

Follow these steps to make changes to your Real Estate Team Members online with a User ID and Password

We recommend use of a desktop or laptop computer; webpages may not display properly on a tablet or mobile device

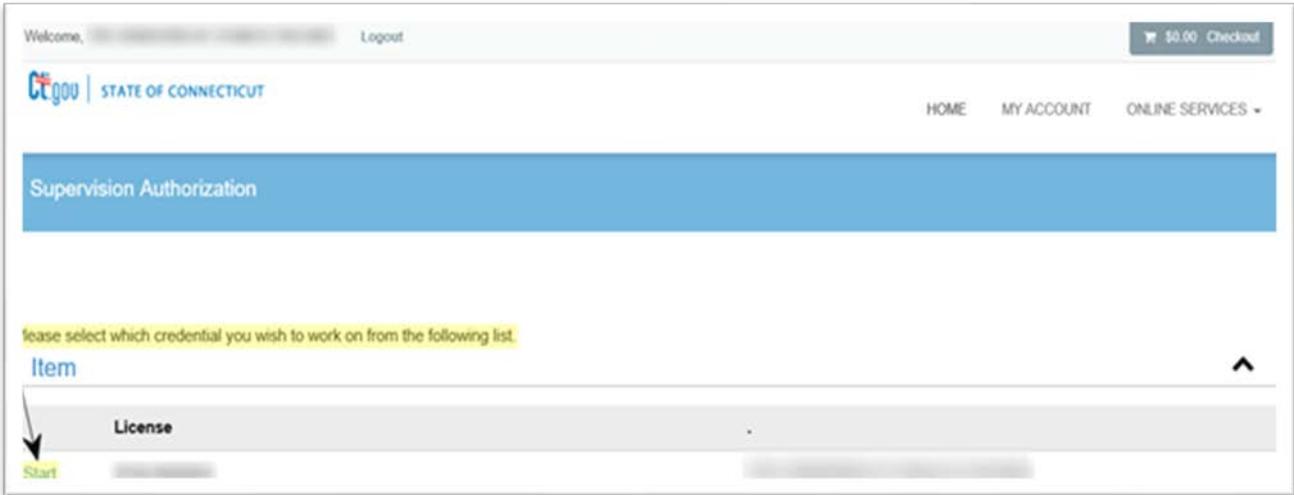
1). Enter your User Id and Password

The screenshot shows the login page for the State of Connecticut's eLicense website. The page has a header with the logo and navigation links for HOME, MY ACCOUNT, and ONLINE SERVICES. The main content area is divided into two columns. The left column is titled "Access Your Account" and contains a login form with fields for "User ID" and "Password", a "Log In" button, and links for "Don't have an account? Register" and "Forgot Password? Forgot User ID?". The right column is titled "Welcome" and contains a "Welcome to the State of Connecticut's eLicense Website" message. Below the message are three sections: "VERIFY A LICENSE & ROSTER:", "LICENSE RENEWAL:", and "FAST TRACK RENEWAL:", each with a list of instructions. To the right of these sections is another section titled "INITIAL APPLICATION:" and "FILING A COMPLAINT:", each with a list of instructions. At the bottom right of the right column is a "QUESTIONS:" section with a link to email for inquiries.

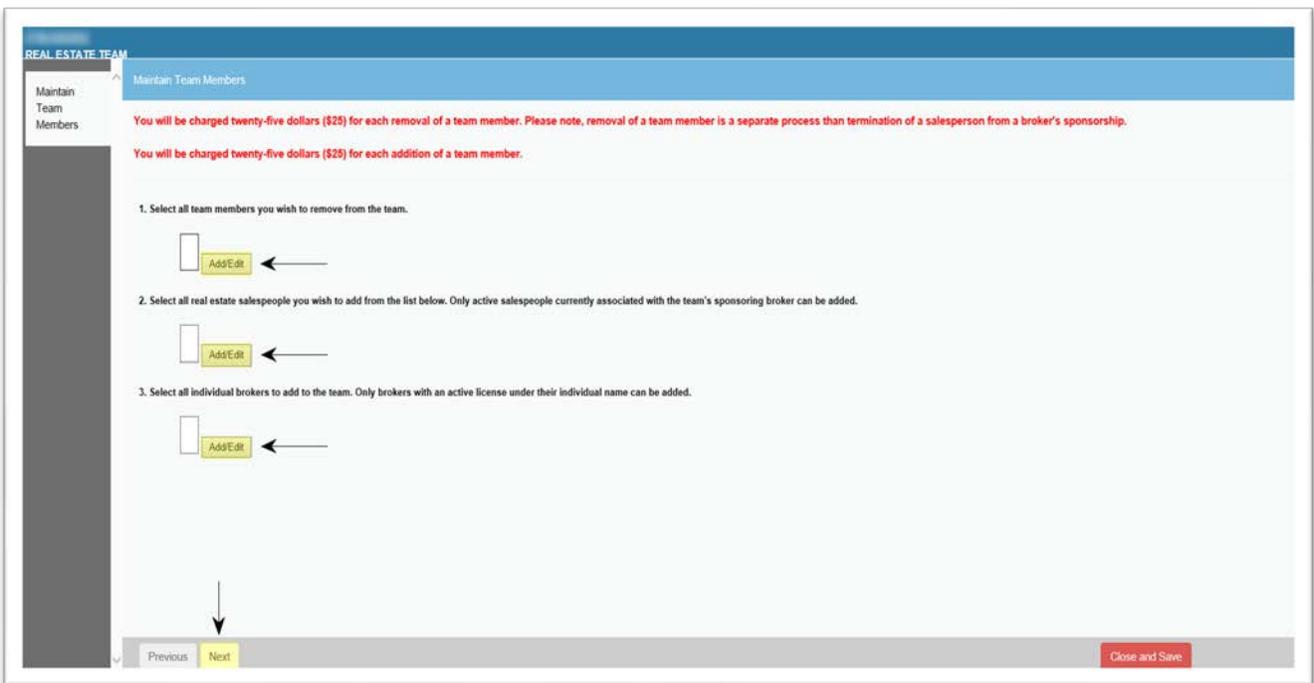
2). Once you are logged in, click Online Services and then "Supervision Authorization" under "Activities"

The screenshot shows the dashboard of the State of Connecticut's eLicense website after logging in. The page has a header with the logo and navigation links for HOME, MY ACCOUNT, and ONLINE SERVICES. The main content area is divided into three columns: "Activities", "License Lookup & Download", and "Account". The "Activities" column contains links for "Initial Application", "File a Complaint", "Supervision Authorization", and "Print Certificate". The "License Lookup & Download" column contains links for "Lookup a License", "Generate Roster(s)", "Reports", and "Public Reports". The "Account" column contains links for "Account Details" and "Address and General Maintenance". The "Supervision Authorization" link is highlighted with a yellow background. An arrow points to the "ONLINE SERVICES" link in the header, and another arrow points to the "Supervision Authorization" link in the "Activities" column.

3). Verify the registration you wish to edit and click "Start"



4). Make any changes to team members. Click "Next" after each section to continue to the next page



5). Complete the questions. Click "Next" after each section to continue to the next page

REAL ESTATE TEAM

Attestation with Person Completing

Fields marked with an asterisk * are required.

4. Provide the name of the person completing this application.
*

5. Provide the title of the person completing this application.
*

6. Under penalty of false statement, a class A misdemeanor, I attest that the information provided in this application is the truth to the best of my knowledge.
*

7. Attestation Date
* (MMDDYYYY) Today

Previous **Next** Close and Save

6). Once you have completed all sections, review the information and click "Add to Invoice" for the fee to be added to the invoice for payment

REAL ESTATE TEAM

Review

Fee

Change Fee	\$75.00
Total Fees:	\$75.00

Maintain Team Members

1. Select all team members you wish to remove from the team.
 (RES) (00000)

2. Select all real estate salespeople you wish to add from the list below. Only active salespeople currently associated with the team's sponsoring broker can be added.
 (RES) (00000)

3. Select all individual brokers to add to the team. Only brokers with an active license under their individual name can be added.
 (RES) (00000)

Attestation with Person Completing

4. Provide the name of the person completing this application.

5. Provide the title of the person completing this application.

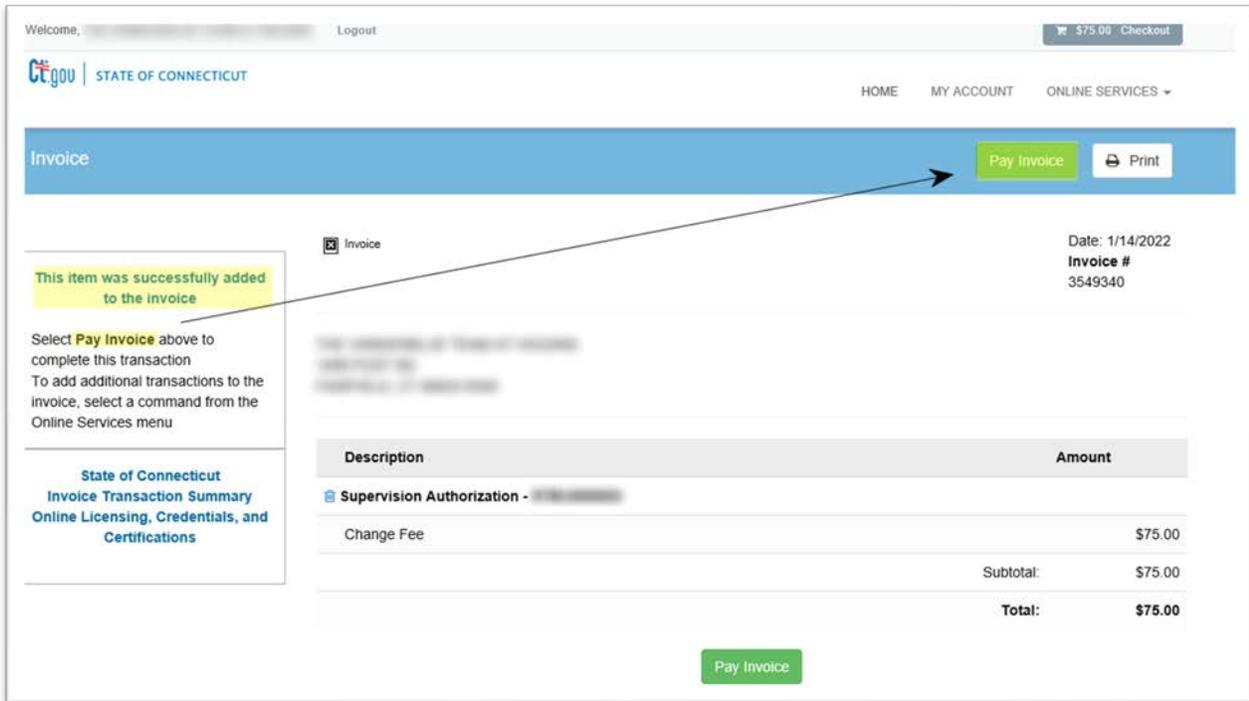
6. Under penalty of false statement, a class A misdemeanor, I attest that the information provided in this application is the truth to the best of my knowledge.
Yes

7. Attestation Date
01/14/2022

Previous **Add to Invoice** Close and Save

This example shows \$75.00 due based on 3 different changes being requested at \$25.00 for each.

7). The next screen will confirm you have added the item successfully and you may now click "Pay Invoice" to pay for the changes.



8). Enter the Credit Card or Check Draft (eCheck) information, name, address, telephone number and email address and click "Submit Payment"

Welcome, [User Name] Logout \$75.00 Checkout

Ct.gov | STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES ▾

Invoice Payment [Back to Invoice](#)

Total: \$75.00

Credit Card Instructions:
*Where is CVV code?

Check Draft Instructions:
*Where is Account & Routing #?

** Indicates a value is required

**** Payment Type** Credit Card Check Draft

**** Account Owner**

**** Credit Card Type**

**** Card Number**

**** Expiration Month / Year**

**** CVV Code**

**** First Name**

**** Last Name**

Company Name

Attention

**** Address**

Address

**** City**

**** State**

**** Zip**

**** Country**

**** Phone**

**** E-mail Address**

- 9). Once the payment is complete, you will receive an "Approved" message. Click "Print Receipt" for your records

STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES

Payment Receipt

[Print Receipt](#)

State of Connecticut
Invoice Transaction Summary
Online Licensing, Credentials, and Certifications

Date: 1/18/2022

Approved!

You have been charged \$75.00 to the [Department of Consumer Protection](#)

Please print a copy for your records from the button above.

This payment receipt is not a license or an authorization to do business!

Description	Amount
Supervision Authorization - RTM	
Change Fee	\$75.00
Subtotal:	\$75.00
Total:	\$75.00
Amount Paid:	(\$75.00)
Amount Due:	\$0.00

- 10). In addition to the receipt, an email confirmation will be sent confirming your payment

Search Inbox (Ctrl+E)

From Subject Rece

Date: Today

donotre... Invoice Receipt Mon

Invoice Receipt

donotreplylicense3@ct.gov

To

Dear ,

Below is your detailed paid invoice. Please print a copy for your records. This receipt is not a license or an authorization to do business.

Thank you.

State of Connecticut

Item #	Description	Amount
	Supervision Authorization - RTM	
3661483	Change Fee	\$75.00
	Subtotal:	\$75.00
	Total:	\$75.00
	Amount Paid:	(\$75.00)
	Total Amount Due:	\$0.00

- 11). You will receive an email confirmation showing the team member changes that have been processed in this transaction.