

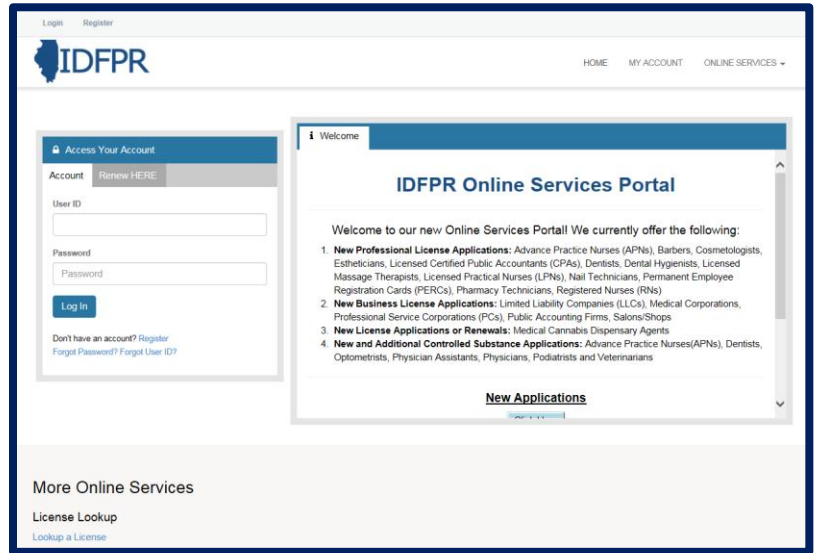


# Online Instructions for Transferring Licensees

## How to Approve an Invitation from a Sponsoring Broker

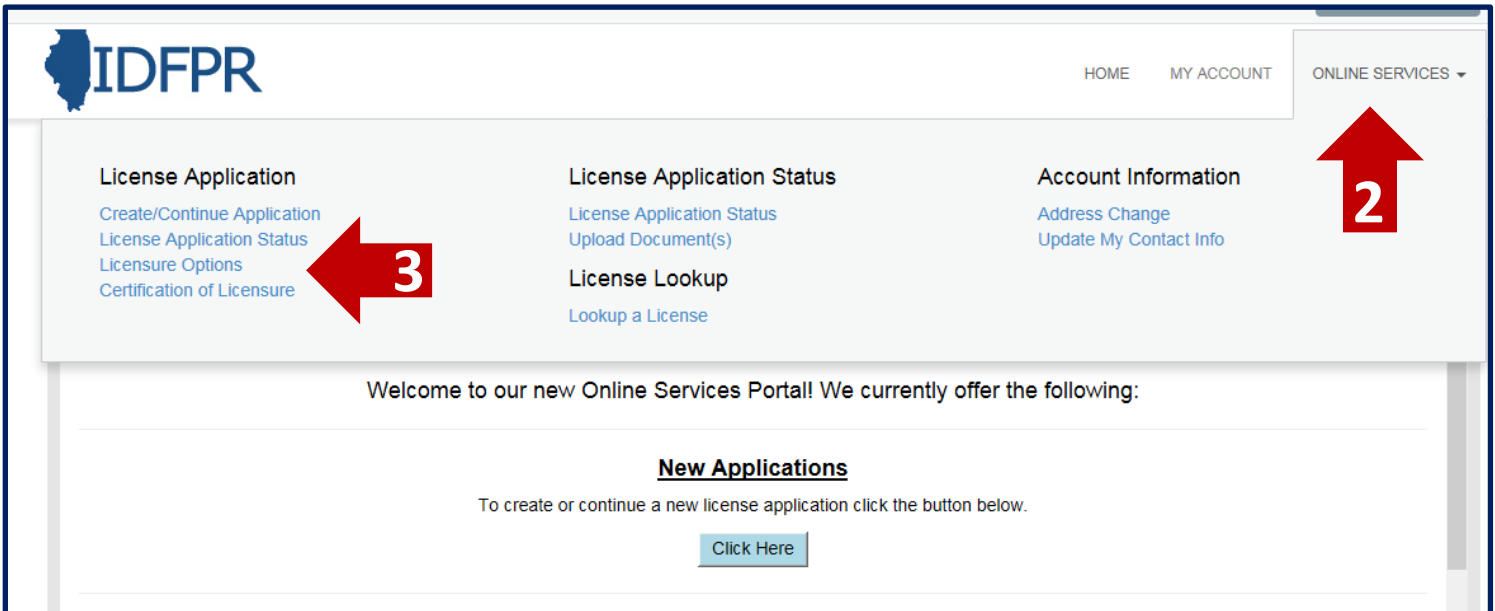
**Step 1:** Log into the Online Services Portal at: <https://online-dfpr.micropact.com> with your User ID and Password.

**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"





### 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.



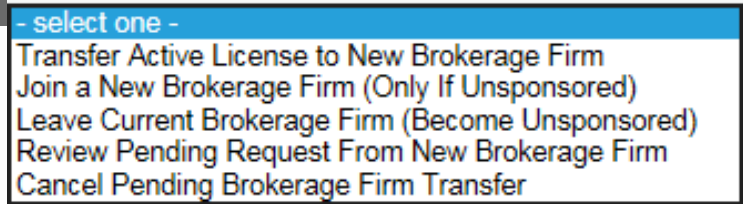
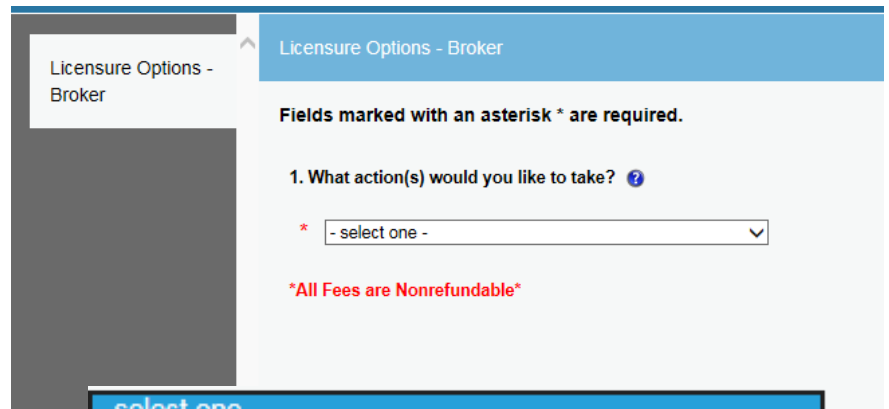
### Step 5: Select "Review Pending Request From New Brokerage Firm" from the drop-down menu

#### Review Pending Request from New Brokerage Firm

Review pending invitations sent by a Brokerage Firm or self-sponsored Managing Broker

Click "Next"

Important: Managing Broker Licensees (who are neither the designated managing broker nor self-sponsored) must select "Modify My Current Licensure" from the first drop-down menu, click "Next", then follow step 5 above



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: Approve/Deny Sponsor's Invite

Action	Supervisor	Employee	Status
*	481.013624 : ENTERPRISE REALTY, LLC	475.197393 : KIRK JAMES	Pending

Select Approve or Deny via the “Action” Icon (paper and pencil) to the left of the Supervisor license

Once the selection has been made, click “OK” Status column will update to "Approve" or "Deny" in the Sponsoring Broker Approval screen.

Click "Next"

Supervisor

481.013624 : ENTERPRISE REALTY, LLC

Employee License : Employee Name

475.197393 : KIRK JAMES

Employee Status (Select 'Active' to approve this request and 'Inactive' to deny)

\* Pending

- select one -
- Approve
- Deny
- Pending

Action	Supervisor	Employee	Status
*	481.013624 : ENTERPRISE REALTY, LLC	475.197393 : KIRK JAMES	Approve



## Step 7: Review & Finish Transaction

475.197.998

Licensure Options - Broker

Sponsoring Broker Approval

Review

Review

Print Review

**Fees**

Total Fees: \$0.00

Licensure Options - Broker

1. Confirm action(s) you would like to take ?

Review Pending Request From New Brokerage Firm

\*All Fees are Nonrefundable\*

Sponsoring Broker Approval

4. Sponsoring Broker Approval ?

Supervisor	Employee	Status
481.0133.4 : ENTERPRISE REALTY, LLC	475.197.998 : KIRK JAMES	Approve

Previous Finish Save to Continue Later

The screen will display the pending approval/denial and its associated status in the "Status" column. If the "Status" column is blank, no action will be taken. If you need to go back and change the status, click "Previous".

Click "Finish" to complete transaction

You will see a message that the transaction has completed successfully. Please allow up to 24 hours for transfer to reflect in our database and on your license.