


The Department has added a new online service that will help you manage real estate salespeople associated with you or your brokerage. The function is called "Supervision Authorization" and it is available now on your online account.

1. To access this service, go to the Department's online website at www.elicense.ct.gov . You must be logged into the sponsoring broker's online account using User ID and Password.
2. Once logged in, select **Online Services** and then select **Supervision Authorization**.
3. Select the "**Start**" button next to your broker license number to access your complete list of salespeople. The list is alphabetical by last name. To terminate a salesperson:



4. Select the icon next to the appropriate salesperson:  Change the supervision status to "Inactive" and then add an inactivation date and then select "**Ok**" at the bottom.



The screenshot shows a form with two main sections. The first section is titled "Status" and contains a dropdown menu with "Active" selected. A red asterisk is visible to the left of the dropdown. The second section is titled "Date Inactive" and contains a date input field with slashes for month, day, and year, followed by a calendar icon and the text "(MM/DD/YYYY) Today".

5. You can terminate more than one salesperson at a time. After termination(s) have been completed, select "**Next**" and then "**Finish**" to complete the transaction and submit to the Department. **They are not terminated until you submit.**

The submission will automatically remove the salesperson from your sponsorship, it will inactivate the salesperson's license and send the salesperson an email advising them of the termination and transfer process.

Please be sure that you are not terminating the wrong individual nor an individual whose termination is questionable. Terminations cannot be changed once submitted.

All termination requests should only be submitted to the Department using this online feature. If you need online assistance, including User ID and/or Password retrieval, please email dcp.licenseservices@ct.gov.