Firms
(your status must be Inoperative to
receive requests)

Once Selected, click “Next”
(bottom of left of the page)

**You may save your progress
and return to the Transaction**
Click the red “Save to Continue
Later” button on the bottom
right of each screen

The screenshot shows the 'Licensure Options' page. It includes a header 'Licensure Options' and a section 'Fields marked with an asterisk * are required.'. Below this, a question asks '1. Which type of action would you like to take?'. A dropdown menu is shown with the selected option '- select one -'. To the right of the dropdown, it says 'Field required'. At the bottom, a red note states '*All Fees are Nonrefundable*'. The page also has a 'Previous' button and a 'Next' button.

This screenshot is a zoomed-in view of the 'Licensure Options' page. It shows the dropdown menu expanded, listing three options: 'Manage Licensees', 'Modify My Current Licensure', and 'Review Pending Request From New Brokerage Firm'. The first option is highlighted. The red note '*All Fees are Nonrefundable*' is visible at the bottom left of the dropdown area.

The screenshot shows the 'Licensure Options - Firm & Employees' page. It includes a header 'Licensure Options - Firm & Employees' and a section 'Fields marked with an asterisk * are required.'. Below this, a question asks '2. Select Type of Licensee Change'. A dropdown menu is shown with the selected option 'Transfer Licensee to Brokerage Firm'. The page also has a 'Previous' button and a 'Next' button. At the bottom right, there is a red button labeled 'Save to Continue Later'.



Step 6: Select Type of License Change

Transfer Licensee to Brokerage Firm

To add a Licensee to your Brokerage Firm
(only Inoperative Licensees may be added)

★ **Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm**

To remove/terminate Licensees from
your Brokerage Firm
(This will make Licensee Inoperative)

Review Pending Request from New Broker(s) or Leasing Agent(s)

To Review, Approve, or Deny Requests
from Licensees that have added your
Brokerage Firm for Sponsorship

Once Selected, click “Next”
(bottom of left of the page)

Licensure Options -
Firm & Employees

Fields marked with an asterisk * are required.

2. Select Type of Licensee Change

*
- select one -
Transfer Licensee to Brokerage Firm
Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm
Review Pending Request From New Broker(s) or Leasing Agent(s)

Previous Next



Step 7: Select existing Licensee(s) for Termination via “Action” Icon

Select Broker via “Action” icon

Each existing Broker will be listed for review.

The “Action” icon is the paper and pencil to the left of each Broker

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471. [REDACTED]	[Pencil Icon]	475. [REDACTED] : [REDACTED] VICTORIA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] HEATHER	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] HILLARY	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] PAMELA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] SHARON	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] TREVOR	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] RANDI	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] LAURA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] GINA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] GAYLE	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] ROBERT	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] RANDEE	Active

Edit Supervision Remove

Please update the **Supervision Status** field for the broker(s) you would like to remove.

Employee License : Employee Name

475. [REDACTED] : [REDACTED] SHARON

Employee Status

- select one -
Active
* Terminate

Step 8: Select “Terminate” in Employee Status drop down

Repeat these steps for as many Broker(s) required
“Terminate” will appear next to each edited name

Once selected, click “Next”
(bottom of left of the page)

471. [REDACTED]	[Pencil Icon]	475. [REDACTED] : [REDACTED] VICTORIA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] HEATHER	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] HILLARY	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] PAMELA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] SHARON	Terminate
	[Pencil Icon]	475. [REDACTED] : [REDACTED] TREVOR	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] RANDI	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] LAURA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] GINA	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] GAYLE	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] ROBERT	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] RANDEE	Active
	[Pencil Icon]	475. [REDACTED] : [REDACTED] LAUREN	Active



Step 7: Review list of Action(s) taken

471

Review

Print Review

Fees

Total Fees: \$0.00

Licensure Options

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

Manage Licensees

All Fees are Nonrefundable

Licensure Options - Firm & Employees

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

Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm

Remove Existing Broker(s)

5. Please update the Supervision Status field for the broker(s) you would like to remove.

Employee	Status
475 1 ERIC	Active
475 1 PATRICIA	Active
475 0 EARL	Active
475 DEBRA	Active
475 R LAURA	Active
475 RADI FINE	Active

Previous Finish Save to Continue Later

The system displays all existing Licensees and their statuses. Each Licensee selected on the previous step, should display as "Terminate"

It is important to scroll through the list to verify all intended Licensee(s) are in the proper status.

Click "Finish" to make the changes official.

Email notifications will be sent to the Licensee and the Managing Broker for confirmation.

The transaction is completed.