

## Manage Real Estate Business Names

These instructions assume you've already created your system access and have linked your business license.

See [Create your user access](#) document for detailed instructions for these processes.

### Business Names for Real Estate Businesses

Real Estate Firms can have three types of names associated with the Firm.

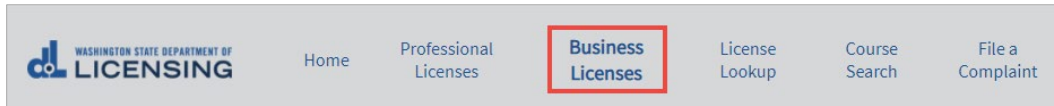
- **Business Entity Name:** This is the legal name you have registered with the Secretary of State (for corporations or LLCs) OR with the Department of Revenue (for sole proprietors or partnerships).
  - For Sole Proprietors, your business entity name is **your** name formatted as last name, first name middle name. **Example:** Henderson, Amy Janene
- **Doing Business As Name:** This name will print on your Real Estate Firm license along with the Business Entity name. There is no charge for the Doing Business As name.
- **Assumed Name:** Any name other than your Business Entity or Doing Business As name under which you will be doing business. Each Assumed name is charged a separate fee and all the Assumed names you pay for will print on an attachment to your Real Estate Firm license. They are renewed with the Firm license.

### Before You Begin

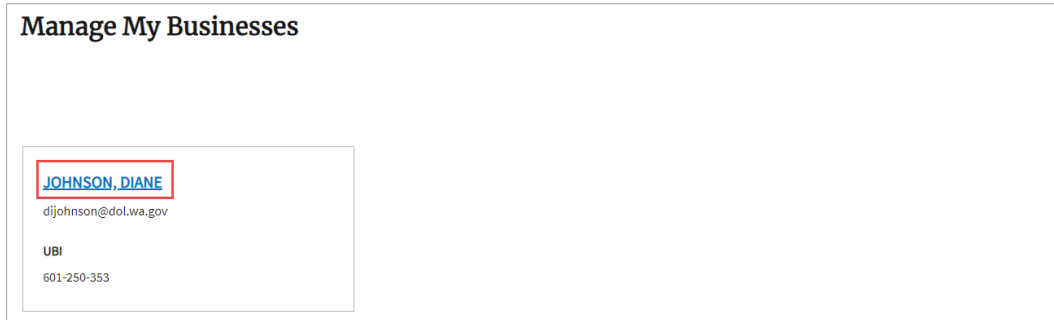
1. **Request** approval from Department of Licensing Real Estate Program for the new name(s) you want to use.
2. Once you've received an approval letter or email from the Real Estate Program, you'll need to **register** your names with the appropriate agency:
  - **Business Entity Name:** Register name with either the Secretary of State (for corporations or LLCs) OR the Department of Revenue (for sole proprietors or partnerships).
  - **DBA Name OR Assumed Names:** Register names as Trade Names with the Department of Revenue.
3. You'll need to upload a copy of your name approval letter or email AND a copy of your Business License issued by the Department of Revenue showing all the names you want for the business.

## Start the Online Process

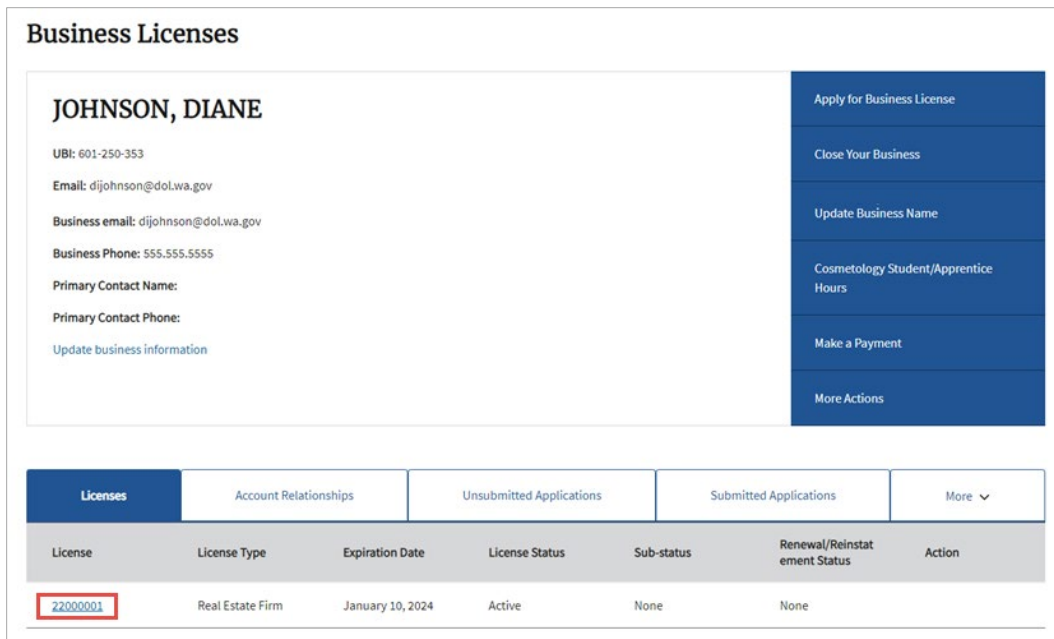
1. **Click** the Business Licenses link from the gray navigation bar at the top of the page.



2. **Click** the link in the tile for the business you want to update.



3. **Click** the link for the License in the Licenses list.



4. Click the More Actions link in the blue menu bar.

**Business Relationships**

License Number: 22000001	License Type: Real Estate Firm	Status: Active	Print License
Business Name: JOHNSON, DIANE	Doing Business As: None	Phone: 555.555.5555	Add Branch License
Email: dijohnson@dol.wa.gov	Physical Address: None	Mailing Address: None	Finding
First Issue Date: January 10, 2022	Current Issue Date: January 10, 2022	Expiration Date: January 10, 2024	More Actions
Sub-status: None	Web-Address: None	Discipline: None	
Program: Real Estate			

6. Determine your next step:

- **Update Business Entity Name:** Click Update Business Name link and go to [Update Business Entity Name](#).
- **Add or update DBA Name:** Click Update DBA Name link and go to [Add or Update Doing Business As \(DBA\) Name](#).
- **Add or remove Assumed Names:** Click Manage Assumed Names link and go to [Manage Assumed Names](#).

Update Mail

Add License

Manage Assumed Names

Update Business Name

Update DBA Name

Close Business

Less Actions

Select appropriate option

## Update Business Entity Name

1. **Answer** the eligibility questions and **click** the Proceed button.
  - You must be able to answer Yes to both questions before you can continue.

### Eligibility

By answering the following questions, eligibility for the license application will be determined.

\* Have you had your firm name pre-approved by the Real Estate Program?

Yes  
 No

\* Have you done a name change amendment with the Secretary of State's office and updated your business license with the Department of Revenue?

Yes  
 No

2. Your current business information will be displayed. **Click** the Validate UBI button.

### Update Business Name

○ Request Information      ○ Attachments      ○ Review and Submit

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#### Request Information

\* Business Structure  
Limited Liability Company

\* UBI  
603-130-590

\* Business Name  
REAL ESTATE AT THE LAKE LLC

3. The system will display the name currently on file with either the Secretary of State website (for corporations or LLCs) or the Department of Revenue website (for sole proprietors and partnerships). **Click** Close.

UBI Search Details	
Business Name:	LAKESIDE REAL ESTATE LLC
Status:	Active
Business Structure:	WA LIMITED LIABILITY COMPANY

[Close](#)

4. The system will update the Business Name field. **Click** Continue.

Update Business Name

Request Information      Attachments      Review and Submit

**Request Information**

\* Business Structure  
Limited Liability Company

\* UBI  
603-130-590

[Validate UBI](#)

\* Business Name  
LAKESIDE REAL ESTATE LLC

[Back](#) [Continue](#)

5. **Upload** the required document and **click** Continue.

Update Business Name


Request Information      Attachments      Review and Submit

**Attachments**

You can upload these file formats: .pdf, .jpg, .jpeg, .png, .tiff, .bmp, or .gif

**Real Estate Program Name Approval Letter**

[Upload Files](#) Or drop files



[Back](#) [Continue](#)

6. Enter your name exactly as shown below the Signature field and **click** Submit.

**Update Business Name**

Request Information      Attachments      Review and Submit

**Review and Submit**

**Questions Review**

Business Structure  
Limited Liability Company

UBI  
603-130-590

Business Name  
LAKESIDE REAL ESTATE LLC

**Mandatory Submission Review**

Real Estate Program Name Approval Letter  
ONE WA FDM mapping Felid Naming convention.PNG

**Declaration**  
I certify, under penalty of perjury in the State of Washington, that all the information I've provided in this application and any associated documents is true, complete, and correct.

**Signature**  
Please type your legal name as shown below.  
Diane Johnson  
Diane Johnson

Back      Submit

7. Click Ok at the Successfully Submitted pop-up.

**Successfully Submitted**

Thank you for submission of your request.

Ok

8. The name will be reviewed by Department of Licensing staff.
9. After it has been approved, you will see the updated business entity name on the License detail page and you can download a copy of your license with the updated business entity name displayed.

## Add or Update a Doing Business As (DBA) Name

If you update an existing DBA name, the previous version of the name will be released and can be used by another real estate firm.

- 1. Answer** the eligibility questions.
  - You must be able to answer Yes to both questions before you can continue.

### Eligibility

By answering the following questions, eligibility for the license application will be determined.

**\* Have you had your DBA name pre-approved by the Real Estate Program?**

Yes  
 No

**\* If you are using an approved DBA, did you register the name as a Trade Name with the Department of Revenue?**

Yes  
 No

- 2. Enter** the name you want to use as a doing business as name and click Continue.

### Update DBA Name

Request Information       Attachments       Review and Submit

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#### Request Information

\* Update New DBA Name for Account:

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3. Upload the required documents and click Continue.

**Update DBA Name**

Request Information      Attachments      Review and Submit

**Attachments**  
You can upload these file formats: .pdf, .jpg, .jpeg, .png, .tiff, .bmp, or .gif.

**Real Estate Program Name Approval Letter**

Upload Files Or drop files

Master Business License

Upload Files Or drop files

Back Continue

4. Enter your name exactly as shown below the Signature field and click Submit.

**Update DBA Name**

Request Information      Attachments      Review and Submit

**Review and Submit**

**Questions Review**  
Update New DBA Name for Account:  
Super Special Realty

**Mandatory Submission Review**  
**Real Estate Program Name Approval Letter**  
Replace Designated Broker.pdf  
**Master Business License**  
Replace Designated Broker.pdf

**Declaration**  
I certify, under penalty of perjury in the State of Washington, that all the information I've provided in this application and any associated documents is true, complete, and correct.

**Signature**  
Please type your legal name as shown below.

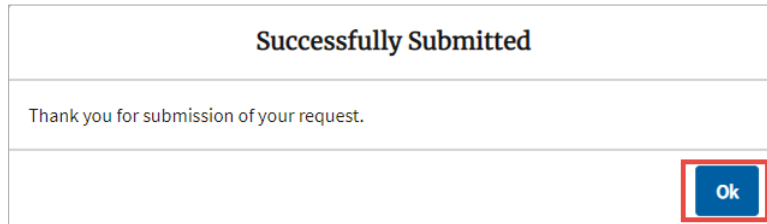
Diane Johnson

Diane Johnson

Back Submit



5. Click Ok at the Successfully Submitted pop-up.



6. The name will be reviewed by Department of Licensing staff.
7. After it has been approved, you will see the Doing Business As name on the License detail page and you can download a copy of your license with the Doing Business As name displayed.

Business Relationships		
<b>License Number:</b> 22000001	<b>License Type:</b> Real Estate Firm	<b>Status:</b> Active
<b>Business Name:</b> JOHNSON, DIANE	<b>Doing Business As:</b> Super Special Realty	<b>Phone:</b> 555.555.5555
<b>Email:</b> dijohnson@dol.wa.gov	<b>Physical Address:</b> None	<b>Mailing Address:</b> None
<b>First Issue Date:</b> January 10, 2022	<b>Current Issue Date:</b> January 10, 2022	<b>Expiration Date:</b> January 10, 2024
<b>Sub-status:</b> None	<b>Web-Address:</b> None	<b>Discipline:</b> None
<b>Program:</b> Real Estate		

## Manage Assumed Names

If you already have assumed names, those names will be displayed on the Assumed Name page.

You'll be charged a fee for each new Assumed Name you add.

## Remove Assumed Names

If you remove an Assumed Name, that name will be released and can be used by another real estate firm.

1. **Click** the Remove link to the right of the name you want to remove.

**Manage Assumed Names**

Assumed Name      Attachments      Review and Submit

**Warning**  
Add or remove your Assumed Names below. If you are adding Assumed Names, your Name(s) must be pre-approved by the Real Estate Program and registered as a Trade Name with the Department of Revenue.

**Assumed name**  
Add your desired Assumed name below. You can add 1998 more name(s).

1.   
Active      Remove
2.   
Active      **Remove**

2. **Click Yes** at the Alert pop-up.

**Alert**

Are you sure you want to remove this name from your firm?

3. **Determine** your next step.

- If you need to remove more names, repeat steps 1 and 2 until all names have been removed.
- If you don't need to add any names, **click** Continue and go to [Complete Assumed Name Application](#).
- If you need to add new names, go to Add Assumed Names.

## Add Assumed Names

1. Click the Add Name button.

**Manage Assumed Names**

Assumed Name      Attachments      Review and Submit

**Warning**  
Add or remove your Assumed Names below. If you are adding Assumed Names, your Name(s) must be pre-approved by the Real Estate Program and registered as a Trade Name with the Department of Revenue.

**Assumed name**  
Add your desired Assumed name below. You can add 1999 more name(s).

1.  Active [Remove](#)

**Add Name**

2. Enter the name you want and click Save.

**Assumed name**  
Add your desired Assumed name below. You can add 1999 more name(s).

1.  Active [Remove](#)

2. Name

**Save**

3. Determine next step:

- If you want to add more assumed names, **repeat** steps 1 and 2 until all names have been entered.
- If you are done adding names, **click** Continue.

## Complete Assumed Name Application

1. Determine your next step:

- If you didn't add any Approved Names, go to step 3.
- If you added Approved Names, an Attachments page is displayed. Go to the next step.

2. **Upload** the approval letter you received from Department of Licensing AND a copy of your Business License you received from Department of Revenue showing the Assumed Name you added registered as a Trade Name. **Click Continue.**

**Manage Assumed Names**

Request Information      Attachments      Review and Submit

**Attachments**  
You can upload these file formats: .pdf, .jpg, .jpeg, .png, .tiff, .bmp, or .gif.

**Real Estate Program Name Approval Letter**

Upload Files    Or drop files

Master Business License

Upload Files    Or drop files

Back      Continue

3. **Click** the certification checkbox on the Review and Submit page.
- The certification statements will vary based on whether you added or removed Assumed Names.

**Manage Assumed Names**

Assumed Name      Attachments      Review and Submit

**Warning**  
Add or remove your Assumed Names below. If you are adding Assumed Names, your Name(s) must be pre-approved by the Real Estate Program and registered as a Trade Name with the Department of Revenue.

**Review and Submit**

**Mandatory Submission Review**

**Real Estate Program Approval Letter**  
Replace Designated Broker.pdf

**Master Business License**  
Replace Designated Broker.pdf

**I certify that**  
 I understand that all Assumed Name(s) will expire on the firm license expiration date regardless of issue date.

4. **Enter** your name exactly as it appears below the Signature box and click the Submit button.

**Manage Assumed Names**

Assumed Name      Attachments      Review and Submit

**Warning**  
Add or remove your Assumed Names below. If you are adding Assumed Names, your Name(s) must be pre-approved by the Real Estate Program and registered as a Trade Name with the Department of Revenue.

**Review and Submit**

**Mandatory Submission Review**

Real Estate Program Approval Letter  
Replace Designated Broker.pdf

Master Business License  
Replace Designated Broker.pdf

**I certify that**

I understand that all Assumed Name(s) will expire on the firm license expiration date regardless of issue date.

**Declaration**

I certify, under penalty of perjury in the State of Washington, that all the information I've provided in this application and any associated documents is true, complete, and correct.

**Signature**

Please type your legal name as shown below.

Diane Johnson

Diane Johnson

Back      Submit

5. **Determine** your next step:

- If you didn't add any Assumed Names, **click** Ok at the Successfully Submitted pop-up and go to step 6.

**Successfully Submitted**

Thank you for submission of your request.

Ok

- If you added Assumed Names, you'll be transferred to the payment process for the fees for the names you added.
  - Be sure to go all the way through the payment process. Click Continue until you reach the User Feedback page.

## Make Payment

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.  
If you want to return to your application, simply log out and log back in.  
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees
Checkout
Confirmation

Note that you must use a valid VISA, MasterCard, AmEx or Discover credit card to pay online.

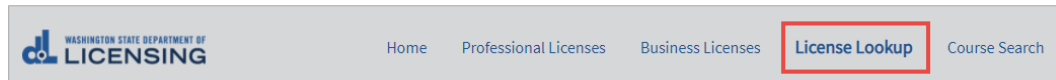
Fees							
<input checked="" type="checkbox"/>	Transaction Number	Fee Description	License Type	Application Method	Reference Information	Amount	Amount Outstanding
<input checked="" type="checkbox"/>	REQ-165296	License Fee	Real Estate Firm	AMR		\$304.00	\$304.00
Total Selected		<b>\$304.00</b>					
Email Receipt To		dijohnson@dol.wa.gov					

Pay Later
Continue

- After any Assumed Names have been approved, you can see your assumed name list for your Firm license. Go to View Assumed Names List.

### View Assumed Names List

- Click the License Lookup link in the gray navigation bar at the top of the page.



- Enter your license number in the License Number field and click the Search button.

### License lookup

This search only provides information about the license types we issue (a license can be a certification, contract, registration, or other authorization). We may redirect you to the Department of Revenue for licenses we don't issue.

Search a Profession or With a License Number

Profession

Select a Profession

License Number

22000001

Search

3. Click the link for your license in the results list.

**License lookup**

License Search Criteria  
 License Number: 22000001

Search Results

Name	License	License Type	Status	Sub Status	Disciplinary Action	City
<a href="#">Special Realty</a>	22000001	Real Estate Firm	Active	None	No	None

4. The list of all active Assumed Names for your firm will be displayed.

**License lookup**

Business License Details

Information as of January 10, 2022, 4:50:18 PM

<b>License Number:</b> 22000001	<b>License Type:</b> Real Estate Firm	<b>Status:</b> Active
<b>Business Name:</b> JOHNSON, DIANE	<b>Doing business as:</b> Special Realty	<b>Sub-status:</b> None
<b>Phone:</b> None	<b>First Issue Date:</b> January 10, 2022	<b>Program:</b> Real Estate
<b>Address:</b> None	<b>Current Issue Date:</b> January 10, 2022	<b>Disciplinary Action:</b> No
	<b>Expiration Date:</b> January 10, 2024	

**List of all active Assumed Names**

Super Special Realty

**List of all Associated Licensees**

Name	License Number	License Type	Association Type	License Status
Diane Johnson	22000002	Real Estate Managing Broker	Designated Broker	Active