

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

Menu
Name/Contact Info Change
Renew License
Affiliation Change
Status Change
License Certification
Branch Address Change
Remove Affiliated Licensees
Logout

Licensing Home Page

The current license and any being applied for are displayed below.

To renew a license, click the **Renew License** link on the left. License renewal is *due by the Expiration Date* to avoid the \$100 late fee.

Name: Jonathon Doe

Address: 1319 Argyll
Topeka, KS 66603

Salesperson	Documents	Print License		
License Number:	00243584	License Status:	Active	
Issue Date:	12/17/2019	Expiration Date:	12/1/2021	

Course Category	Credits Taken
Appraisal (Optional)	0.00
Elective	0.00
Mandatory Broker Core	0.00
Mandatory Salesperson/Broker Core	0.00

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

Manage Affiliations

To proceed, click "Continue" below.

Licenses

Salesperson	Continue		
License Number:	00243584	License Status:	Active
Issue Date:	12/17/2019	Expiration Date:	12/1/2021

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.

Next Step

Choose the appropriate option based on what you want to do:

Affiliation Information

I would like to:

- Move my license from the current company/branch to another one.
- Add an affiliation with a new company/branch while maintaining existing affiliation(s).
- 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. CO0000XXXX)** 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:BO00001234

Kansas State Agency:

Office Type:

Company Number:

Name	Status
Doe - Trst Realty	Open

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

Salesperson			
License Number:	00243584	License Status:	Active
Issue Date:	12/17/2019	Expiration Date:	12/1/2021

Name: Jonathon Doe

Affiliation Changes

Company No	Name	Office Type	Relationship	Action
CO00003038	Doe - Test Realty	Company		Add

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, 00243584 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/