NREC Applicant and Licensee Portal Information

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1. VIEWING APPLICATION STATUS WITHOUT CREATING AN ONLINE PROFILE

a. General Instructions

i. If an applicant wants to see the status of their application but not create an online profile, they can do so by clicking on: https://nrec.igovsolution.net/online/Verification/Individual

ii. Applicants can check the status of their application, including the list of missing items and comments from the Commission's staff as shown below. The "Comments" field displayed here is reading from the "Comments" field on the "Application Data" tab, also known as pending checklist tab.

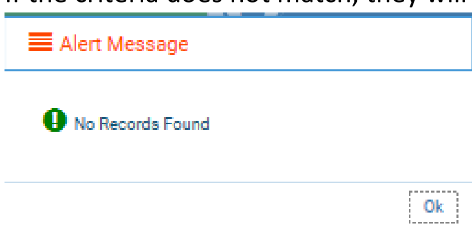
iii. This will ensure there is no need for constant reminders to applicants and puts the responsibility on the applicants to check the website.

iv. Entering the Applicant Criteria

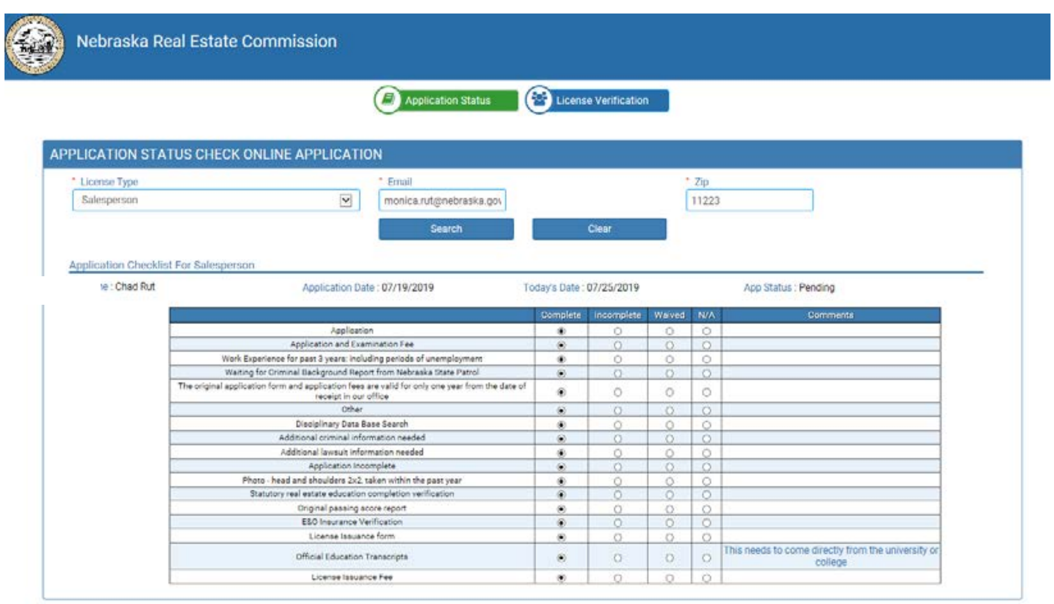
1. They must select the license type of Salesperson or broker
2. Email address
3. Zip Code

v. All of these criteria must match the data in our system.

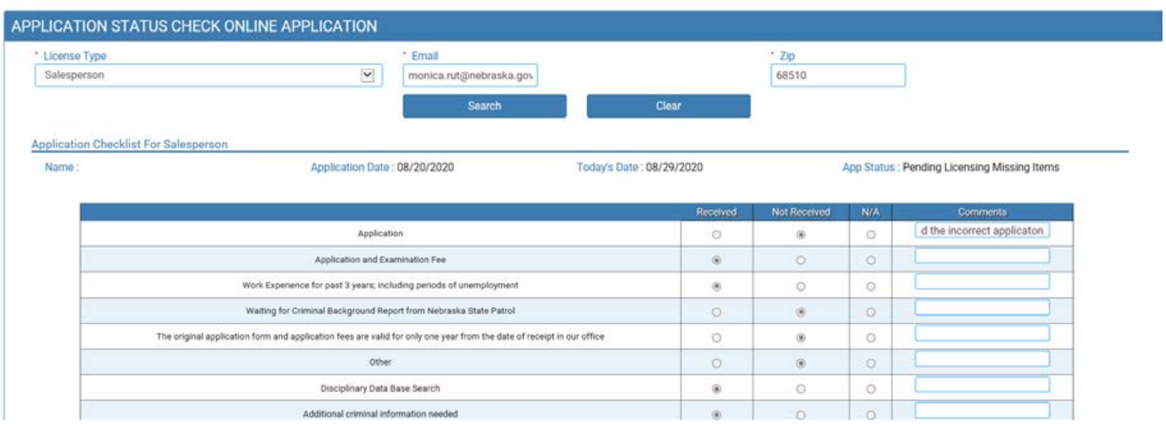
vi. If the criteria does not match, they will get an Alert message that no records were found.



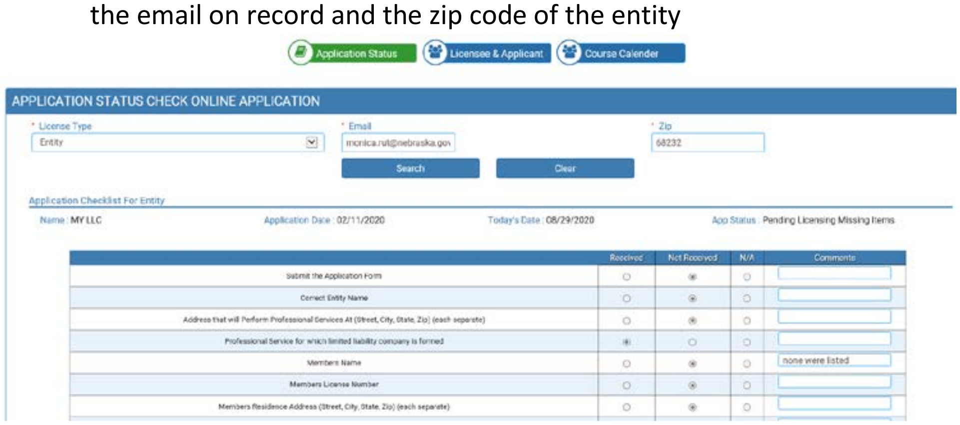
vii. If the criteria matches, the following screen appears.



b. Statuses
    i. Pending
    ii. Pending Application Missing Items
    iii. Pending Commissions Review
    iv. Pending Examination
    v. Pending Licensing
    vi. Pending Licensing Missing Items
    vii. Pending Retake
c. Application Type Searches
    i. New
    ii. Amendment
    iii. Renewal (this will <u>not</u> be for licensees)
    iv. Reinstatement (for sales and brokers only)
d. License Type Searches
    i. Broker/Salesperson
        1. An office staff, assistant, etc can look up the status of the application for example if they know the email on record and the zip code of the applicant



    ii. Entity
        1. An attorney, staff, etc can look up the status of an LLC filing for example if they know the email on record and the zip code of the entity



iii. Branch

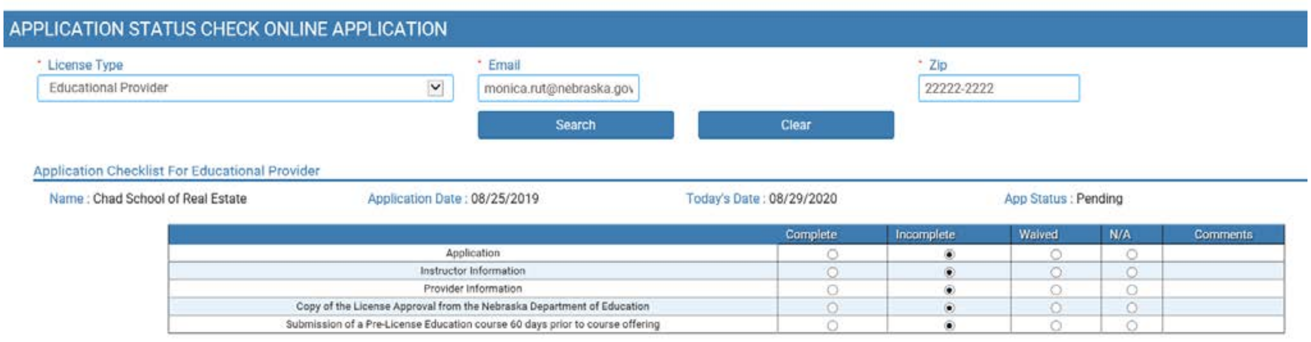
1. An office administrator, for example, can look up the status of a branch office application if they know the email on record and the zip code of the branch

iv. Instructor

1. A contact, or office staff, for example, can look up the status of an instructor application if they know the email on record and the zip code of the instructor.

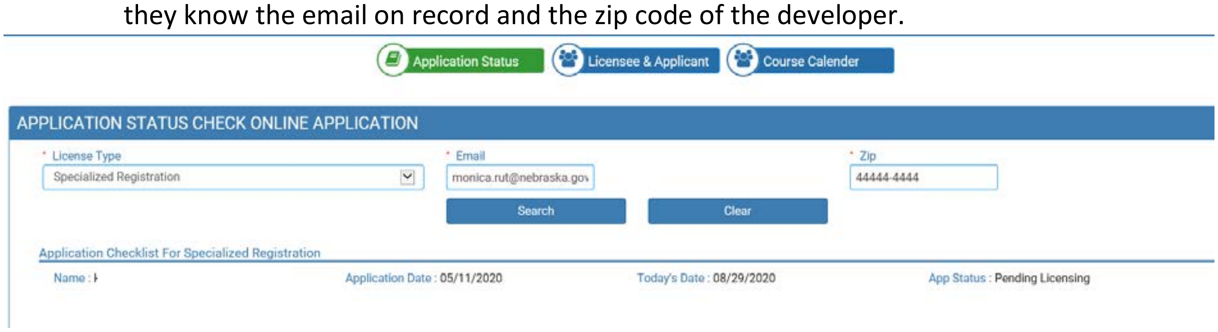
v. Educational Provider

1. A contact person or office staff, for example, can look up the status of an educational provider application if they know the email on record and the zip code of the provider.



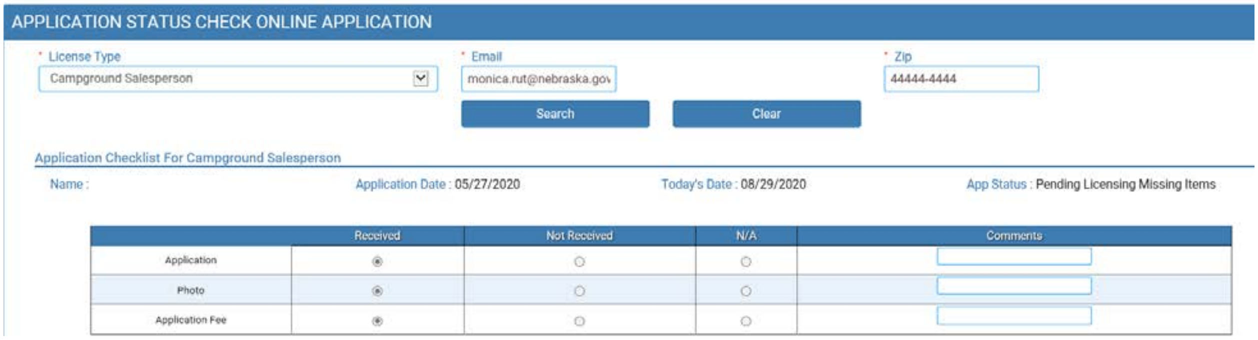
vi. Specialized Registration

1. An attorney or office staff, for example, can look up the status of an timeshare filing if they know the email on record and the zip code of the developer.



vii. Campground Salesperson

1. An attorney or office staff, for example, can look up the status of an campground salesperson filing if they know the email on record and the zip code of the individual.



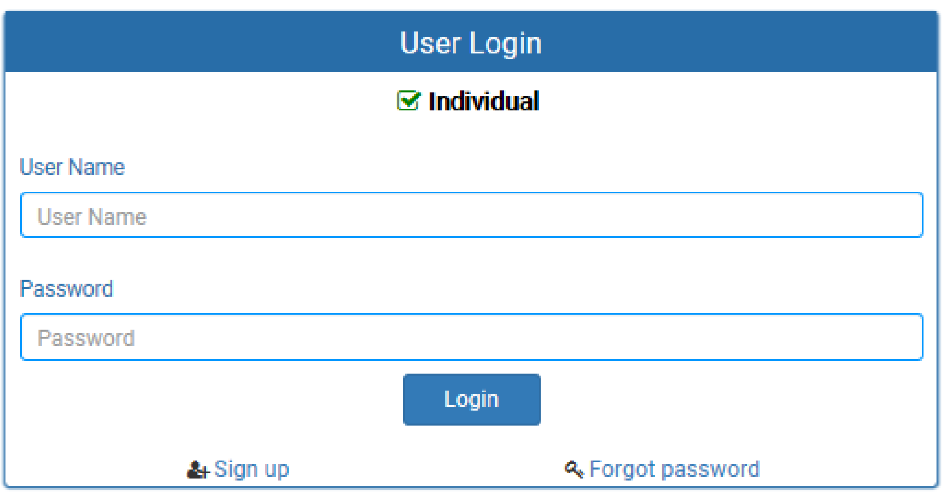
2. CREATING AN ONLINE PROFILE

a. The Licensee portal allows both licensees and applicants self-service processes such as forms, updates and checklist items

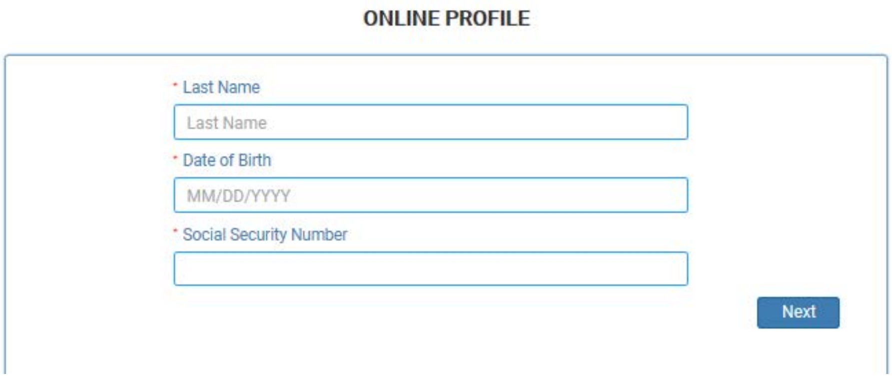
b. The Licensee portal is located at: https://nrec.igovsolution.net/online/Login

c. Licensees and Applicants can sign up for their own online profile any-time **after** submitting their initial application.

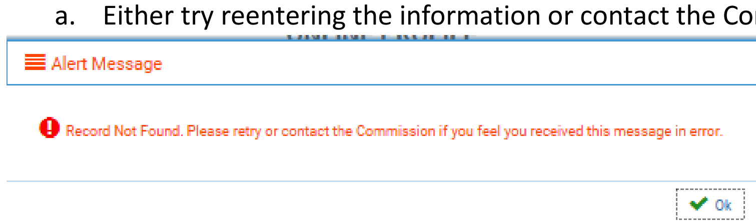
ONLINE PROFILE LOGIN



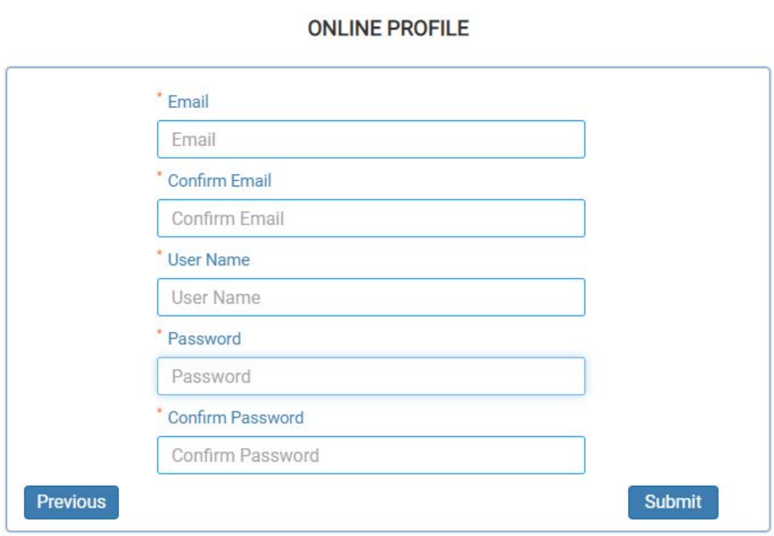
i. To set up the login, begin by clicking the “Sign up” which brings up the page shown below.



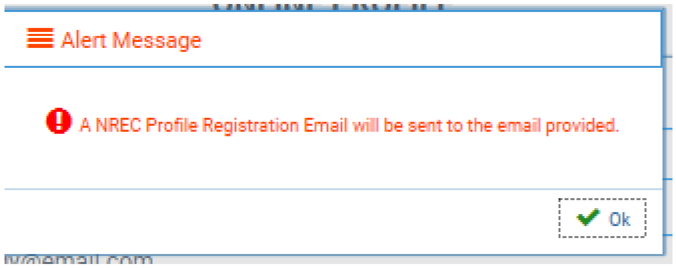
ii. The applicant/licensee must provide their Last Name, Date of Birth and SSN. Once the required fields are provided, the system validates it against our database records to see if it matches an existing record.
   1. If the record matches, the system permits the applicant/licensee to proceed to the second screen shown below to set up the user name and password.
   2. If the record does not match , the following message will be displayed.
      a. Either try reentering the information or contact the Commission office.



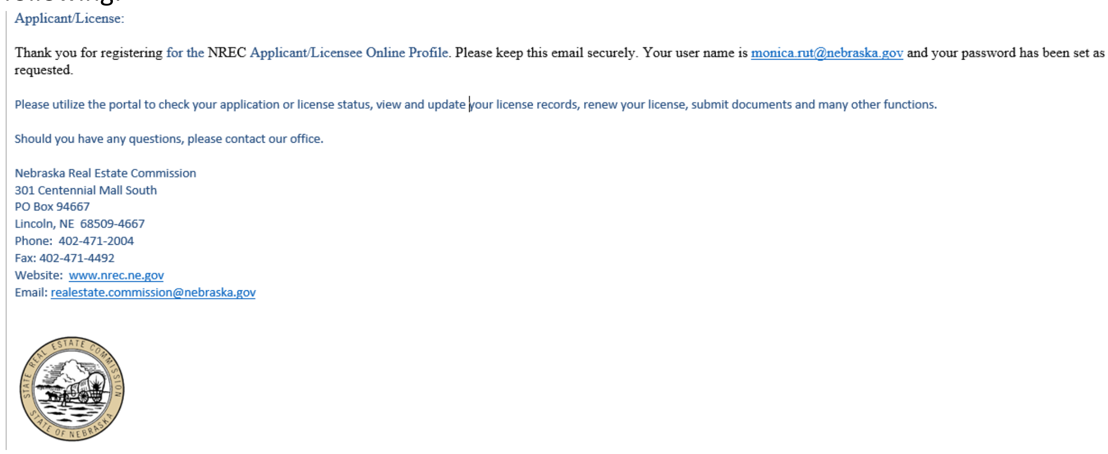
iii. The applicant/licensee must set up the Online Profile by completing the fields on this screen.
   1. All of the fields must be completed.
   2. There are no specific username or password requirements, at this time.
   3. Click on the Submit button when completed.



iv. Once the Submit button is selected, an alert screen is displayed to notify the applicant/licensee that an email will be sent to them regarding their registration.



1. The email will come from realestate.commission@nebraska.gov and be similar to the following:


Applicant/License:

Thank you for registering for the NREC Applicant/Licensee Online Profile. Please keep this email securely. Your user name is monica.rut@nebraska.gov and your password has been set as requested.

Please utilize the portal to check your application or license status, view and update your license records, renew your license, submit documents and many other functions.

Should you have any questions, please contact our office.

Nebraska Real Estate Commission
301 Centennial Mall South
PO Box 94667
Lincoln, NE 68509-4667
Phone: 402-471-2004
Fax: 402-471-4492
Website: www.nrec.ne.gov
Email: realestate.commission@nebraska.gov

v. Click OK to be routed to the login page.
vi. Use the user name and password created to log into the portal.

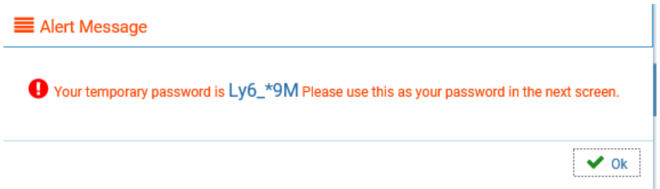
3. PASSWORD MAINTENANCE

a. Licensee

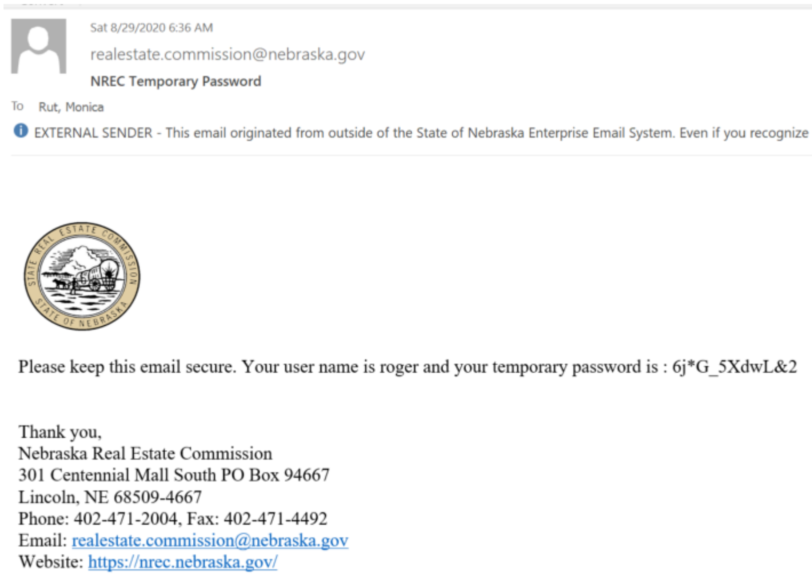
i. Password Recovery

1. If the applicant/license is unable to remember their password, on the login screen, click on Forgot Password.
2. Enter the required personal information and click on the next button

3. A popup window with a temporary password will appear that will be used to reset the password

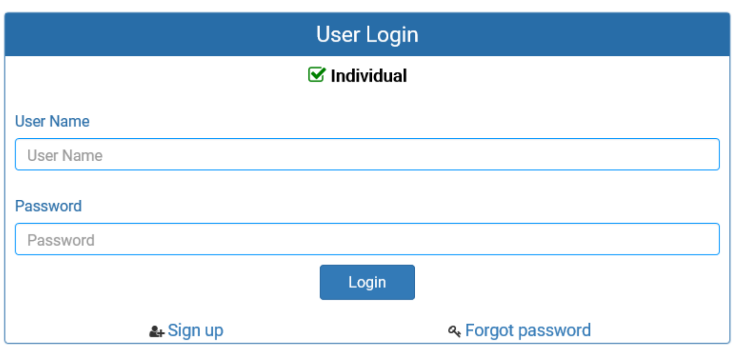


4. If the applicant/licensee forgets to write down their password in the popup window, it will also be emailed to them. See sample email below:

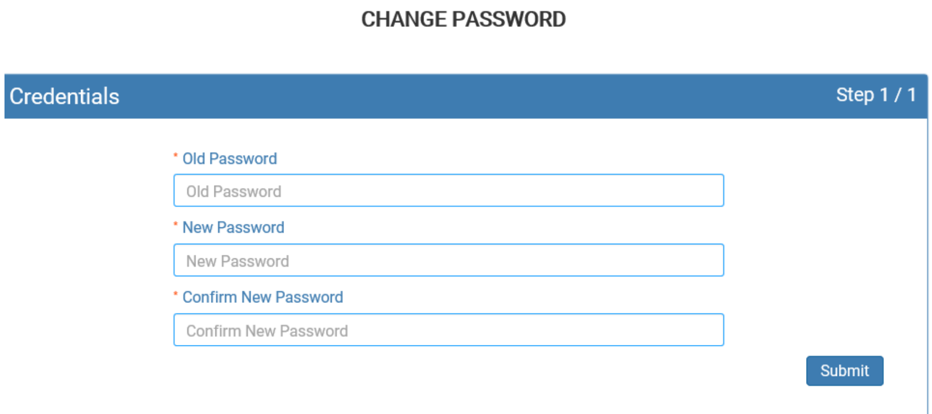


5. On the login screen enter the username and the **temporary** password, as provided in the popup window and/or the email and then click on the Login button.

ONLINE PROFILE LOGIN



6. When routed to the Credentials box, reenter the temporary password again in the "old password" field and enter a new one in the new and confirm fields
7. Click on the Submit button to change the password.



8. Once changed the login window will reappear and the user will need to login using the new password
9. An email will be received notifying the user that the password has been changed.

Sat 8/29/2020 6:38 AM
realestate.commission@nebraska.gov
Nebraska Real Estate Commission Password Changed
To Rut, Monica
EXTERNAL SENDER - This email originated from outside of the State of Nebraska Enterprise Email System. Even if you recognize the send

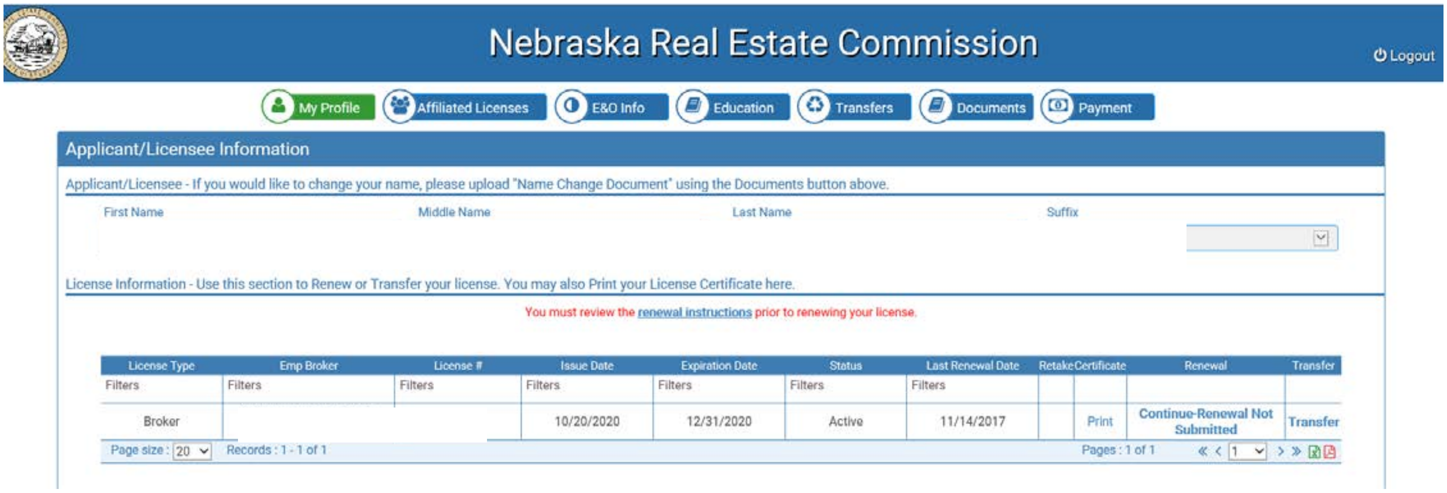
Your password has been successfully updated. Please use the new password to continue using the online portal.
If you did not initiate this request, and have received this email in error, please disregard this message.

Thank you,
Nebraska Real Estate Commission
301 Centennial Mall South PO Box 94667
Lincoln, NE 68509-4667
Phone: 402-471-2004, Fax: 402-471-4492
Email: realestate.commission@nebraska.gov
Website: https://nrec.nebraska.gov/

4. Online Portal Functionality

a. Login

i. Upon login, there are several tabs and sections within each tab for the applicant/licensee to navigate.

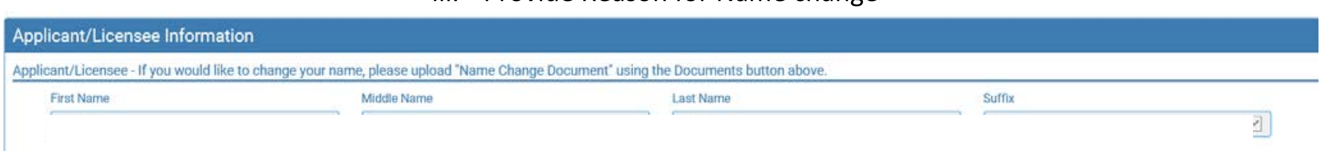


ii. Under each section, there is an option to export the information to an excel file or to a pdf file by clicking on the icons located in the lower left corner.

b. My Profile Tab

i. Applicant/Licensee Information

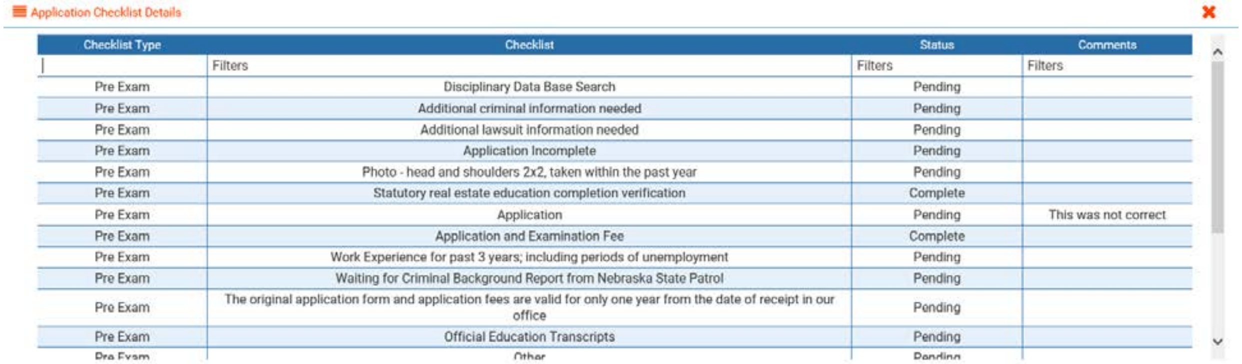
1. This is view only to see their name as it is on our records.
    a. The applicant/licensee can change their name by navigating to the Document Details section and clicking on Name Change Document. They will need to provide the following:
        i. Attach the Name change document
        ii. Provide New Name
        iii. Provide Reason for Name change



ii. License Information

1. This shows their license information, status and eligibility for retakes, renewals, transfers, etc.

2. If user is an applicant, if they show a "Pending" status, by clicking on the status, it will show them a checklist of the items needed to complete the application process so they can take the examination


Application Checklist Details

Checklist Type	Checklist	Status	Comments
	Filters	Filters	Filters
Pre Exam	Disciplinary Data Base Search	Pending	
Pre Exam	Additional criminal information needed	Pending	
Pre Exam	Additional lawsuit information needed	Pending	
Pre Exam	Application Incomplete	Pending	
Pre Exam	Photo - head and shoulders 2x2, taken within the past year	Pending	
Pre Exam	Statutory real estate education completion verification	Complete	
Pre Exam	Application	Pending	This was not correct
Pre Exam	Application and Examination Fee	Complete	
Pre Exam	Work Experience for past 3 years; including periods of unemployment	Pending	
Pre Exam	Waiting for Criminal Background Report from Nebraska State Patrol	Pending	
Pre Exam	The original application form and application fees are valid for only one year from the date of receipt in our office	Pending	
Pre Exam	Official Education Transcripts	Pending	
Pre Exam	Other	Pending	

3. If the user has already taken the examination and one or more exam results are failed, the column that says Retake will have a retake link which will take the user to the online retake form to complete and submit to the Commission office.

4. If the user needs to renew their license, or continue submitting their renewal, the user will click on the link in the renewal column


License Information - Use this section to Renew or Transfer your license. You may also Print your License Certificate here.

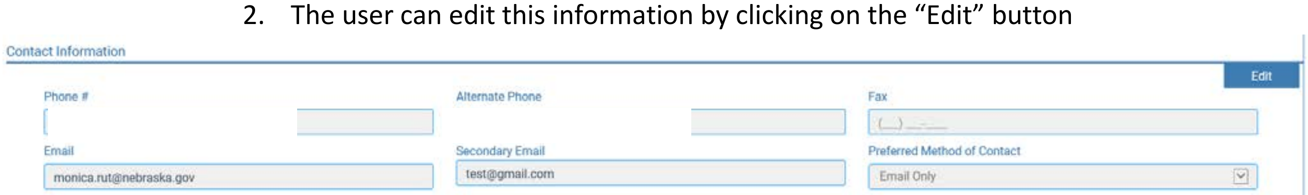
You must review the renewal instructions prior to renewing your license.

License Type	Emp Broker	License #	Issue Date	Expiration Date	Status	Last Renewal Date	Retake	Certificate	Renewal	Transfer
Filters	Filters	Filters	Filters	Filters	Filters	Filters				
Broker			10/20/2020	12/31/2020	Active	11/14/2017		Print	Continue-Renewal Not Submitted	Transfer

Page size : 20 Records : 1 - 1 of 1 Pages : 1 of 1

i. Contact Information

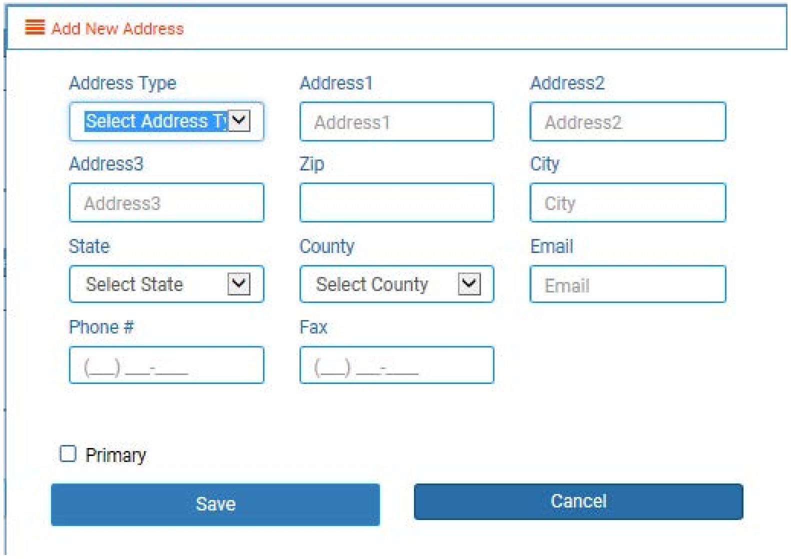
1. The user can view the phone numbers, fax number and email address on file with the Commission office.
2. The user can edit this information by clicking on the “Edit” button



3. Once the changes are made, click on the Save button to submit it directly to the Commission and update the records
4. The change is reflected on the portal immediately.

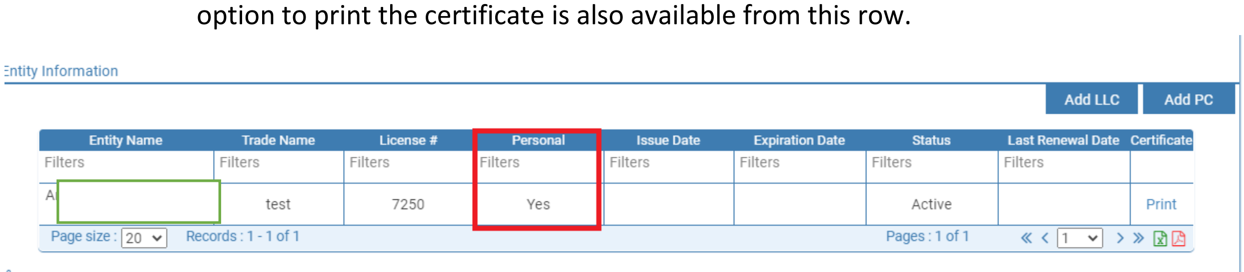
ii. Address Information

1. The user can view the current address(s) on file
2. The user can add a new address and submit it directly to the Commission to update the records.
3. The change is reflected on the portal immediately

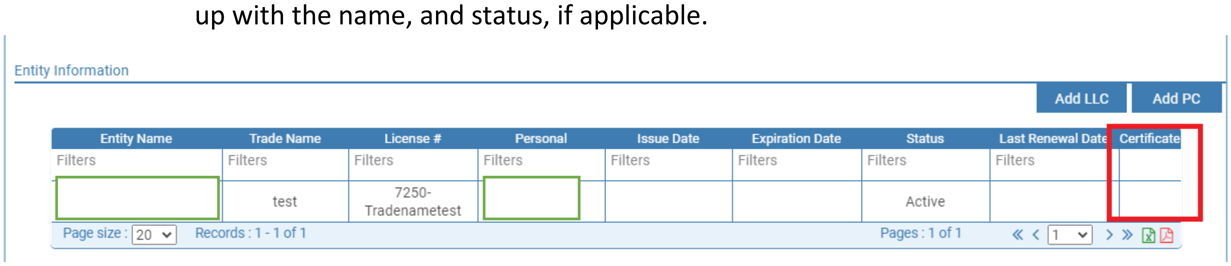


iii. Entity Information

1. This will reflect how the user does business if they are a designated broker
2. If the user has a LLC or PC, or wants to add one, they can do so by clicking on the Add buttons.
3. If the user wants to reprint the LLC/PC professional certificates, they can do so by clicking on the print link in the Certificate column.
4. If the user has a personal LLC/PC, meaning if a designated broker, this is not how they conduct real estate activities, it will appear with a "yes" in the Personal column. The option to print the certificate is also available from this row.



5. For the Entity name that is not an LLC or PC, and therefore not personal, it would show up with the name, and status, if applicable.



iv. Renewal History

1. When the licensee has successfully submit the online renewal, the renewal section will appear

Renewal History

Order ID	License Type	Sub Type	Renewal Date	Status	Print
20200829000000003	Broker		08/29/2020		Print

Page size : 20 Records : 1 - 1 of 1 Pages : 1 of 1

v. Branch Information

1. This provides the designated broker the ability to do the following:
   a. View the branch office information
   b. Print the branch office wall license (provided in a pdf format)
   c. Renew the branch office (when available)
   d. Close the branch office (transfer to close)
      i. It will allow the designated broker through the online transfer process to close the branch office
   e. Add new branch office
      i. It will allow the designated broker to submit the branch office license application online

Branch Information - Use this section to Add, Renew or Close a Branch Office. You may also Print your Branch Certificate here.

Add New Branch

Emp Broker	Address	City	State	Zip	Branch Manager	License #	Issue Date	Expiration Date	Status	Last Renewal Date	Certificate	Renewal	Close
Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters			
AMBASSADOR REAL	ONLY LEISEY	LINCOLN	Nebraska	12345	Deborah Kay Addison - 20080169			12/31/2020	Active		Print		Close

P Pages : 1 of 1

vi. Disciplinary Actions

1. This will show any disciplinary actions against the licensee in the current database.

Disciplinary Actions

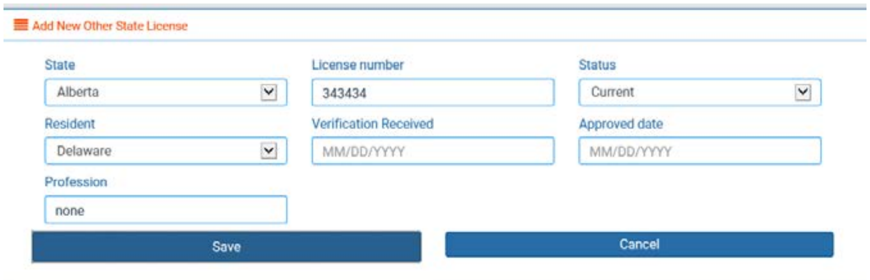
Note: Disciplinary action taken on complaints filed prior to January 1, 1999 are not stored in this database and will not be listed on this page. While all disciplinary actions taken against a particular licensee after January 1, 1999, should be displayed pursuant to a proper search, there may be additional details of a particular action not specifically captured by the database and returned in the disciplinary summary. To obtain additional information on disciplinary actions, call the Nebraska Real Estate Commission at (402)471-2004 between 8:00 AM and 5:00 PM, Monday through Friday. You can also e-mail the **Nebraska Real Estate Commission**

Violation	Date Added	Entered By	Disciplinary Action	Notes
Filters	Filters	Filters	Filters	Filters
81-885.05	06/26/2019	Monica	Probation	
81-885.12	06/26/2019	Monica	Letter of Warning	
81-885.02	08/25/2019	Admin	Censure	test note
81-885.10	12/01/2019	Admin		
81-885.03	06/04/2020	Admin		TEst note to check for disc alert

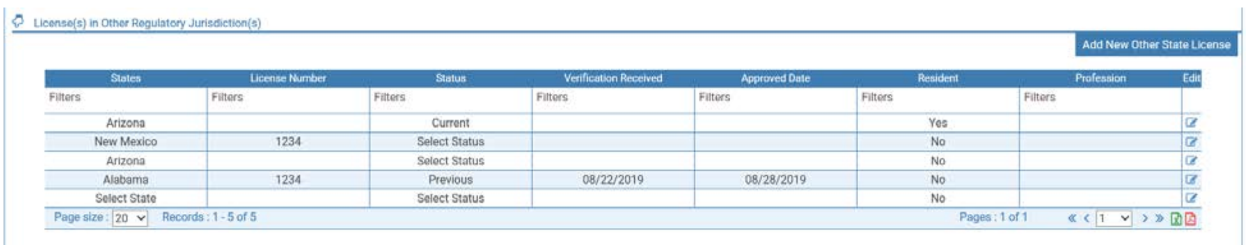
Page size : 20 Records : 1 - 5 of 5 Pages : 1 of 1

vii. License(s) in Other Regultory Jurisdiction(s)

1. This screen will show what other licenses are on file with the Commission office.
2. The user can view, edit or add from this section.
3. When selecting add, they must enter the following fields:
    a. State
    b. License Number
    c. Status
    d. Resident
    e. Profession



4. Current view



License(s) in Other Regulatory Jurisdiction(s)

Add New Other State License

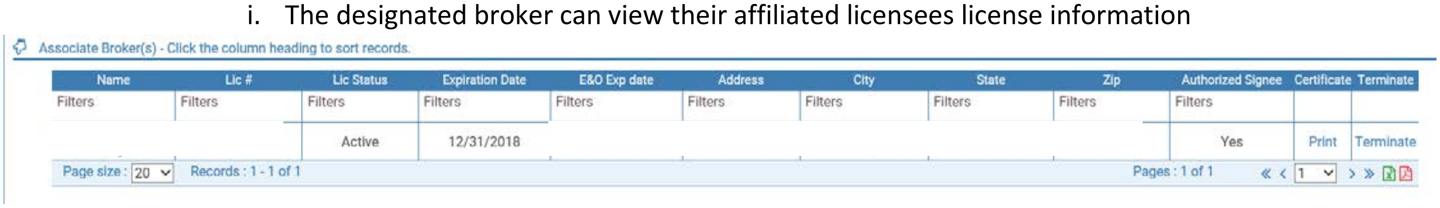
States	License Number	Status	Verification Received	Approved Date	Resident	Profession	Edit
Filters	Filters	Filters	Filters	Filters	Filters	Filters	
Arizona		Current			Yes		
New Mexico	1234	Select Status			No		
Arizona		Select Status			No		
Alabama	1234	Previous	08/22/2019	08/28/2019	No		
Select State		Select Status			No		

Page size : 20 Records : 1 - 5 of 5 Pages : 1 of 1

5. Affiliated Licensees(s) – Associate Broker(s), Salesperson(s) and Entity(s)

a. View Affiliated Licensees

i. The designated broker can view their affiliated licensees license information



Associate Broker(s) - Click the column heading to sort records.

Name	Lic #	Lic Status	Expiration Date	E&O Exp date	Address	City	State	Zip	Authorized Signee	Certificate	Terminate
Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters		
		Active	12/31/2018						Yes	Print	Terminate

Page size : 20 Records : 1 - 1 of 1 Pages : 1 of 1

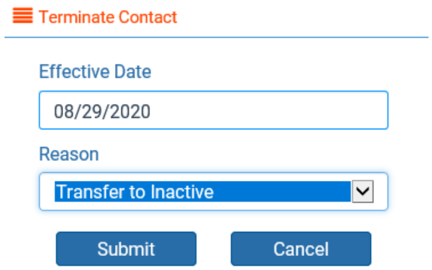
b. Print Wall License(s) if Desired

i. The designated broker can print the wall license for the licensee(s) by clicking on the print link in the certificate column
    1. It will pull up a pdf file to print

c. Terminate the Affiliation of a Licensee

i. The designated broker can also click on the terminate link in the terminate column to terminate the affiliation with this licensee.

1. They will be asked to verify they want to terminate the affiliation and then must provide an effective date and reason for the termination.



2. Upon clicking on Submit, the request is sent to the Commission to review and process.

6. E&O Info

i. The licensee can view the errors and insurance information on file for them.

Errors and Omissions Insurance Information

Provider Name	Insurance Type	Insurance State	Effective Date	Expiration Date	Date Reported	Last Expiration Date	Status
Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters
test	Group	Select	01/01/2020	12/31/2022	05/15/2020		Current
Provider Name	Group	Nebraska	02/01/2018	12/31/2018	03/19/2019	01/31/2018	Current

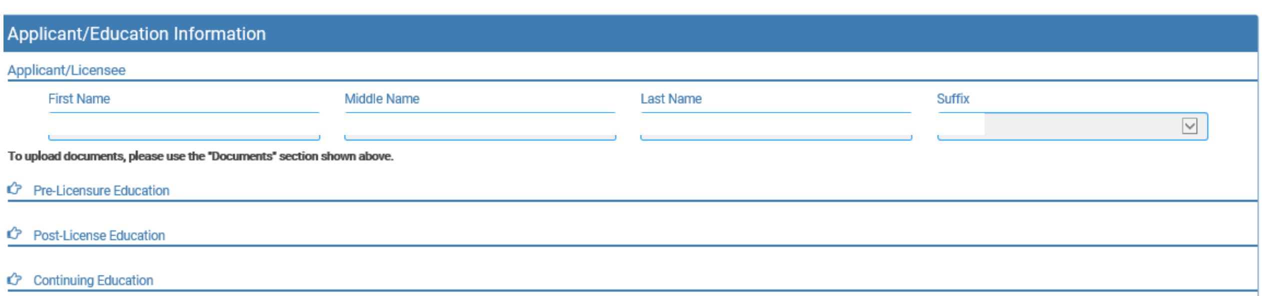
ii. The licensee can upload the Certification of Coverage form through the documents tab if necessary, otherwise the providers can submit the insurance to the Commission office.

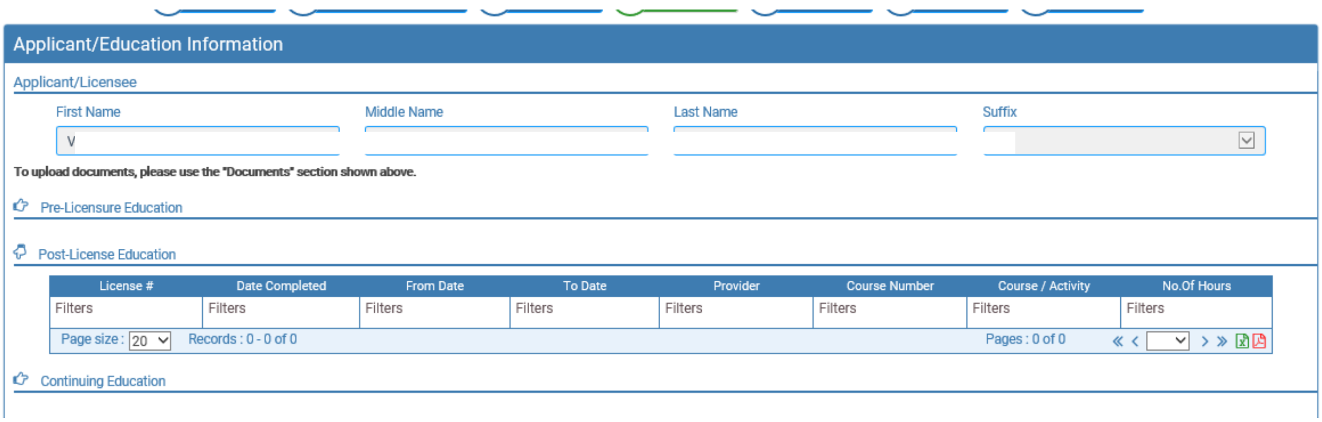
7. Education

i. The licensee can view what is on file for their Pre-license, Continuing and Post License education.

ii. Click on the word of the education you wish to view to expand that section

1. I selected Post License Education and the second screen shot shows that section expanded.





Applicant/Education Information

Applicant/Licensee

First Name	Middle Name	Last Name	Suffix
V			

To upload documents, please use the "Documents" section shown above.

Pre-Licensure Education

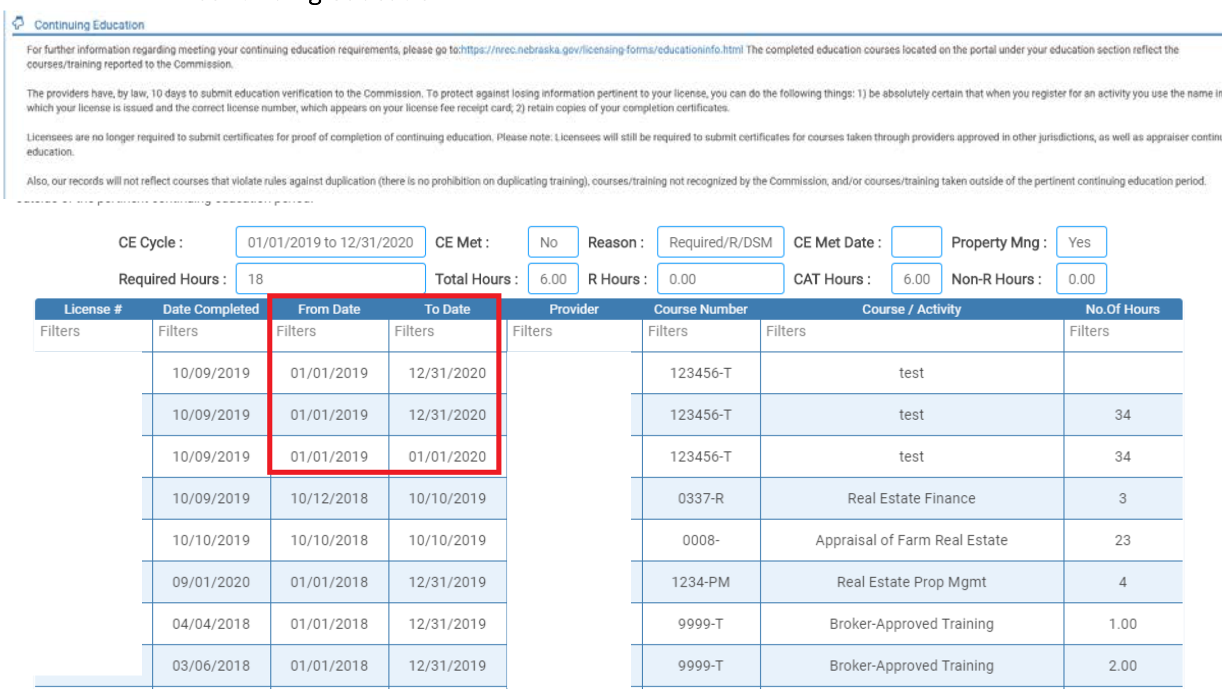
Post-License Education

License #	Date Completed	From Date	To Date	Provider	Course Number	Course / Activity	No.Of Hours
Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters

Page size : 20 Records : 0 - 0 of 0 Pages : 0 of 0

Continuing Education

iii. See if the user has met their continuing education requirement for their renewal by selecting continuing education



Continuing Education

For further information regarding meeting your continuing education requirements, please go to:https://nrec.nebraska.gov/licensing-forms/educationinfo.html The completed education courses located on the portal under your education section reflect the courses/training reported to the Commission.

The providers have, by law, 10 days to submit education verification to the Commission. To protect against losing information pertinent to your license, you can do the following things: 1) be absolutely certain that when you register for an activity you use the name in which your license is issued and the correct license number, which appears on your license fee receipt card; 2) retain copies of your completion certificates.

Licensees are no longer required to submit certificates for proof of completion of continuing education. Please note: Licensees will still be required to submit certificates for courses taken through providers approved in other jurisdictions, as well as appraiser continuing education.

Also, our records will not reflect courses that violate rules against duplication (there is no prohibition on duplicating training), courses/training not recognized by the Commission, and/or courses/training taken outside of the pertinent continuing education period.

CE Cycle :	01/01/2019 to 12/31/2020	CE Met :	No	Reason :	Required/R/DSM	CE Met Date :		Property Mng :	Yes
Required Hours :	18	Total Hours :	6.00	R Hours :	0.00	CAT Hours :	6.00	Non-R Hours :	0.00

License #	Date Completed	From Date	To Date	Provider	Course Number	Course / Activity	No.Of Hours
Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters
	10/09/2019	01/01/2019	12/31/2020		123456-T	test	
	10/09/2019	01/01/2019	12/31/2020		123456-T	test	34
	10/09/2019	01/01/2019	01/01/2020		123456-T	test	34
	10/09/2019	10/12/2018	10/10/2019		0337-R	Real Estate Finance	3
	10/10/2019	10/10/2018	10/10/2019		0008-	Appraisal of Farm Real Estate	23
	09/01/2020	01/01/2018	12/31/2019		1234-PM	Real Estate Prop Mgmt	4
	04/04/2018	01/01/2018	12/31/2019		9999-T	Broker-Approved Training	1.00
	03/06/2018	01/01/2018	12/31/2019		9999-T	Broker-Approved Training	2.00

iv. Out-of-state or appraisal courses can be submitted via upload in the documents tab.

8. Individual Transfers

a. General Information

i. This screen provides information for both individual transfers and group transfers.

ii. Individual Transfers

1. The licensee has the ability to view current or prior transfers.

2. View the checklist items needed by clicking on the transfer status

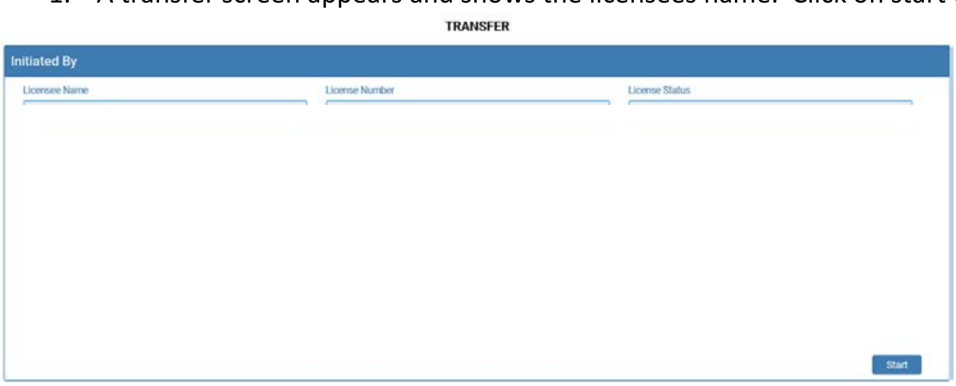
b. Initiated Transfer by a Designated Broker

i. General Information

1. If the user wants to initiate a transfer they can click on the “Initiate Transfer” button to begin the process.
    a. The transfer request will get routed to the participants needed.
    b. Whoever initiates the transfer must pay for the transfer fee.

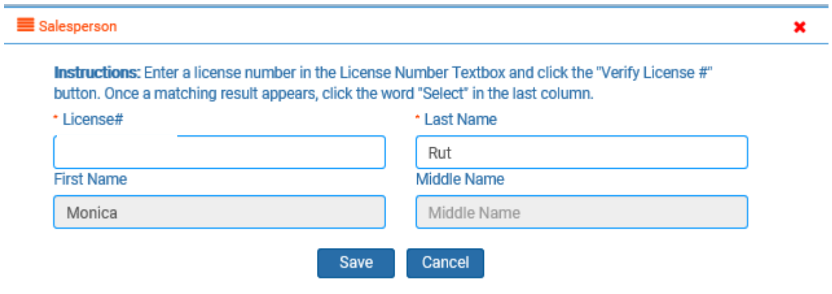
ii. Initiate Transfer

1. A transfer screen appears and shows the licensees name. Click on start to begin.



iii. Search for the Licensee

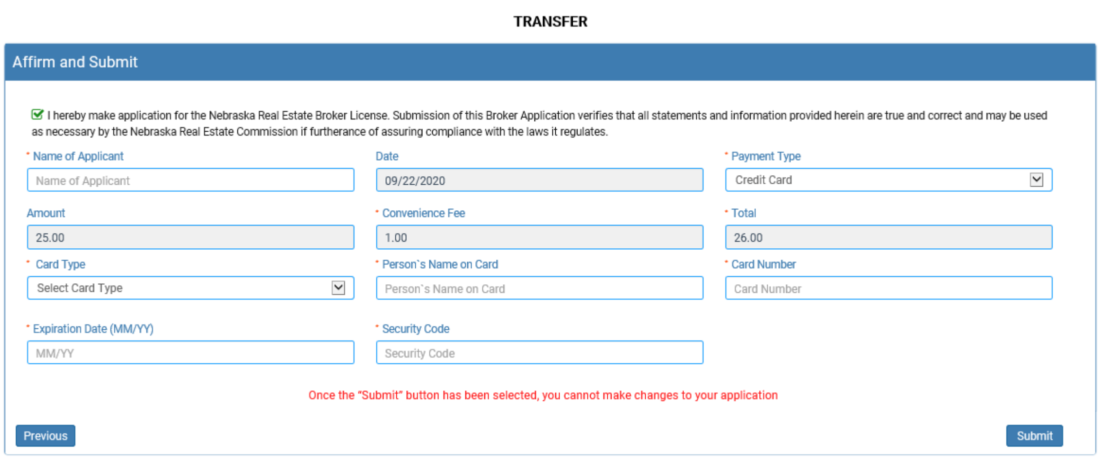
1. The screen allows the designated broker to enter the license number or name of the licensee they wish to supervise.
2. Click on Verify License# to proceed.
3. When the licensee appears, click on the work “select” in the row to attach the licensee.
4. The boxes will populate with the licensee information. Click on Save to continue.



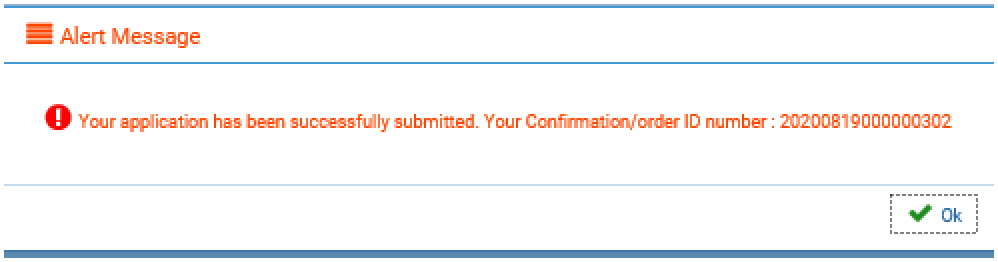
5. Review the information inserted on this screen. You can delete or add as desired.
6. Click on the Next button to continue.

iv. Pay the Transfer Fee and Submit the Request

1. Enter the payment information and click on the Submit button to continue.



2. Click OK on an alert message that appears indicating the successfully submitted the request.



3. If desired, print the Transfer screen by clicking on the icon or at the bottom of the page.

v. *Email Notification & Acknowledgement from Other Participant*

1. An email is sent to the other participant in the transfer to notify them to accept or reject the transfer on their portal.

From: realestate.commission@nebraska.gov
Sent: Wednesday, August 19, 2020 6:17 PM

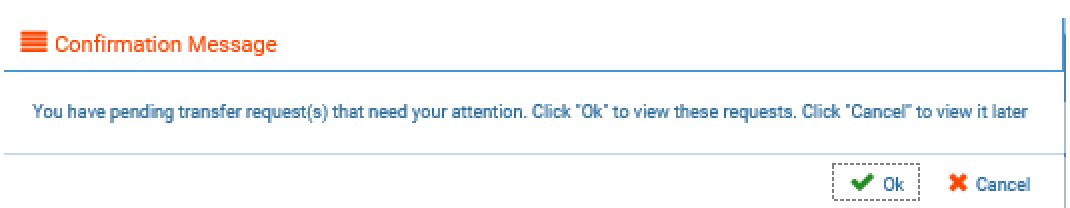
Subject: Initiated Transfer

Right-click or tap and hold here to download pictures. To help protect your privacy,...

, has requested a transfer that needs your approval. Please [click here] to sign on to your online profile and approve or deny this request.

Thank you,
Nebraska Real Estate Commission
301 Centennial Mall South PO Box 94667
Lincoln, NE 68509-4667
Phone: 402-471-2004, Fax: 402-471-4492
Email: realestate.commission@nebraska.gov
Website: www.nrec.ne.gov

2. Upon clicking on the link and logging into the portal, the following message will appear:



3. Click on OK.
4. The online portal will direct the user to the Transfer tab where the participant will need to select Accept or Reject next to the pending transfer.

vi. Statuses of the Transfer

1. Until the other participant has accepted or rejected the request, the status on the transfer screen will say “Initiated-Waiting for Acknowledgement”.
2. If accepted by the other participant, the status will be “Pending Commissions Review”
3. If rejected by the other participant, the status will be “Acknowledgement Rejected”
4. If reviewed by the Commission and there are missing items, the status will say “Pending Missing Items” which the user can click on the status and it will bring up a checklist of the items needed before the transfer can be completed.
5. If reviewed and approved by the Commission it will say “Completed”
6. If the status is “Complete-Future”, it has been reviewed and approved by the Commission but it is not effective until a future date.

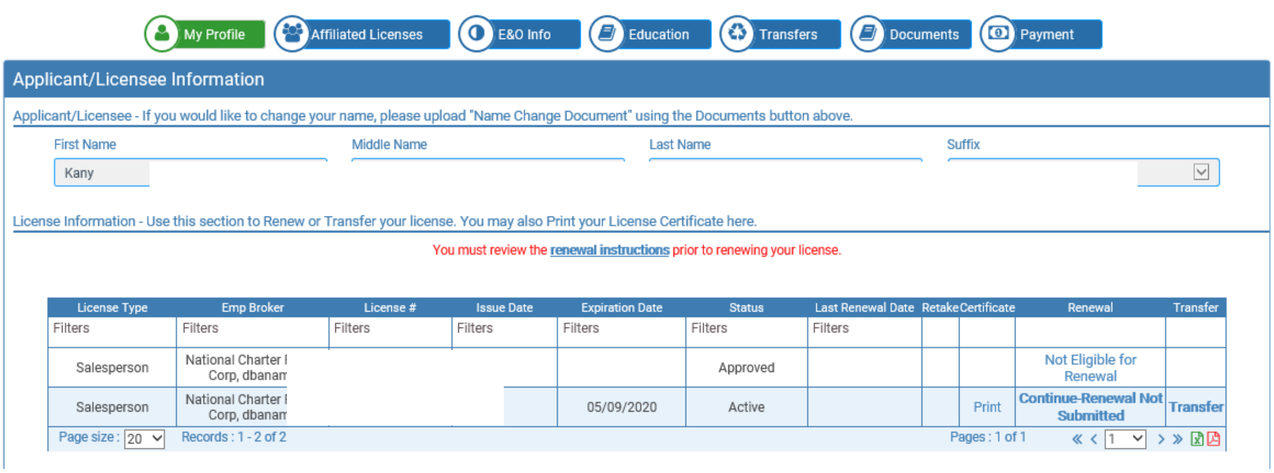
vii. Pending Commissions Review

1. If approved, the transfer fee will be charged to the initiator of the transfer.
2. The licensee information will be updated to the new broker, depending on the transfer requested.
3. An email will be sent to the Participants from the Commission office confirming the transfer completion.

c. Initiated Request by Affiliated Licensee (Salesperson or Associate Broker)

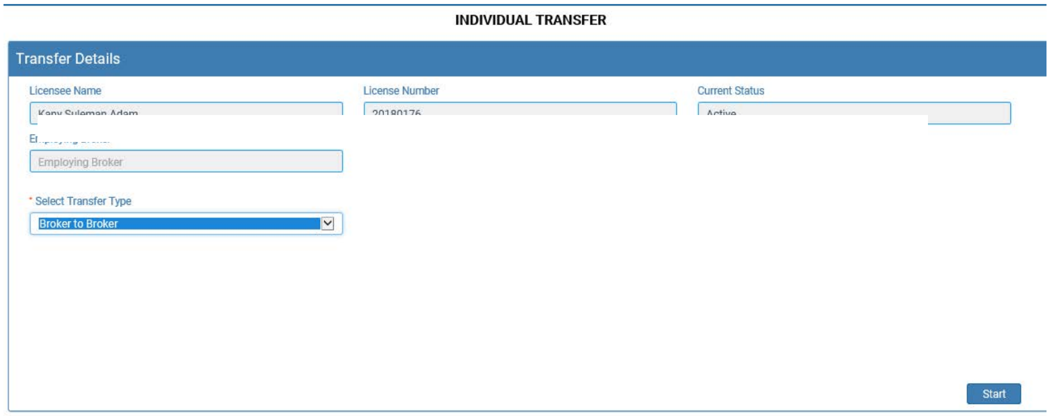
i. General Information

1. The Affiliated Licensee would sign into the portal and navigate to the License Information Section of the “My Profile” tab.
2. Click on “Transfer” link in the transfer column



ii. Initiate Transfer

1. The “Transfer Details” screen appears, select the transfer type
   a. Change Designated Brokers
   b. Salesperson to inactive
   c. Inactive Salesperson to Active



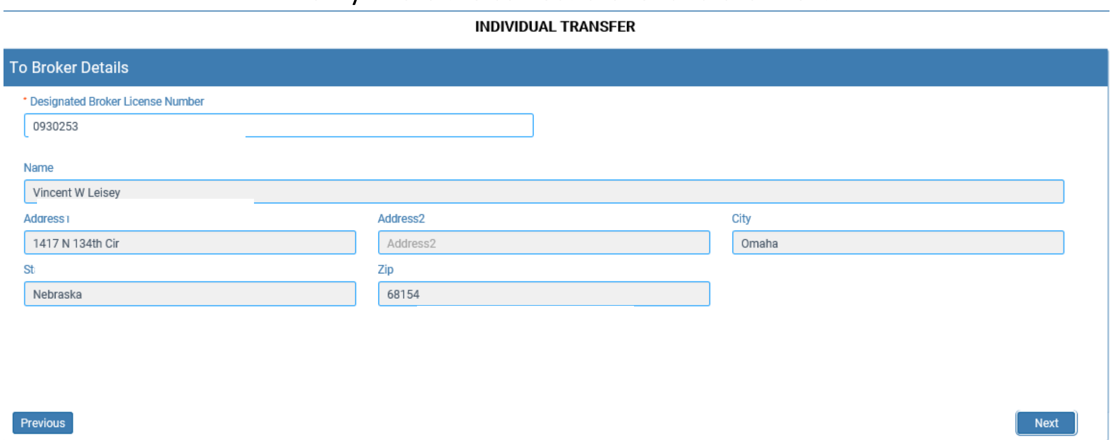
INDIVIDUAL TRANSFER

Transfer Details

Licensee Name: Kany Suleman Adam
License Number: 20180176
Current Status: Active
Employing Broker: Employing Broker
* Select Transfer Type: Broker to Broker

Start

   d. Click on the “Start” Button
   e. Enter the Designated Brokers License Number or Name wishing to go to.
   f. Verify this is the correct broker and click next



INDIVIDUAL TRANSFER

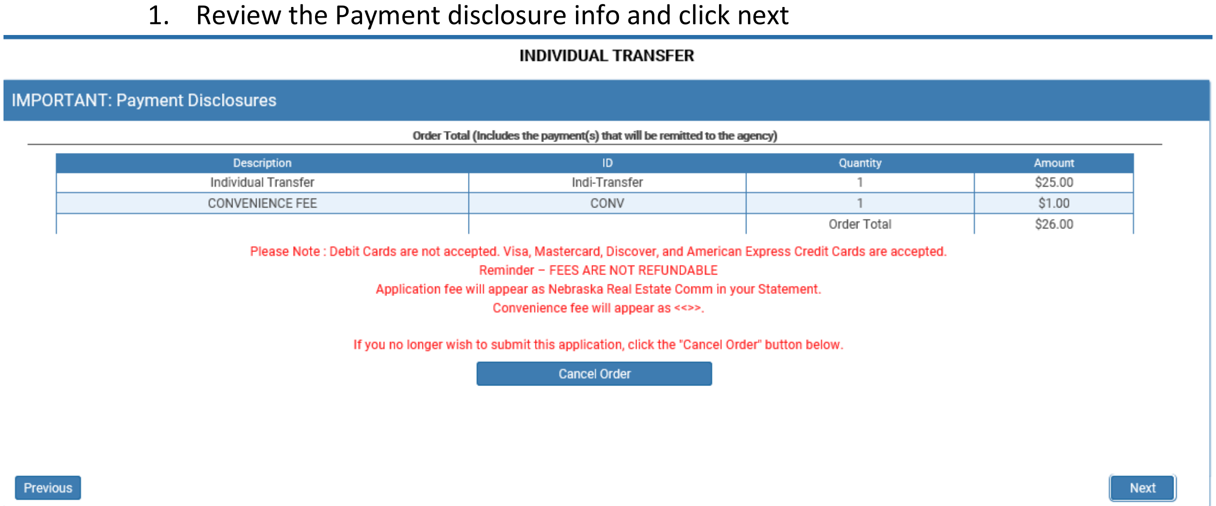
To Broker Details

* Designated Broker License Number: 0930253
Name: Vincent W Leisey
Address1: 1417 N 134th Cir
Address2: Address2
City: Omaha
St: Nebraska
Zip: 68154

Previous | Next

iii. Pay the Transfer fee and Submit the Request

1. Review the Payment disclosure info and click next



INDIVIDUAL TRANSFER

IMPORTANT: Payment Disclosures

Order Total (Includes the payment(s) that will be remitted to the agency)

Description	ID	Quantity	Amount
Individual Transfer	Indi-Transfer	1	$25.00
CONVENIENCE FEE	CONV	1	$1.00
		Order Total	$26.00

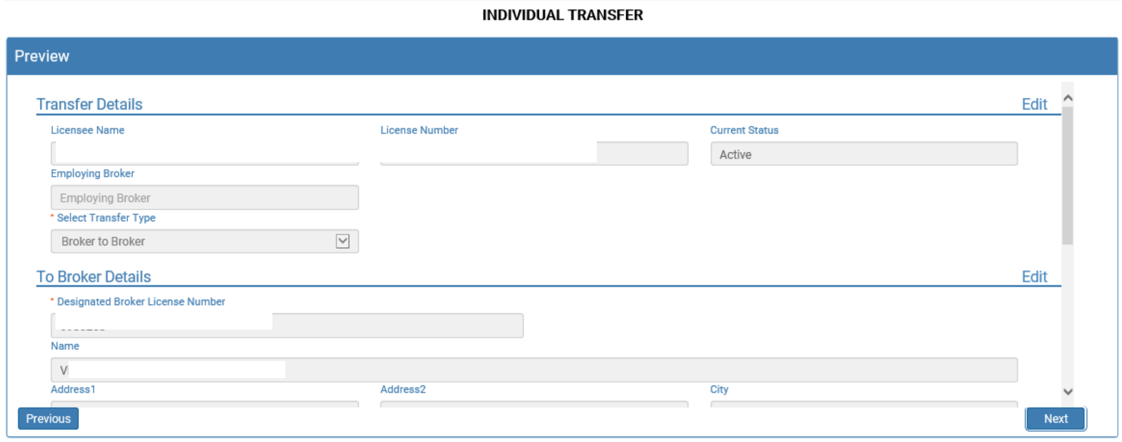
Please Note : Debit Cards are not accepted. Visa, Mastercard, Discover, and American Express Credit Cards are accepted.
Reminder – FEES ARE NOT REFUNDABLE
Application fee will appear as Nebraska Real Estate Comm in your Statement.
Convenience fee will appear as <<>>.

If you no longer wish to submit this application, click the "Cancel Order" button below.

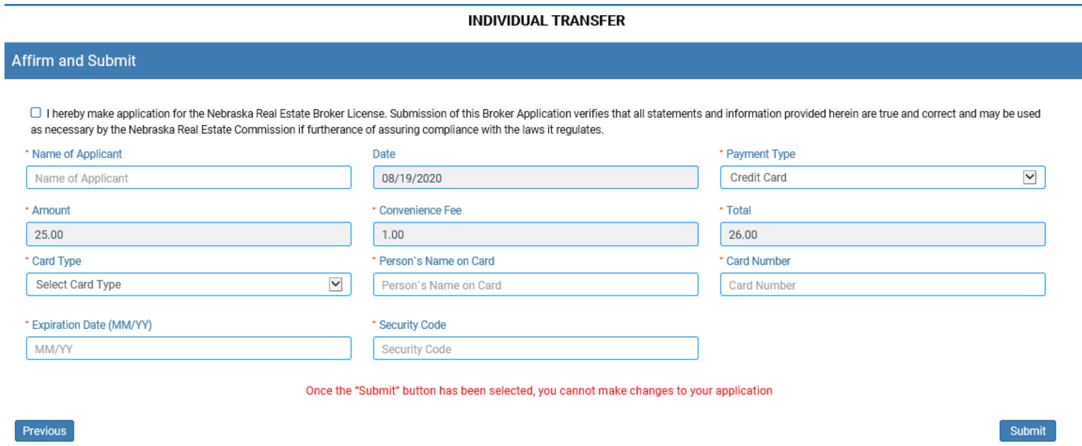
Cancel Order

Previous | Next

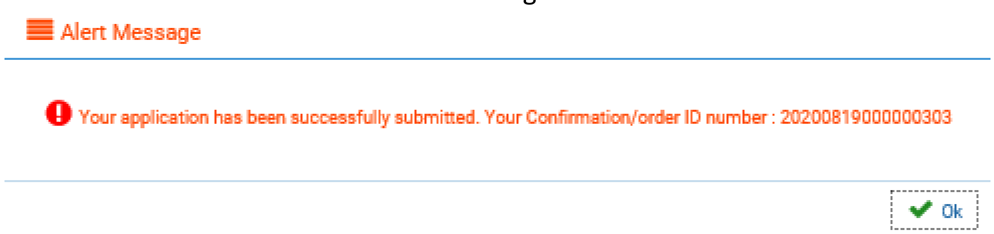
2. On the preview page, edit is available for each page if needed, otherwise click on the Next button to continue to the next page.



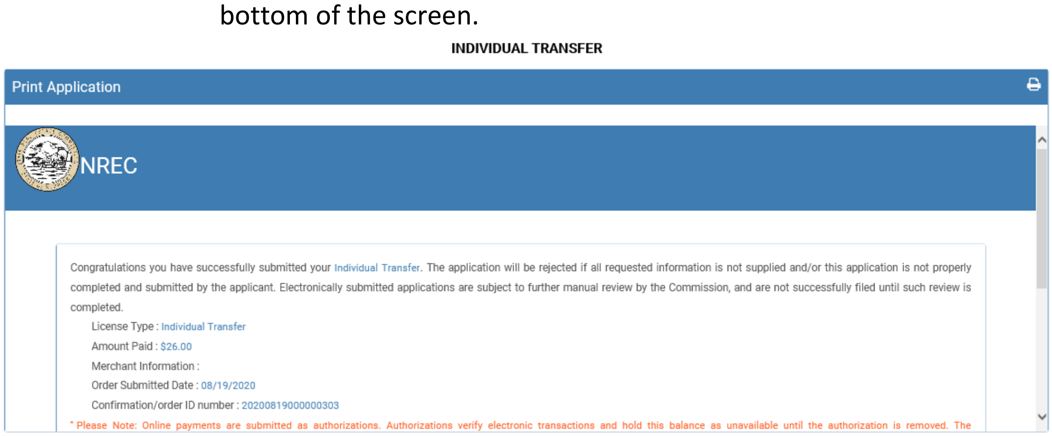
a. Affirm, enter payment information and submit the transfer application.



b. Click Ok on the Alert Message

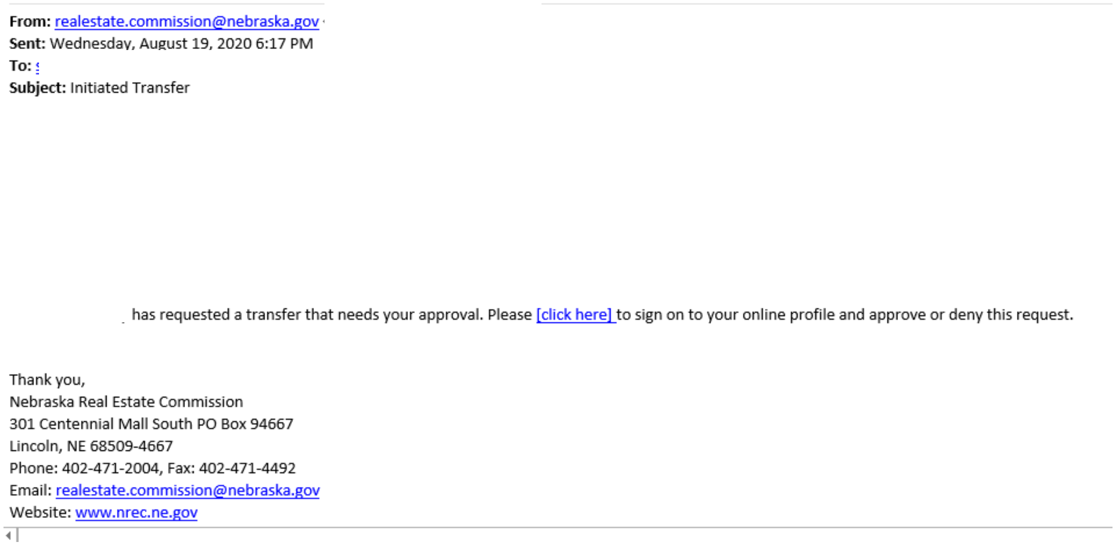


c. The form can be printed by selecting the print icon or the print button on the bottom of the screen.



iv. Email Notification and Acknowledgement from Designated Broker

1. An email is sent to the designated broker to notify them to accept or reject the transfer on their portal.

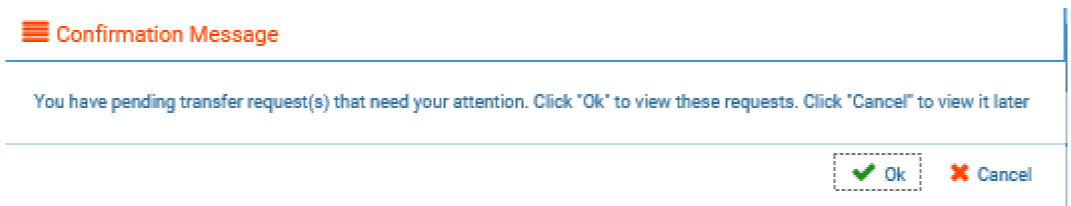


From: realestate.commission@nebraska.gov
Sent: Wednesday, August 19, 2020 6:17 PM
To:
Subject: Initiated Transfer

has requested a transfer that needs your approval. Please [click here] to sign on to your online profile and approve or deny this request.

Thank you,
Nebraska Real Estate Commission
301 Centennial Mall South PO Box 94667
Lincoln, NE 68509-4667
Phone: 402-471-2004, Fax: 402-471-4492
Email: realestate.commission@nebraska.gov
Website: www.nrec.ne.gov

2. Upon clicking on the link and logging into the portal, the following message will appear:



3. Click on OK.
4. The online portal will direct the user to the Transfer tab where the participant will need to select Accept or Reject next to the pending transfer.

v. Statuses of the Transfer

1. Until the other participant has accepted or rejected the request, the status on the transfer screen will say “Initiated-Waiting for Acknowledgement”.
2. If accepted by the other participant, the status will be “Pending Commissions Review”
3. If rejected by the other participant, the status will be “Acknowledgement Rejected”
4. If reviewed by the Commission and there are missing items, the status will say “Pending Missing Items” which the user can click on the status and it will bring up a checklist of the items needed before the transfer can be completed.
5. If reviewed and approved by the Commission it will say “Completed”
6. If the status is “Complete-Future”, it has been reviewed and approved by the Commission but it is not effective until a future date.

vi. Pending Commissions Review

1. If approved, the transfer fee will be charged to the initiator of the transfer.
2. The licensee information will be updated to the new broker, depending on the transfer requested.
3. An email will be sent to the Participants from the Commission office confirming the transfer completion.

9. Group Transfers

a. General Information

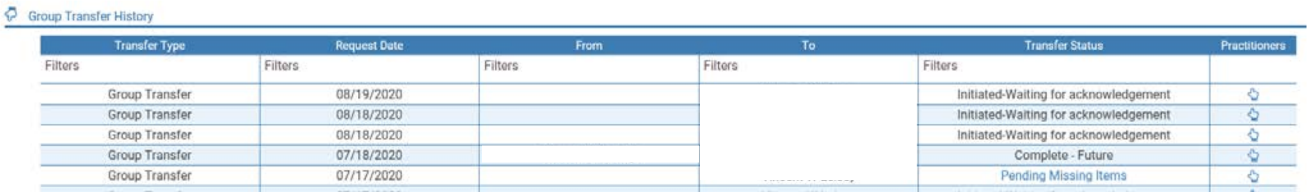
i. A group transfer is more than one licensee that is being transferred to a broker.

ii. The same steps will be followed as shown above in the "Initiated Transfer by a Designated Broker" section

1. The group transfer is initiated by the designated broker wishing to supervise the licensees
2. The designated broker initiating the transfer will need to pay the transfer fee.

iii. The designated broker can follow the transfer status in the Transfer Tab.

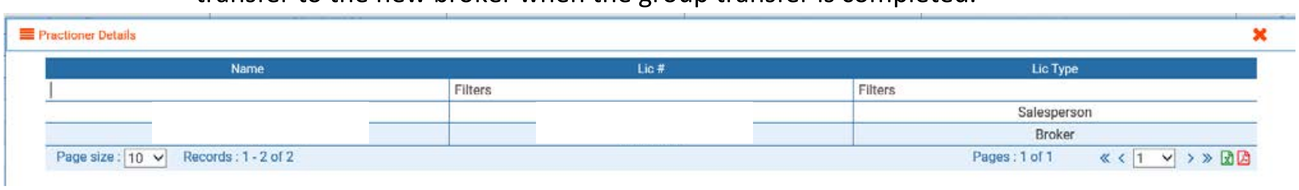
1. It will show the status of the transfer
2. If the transfer is in a "pending", the user can click on the status to see the items needed to complete the transfer



Group Transfer History

Transfer Type	Request Date	From	To	Transfer Status	Practitioners
Filters	Filters	Filters	Filters	Filters	
Group Transfer	08/19/2020			Initiated-Waiting for acknowledgement	
Group Transfer	08/18/2020			Initiated-Waiting for acknowledgement	
Group Transfer	08/18/2020			Initiated-Waiting for acknowledgement	
Group Transfer	07/18/2020			Complete - Future	
Group Transfer	07/17/2020			Pending Missing Items	

iv. By clicking on the hand icon in the Practitioners column, you can view each licensee who will transfer to the new broker when the group transfer is completed.



Practioner Details

Name	Lic #	Lic Type
	Filters	Filters
		Salesperson
		Broker

Page size : 10 Records : 1 - 2 of 2 Pages : 1 of 1

b. Statuses of the Transfer

1. Until the other participant has accepted or rejected the request, the status on the transfer screen will say "Initiated-Waiting for Acknowledgement".
2. If accepted by the other participant, the status will be "Pending Commissions Review"
3. If rejected by the other participant, the status will be "Acknowledgement Rejected"
4. If reviewed by the Commission and there are missing items, the status will say "Pending Missing Items" which the user can click on the status and it will bring up a checklist of the items needed before the transfer can be completed.
5. If reviewed and approved by the Commission it will say "Completed"
6. If the status is "Complete-Future", it has been reviewed and approved by the Commission but it is not effective until a future date.

10. Documents

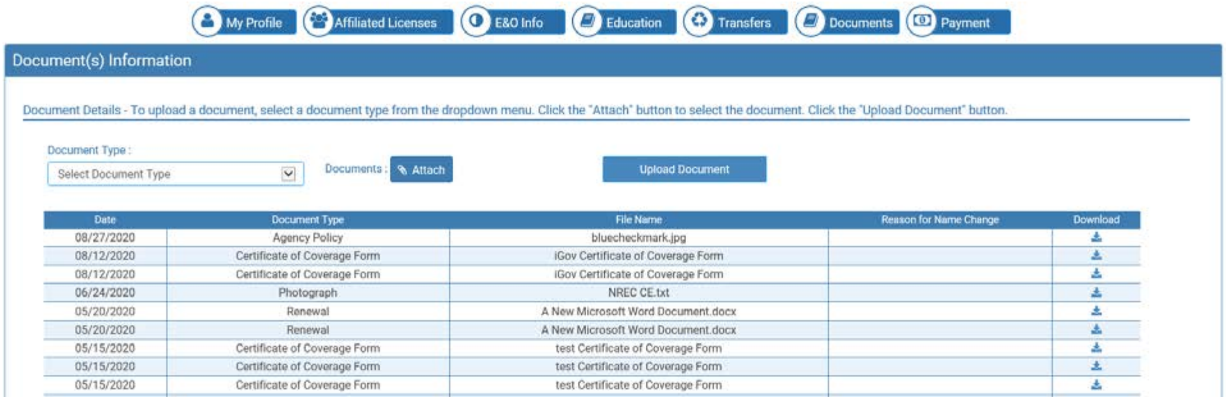
a. The applicant/licensee can Add a Document to be sent to the Commission office. Only certain document types are available as determined by the Commission

   i. Licensee to select the Document Type

   ii. Click on Attach, find the document on their computer and attach a document

   iii. Click on Upload Document and they will get a message that it was successfully uploaded.

   iv. Once uploaded it will appear in their grid below.

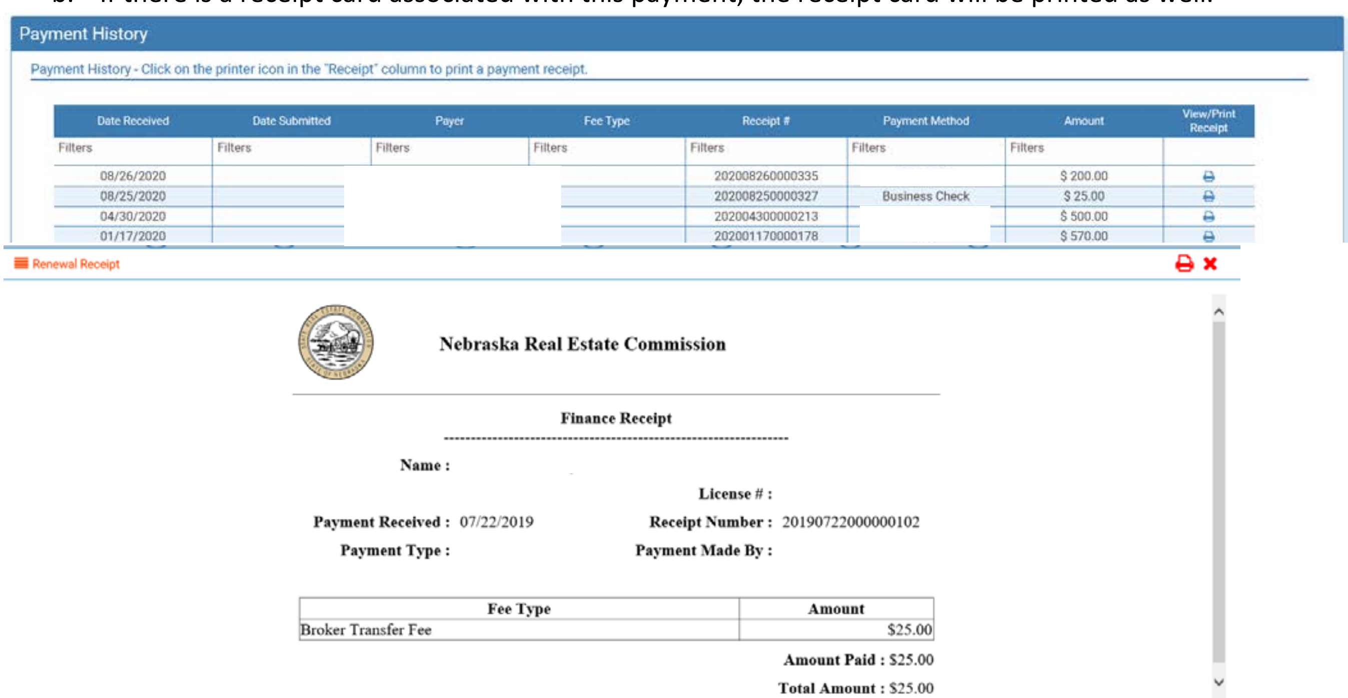


Date	Document Type	File Name	Reason for Name Change	Download
08/27/2020	Agency Policy	bluecheckmark.jpg		
08/12/2020	Certificate of Coverage Form	iGov Certificate of Coverage Form		
08/12/2020	Certificate of Coverage Form	iGov Certificate of Coverage Form		
06/24/2020	Photograph	NREC CE.txt		
05/20/2020	Renewal	A New Microsoft Word Document.docx		
05/20/2020	Renewal	A New Microsoft Word Document.docx		
05/15/2020	Certificate of Coverage Form	test Certificate of Coverage Form		
05/15/2020	Certificate of Coverage Form	test Certificate of Coverage Form		
05/15/2020	Certificate of Coverage Form	test Certificate of Coverage Form		

11. Payment

a. This section show the payment history of the user and allows the user to print the receipt by clicking on the icon in the view/print receipt column.

b. If there is a receipt card associated with this payment, the receipt card will be printed as well.



Date Received	Date Submitted	Payer	Fee Type	Receipt #	Payment Method	Amount	View/Print Receipt
Filters	Filters	Filters	Filters	Filters	Filters	Filters	
08/26/2020				202008260000335		$ 200.00	
08/25/2020				202008250000327	Business Check	$ 25.00	
04/30/2020				202004300000213		$ 500.00	
01/17/2020				202001170000178		$ 570.00	

Fee Type	Amount
Broker Transfer Fee	$25.00