



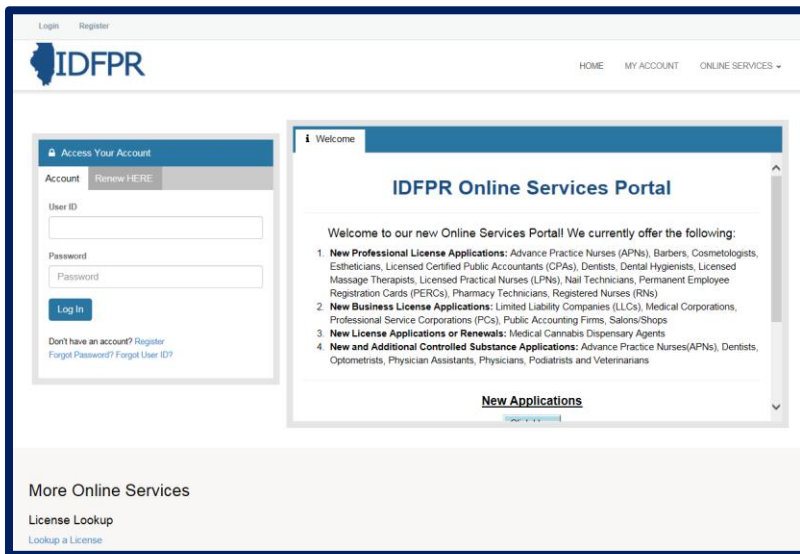
Online Instructions for Managing Brokers

How to Approve Sponsorship of New/Transferring Licensee(s)

Important: The below steps can only be completed via the designated managing broker's individual Portal account

Step 1: Log into the Online Services Portal at: <https://online-dfpr.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"



HOME

MY ACCOUNT

ONLINE SERVICES ▾

License Application

[Create/Continue Application](#)
[License Application Status](#)
[Licensure Options](#)
[Certification of Licensure](#)



License Application Status

[License Application Status](#)
[Upload Document\(s\)](#)
[License Lookup](#)
[Lookup a License](#)

Account Information

[Address Change](#)
[Update My Contact Info](#)



Welcome to our new Online Services Portal! We currently offer the following:

New Applications

To create or continue a new license application click the button below.



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

Step 5: Select "Manage Licensees" from the drop-down menu

Manage Licensees

Allows you to Add, Terminate, and Approve Transfers of Licensee(s)

Click "Next"

Licensure Options

Fields marked with an asterisk * are required.

1. Which type of action would you like to take?

* Field required

All Fees are Nonrefundable

Licensure Options

Fields marked with an asterisk * are required.

1. Which type of action would you like to take?

* Manage Licensees
Modify My Current Licensure
Review Pending Request From New Brokerage Firm

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: Select "Review Pending Requests From New Broker(s) or Leasing Agent(s)"

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

Click "Next"

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: Approve/Deny Supervision Requests

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Licensure Options

Licensure Options - Firm & Employees

Sponsoring Broker Transfer Authorization

Sponsoring Broker Transfer Authorization

15. Please update the Supervision Status field for the broker(s) you would like to approve. ?

Action	Sponsoring Broker	Transfer Applicant	Comments	Status	Expiration Date
	478	475 WILLIAM			
	477	475 REINA			
	477	475 PAUL			
	478	475 MATTHEW			
	477	475 JULIA			

Transfer Applicant column will include both transferring and new Licensee(s) seeking sponsorship

Select Approve or Deny via the “Action” Icon (paper and pencil) next to each individual Licensee

Once all selections have been made, click “OK” (bottom of left of the page)

Edit Supervision Transfer Approve

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

Sponsoring Broker

478 :

Transfer Applicant

475 : WILLIAM

Comments

Emp - select one -
Approve
Deny

*

Sponsoring Broker Transfer Authorization

15. Please update the Supervision Status field for the broker(s) you would like to approve. ?

Action	Sponsoring Broker	Transfer Applicant	Comments	Status	Expiration Date
	478	475 WILLIAM		Approve	
	477	475 REINA			
	477	475 PAUL			
	478	475 MATTHEW			
	477	475 JULIA			



Step 8: Review list of Action(s) taken & Finish Transaction

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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.

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

Sponsoring Broker Transfer Authorization

15. Please update the Supervision Status field for the broker(s) you would like to approve. ⓘ

Sponsoring Broker	Transfer Applicant	Comments	Status	Expiration Date
478	475 WILLIAM		Approve	
477	475 REINA			
477	475 PAUL			
478	475 MATTHEW			

Previous Finish Save to Continue Later

The system will display all pending transfer requests and their associated statuses. Each Licensee for which an approval decision was made will show the relevant decision in the “Status” column.

If the “Status” column is blank, no action will be taken.

Click “Finish” to complete transaction

You will be shown a confirmation screen and a confirmation # as proof of the completed transaction, which can be printed for your records.