

## eLicensing Tutorial: Discontinue Salesperson Employment

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Employing brokers and designated/licensed officers of employing corporations can use the eLicensing online system to discontinue salesperson employment. To do so:

- Sign in to eLicensing. If you have never used eLicensing, you will need to complete the [registration](#) step to create a user name and password. Thereafter, clicking on the eLicensing graphic and signing in by entering your user name and password will provide access to eLicensing.
- Click on **REMOVE A SALESPERSON FROM YOUR EMPLOY.**
- Enter the license number of the salesperson to be removed from your employ.
- Click on **GET SALESPERSON INFO.**
- Review the information that appears to ensure the correct salesperson is selected for discontinuation of employment.
- If the correct salesperson is selected, click on **DISCONTINUE SALESPERSON EMPLOYMENT.**
- To verify the correct salesperson has been selected and complete the termination, click on **DISCONTINUE SALESPERSON EMPLOYMENT NOW.**

The duplicative steps in the process were designed as safeguards to prevent erroneous discontinuation of salesperson employment. Salespersons without an employing broker (license status "NBA" for no broker affiliation) cannot perform activities requiring a real estate license.

If an employing broker or designated broker/officer discontinues employment of a salesperson by mistake, eLicensing can be used to reinstate the salesperson's employment. The salesperson would need to sign in to eLicensing and select the **ADD OR CHANGE EMPLOYER** menu option. The employing broker or designated/licensed officer would need to certify the salesperson's employment online (see [Broker Certification Tutorial](#) for instructions).

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