

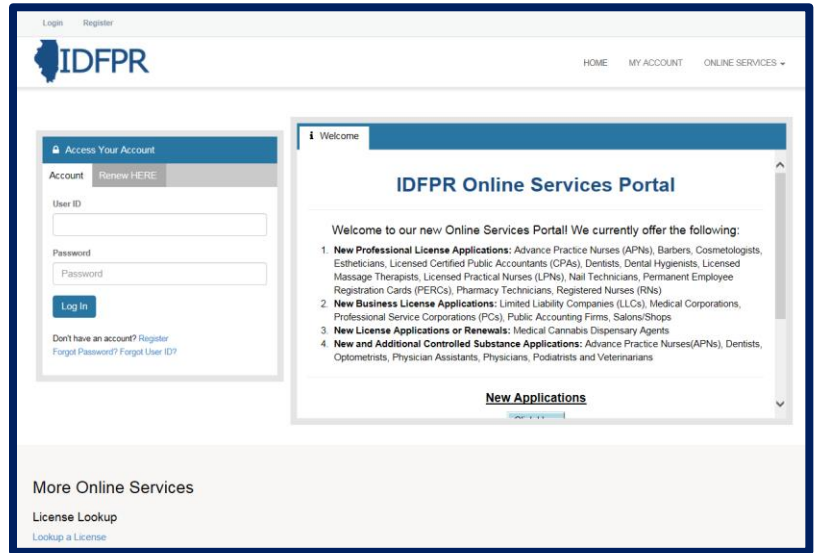


# Online Instructions for Managing Brokers

## How to Terminate Licensee(s)

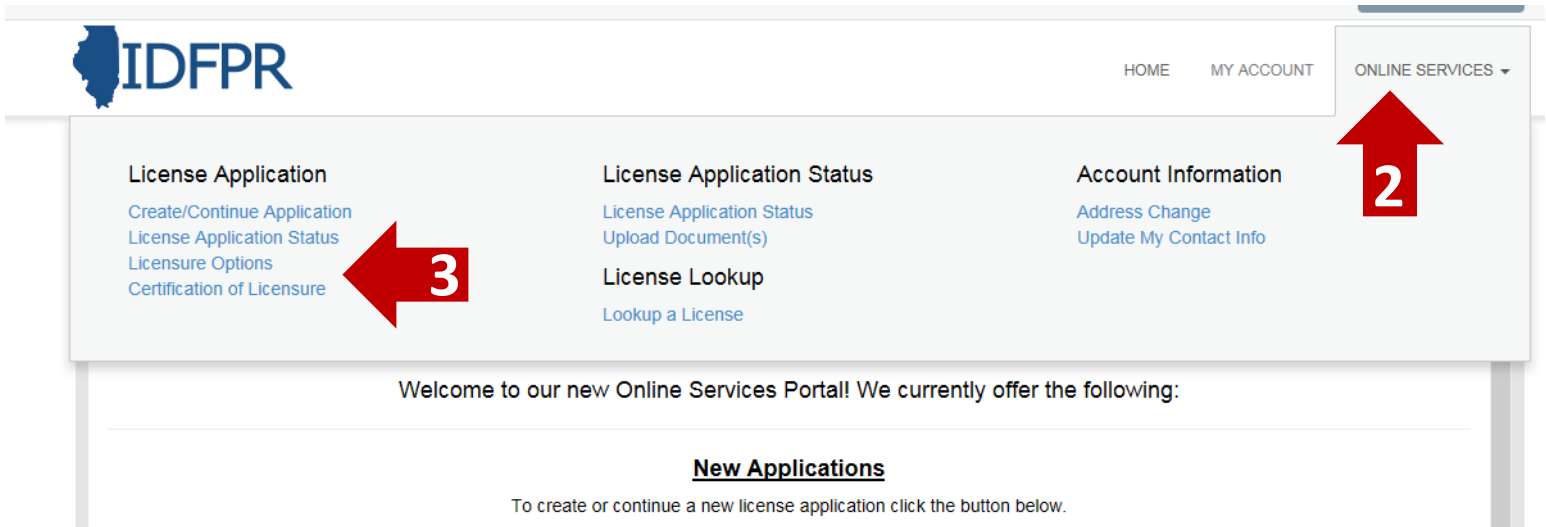


**Step 1: Log into IDFPR Web Portal**  
(<https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>)



**Step 2: Click Online Services Link**

**Step 3: Click Licensure Options**

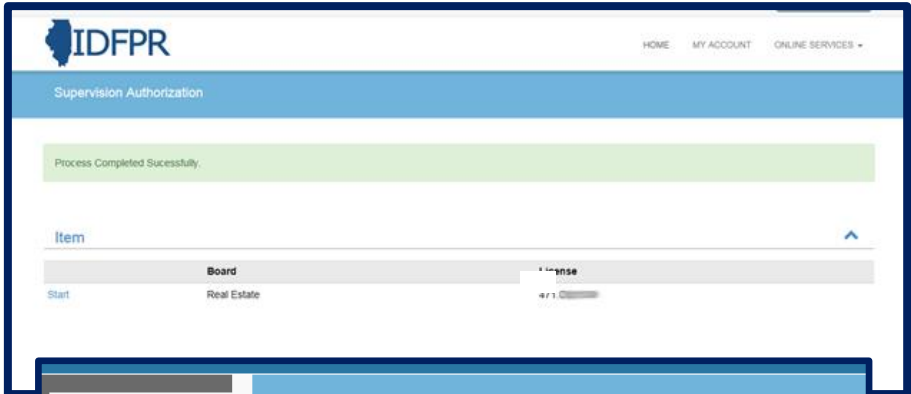




### Step 4: Begin (or continue) Terminating Licensee(s)

To begin click the "Start" link.

**Note:** If you have any pending changes they will appear on this screen.



### Step 5: Select type of Action

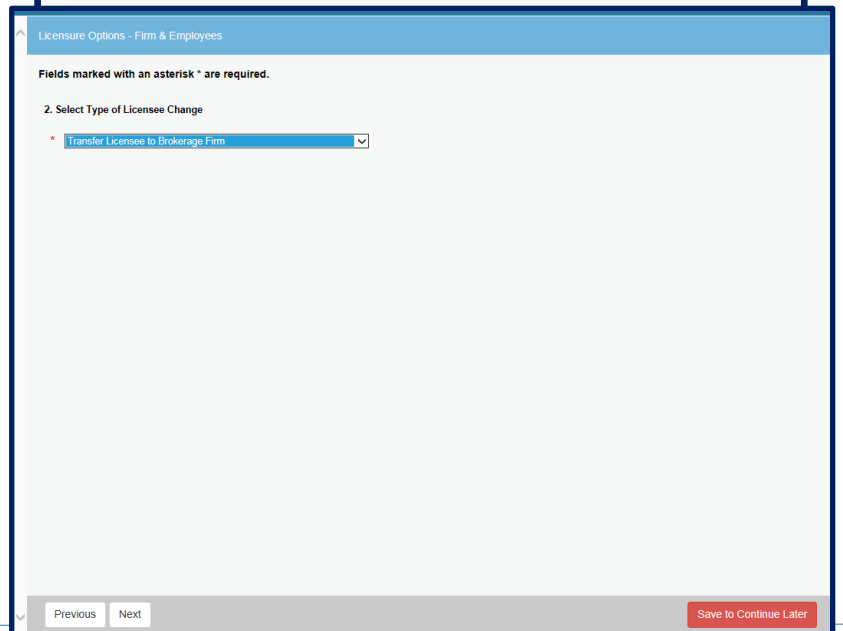
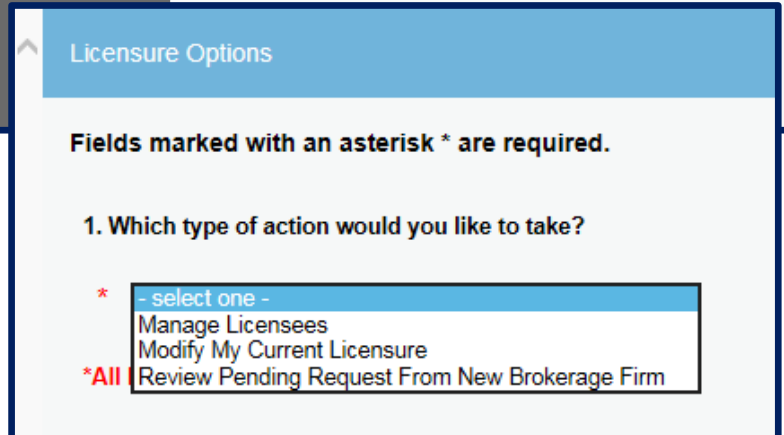
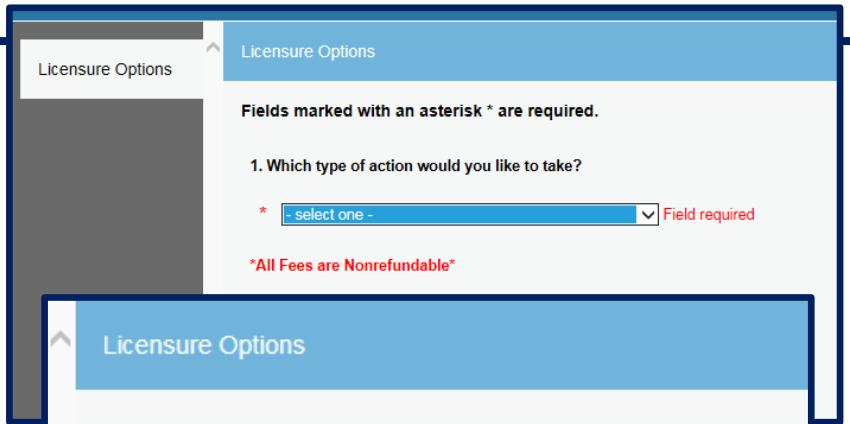
**★ Manage Licensees**  
Add, Terminate, and Approve Transfers of Licensee(s)

**Modify My Current Licensure**  
To update your own PERSONAL License

**Review Pending Request from Brokerage Firm**  
To Review, Approve, or Deny Requests from Prospective Sponsoring Brokerage Firms (your status must be Inoperative to receive requests)

**Once Selected, click "Next"**  
(bottom of left of the page)

**You may save your progress and return to the Transaction**  
Click the red "Save to Continue Later" button on the bottom right of each screen





## Step 6: Select Type of License Change

### Transfer Licensee to Brokerage Firm

To add a Licensee to your Brokerage Firm  
(only Inoperative Licensees may be added)

### ★ Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm

To remove/terminate Licensees from  
your Brokerage Firm  
(This will make Licensee Inoperative)

### Review Pending Request from New Broker(s) or Leasing Agent(s)

To Review, Approve, or Deny Requests  
from Licensees that have added your  
Brokerage Firm for Sponsorship

Once Selected, click "Next"  
(bottom of left of the page)

Licensure Options - Firm & Employees

Fields marked with an asterisk \* are required.

2. Select Type of Licensee Change

\* - select one -  
Transfer Licensee to Brokerage Firm  
Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm  
Review Pending Request From New Broker(s) or Leasing Agent(s)

Previous Next



### Step 7: Select existing Licensee(s) for Termination via “Action” Icon



Select Broker via “Action” icon

Each existing Broker will be listed for review.

The “Action” icon is the paper and pencil to the left of each Broker

	475. [redacted] : [redacted] VICTORIA	Active
	475. [redacted] : [redacted] HEATHER	Active
	475. [redacted] : [redacted] HILLARY	Active
	475. [redacted] : [redacted] PAMELA	Active
	475. [redacted] : [redacted] SHARON	Active
	475. [redacted] : [redacted] TREVOR	Active
	475. [redacted] : [redacted] RANDI	Active
	475. [redacted] : [redacted] LAURA	Active
	475. [redacted] : [redacted] GINA	Active
	475. [redacted] : [redacted] GAYLE	Active
	475. [redacted] : [redacted] ROBERT	Active
	475. [redacted] : [redacted] RANDEE	Active

**Edit Supervision Remove**

Please update the **Supervision Status** field for the broker(s) you would like to remove.

Employee License : Employee Name

475. [redacted] : [redacted] SHARON

Employee Status  
- select one -  
Active  
\* Terminate

### Step 8: Select “Terminate” in Employee Status drop down

Repeat these steps for as many Broker(s) required “Terminate” will appear next to each edited name

Once selected, click “Next” (bottom of left of the page)

	475. [redacted] : [redacted] VICTORIA	Active
	475. [redacted] : [redacted] HEATHER	Active
	475. [redacted] : [redacted] HILLARY	Active
	475. [redacted] : [redacted] PAMELA	Active
	475. [redacted] : [redacted] SHARON	Terminate
	475. [redacted] : [redacted] TREVOR	Active
	475. [redacted] : [redacted] RANDI	Active
	475. [redacted] : [redacted] LAURA	Active
	475. [redacted] : [redacted] GINA	Active
	475. [redacted] : [redacted] GAYLE	Active
	475. [redacted] : [redacted] ROBERT	Active
	475. [redacted] : [redacted] RANDEE	Active
	475. [redacted] : [redacted] LAUREN	Active



### Step 7: Review list of Action(s) taken

**The system displays all existing Licensees and their statuses. Each Licensee selected on the previous step, should display as “Terminate”**

It is important to scroll through the list to verify all intended Licensee(s) are in the proper status.

**Click “Finish” to make the changes official.**

Email notifications will be sent to the Licensee and the Managing Broker for confirmation.

**The transaction is completed.**