

## Salesperson Transfer Process

### First Time Login

- Go to <https://elicense3.com.ohio.gov>
- If you have an existing account, i.e. completing your renewal application online
  - a. Log in using that User ID and Password
- If you do not have an existing account, you will need to Register
  - a. Select the **Login** link at the top left corner of the eLicense Center screen
  - b. Select **1<sup>st</sup> time Individual** tab
  - c. Select the **instructions** link
- Complete Registration Form
- Check email for automated email notification, click link to validate email
- Check your email for verification email. Click on the Link in the email.  
Please check your spam/junk email folders if you do not see the email.
- To generate a new e-mail, click **Generate E-mail**

### To Start the Transfer Process

- Select “ONLINE SERVICES” -> “Sales License Transfer”
- Click **Start**
- Read the page and click **Next**
- Click **Add**
- Select the drop-down choose **REC** (Real Estate Company) or **SOLE** (Sole Proprietor) and add license number
- Select **Search** from the lower right corner of the screen
- Click **Add**
- Validate Supervisor info, leave in Pending Status, click **OK**
- Answer each Ethical questions **Yes** or **No**. Add comment for each yes response. If you answered yes to any of the question you must upload a letter of explanation.
- If you answer **Yes** to **question #11**, you will need to upload a letter of explanation and supporting documents
- Click **Next**
- Read the Attestation Statement and sign by entering your name and today’s date. Click **Next**
- Review summary of your application. If you have changes click **Previous**, if correct, select **Add to Invoice**
- Complete the necessary steps to pay our invoice online. **All fees are non-refundable**
- When Payment has been approved, you will receive an email
- When the Brokerage certifies the transfer, you will be notified by email the transfer has been completed