


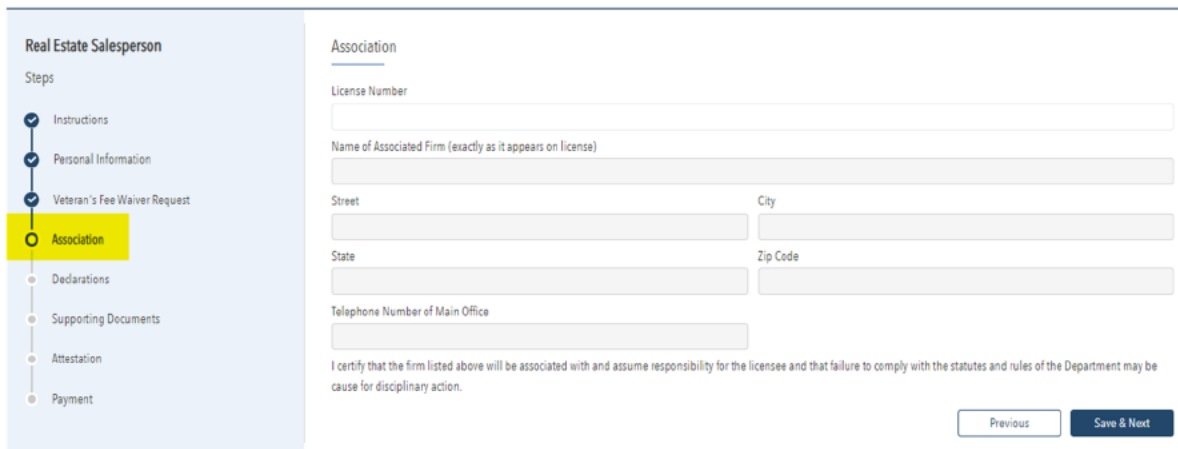
Wisconsin Department of Safety and Professional Services

Guide for employer/association for a Real Estate Salesperson and Real Estate Broker.

This guide will provide instructions for three options for adding an employer to a licensed individual: (1) during the application process; (2) from the individual's account; and (3) from the organization's account. The end of the guide includes instructions for what to do if you are having any issues with any of these items.

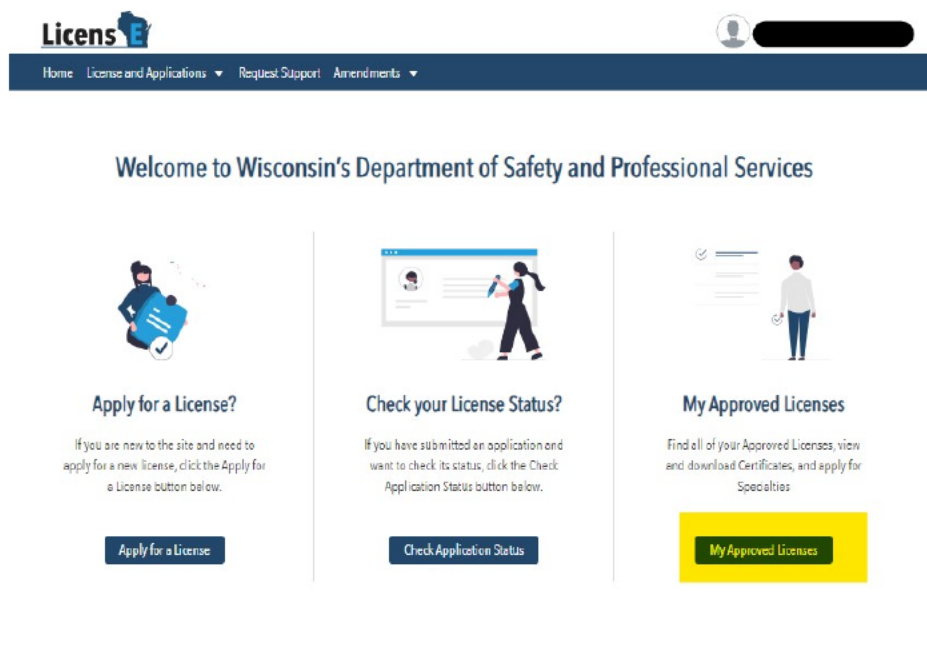
- **Add Employer During Application Process**

- At the time of application submission, please submit Form [812](#).
 - Form 812 will be uploaded once you get to the "Supporting Documents" portion of the application.
 - Click on the action icon  to upload.
 - The form can be uploaded under the "Other," or any other category.
 - If submitting an association at the time of the application there is no \$10 fee.
 - Please note – in the application there is currently a spot to enter an agency number on the association page. This is being updated to no longer include a signature from an authorized representative. At this time, it can be skipped. (See image below for portion to skip.)

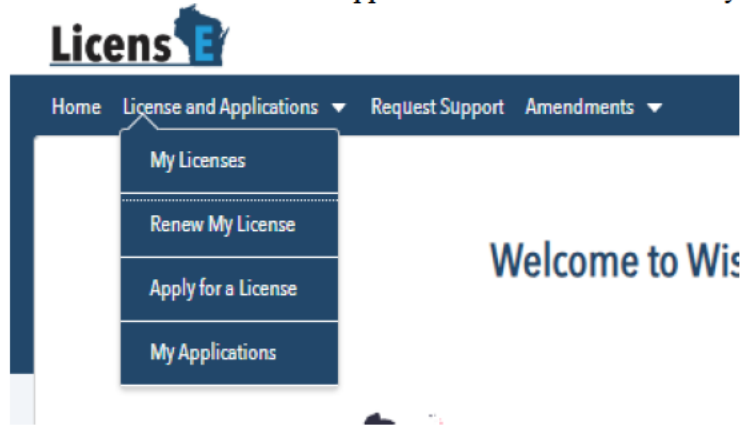


- **Add employer after license is issued – From individuals account**

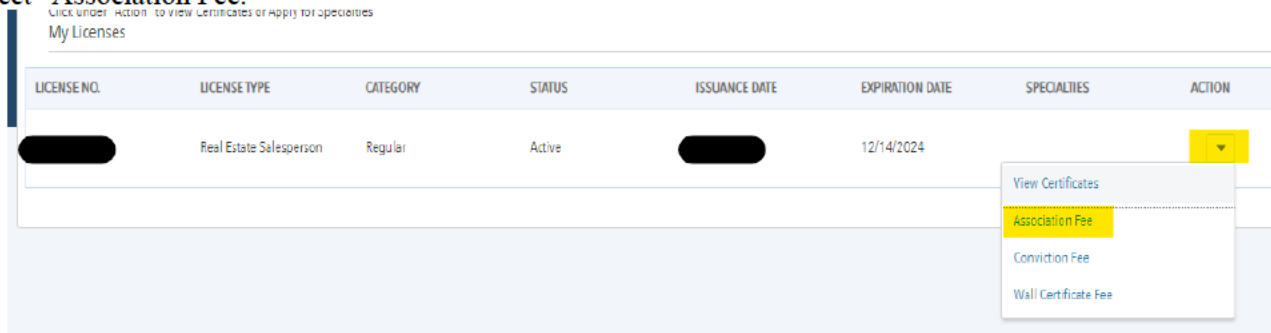
- The individual will navigate to their LicenseE account.
- Once logged in, click on "My Approved Licenses."



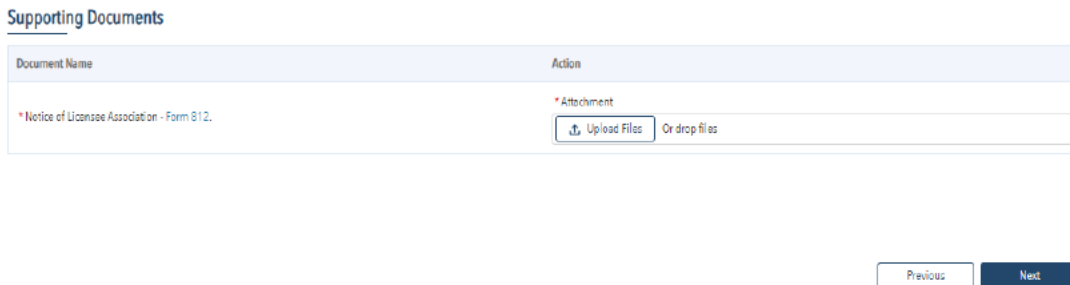
- You can also click on “License and Applications” and then select “MyLicenses.”



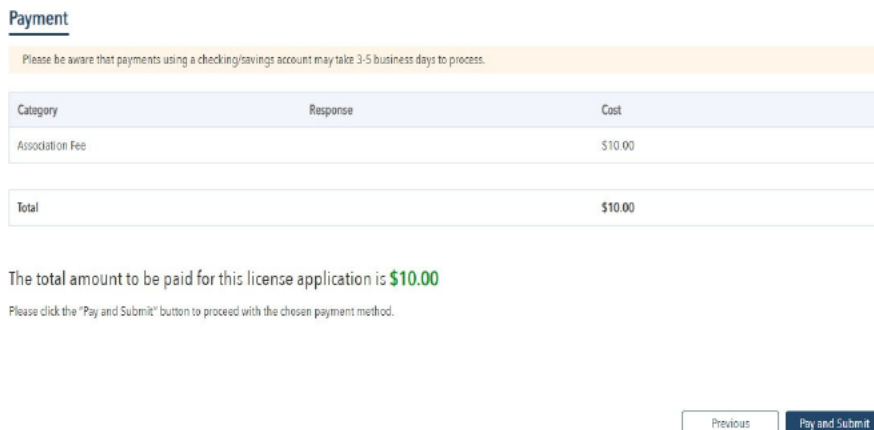
- Once on the “My Licenses” page, you will navigate to the action arrow for the appropriate license and select “Association Fee.”



- After you click on association fee you will be taken to the “Supporting Documents” page.
 - You will need to upload a completed Form [812](#).



- After uploading a completed Form [812](#), you will be directed to “Pay and Submit” the \$10 association fee.



- You will then be taken to the payment screen to submit payment.

- **Add Employer After License is Issued – From Entity Account**
 - The organization will navigate to their LicenseE account.
 - Once logged in, click on “Amendments” and then “Request for Amendment.”



- Select – “Notice of Association – Form [812](#).”

Request for Amendment

DBA Change
 Change in Managing Person
 Notice of Association - Form 812
 Notice of Termination - Form 766

- Select the appropriate license number (in most cases you will only have one option unless you have multiple professional licenses) and hit next.

License Selection

[Redacted] - 91

- Enter the license number of the individual to be associated with the firm.
 - Format for individual must be 1234(space)-(space)94 or 1234 – 94. There are spaces between the license number and profession registration type.
- Select the appropriate license number from the list.
- Enter the “Association Effective Date” and name of the individual completing.

* Association Effective Date

The following statement must be signed by the licensed sole proprietor broker or a licensed broker who is a business representative of the licensed broker business entity indicated above:
 I certify that the firm listed above will be associated with and assume responsibility for the licensee and that failure to comply with the statutes and rules of the Department may be cause for disciplinary action.

* Print Name of Person Signing Below: _____ Date: 09/21/2023

* Signature of Sole Proprietor Broker or Representative Broker of Business Entity: (Print and Sign Form)

Save & Next

- Both boxes will be printed names of the individual.

- You will then be taken to the “Pay and Submit” page.

Payment

Please be aware that payments using a checking/savings account may take 3-5 business days to process.

Category	Response	Cost
Association Fee		\$10.00
Total		\$10.00

The total amount to be paid for this license application is **\$10.00**

Please click the “Pay and Submit” button to proceed with the chosen payment method.

Previous

Pay and Submit

- You will then be directed to the payment page.
- Since the organization is logging into their account and completing, Form [812](#) is not required.
- **Instructions for Submitting Support Ticket if Issues**
 - Visit license.wi.gov.
 - Log into your account.
 - Select “Request Support” at the top of the page.

Home

Request Support

Third Party Document Upload

Application Status Lookup

College Login

Performance Data

- Complete the “Ticket Details” section with the following information:
 - Category – Licensing
 - I need assistance with – Other
 - License Type (Profession) – Select applicable profession.
 - **Subject – Employer/Association** – This subject is critical for internal processing. If you do not enter this subject it may result in delays.
 - Customer Name – Should pre-fill if you are logged into your account.
 - Email – Should pre-fill if you are logged into your account.
 - Phone Number – Should pre-fill if you are logged into your account.
 - Description – Please include a detailed description of what you are trying to accomplish and the issue that is occurring. Please include any applicable license numbers (individual and/or agency).
- Click “Submit Ticket.”