

# REMOVE AFFILIATED LICENSEES-Public Portal

Login to the [Public Portal](#) then click MY RECORDS



[Register for an Account](#) [Login](#)

**Home** **KREC Licenses** **KREC Compliance**

Advanced Search ▾

### Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

### New Users

If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >>](#)

### Sign In

USERNAME OR EMAIL:\*  
alycia.smith

PASSWORD:\*  
.....

[Forgot Password?](#)

[SIGN IN](#)

Click UPDATE RECORD next to the company or branch office record

## Kansas Real Estate Commission

**Home** **KREC Licenses** **KREC Compliance**

[Apply for License or Submit Request](#) [Search for a Licensee or Applicant](#)

### Records

Showing 1-6 of 6 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	03/14/2025	CO00003796	Company Office	TEST doe company		Open	<a href="#">Update Record</a>
<input type="checkbox"/>	12/19/2019	CO00003044	Company Office	Doe - Test Realty		Open	<a href="#">Update Record</a>
<input type="checkbox"/>	07/01/2019	CO00003038	Company Office	Doe - Test Realty		Open	<a href="#">Update Record</a>
<input type="checkbox"/>	04/25/2025	RN00000120	Broker Renewal			Pending	
<input type="checkbox"/>	06/29/2018	00241177	Broker License	MICHELLE TEST DOE	06/01/2025	Active Renewal Pending	<a href="#">Update Record</a>
<input type="checkbox"/>	04/25/2025	25TMP-001989	Broker Add Affiliation				<a href="#">Resume Application</a>

[Search for Records](#)

Select 'MANAGE AFFILIATED LICENSEES' then click CONTINUE

### Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

[Search](#)

- Company Close Company
- Company Contact Info Change
- [Company Manage Affiliated Licenses](#)
- Company Name or Trade Name Change
- Company Supervising Broker Change
- Company Trust Account Management

[Continue >>](#)

Follow On Screen Instructions. Use search fields to search for a specific licensee or search by type, status or expiration. Leave blank to view full roster. Click CONTINUE

Company Manage Affiliated Licenses

1 Search	2 Manage Licensees	3 Review	4 Record Submission
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Step 1: Search > Search Records

Use this process to deactivate affiliated licensees. You can search by name, license number, license type or status using the search fields below. To view your full roster, leave the search fields blank and click CONTINUE.

\* indicates a required field.

Custom Fields

SEARCH

To find a specific licensee, enter their name or license number below. To sort by license type or license status, select an option in the corresponding dropdown. Click the checkbox next to the record(s) to remove, then click EDIT SELECTED to mark them for deactivation.

Licensee Name:

License Number:

License Type:

License Status:

Expiration Date:

Save and resume later

Continue >>

Check the box next to the record(s) to remove, click EDIT SELECTED. Check REMOVE AFFILIATION box for each record chosen, click SUBMIT then click CONTINUE

Company Manage Affiliated Licenses

1 Search	2 Manage Licensees	3 Review	4 Record Submission
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Step 2: Manage Licensees > Licensee List

Click the checkbox next to the license(s) you want to remove, then click EDIT SELECTED to mark it for deactivation. To select a license on another page, click the page number or NEXT button below; repeat the previous step on each page. Click CONTINUE when you're done.

TO SEARCH FOR A SPECIFIC RECORD or SORT by record type or status, click the SEARCH button above. You may return to the search screen at any time. NOTE: To view full roster after using the search fields, return to the search page to clear your search criteria then click CONTINUE.

\* indicates a required field.

Licensee List

AFFILIATION LIST

Showing 1-5 of 5

<input type="checkbox"/>	Licensee Number	Licensee Name	License Status	License Type	License Expiration	Remove Affiliation	Actions
<input type="checkbox"/>	00240403	BROKER TEST DOE	Active	Broker	7/1/2025	No	Actions
<input type="checkbox"/>	00240202	John TESTER	Expired Renewable - A	Broker	1/28/2025	No	Actions
<input type="checkbox"/>	00248442	STEPHANIE NELSON TEST	Active	Salesperson	8/1/2026	No	Actions
<input type="checkbox"/>	00241177	MICHELLE DOE	Active	Broker	6/1/2025	No	Actions
<input checked="" type="checkbox"/>	00252203	SALESPERSON TEST	Active	Salesperson	4/1/2027	No	Actions

Edit Selected

Save and resume later

Continue >>

**AFFILIATION LIST**

Licensee Number:

Licensee Name:

License Status:

License Type:

License Expiration:

Remove Affiliation

Submit

**Review your selection(s). Click EDIT if you need to add another license or unselect one. Check certification box, click CONTINUE.**

Save and resume later

Continue »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue" to move on.

### Record Type

Company Manage Affiliated Licenses

### Custom Fields

SEARCH

Edit

Licensee Name:  
License Number:  
License Type:  
License Status:  
Expiration Date:

### Licensee List

AFFILIATION LIST

Edit

Licensee Number	Licensee Name	License Status	License Type	License Expiration	Remove Affiliation
00252203	SALESPERSON TEST	Active	Salesperson	4/1/2027	Yes

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue »

**Request submitted; the selected licensees are removed from your roster and immediately deactivated (unless other affiliations exist). Confirmation emails are sent to the supervising broker and the licensee(s).**

### Company Manage Affiliated Licenses

1 Search	2 Manage Licensees	3 Review	4 Record Submission
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### Step 4: Record Submission



Thank you for using our online services. The selected license(s) affiliation with this office will be terminated immediately and the license will be deactivated (if no other affiliations exist). Email confirmation will be sent to you and the licensee.

Thank you for using KREC online services.

**Your Record Number is CO25-AFMA-000002.**

You will need this number to check the status of your application.

Choose "View Record Details" to check status or make other updates.

View Record Details » [Link](#)