

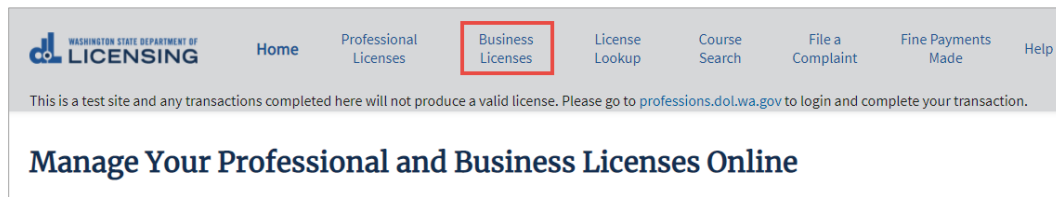
Replace Branch Manager

Before You Begin

- The licensee's license must already be associated with the Branch.
- If you want to appoint the Firm Designated Broker as the Branch Manager, contact the Real Estate Program as this currently can't be done through the portal.

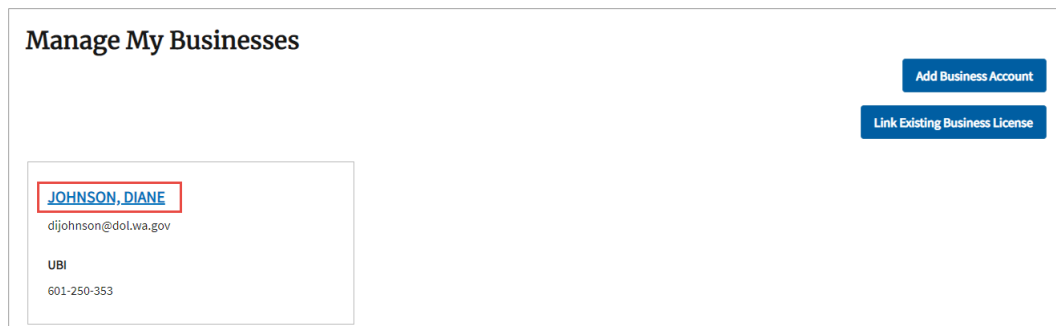
Access the Branch License

1. **Click** Business Licenses link from the top menu of the Professional and Business Licensing Home page.



2. **Determine** your next step:

- If you have a tile for the Branch location (tile shows a Real Estate Branch extension), **click** the link in the tile. Go to [Replace the Branch Manager](#).
- If you have a tile for the Business Account (no license type extension) or Main License Account (Real Estate Firm extension), **click** the link in the tile. Go to the next step.



3. Click the link for the Firm license.

Business Licenses

JOHNSON, DIANE

UBI: 601-250-353

Email: dijohnson@dol.wa.gov

Business email: dijohnson@dol.wa.gov

Business Phone: 555.555.5555

Primary Contact Name:

Primary Contact Phone:

[Update business information](#)

[Apply for Business License](#)

[Close Your Business](#)

[Update Business Name](#)

[Cosmetology Student/Apprentice Hours](#)

[Make a Payment](#)

[More Actions](#)

Licenses	Account Relationships	Unsubmitted Applications	Submitted Applications	More ▾		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
22000001	Real Estate Firm	January 10, 2024	Active	None	None	

4. Click the Branches tab.

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			

Branches	License Relationships	Unsubmitted Applications	Submitted Applications	More ▾
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- A list of all Branches associated with the Firm will be displayed.

Business Branches

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			

Branches	License Relationships	Unsubmitted Applications	Submitted Applications	Completed Requests		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
22000003	Real Estate Branch	January 10, 2024	Active	None	None	

Replace the Branch Manager

- Click the link for the Branch license.

Business Branches

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			

Branches	License Relationships	Unsubmitted Applications	Submitted Applications	Completed Requests		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
22000003	Real Estate Branch	January 10, 2024	Active	None	None	

2. Click More Actions to display all options for this license.

Business Relationships

License Number: 22000003	License Type: Real Estate Branch	Status: Active	Finding
Business Name: JOHNSON, DIANE	Doing Business As: None	Phone: 555.555.5555	Update Physical Address
Email: dijohnson@dol.wa.gov	Physical Address: None	Mailing Address: None	Update License Webaddress
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			

5. Click Replace Branch Manager.

- Update Mailing Address
- Add Licensees
- Close Branch
- Replace Branch Manager**
- Less Actions

6. **Click** the radio button next to the Managing Broker you want to act as the Branch Manager and **click** the Submit button.

Before you start:

- The current designated broker or their designee must complete this transaction
- The new Branch Manager must be on the licensee list for this branch

Current Branch Manager :

License Number	Branch Manager Name	Association Type
18479	KATHLEEN MALLORY	Branch Manager

Please select new branch manager below :

Select	License Number	Licensee Full Name
<input checked="" type="radio"/>	21013159	Alison Godwin
<input type="radio"/>	20106580	Kathryn Thompson

7. **Click** Ok at the pop-up confirmation.
8. The licensee will automatically be added as the Branch Manager to the Branch (no invitation will be sent to the licensee).
 - **The previous Branch Manager will be removed from the licensee list for the branch**, and their license status will show Inactive-No Active Affiliations. If they will be remaining with the Branch, you must re-invite them to re-establish the relationship with the Branch.

Licensee Relationships

Search By: Search Here:

	License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
	21013159	Alison Godwin	Real Estate Managing Broker	Active	April 26, 2023	Branch Manager	Active	
<input type="checkbox"/>	20106580	Kathryn Thompson	Real Estate Managing Broker	Active	July 22, 2022	Managing Broker	Active	