

## Online Salesperson License Transfer Information

Date: 6/8/2018

Fee: \$10.00

Contact: Bureau of Professional Licensing, Occupational Code Section

Agency: Department of Licensing and Regulatory Affairs

Phone: (517) 241-9288

The quickest way to apply for a transfer is online through the iCola website at [www.michigan.gov/iCola](http://www.michigan.gov/iCola). Associate brokers cannot transfer online.

### Steps for Salesperson to take for online process:

- 1) Go to [www.michigan.gov/icola](http://www.michigan.gov/icola) and select either "I would like to login to my account" or "I need to create an account to use online services". Click on the Submit button.
- 2) You will have to enter your User ID and password. If you forgot your password there is a button which allows you to reset it. It will ask if you are an individual or company. Select 'Individual' (companies read below for resetting passwords). From here it will ask for your last name, the last 4 digits of your social security number, and your date of birth.
- 3) Once the User Id and password are successfully entered, the "Licenses Held" page will appear and your license number will show up in blue with a line under it. Click on the license number.
- 4) In the License Details page, click the "Transfer License" button and type in the new employing broker's license number in the box. Next to the box hit the "License Lookup" link and the company name should populate. If the information is correct hit the submit button at the bottom. The license number should start with a "6505" for a broker company or a "6504" for an individual broker.
- 5) You will come back to the "Licenses Held" screen and your current employer will still show up. Hit the "Check Out" button below. This will take you to the "Online Invoice" page.
- 6) The transfer will appear under the description with a \$10.00 fee. Click the "Pay Now" button at the bottom.
- 7) If you would like an email confirmation for your order a prompt will come up requesting your email address.
- 8) Payment can be made by Visa, MasterCard or Discover only. Check the method of payment and hit next. From here the billing address and credit card information is requested. Hit the next button when complete. Only the fields marked with an asterisk (\*) are required. Advise licensee to not fill in the blanks not required.
- 9) The transfer request has been completed and an ePayment Receipt will appear with your confirmation number.
- 10) You must let your new employing broker know you have completed the transfer process online through the iCola website so they can approve your request. **The online transfer application will remain pending (incomplete) without the new employing broker's authorization.**
- 11) Once the employing broker approves the transfer request, the license will be mailed the next business day to the employing broker's main office address.

## Steps for the Employing Broker once the Salesperson completes the online process:

- 1) Go to [www.michigan.gov/icola](http://www.michigan.gov/icola) and select either "I would like to login to my account". Click on the Submit button.
- 2) Enter the User ID and Password for the company, not the associate broker. If you forgot your password there is a button which allows you to reset it. It will ask if you are an *individual* or *company*. An individual broker may reset the username and password right then by entering the information requested. A company must select *company* and enter the company license number which is ten digits long and begins with a 6505. Please note the password will be mailed to the main office address within 3-5 business days. **This will delay the transfer process.**
- 3) Once the User Id and password are successfully entered, the "Licenses Held" page will appear and the license number will show up in blue with a line under it. Click on the license number.
- 4) A list of the employees will appear in the "License Details" page. Click the "Pending Employees" tab at the bottom.
- 5) A list of the employee's waiting for approval will appear on the "Pending Employee" screen. From the drop down box, select either A for Approve or D for Deny. Hit submit.
- 6) The license will be transferred overnight and go out in the mail to the main office's address the next business day. This usually takes about 7-10 business days to be received.

## Common mistakes with the online transfer process

A salesperson can only transfer to a Broker Company (6505) or an Individual Broker (6504).

A salesperson cannot transfer to a Branch location (6503-xxxxxx); therefore the main office license number must be entered in the new employer information box on the "Transfer License" page. All licenses are mailed to the main office location.

If a company forgets the User ID and/or Password it takes approximately 3-5 business days to mail a temporary password. If the transfer needs to be done immediately, **ONLY After** registering the transfer online, a completed Salesperson Transfer application can be faxed to 517-241-0035 or emailed to [BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov) with the words "APPLIED ONLINE" across the top in large font. This lets staff know the transfer has been paid for online and the signature from the employing broker verifies the transfer is approved. The paper Salesperson Transfer form can be found at [www.michigan.gov/realestate](http://www.michigan.gov/realestate) under "Licensing Applications and Forms" in the center of the page.