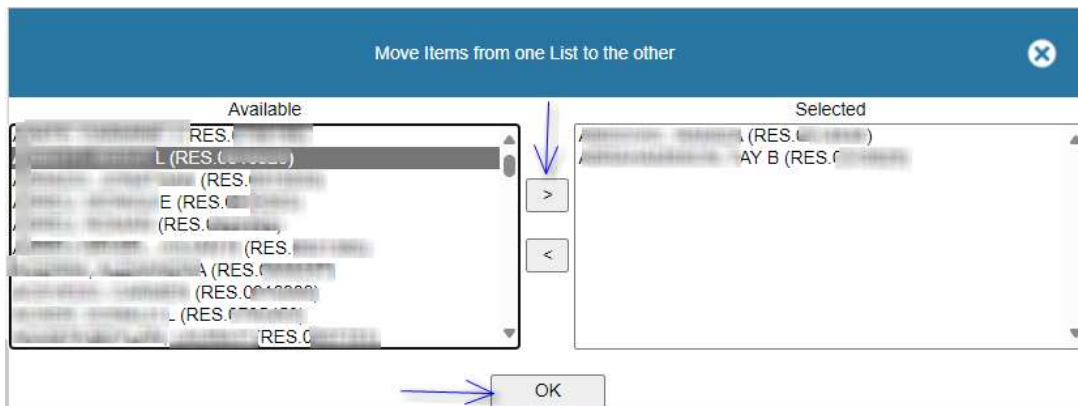


How To Inactivate/Terminate an Existing Salesperson

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. Once logged in, select "Online Services" and then select "Supervision Authorization".

1. Select the "Start" button next to your broker license number.
2. Select "Next" and under 4. Click the "Add/Edit" button. The list is alphabetical by last name.
3. Click on the agent to be terminate from the "Available" section and select the > to move them to the "Selected" section. And then select "OK" at the bottom.



4. Select "Next" and "Finish"
5. You must select **Finish** at the end of the process to submit your request. **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.**

If you need online assistance, including User ID and/or Password retrieval, please email dcp.licenseservices@ct.gov.