

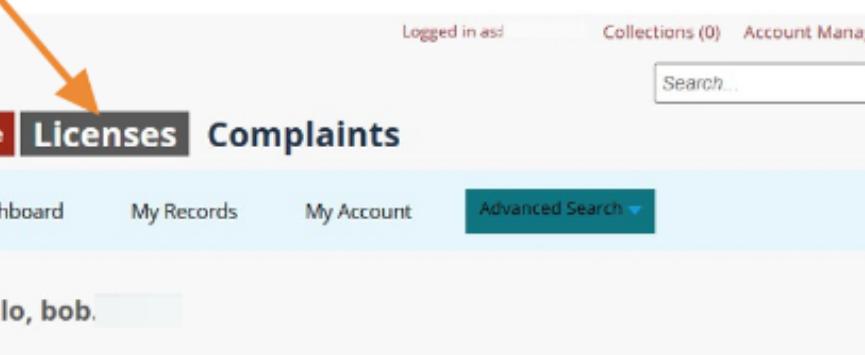
How To Add or Update Team Names

7 Steps

Overview

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

STEP 2



The screenshot shows the REALM Portal homepage. At the top, there is a navigation bar with 'Logged in as' (bob), 'Collections (0)', 'Account Manager', and a search bar. Below the navigation bar, there are two tabs: 'Licenses' (which is highlighted with a red arrow) and 'Complaints'. Underneath the tabs, there are links for 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area shows a list of licenses for 'bob'. The first license is for 'Real Estate - Business Broker License' with an expiration date of 12/31/2026, status 'Active', and action 'Amendment'. The second license is for 'Real Estate - Business Broker License' with an expiration date of 05/31/2027, status 'Active', and action 'Amendment'. The third license is for 'Real Estate - Business Broker License' with an expiration date of 03/31/2027, status 'Active', and action 'Amendment'. The fourth license is for 'Real Estate - Business Broker License' with an expiration date of 01/31/2027, status 'Active', and action 'Amendment'. The fifth license is for 'Provider - CE License' with an expiration date of 12/31/2026, status 'Active', and action 'Amendment'.



1

Log in or create an account in the REALM Portal.



2

Once logged in, navigate to "Licenses."



3

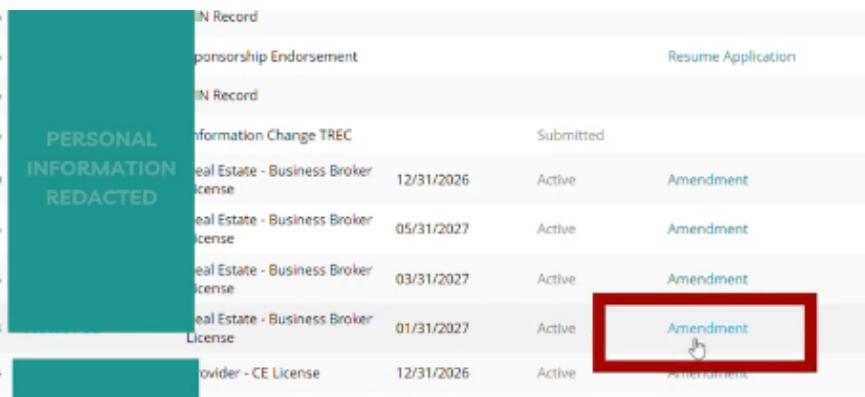
Find your business broker license number and click "Amendment" (in the "Action" column).



4

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

STEP 3



The screenshot shows the REALM Portal license list. The first license is for 'Real Estate - Business Broker License' with an expiration date of 12/31/2026, status 'Active', and action 'Amendment'. The second license is for 'Real Estate - Business Broker License' with an expiration date of 05/31/2027, status 'Active', and action 'Amendment'. The third license is for 'Real Estate - Business Broker License' with an expiration date of 03/31/2027, status 'Active', and action 'Amendment'. The fourth license is for 'Real Estate - Business Broker License' with an expiration date of 01/31/2027, status 'Active', and action 'Amendment'. The fifth license is for 'Provider - CE License' with an expiration date of 12/31/2026, status 'Active', and action 'Amendment'. The 'Amendment' button for the 2027 license is highlighted with a red box.

STEP 4

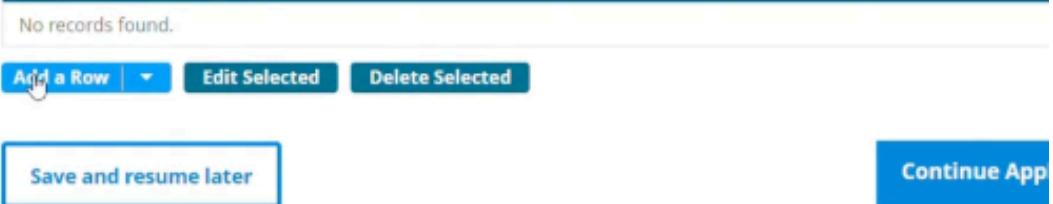


The screenshot shows the 'Request Information' form. It has a section for 'REQUEST INFORMATION' with fields for 'License Type' (dropdown menu) and 'Type of Change Request' (dropdown menu). Both dropdown menus are highlighted with a red box.

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5

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



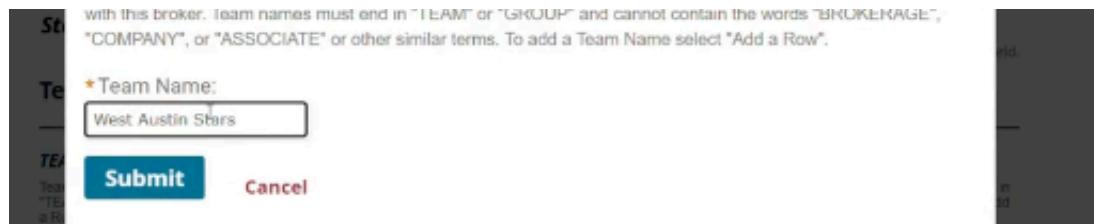
No records found.

Add a Row | Edit Selected | Delete Selected

Save and resume later | Continue App

6

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



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".

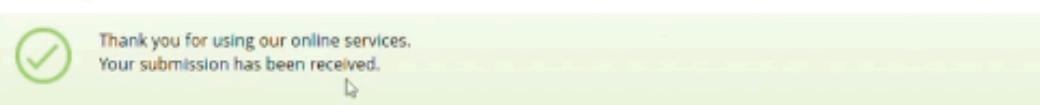
★ Team Name:

West Austin Stars

Submit | Cancel

7

Continue through the next two pages until submission is received.



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.