



REALM PORTAL

Real Estate and Appraiser License
Management Portal

How To Add or Update Team Names

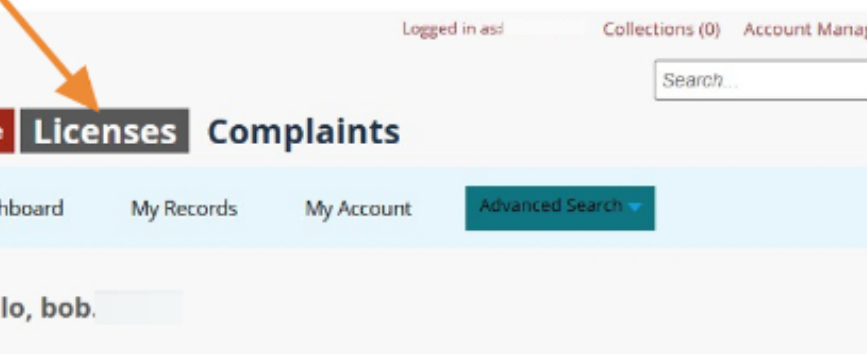
7 Steps

talcb.texas.gov/lms
trec.texas.gov/lms

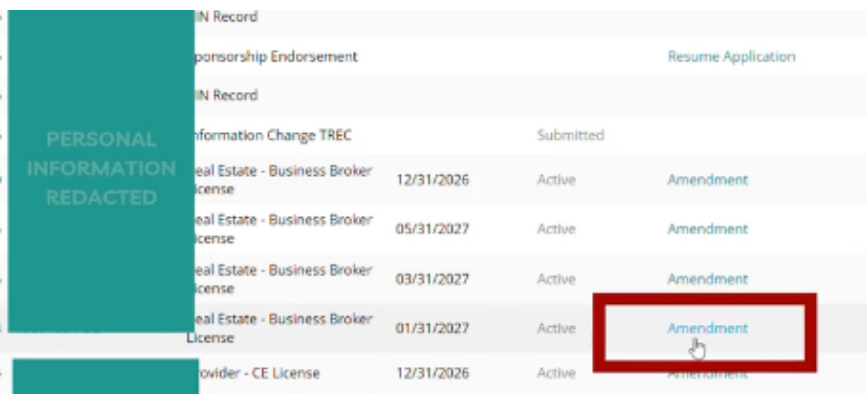
Overview

This guide provides step-by-step instructions for adding or updating team names in the REALM Portal.

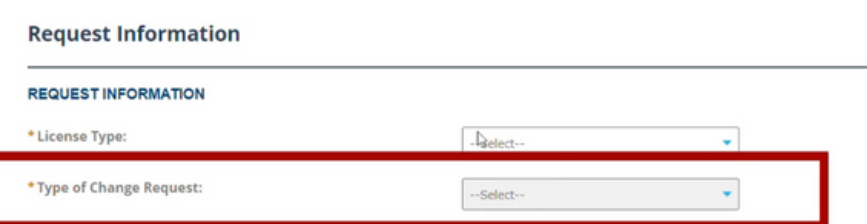
STEP 2



STEP 3



STEP 4



1
Log in or create an account in the REALM Portal.



2
Once logged in, navigate to "Licenses."



3
Find your business broker license number and click "Amendment" (in the "Action" column).

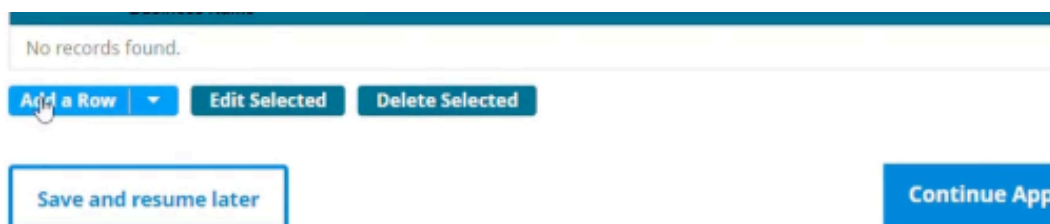


4
Select "Update Team Name" for "Type of Change Request."

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5

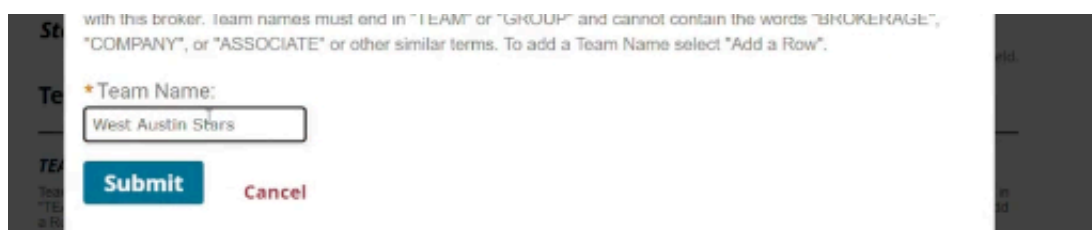
To add a team name, select “Add a Row.” This page is also where team names are edited.



A screenshot of a web interface showing a table with the message "No records found." Below the table are three buttons: "Add a Row" (highlighted with a mouse cursor), "Edit Selected", and "Delete Selected". At the bottom of the interface are two buttons: "Save and resume later" and "Continue App".

6

Input team name and include “Team” or “Group” at the end.



A screenshot of a form titled "Team Name:" with a text input field containing "West Austin Stars". Below the input field are "Submit" and "Cancel" buttons. Above the input field, there is a note: "with this broker, team names must end in 'TEAM' or 'GROUP' and cannot contain the words 'BROKERAGE', 'COMPANY', or 'ASSOCIATE' or other similar terms. To add a Team Name select 'Add a Row'."

7

Continue through the next two pages until submission is received.



A screenshot of a green confirmation banner with a checkmark icon. The text reads: "Thank you for using our online services. Your submission has been received."

Thank you for using our online services.
Your Record Number is AMEND-26-011616.