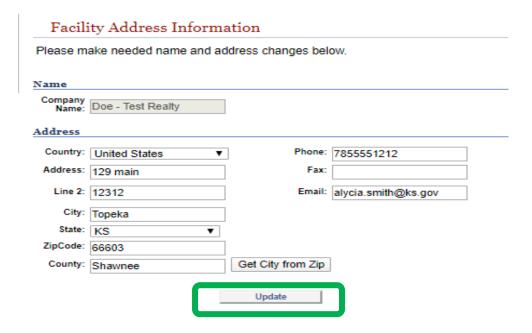
## For Main Office:

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



Enter updated information, click **UPDATE** 



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

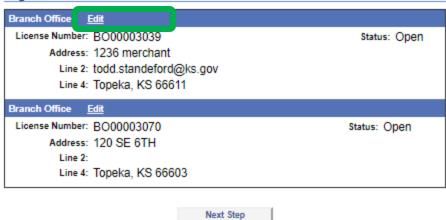


Click **EDIT** on the blue bar above the correct branch office

## Select Branch Office Address

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

### Eligible Branches

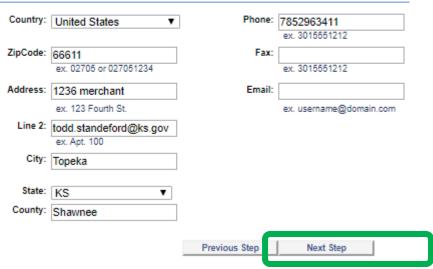


Enter the updated information then click **NEXT STEP** twice.

# Update Branch Office Address

Update theBranch Office address information in the form below and press the ne step button to save the changes.

#### Address



## Click **SUBMIT** on the summary page.

# Address 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.

## Branch Office

Branch: Doe - Test Realty

## Address



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

