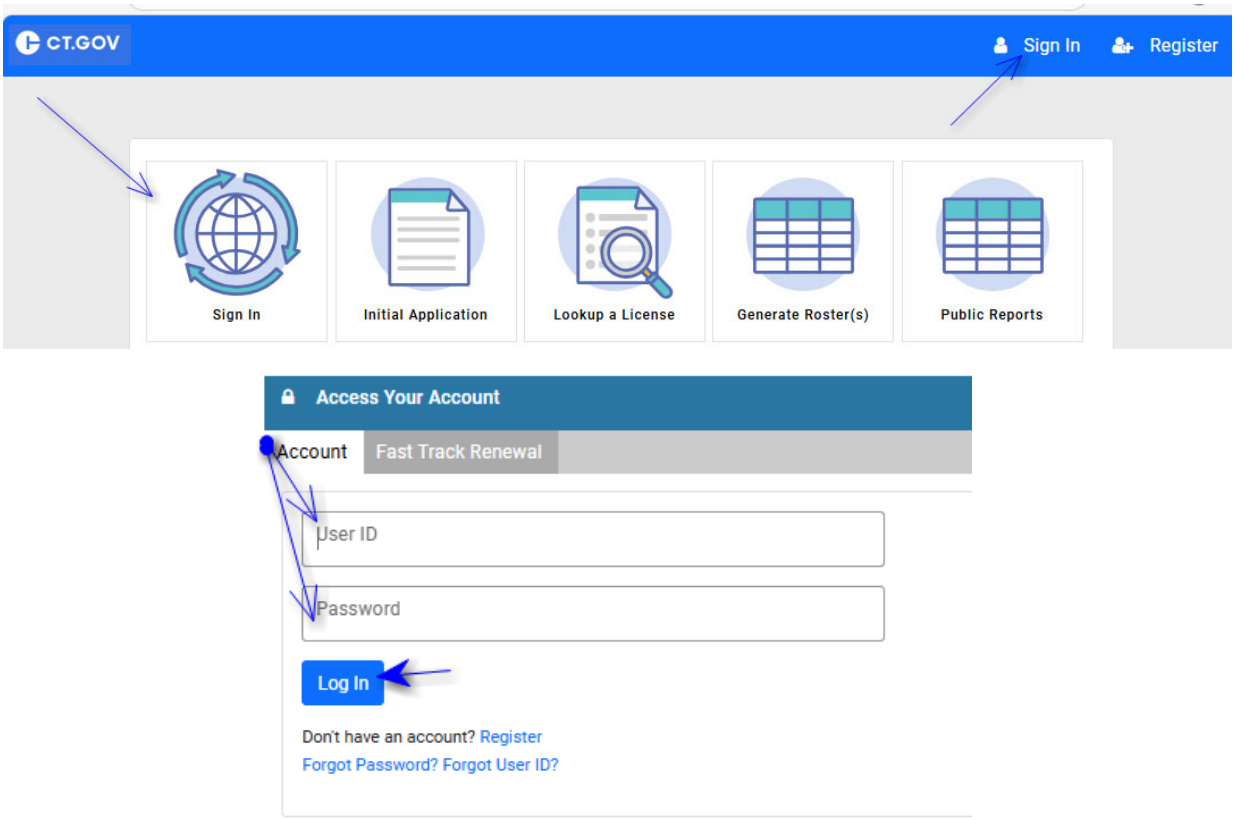
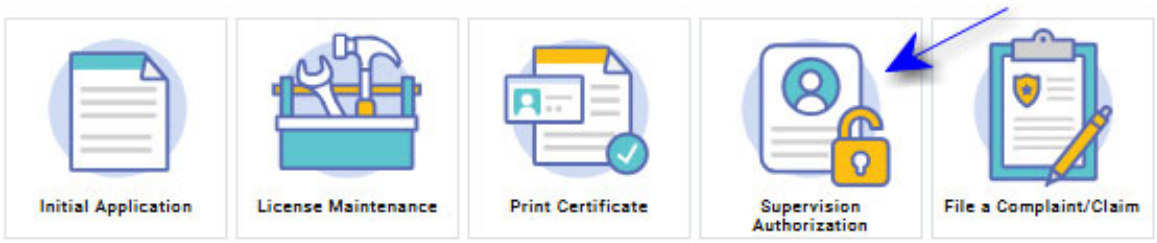
Follow these steps to make changes to your Real Estate Team Members online with a User ID and Password

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

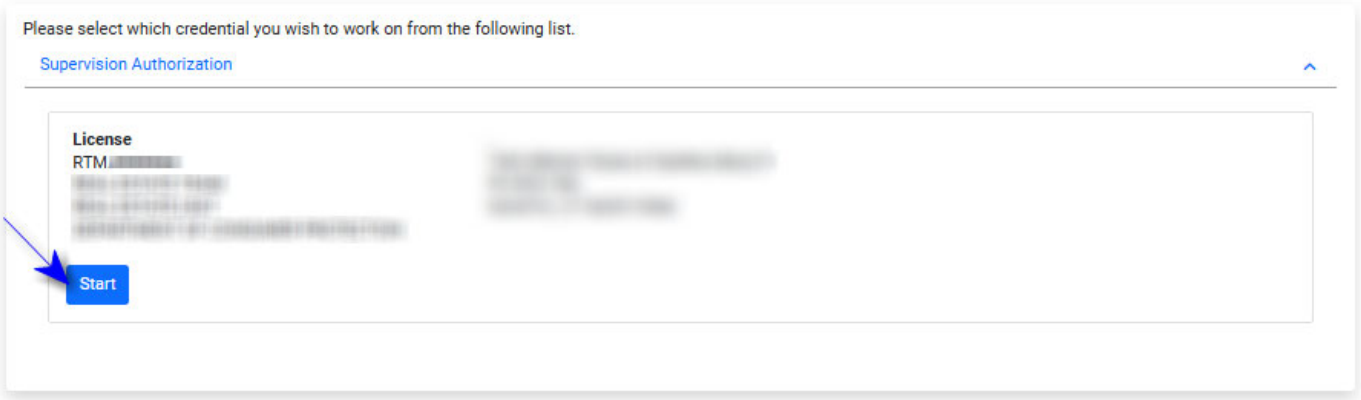
1). Log into your organization's online account at www.elicense.ct.gov. If you need your User Id and or Password, please email the department at dcp.online@ct.gov.



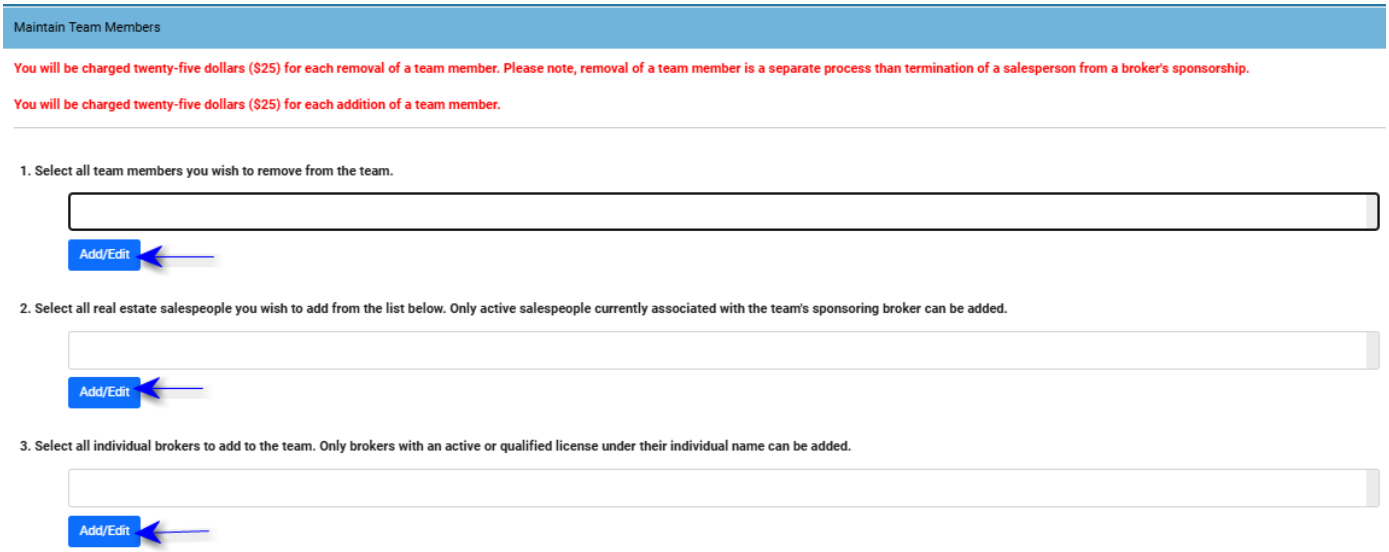
2). Once you are logged in, click on "Supervision Authorization"



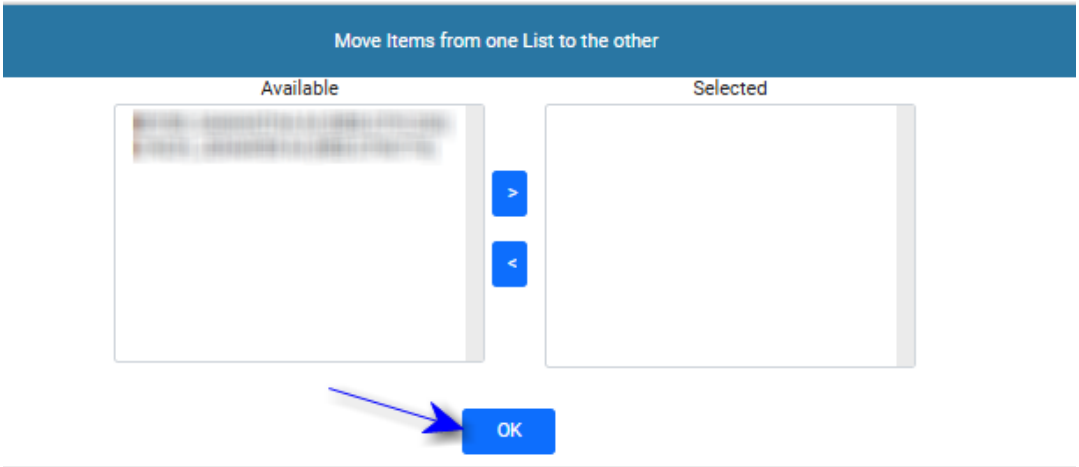
3). Verify the registration you wish to edit and click "Start"



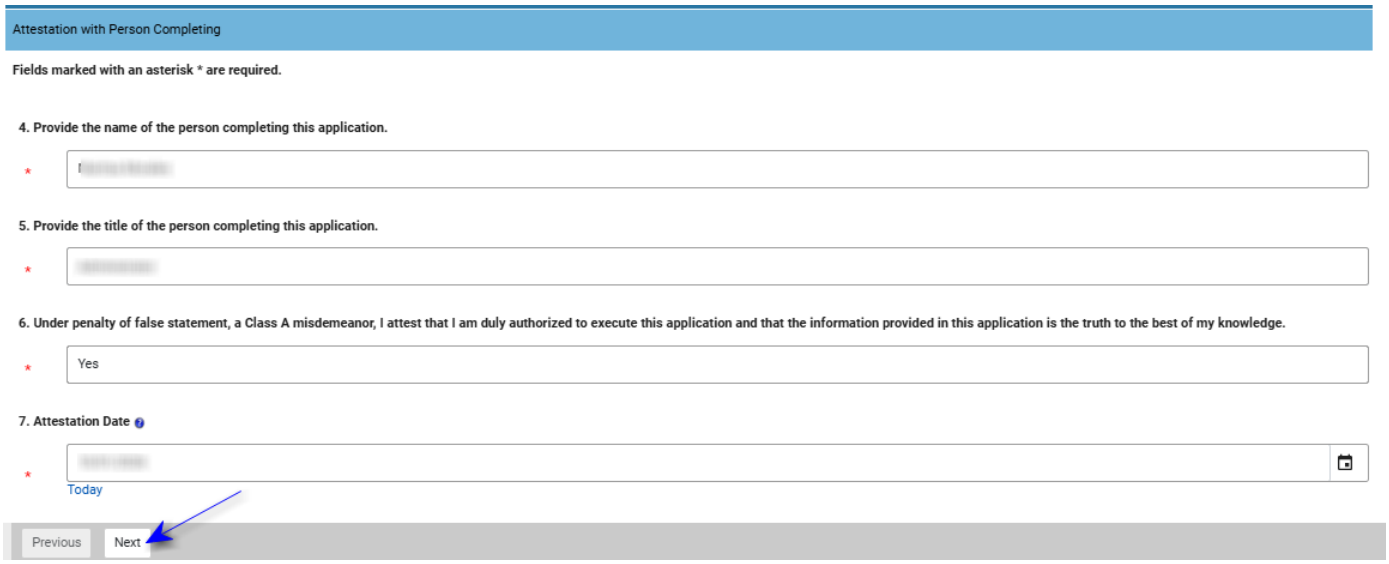
4). Make any changes to team members. Click "Next" after each section to continue to the next page



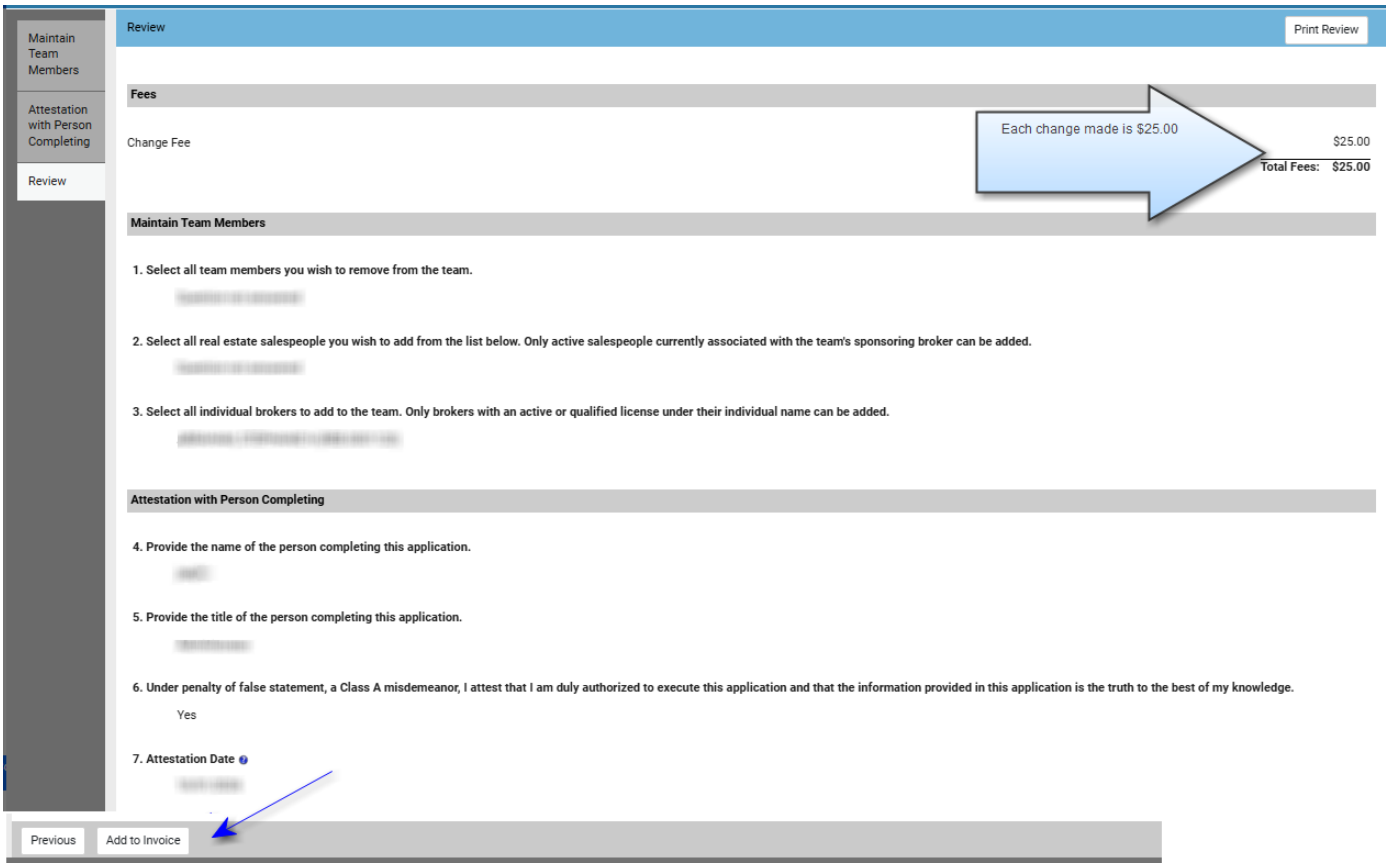
5). Click on the individual you wish to add/remove to your roster under the "Available" section and select the to move them to the "Selected" section. And then select "Ok" at the bottom.



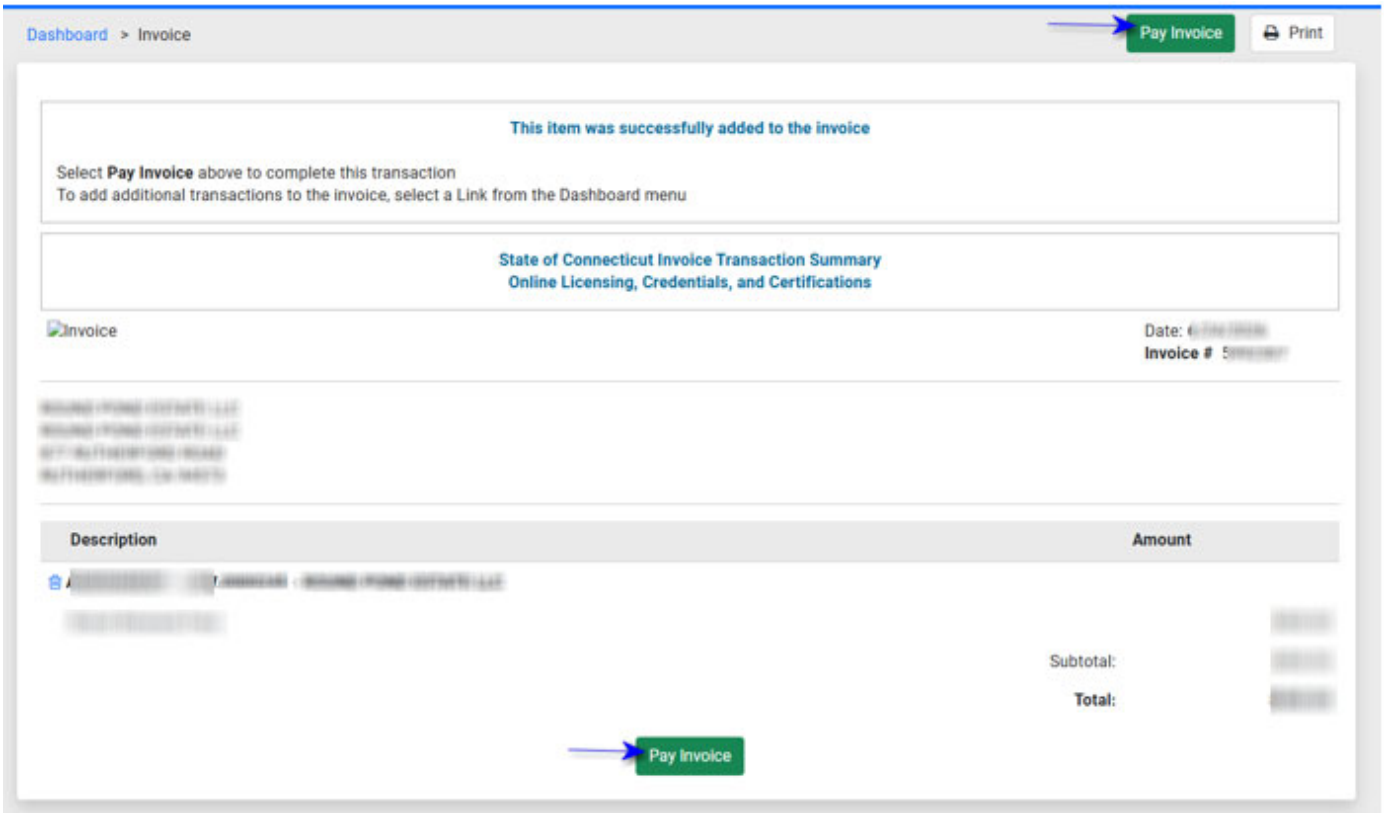
6). Complete the following and click "Next"



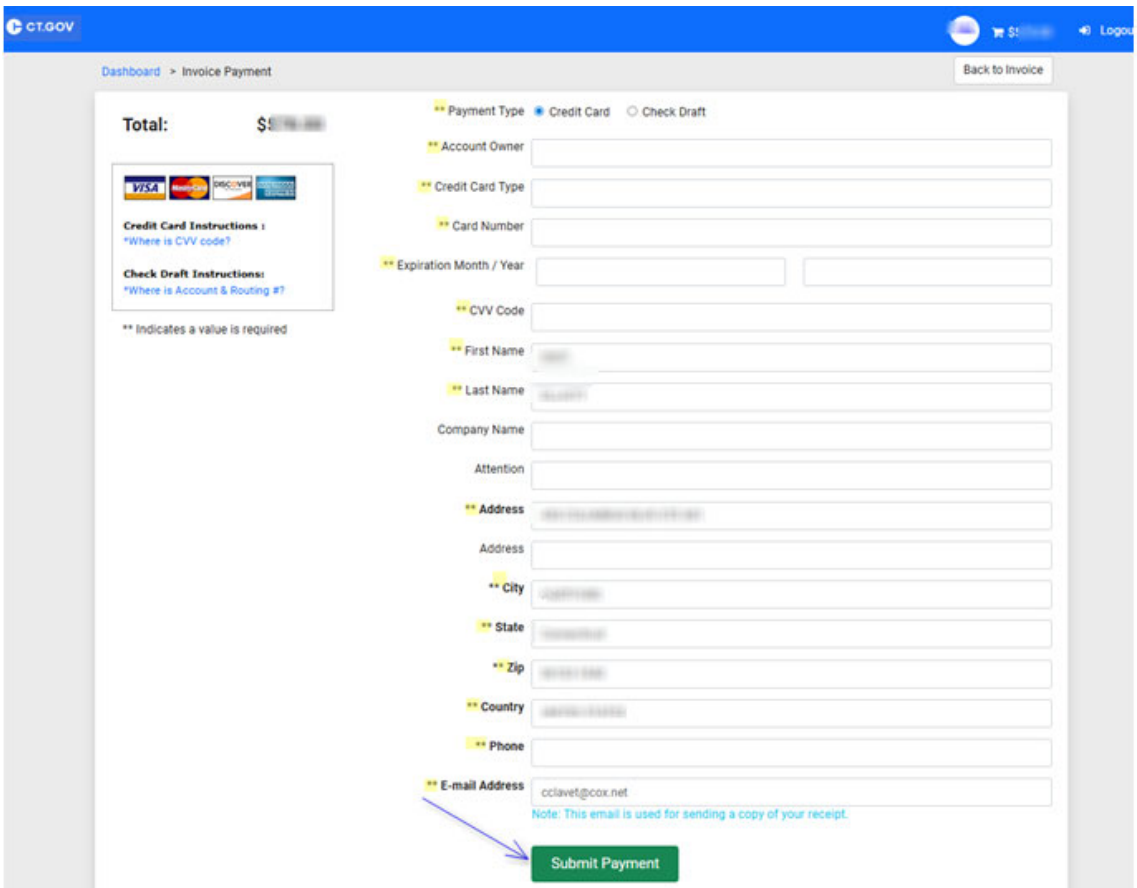
7). Once you have completed all sections, review the information and click"Add to Invoice" for the fee to be added to the invoice for payment



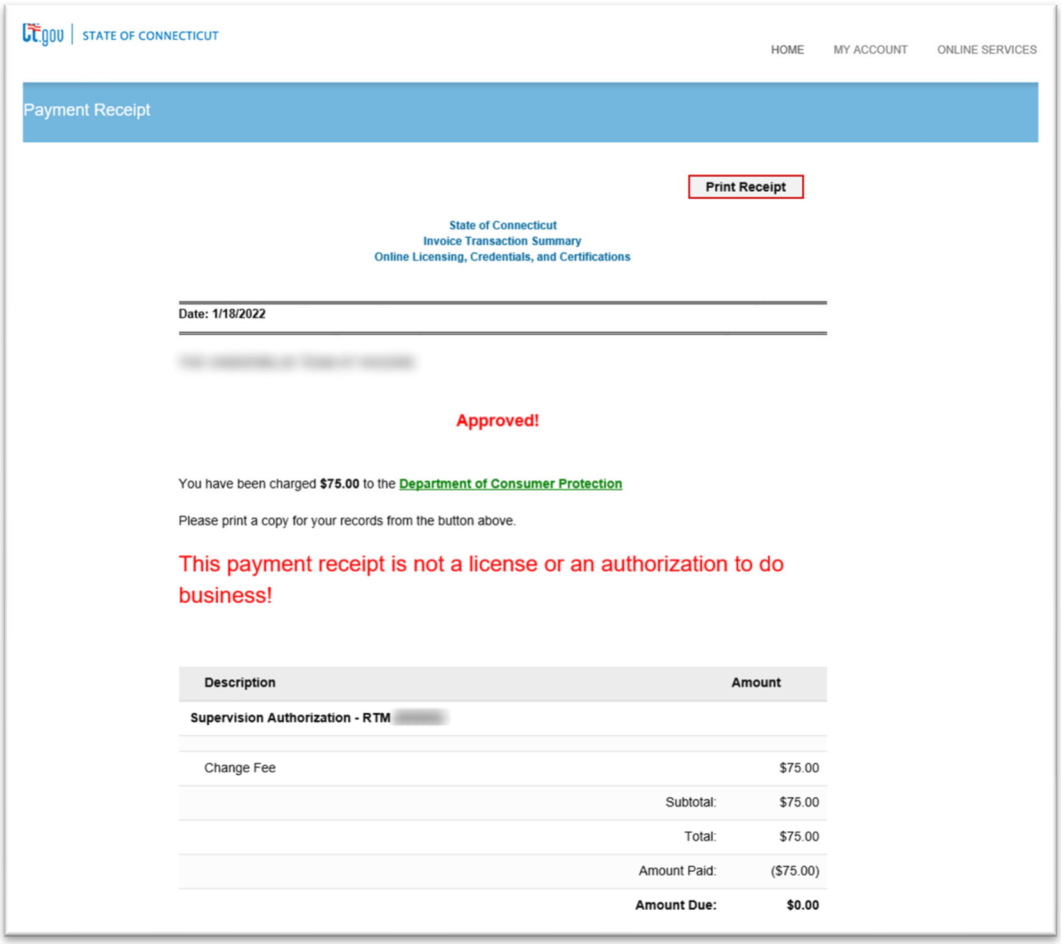
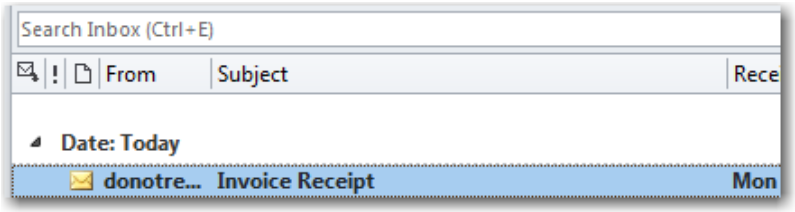
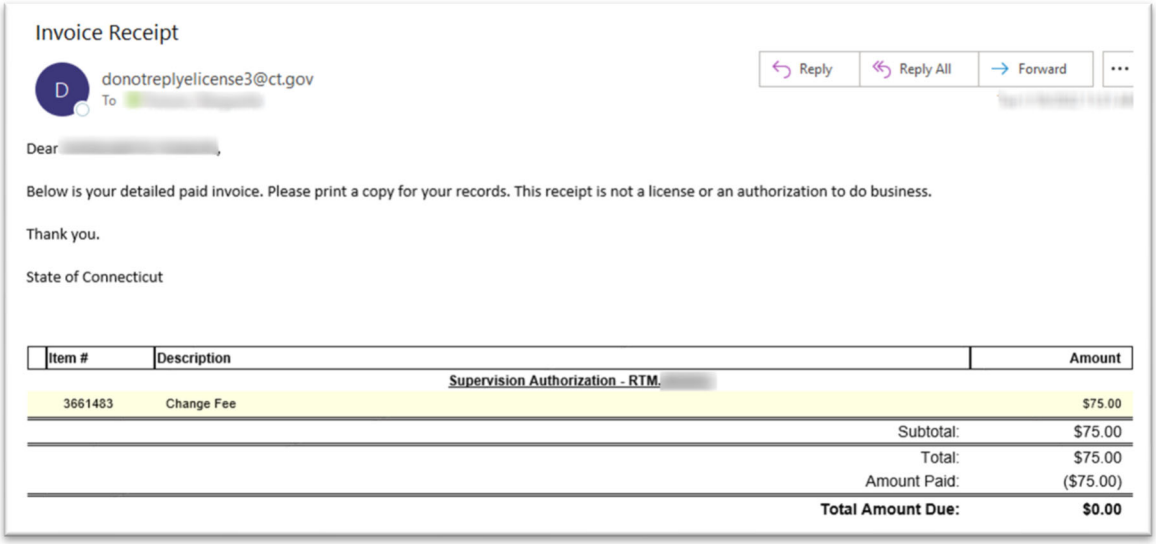
8). The next screen will confirm you have added the item successfully and you may now click "Pay Invoice" to pay for the changes.



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



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



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