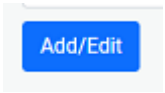
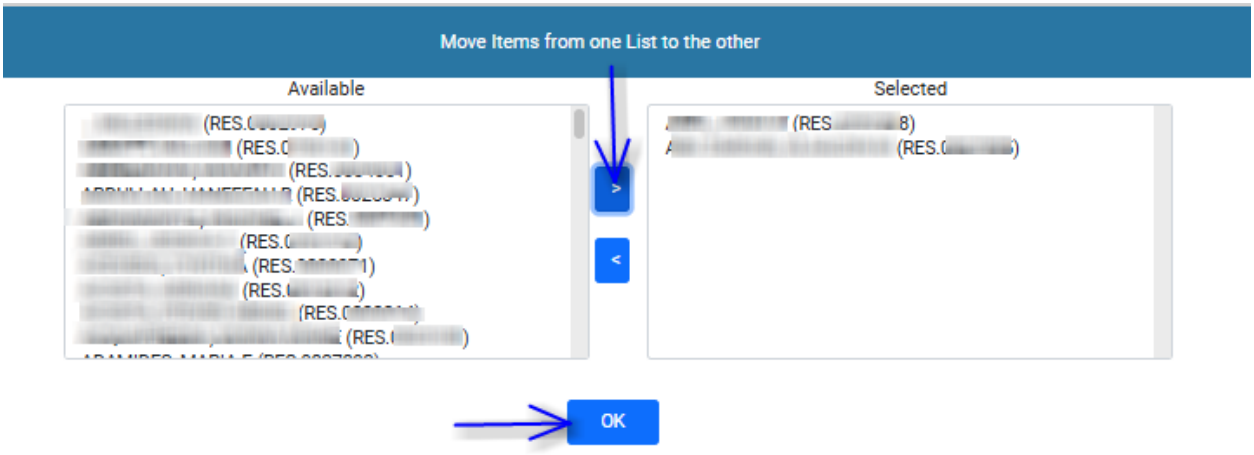
How To Inactivate/Terminate an Existing Salesperson

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, click on "**Supervision Authorization**".

1. Select the "Start" button next to your broker license number.
2. Select "Next"
3. **Under 4**. Click the "Add/Edit" button. The list is alphabetical by last name.



4. 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.



5. Select "Next" and "Finish"
6. 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 registration and send the salesperson an email advising them of the termination.

All termination requests should only be submitted to the Department using this online feature. Please be sure that you are not terminating the wrong individual. Termination mistakes **cannot** be changed once submitted.