

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 will no longer be accepting paper requests any that come in will be discarded.

1. Create an account on our Eplace portal
<https://licensing.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 Broker of Records/Brokers license. If the broker of records license is linked you will see it as shown below.

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:

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.

Please note that linking requires your record ID and authorization code.

DPL LICENSEES requiring this information please email dplauthcodes@mass.gov

DLS LICENSEES requiring this information should contact the agency.

ABCC Licensees requiring this information should contact the agency.

Showing 1-4 of 4 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Entity Name	Expiration Date	Status	Action	S
								F
								F
								F
<input type="checkbox"/>	10/22/2004	9070633-RE-B	Real Estate Broker License		11/02/2020	Current	Amendment	F

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.

3. On the linked license select Amendment.

4. Choose the 5th option as shown below

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.

CE Submission
 DPL Amendment (name change, address change, duplicate license)
 RE Terminate Business Aff
 RE Terminate Salesperson Aff
 RE Update Affiliated Salesperson

5. Choose the option add or remove license

associated with online payment by ACH/EFT.
For ABCC transactions, please note that all on line credit card transactions incur a 2.35% convenience fee

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:
Add New Relationship
Remove Existing Relationship

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6. Enter the license number of the salesperson (this is #-re-s), 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

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

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RE Update Affiliated Salesperson

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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

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 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 to attach to the record.

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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 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.

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

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

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RE Update Affiliated Salesperson

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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 »](#)

- 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 is now marked as affiliated.

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

File an Online Application **Manage My Licenses, Permits & Certificates**

RE Update Affiliated Salesperson

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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: 9070633-RE-B

Change Type

CHANGE TYPE Edit

Change Type: Add New Relationship

Add New Relationship

ADD NEW RELATIONSHIP Edit

License Number:

Name:

Start Date:

End Existing Relationship

END EXISTING RELATIONSHIP Edit

License Number:

Name:

End Date of Relationship:

Documentation Edit

The maximum file size allowed is 20 MB.

Name	Type	Size	Latest Update	Action
No records found.				

Electronic Signature

ELECTRONIC SIGNATURE Edit

I agree: Yes

My full name: Kevin Sears

Save and resume later Continue »