

Company/Branch Office Contact Info Change

**For Main Office:**

Click **NAME/CONTACT INFO CHANGE** on the menu then click **NEXT STEP**

Menu

- Name/Contact Info Change**
- Affiliation Change
- Status Change
- License Certification
- Branch Address Change
- Approve Changes
- Remove Affiliated Licensees
- Logout

**Company\Branch Office Home Page**

The list below displays all companies and or branch offices currently registered with US.

**Company\Branch Office**

Name: Doe - Test Realty  
Address: 129 main  
12312  
Topeka, KS 66603

Company	Documents		
Issue Date:	7/1/2019		
Company Number:	CO00003038	Office Status:	Open
Branch Office	Documents		

Enter updated information, click **UPDATE**

**Facility Address Information**

Please make needed name and address changes below.

**Name**

Company Name:

**Address**

Country:  Phone:   
Address:  Fax:   
Line 2:  Email:   
City:   
State:   
ZipCode:   
County:

Click **SUBMIT** on the summary page

### Personal Information Change 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.

Name: Doe - Test Realty

#### Address

<b>Licensee Address:</b>	129 main 12312 Topeka, KS 66603 alycia.smith@ks.gov 7855551212
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Once you have verified all information, click **SUBMIT** to complete your request. If you have changed your name, return to the Licensing Home Page and click "Print License" on the license information panel in the center of the page to generate an updated pocket card.



### For Branch Office:

Click **BRANCH ADDRESS CHANGE** on the menu, then click **NEXT STEP**

<b>Menu</b>	<b>Company\Branch Office Home Page</b>
Name/Contact Info Change	The list below displays all companies and or branch offices currently registered with us.
Renew License	
Affiliation Change	
Status Change	
License Certification	<b>Company\Branch Office</b>
<b>Branch Address Change</b>	Name: Doe - Test Realty Address: 129 main 12312 Topeka, KS 66603
Approve Changes	
Remove Affiliated Licensees	
Logout	

  

Company	Documents		
Issue Date:	7/1/2019		
Company Number:	CO00003038	Office Status:	Open
Branch Office	Documents		

Click **EDIT** on the blue bar above the correct branch office

### Select Branch Office Address

Click the "Edit" link in the blue bar of the Branch Office to be changed.

#### Eligible Branches

Branch Office	Edit
License Number: BO00003039	Status: Open
Address: 1236 merchant	
Line 2: todd.standeford@ks.gov	
Line 4: Topeka, KS 66611	
Branch Office	Edit
License Number: BO00003070	Status: Open
Address: 120 SE 6TH	
Line 2:	
Line 4: Topeka, KS 66603	

Next Step

Enter the updated information then click **NEXT STEP** twice.

### Update Branch Office Address

Update the Branch Office address information in the form below and press the **next step** button to save the changes.

#### Address

Country: <input type="text" value="United States"/>	Phone: <input type="text" value="7852963411"/> ex. 3015551212
ZipCode: <input type="text" value="66611"/> ex. 02705 or 027051234	Fax: <input type="text"/> ex. 3015551212
Address: <input type="text" value="1236 merchant"/> ex. 123 Fourth St.	Email: <input type="text"/> ex. username@domain.com
Line 2: <input type="text" value="todd.standeford@ks.gov"/> ex. Apt. 100	
City: <input type="text" value="Topeka"/>	
State: <input type="text" value="KS"/>	
County: <input type="text" value="Shawnee"/>	

Previous Step

Next Step

Click **SUBMIT** on the summary page.

### Address Change Summary

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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.

#### Branch Office

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Branch: Doe - Test Realty

#### Address

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Licensee Address:	
	129 main 12312 Topeka, KS 66603 alycia.smith@ks.gov 7855551212

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