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

	and the second se	1999
Access Your Account	i Welcome Welcome to the State of Connecticut's e	License Website
ser ID	VERIFY A LICENSE & ROSTER: • Select ONLINE SERVICES for a list of available services. NOTE: All data contained within License Lookup is maintained by the state of Connecticut, updated instantly and is considered primary source verification.	INITIAL APPLICATION: • All applicants MUST register if this is a first time application • Select the "Register" link and create a new account.
Log In	LICENSE RENEWAL: • To access your account, enter your User ID and Password. Step-by-Step Instructions. • First time users MUST validate an active email address. • DO NOT REGISTER A NEW ACCOUNT TO RENEW.	FILING A COMPLAINT: • Logging in is optional, but allows you to save your complaint • Select the "File a Complaint"
n't have an account? Register got Password? Forgot User ID?	FAST TRACK RENEWAL: Check your renewal notification for availability. To access, click the gray Fast Track Renewal tab. Step-by-Step Instructions. Allows access to online renewal only.	link. QUESTIONS: • For all inquiries, please email the appropriate agency listed below,

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

QQU STATE OF CONNECTICUT		HOME MY ACCOUNT ONLINE SERVICES
Activities	License Lookup & Download	Account
Initial Application File a Complaint	Lookup a License Generate Roster(s)	Account Details Address and General Maintenance
Supervision Authorization Print Certificate	Reports Public Reports	

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

Welcome, Logout			₩ \$0.00 Checkout
CT000 STATE OF CONNECTICUT	HOME	MY ACCOUNT	ONLINE SERVICES +
Supervision Authorization			
fease select which credential you wish to work on from the following list.			
Item			^
License .			
Start			

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

Maintain	Mantan Team Members
Team Members	You will be charged twenty-five dollars (\$25) for each removal of a team member. Please note, removal of a team member is a separate process than termination of a salesperson from a broker's sponsorship.
	You will be charged twenty-five dollars (\$25) for each addition of a team member.
	1. Select all team members you wish to remove from the team.
	AddEdit
	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.
	AddEdit
	3. Select all individual brokers to add to the team. Only brokers with an active license under their individual name can be added.
	AddEdit
	Previous vest

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

REAL ESTATE TEA	
Maintain	Attestation with Person Completing
Team Members	Fields marked with an asterisk * are required.
Attestation	4. Provide the name of the person completing this application.
Completing	·
	5. Provide the title of the person completing this application.
	5. Under penalty of false statement, a class A misdemeanor, l attest that the information provided in this application is the truth to the best of my knowledge.
	* select one - v
	7. Attestation Date 👔
	• Today
	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

Harden	1 France	Preside
Tears Members		This example shows \$75.00 due
Adventation with Person	Charge Fee	based on 3 different changes being requested at \$25.00 for each
Designering	Maintain Team Menthers	
Pester	1. Satisf all team manufaces you with the sension from the team, $\rho_{0}(\alpha, \dots)$	
	 Soliest all real estate subspeciple yes with to add true the forbelow. Only active subspeciple correspondences PCS 	ch associated with the baan's spectoring locker can be added.
	 Maint al individual bodiers to add to the team. Only testings with an active license under their indiv (FEI) 	blad name can be abled.
	Advantation with Persons Compliciting	
	 Provide the name of the person completing this application. 	
	5. Provide the title of the person completing this application.	
	Marcail.	
	6. Under penalty of blue statument, a class A mindomeanux, I attest that the information provided in th	is application is the tradit to the best of any knowledge.
	Yes	
	7. Artestative Unio 😝	
	60142822	
	Previous Additionance	Class and Serie

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

Welcome,	Logout		🗮 \$75.00 Checkout
CONNECTICUT		HOME MY ACCOUNT	ONLINE SERVICES -
Invoice		Pay Invo	Ce Print
This item was successfully added to the invoice	Invoice		Date: 1/14/2022 Invoice # 3549340
Select Pay Invoice above to complete this transaction To add additional transactions to the invoice, select a command from the Online Services menu	NAL AND AND A TANK A DAMAGE AND		
State of Connecticut Invoice Transaction Summary Online Licensing, Credentials, and Certifications	Description		Amount
	Supervision Authorization -		
	Change Fee		\$75.00
		Subtotal:	\$75.00
		Total:	\$75.00
	Pay In	voice	

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

Welcome, Logout		×	\$ Checkout
CONNECTICUT		HOME MY ACCOUNT ON	LINE SERVICES -
Invoice Payment			Back to Invoice
Total: \$	** Payment Type	Credit Card Check Draft	
	** Account Owner	Personal	~
	** Credit Card Type		~
Credit Card Instructions :	** Card Number		
Check Draft Instructions:	** Expiration Month / Year		V
*Where is Account & Routing #?	** CVV Code		
** Indicates a value is required	** First Name	10000000	
	** Last Name		
	Company Name		
	Attention		
	** Address		
	Address		
	** City		
	** State	Connecticut	~
** Zip		06776-2009	
	** Country	UNITED STATES	~
	** Phone	(MATERIAL CONTRACTOR)	
	** E-mail Address	CONTRACTOR CONTRACTOR OF CONTRACTOR CONT	

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

CON STATE OF CON	NECTICUT	HOME	MY ACCOUNT	ONLINE SERVICES
Payment Receipt				
	Pr State of Connecticut Invoice Transaction Summary Online Licensing, Credentials, and Certifications	rint Receipt	_	
	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 business!	n to do		
	Description	Amount		
	Supervision Authorization - RTM			
	Change Fee	\$75.00		
	Subtotal:	\$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)						
⊠₄ ! 🗅 From	Subject		Re	ce			
 ▲ Date: Today Monotre 	Invoice Receipt	*****	Мо	n			
Invoice Receipt							
donotreplyelie	rense3@ct.gov				🖔 Reply All	→ Forward	
					1000	11110	
Dear							
Below is your detailed paid	invoice. Please print a copy for	r your records. This receipt is not a	a license or an aut	horization to	do business.		
Thank you.							
State of Connecticut							
Item # Descrip	tion					Am	ount
· · · · ·		Supervision Authorization - R	TM.		ı		
3661483 Change	Fee					s	75.00
					Subtotal:	\$7	5.00
					Total:	\$7	5.00
				Toto		(\$/:	0.00)
				1014	Amount Due.	•	0.00

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