To change your company affiliation, click **AFFILIATION CHANGE** on the menu.

Click **CONTINUE** then click **NEXT STEP**

### Manage Affiliations

To proceed, click "Continue" below.

### Licensees

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>Document</th>
<th>Print License</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Number:</td>
<td>00243594</td>
<td>License Status:</td>
</tr>
<tr>
<td>Issue Date:</td>
<td>12/17/2019</td>
<td>Expiration Date:</td>
</tr>
</tbody>
</table>

### Affiliation Change

To change your company affiliation(s), you must complete each step listed in the menu on the left side of the screen.

Use the Next Step and Previous Step buttons on each page to navigate through the process. You may return to any step if you need to make changes.
Choose the appropriate option based on what you want to do:

**Affiliation Information**

I would like to:

- **Change** | Move my license from the current company/branch to another one.
- **Add** | Add an affiliation with a new company/branch while maintaining existing affiliation(s).
- **Remove** | Remove an existing affiliation with a company/branch.

*Removing all of your affiliations will place your license on inactive status.*

If you select **CHANGE** or **ADD**, you must enter the new company information. Select the Office Type *(Company/Branch)* then enter the Company Number *(ex. CO0000XXX)* and click **SEARCH**. Click the Company Name then click **COMPLETE**.

### Add New Affiliation

Select the office type and enter the company number below. Click "Search". Once you've found the new company/branch, click on the name to proceed.

Note: you must enter the entire company number including the prefix and all digits. Ex: B000001234

<table>
<thead>
<tr>
<th>Kansas State Agency</th>
<th>KREC-Real Estate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Type</td>
<td>Company</td>
</tr>
<tr>
<td>Company Number</td>
<td>CO00003038</td>
</tr>
</tbody>
</table>

Search for a Company/Branch

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe - Test Realty</td>
<td>Open</td>
</tr>
</tbody>
</table>

**Important:** A Salesperson may only be affiliated with multiple companies/branches if the offices all have the same SUPERVISING BROKER.
Review the Request Summary for accuracy, click **SUBMIT**

---

**Request Summary**

The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link on the left.

**License**

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>License Number:</th>
<th>License Status:</th>
<th>Issue Date:</th>
<th>Expiration Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>00243564</td>
<td>Active</td>
<td>12/17/2019</td>
<td>12/1/2021</td>
</tr>
</tbody>
</table>

**Name:** Jonathon Doe

**Affiliation Changes**

<table>
<thead>
<tr>
<th>Company No</th>
<th>Name</th>
<th>Office Type</th>
<th>Relationship</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO00003038</td>
<td>Doe - Test Realty</td>
<td>Company</td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

By clicking submit, I certify that I have notified my current supervising broker of the changes that I am requesting and, if my intent is to terminate my affiliation, have discussed any pending transactions and agreements.

When you have verified all information, click the **Submit** button to complete your request or send it for approval.

---

**An email will be sent to the new company for approval** if they approve the request and pay applicable fee ($15 activation fee for CHANGES only), the request will be sent to KREC for processing; if they approve the request but do not pay the fee, you will be sent an email advising you to log back in to provide payment—a link to the payment instructions is included in that email.

---

**Dear Doe - Test Realty,**

**Re:** Company, Number: CO00003038

**Salesperson Jonathon Doe** KREC, 00243564 has requested a change to the Affiliated Licensee relationship that requires your approval.

Please login to [MyLicense E-Gov](#) and click APPROVE CHANGES to review and approve/deny pending requests. Follow the [Instructions for E-Gov Approvals](#) to complete this request.

Please note: You may review your company roster at any time using the [Company Search](#) on our website. If you have questions, please contact our office.

Kansas Real Estate Commission
Jayhawk Tower
700 SW Jackson Street, Suite 404
Topeka, Kansas 66603-3785
Telephone: (785) 296-3411
email: krec@ks.gov
website: [www.krec.ks.gov](http://www.krec.ks.gov/)