

License Transfer Process: Add/Remove a Licensee from Your Registered Business Name

Only Principal Brokers and Property Managers have the authority to add or remove licensees. Brokers do not have access or ability and must request to be transferred by a Principal Broker. Licensees may not transfer themselves. For new applicants being transferred, the Agency must review the application before final licensure. This typically occurs within 1-2 business days and the license is backdated to the date all required steps are complete. *(For security purposes, the pictures below do not contain any licensee information that would normally display)*

Logging Into eLicense

- **Step 1:** Go to www.oregon.gov/rea
- **Step 2:** Click “Click Here for eLicense” next to the red laptop
- **Step 3:** Enter Username (license number)
- **Step 4:** Enter Password

Transfer Process

- **Step 5:** Click “Online Services” and Select “Add/Remove Licensees”

The screenshot shows the Oregon.gov eLicense portal. At the top, there is a navigation bar with 'Welcome,' and 'Logout' on the left, and a shopping cart icon with '\$0.00 Checkout' on the right. Below the navigation bar is the Oregon.gov logo and a menu with 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. The 'ONLINE SERVICES' menu is expanded, showing three columns of options: 'Account', 'License Actions', and 'Business Actions'. The 'Business Actions' column is highlighted with a red arrow, and the 'Add/Remove Licensees' option is highlighted with a red arrow. Below the menu is a form with the question 'Is this your current email address?' and the email address 'eLicense.Test@state.or.us'. A 'Change Email Address' link is also visible.

Account	License Actions	Business Actions
My Account	Print License	Add/Close Clients' Trust Account(s)
Change Address/Phone	Inactivate my License	Add/Remove Licensees
Legal Name Change	Operate Under my Own License	Registered Business Name Application
License Applications	License Lookup & Download Lists	Continuing Education
Broker Application	Oregon Certified License History	Add Continuing Education
Property Manager Application	License Lookup	Continuing Education Record
Education Provider- PLEP	Generate List(s)	
	Download List(s)	

Is this your current email address?

eLicense.Test@state.or.us

[Change Email Address](#)

- **Step 6:** Click “Start” (see below)

8

Welcome, [User] Logout \$0.00 Checkout

OREGON.GOV HOME MY ACCOUNT ONLINE SERVICES

Add/Remove Licensees

Click the Start link to begin the authorization process.

[Item](#)

Name	License
Start Test Company	2012XXXXX

- **Step 7: Add Licensee(s) to Your Registered Business Name,** Click “Add”- This will bring up a search window that will allow you to search for licensees who are eligible for transfer. (Note: If you are ONLY planning to Remove a Licensee, click “Next” instead of “Add” and skip down to Step 13 in the instructions). (See below)

Welcome, CODY DAMMER Logout

Add Associations

This process will create new associations with licensees.

1. Transfer a licensee into your organization.

Action	Supervisee
	No Records Found

[Add](#)

Previous Next Cancel

- **Step 8:** Enter any combination of First Name, Last Name, or License Number. Click “Search” (see below)

License Lookup

Search Criteria

Search Hints:

- Search by any combination of fields below. At least one field must be filled in.
- No specific fields are required. If you are not able to find the person you are searching for, use fewer fields and widen your results.
- Fields are not case sensitive. Example: Smith, smith, and SMITH all match SMITH.

First Name:

Last Name:

License Number:

[Search](#) [Clear Form](#)

- **Step 9:** Click the “Add” link next to the name in the results screen. (see below)

Click the [Add](#) link to add this license as a supervisee. Click the [Detail](#) link to view the license detail.

	Name	Credential	Credential Type	Affiliated With	Affiliation Credential
Detail Add	Test User	800	Principal Broker	J†	200

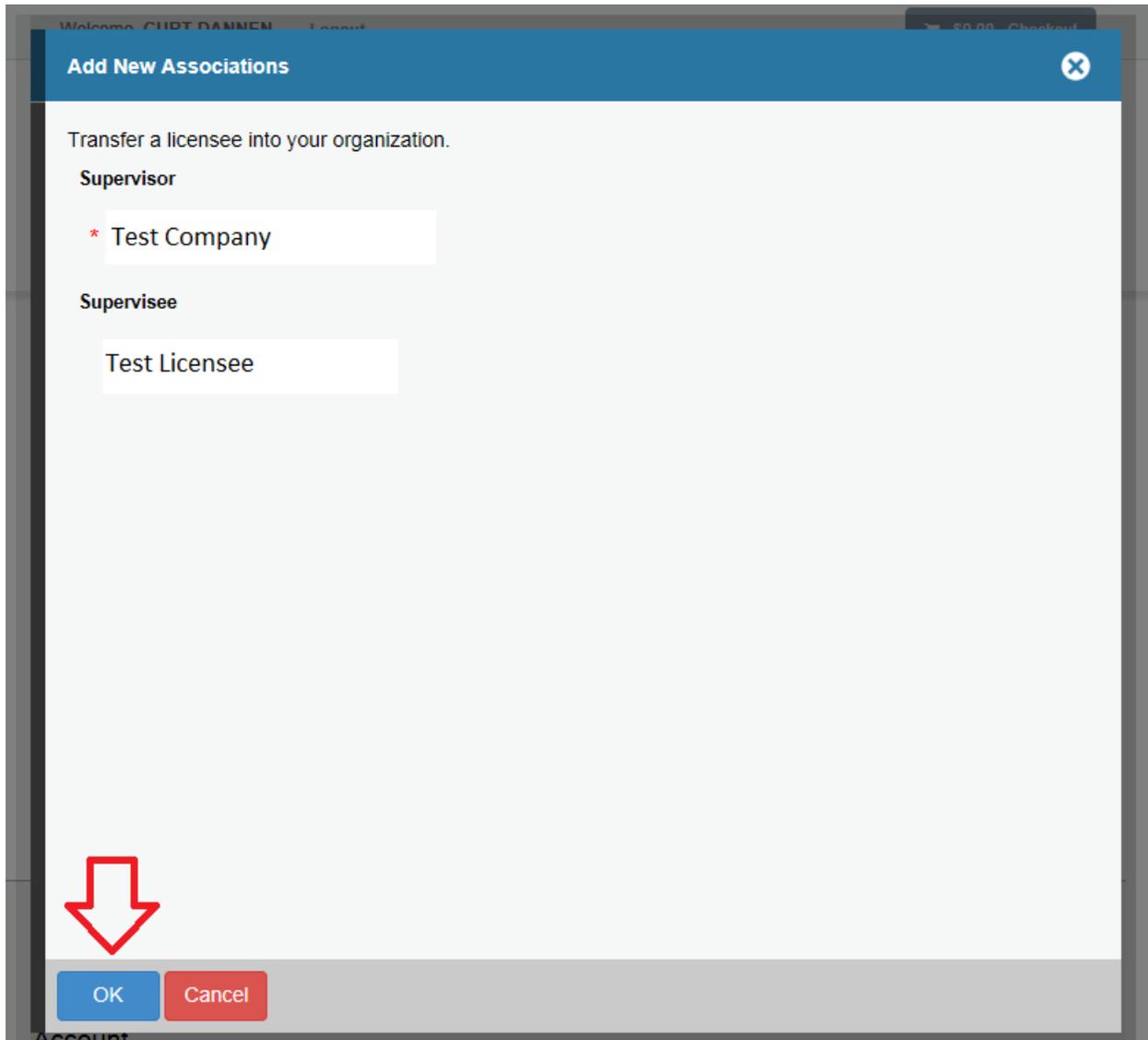
Current
Last Name

[Form](#)

A pop-up window will emerge

Step 10: Select the name of the business in the Supervisor drop down menu

Step 11: Click “OK” (see below)



Welcome, CURT DANNEB Logout 10/10/2020 Client

Add New Associations ✕

Transfer a licensee into your organization.

Supervisor

* Test Company

Supervisee

Test Licensee

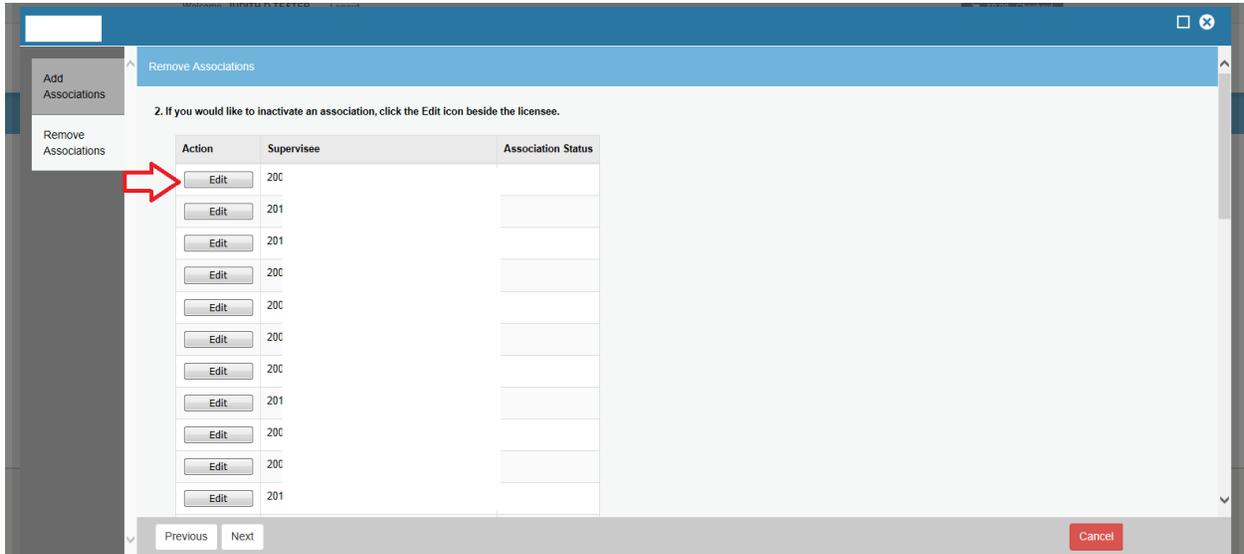
ACCOUNT

OK Cancel

Step 12: Click “Next” if you are finished adding licensees

(Note: If you’d like to add additional licensees to your organization, click “Add” again and follow Steps 7 -11 above, then click “Next”.)

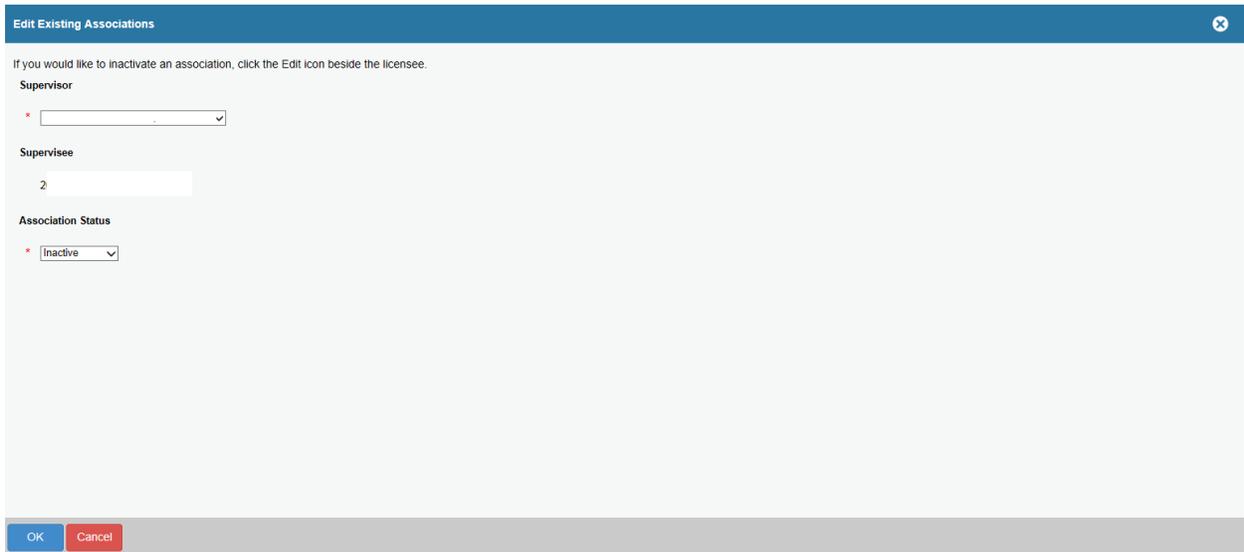
Step 13: Remove Licensee(s) from Your Registered Business Name, to inactivate a licensee click “Edit” next to the name of the licensee you intend to disassociate. Use the scroll bar at right if there are many licensees associated with the Registered Business Name. (Note: If you are not Removing and ONLY Adding a Licensee, click “Next” and skip down to Step 17 in the instructions).



Step 14: A pop-up window will emerge. From the Supervisor drop down menu select the business name.

Step 15: Under the Association Status drop down, select “Inactive”.

Step 16: Click “OK” (see below)



Step 17: Enter your first and last name in the supervision attestation box and click “Next”. (See below)

Welcome JUDITH D TESTER Logout 50.00 Checkout

Supervision Attestation

Add Associations

Remove Associations

Supervision Attestation

Fields marked with an asterisk * are required.

3. By providing my electronic signature below (type your full name in the box below), I attest that the information I have provided is true and correct to the best of my knowledge.

Test

Previous Next Cancel

Step 18: Click “Finish” or “Proceed to Payment” once you have reviewed the submitted information.

Associated Fees:

- Active Licensees = \$ 10 per transfer
- Late Renewers, Applicants and Reactivating Licensees =No Fee

(Note: The Agency reviews all applications prior to final licensure. The applicant is not licensed until they receive final notification and are viewable in the public licensee search.)

The screenshot shows a web application interface with a blue header bar containing a search box and window controls. A left sidebar has menu items: 'Add Associations', 'Remove Associations', 'Supervision Attestation', and 'Review' (which is highlighted). The main content area is titled 'Review' and includes a 'Print Review' button. It features a 'Fees' section with a table showing 'New Supervisee Fee' at \$10.00 and a 'Total Fees' of \$10.00. Below this is an 'Add Associations' section with the instruction '1. Transfer a licensee into your organization.' and a form with a 'Supervisee' field containing '21'. A 'Remove Associations' section follows with the instruction '2. If you would like to inactivate an association, click the Edit icon beside the licensee.' and a table with columns 'Supervisee' and 'Association Status', showing one row with 'Inactive' status. At the bottom, there are 'Previous', 'Proceed to Payment', and 'Cancel' buttons.

Supervisee	Association Status
	Inactive

Step 19: Click “Pay Invoice” to proceed to the secure US Bank Payment site.

Welcome, Logout \$10.00 Checkout

 HOME MY ACCOUNT ONLINE SERVICES ▾

Invoice Pay Invoice

Return and refund policy OAR 863-001-0007



Test Licensee
123 Main Street East
Portland, OR 97201

Date: 7/22/2015
Invoice # 53231

Description	Amount
Supervision Authorization - PB.800804160	
New Supervisee Fee	\$10.00
Subtotal:	\$10.00
Total:	\$10.00

 Pay Invoice

Step 20: You will be required to fill in every field under Contact Information, unless it says optional.

 [Exit](#)

Make a Payment

My Payment

E-Payments

Amount Due

Payment Information

Frequency

Payment Amount

Payment Date

Contact Information

First Name

Last Name

Company

Address 1

Address 2

City

State

Zip Code

Phone Number

Email Address

Payment Method



Step 21: Payment Method, Select either Checking/Savings or Credit/Debit Card under the Payment Method drop down menu. Than click “Continue”.

Payment Method

Payment Method Select

Continue Cancel

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Step 22: Credit Car Payment, Enter in your credit/debit card payment information in the fields below. Once you have entered in the information click “Continue”.

Payment Method

Payment Method Credit/Debit Card

Card Number

Expiration Date

Card Security Code

Card Billing Address Use my contact information address
 Use a different address

Continue Cancel

OR

Step 23: Check Payment, Enter in your checking or savings payment information in the fields below. Once you have entered in the information click “Continue”. (Note: Only complete this step if you are planning to pay by checking or savings).

Payment Method Checking or Savings

Sample Check 1215
123 Main St
Anytown, MO 12345
DATE _____
PAY TO THE ORDER OF _____ \$ _____ DOLLARS
123456789 005 11111111 001215
Bank Routing Number Bank Account Number Check Number (not required)

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type Checking Savings
 This is a business account

Continue Cancel

Step 24: Review the payment information that you submitted through the credit/debit card payment method or the checking/savings method. (See below).



[Exit](#)

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	Real Estate Agency E-Payments UAT https://orea.elicense.irondata.com/
Payment Amount	
Payment Date	12/02/2013

Payment Method

Payer Name	test test
Card Number	
Expiration Date	
Card Type	Visa
Confirmation Email	

Billing Address

Address 1	123 Test St
City	Salem
State	OR
Zip Code	97201

Contact Information

First Name	test
Last Name	test
Address 1	123 Test St
City	Salem
State	OR
Zip Code	97201
Phone Number	
Email Address	

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Step 25: Click “Confirm Payment” to process the payment. The license transfer has been completed.



[Exit](#)

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number

Payment Details

Description	Real Estate Agency E-Payments https://orea.elicense.irondata.com/
Payment Amount	
Payment Date	12/02/2013
Status	PROCESSED

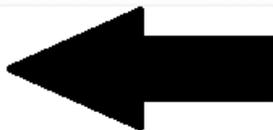
Payment Method

Payer Name	test test
Card Number	
Card Type	
Confirmation Email	

Billing Address

Address 1	123 Test St
City	Salem
State	OR
Zip Code	

[Confirm Payment](#)



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