

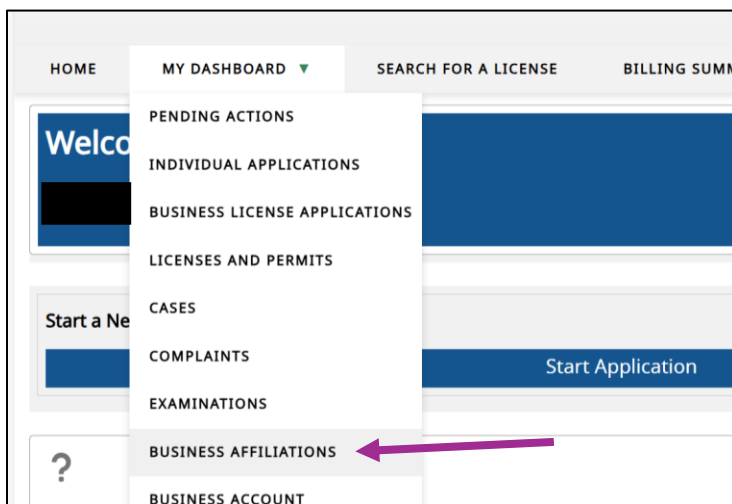
Manage Real Estate Salesperson Affiliations

If you want to view and manage affiliations...

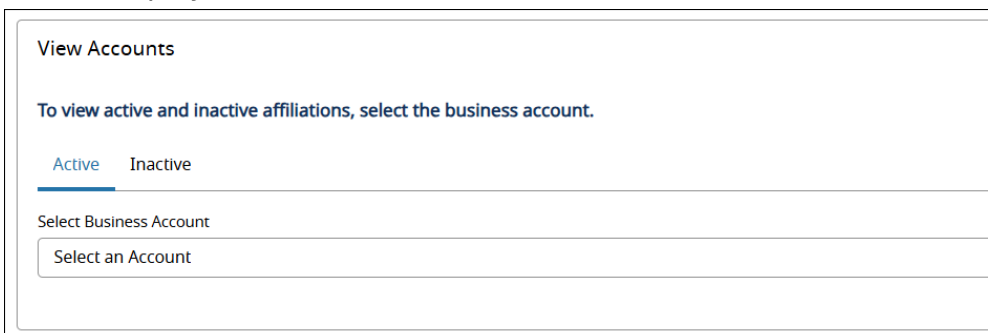
- 1) You must be listed on a business account as someone who can manage affiliations (owner, broker, office manager, etc.)
- 2) You must log in with your own account.

View licenses affiliated with your business

- 1) Log in to eLIPSE using your MyMassGov account and verify your identity.
- 2) On any eLIPSE page, at the left of the top banner, hover on or click **My Dashboard**.
- 3) From the menu, select **Business Affiliations**.



- 4) eLIPSE displays the **View Accounts** screen.



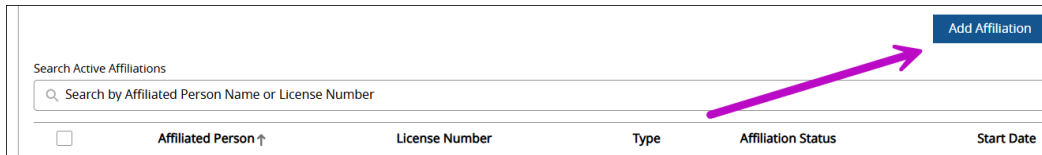
Use the **Select Business Account** drop-down to select the business whose affiliated license you want to view. (Some accounts have more than one business in the list.)

- Use the **Active** and **Inactive** tabs above the drop-down to view active or inactive affiliations.

- 5) eLIPSE displays the licenses affiliated with the account you logged in with.

Affiliate a licensed person with your business

- 1) Note the license number(s) that you want to affiliate with your business.
- 2) Follow the steps above to display the list of people currently affiliated with a business.
- 3) Above the list, to the right side, click the **Add Affiliation** button.



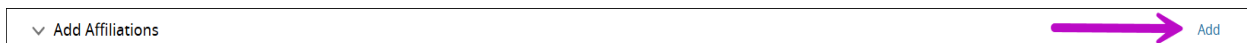
- 4) eLIPSE displays the **Add License Affiliations** window.
- 5) Enter the **License Number** of the person you want to affiliate.
As you enter the license number, eLIPSE will display a list of licenses that match the characters you enter. You may need to enter the complete license number to see the one you want; that's OK. When you see the license you want to affiliate, click it.
eLIPSE will fill in the window with values from the license record.
- 6) At the bottom of the form, use the drop-down of the **Type** field to select **Real Estate Salesperson**.
- 7) Below that field and to the right, click the **Submit** button.
- 8) eLIPSE confirms that you added the affiliation successfully. Click the **Close** button.

eLIPSE brings you back to the **View Account** window.

To view the affiliation you added, hover on or click **My Dashboard** and select **Business Affiliations**. eLIPSE displays it as an "Active" affiliation.

If you need to add multiple affiliations in one session

To the right of the **Add Affiliations** label, click the **Add** control.



eLIPSE will open 4 forms for you to add 4 affiliations.

Remove an affiliation

To remove a business affiliation, you make it “Inactive”. Here’s how.

- 1) Follow the instructions above to view your business affiliations.
- 2) eLIPSE displays a box with all of your business affiliations. Locate the affiliation you want to remove.

| License Number | Type | Affiliation Status | Start Date |
|-----------------|-------------------------|--------------------|------------|
| 1135900032-RE-S | Real Estate Salesperson | Active | 2025-12-30 |
| 2345-RE-S | Real Estate Salesperson | Inactive | 5-12-16 |

- a. Under **Affiliation Status**, click the drop-down list.
- b. Click **Inactive**.

- 3) Above the list, click the **Update** button.

eLIPSE removes that person from the list of Active affiliations. That person will appear in your list of Inactive affiliations, and the **End Date** will be the date you made them Inactive.

NOTE: Changing a Person of Record

If you want to add or remove a Person of Record (e.g., Real Estate Broker of Record or Master Plumber of Record), you must submit a request to your Board. You cannot do this yourself using Business Affiliations.