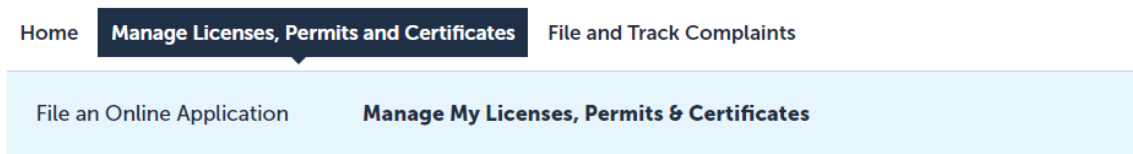


# How to Process an Affiliation/Termination on the Public Portal

The Board has gone paperless so all submissions for Affiliations/Terminations must be completed on the public portal. We no longer accept paper requests; any that come in will be **discarded**.

1. Create an account on our ePlace portal <https://elicensing21.mass.gov/CitizenAccess/Login.aspx>, if you have not already
2. Log in and go to Manage Licenses, Permits and Certificates Tab. All affiliation/termination updates must be completed under the Business/Brokerage license by the Broker of Record or responsible party. If the business license is linked, you will see it as shown below. If the license is not linked, you will need to link the license before you can continue. Follow the instructions at the top of the page on the portal to link.



## Licenses, Permits, Certificates, & Other Records

Records that have been associated with your ePLACE Portal account are listed in the below table. For each license, permit, certificate, or other record, click the identifying number for additional details.

The links associated with a particular record allow you to perform actions such as resuming an application, starting a renewal, filing an amendment, etc.

### Don't see your license or permit?

Both renewals and amendments require your license, certificate or permit to be linked to your account. If your license, permit or certificate is not listed in the table below, you will need to link it to your account as follows. Please note that a record ID and authorization code are required to link a license.

1. Click on this link to [Link your account to your license](#).
2. Then click the top list item labeled Link your License/Permit/Certificate to your account.

For DOL LICENSEES only: if you do not have your authorization code, please [go to this page](#) to retrieve it. You will need to provide your License Record ID, the last 4 digits of your Social Security Number, and License Serial Number.

**Record ID:** your full license number (example: 123654789-SW-LICSW or 708090-AR-AR)

**License Serial Number:** the number that is in the lower right portion of your license card (example: 123456)

DLS LICENSEES requiring this information should contact the agency.

ABCC Licensees requiring this information should contact the agency.

<input type="checkbox"/>	Date	Identifying Number	Record Type	Entity Name	Expiration Date	Status	Action
<input type="checkbox"/>	10/22/2021	██████████	Real Estate Business License		10/22/2023	Current	<a href="#">Amendment</a>

- On the linked brokerage/business license select Amendment.
- Choose the appropriate option as shown below if you are add/removing a broker or a salesperson. Be advised these are not to be used to update the Broker of Record there is a specific amendment to complete that task.

Home **Manage Licenses, Permits and Certificates** File and Track Complaints

File an Online Application Manage My Licenses, Permits & Certificates

### Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Business Amendment  
 RE Update Affiliated Broker  
 RE Update Affiliated Salesperson  
 RE Update Broker of Record  
 Request for Wall Certificate

- Choose the option add or remove existing relationship

Home **Manage Licenses, Permits and Certificates** File and Track Complaints

File an Online Application Manage My Licenses, Permits & Certificates

### RE Update Affiliated Salesperson

1 Application Details	2 Documentation	3 E-Signature	4 Review	5 Record Issuance
-----------------------	-----------------	---------------	----------	-------------------

**Step 1: Application Details > Type of Change**

Please select the type of change that you are requesting with this amendment of your Real Estate Broker to Real Estate Salesperson relationship.

\* indicates a required field.

#### My License

---

MY LICENSE

\* License Number:

#### Change Type

---

CHANGE TYPE

\* Change Type:

--Select--

Add New Relationship

Remove Existing Relationship

6. Enter the License Number of the salesperson (this is #-re-s/#-re-rs) or [broker in respective amendment (-re-b, -re-rb, -re-ab)], Name, and Start Date in either the add or end relationship fields. You can click continue to go past the page you are not entering on

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RE Update Affiliated Salesperson

1 Application Details	2 Documentation	3 E-Signature	4 Review	5 Record Issuance
-----------------------	-----------------	---------------	----------	-------------------

**Step 1: Application Details > Add New Relationship**

Please enter information related to the Real Estate Broker to Real Estate Salesperson relationship that you are requesting to add. \* indicates a required field.


### Add New Relationship

---

**ADD NEW RELATIONSHIP**

License Number: \*

Name: \*

Start Date: \*  

[Save and resume later](#) [Continue »](#)

Home **Manage Licenses, Permits and Certificates** File and Track Complaints

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RE Update Affiliated Salesperson

1 Application Details	2 Documentation	3 E-Signature	4 Review	5 Record Issuance
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**Step 1: Application Details > End Existing Relationship**

Please enter information related to the Real Estate Broker to Real Estate Salesperson relationship that you are requesting to end. \* indicates a required field.


### End Existing Relationship

---

**END EXISTING RELATIONSHIP**

License Number: \*

Name: \*

End Date of Relationship: \*  

[Save and resume later](#) [Continue »](#)

7. Click continue on the documents tab for there is nothing required to attach to the record to complete this amendment.

Home **Manage Licenses, Permits and Certificates** File and Track Complaints

File an Online Application Manage My Licenses, Permits & Certificates

**RE Update Affiliated Salesperson**

1 Application Details	2 Documentation	3 E-Signature	4 Review	5 Record Issuance
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**Step 2: Documentation > Documentation**

Please upload any associated documents to complete this Real Estate Salesperson relationship amendment.

\* indicates a required field.

### Documentation

---

Please upload any associated documents to complete this Real Estate Salesperson relationship amendment.

The maximum file size allowed is 20 MB.  
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)
[Save and resume later](#)
[Continue »](#)

8. Click on the agree box and type your name as the broker of record or responsible party.

Home **Manage Licenses, Permits and Certificates** File and Track Complaints

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**RE Update Affiliated Salesperson**

1 Application Details	2 Documentation	3 E-Signature	4 Review	5 Record Issuance
-----------------------	-----------------	---------------	----------	-------------------

**Step 3: E-Signature > E-Signature**

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I further certify that I have had the opportunity to review and correct the information provided in this application. I understand that any misrepresentation or omission of information contained in this application may be grounds for the Board to deny the application or to suspend or revoke a license issued to me.

I further attest that, pursuant to M.G.L. c 62, §49A, to the best of my knowledge and belief, I have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand, and accept all terms of the foregoing statement. I make my eSignature by completing the fields below.

\* indicates a required field.

### Electronic Signature

---

**ELECTRONIC SIGNATURE**

I agree: \*

My full name: \*

[Save and resume later](#)
[Continue »](#)

9. On the review page make sure everything is entered correctly and then click continue. This submits the changes and the request is completed. The salesperson/broker is now marked as affiliated/terminated from the brokerage.

Home **Manage Licenses, Permits and Certificates** File and Track Complaints

File an Online Application Manage My Licenses, Permits & Certificates

RE Update Affiliated Salesperson

1 Application Details 2 Documentation 3 E-Signature **4 Review** 5 Record Issuance

**Step 4: Review**

[Save and resume later](#) [Continue »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

---

RE Update Affiliated Salesperson

**My License**

---

MY LICENSE [Edit](#)

License Number: [REDACTED]

**Change Type**

---

CHANGE TYPE [Edit](#)

Change Type: Remove Existing Relationship

**Add New Relationship**

---

ADD NEW RELATIONSHIP [Edit](#)

License Number:

Name:

Start Date:

**End Existing Relationship**

---

END EXISTING RELATIONSHIP [Edit](#)

License Number: [REDACTED]

Name: [REDACTED]

End Date of Relationship: [REDACTED]

**Documentation** [Edit](#)

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The maximum file size allowed is 20 MB.  
sdc,adp,bat,chr,cmd,com,cpl,css,hta,htm,http,jar,jax,js,lib,link,mde,mac,map,mat,php,pif,accr,act,ahk,agv,cls,vbs,vbcrad,wcg,wf,web are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Electronic Signature**

---

ELECTRONIC SIGNATURE [Edit](#)

I agree: Yes

My full name: [REDACTED]

[Save and resume later](#) [Continue »](#)