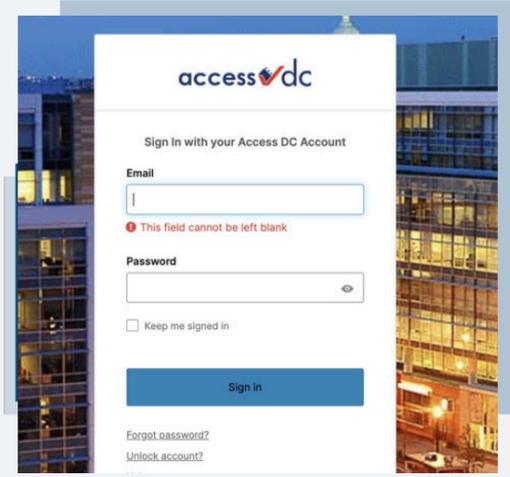
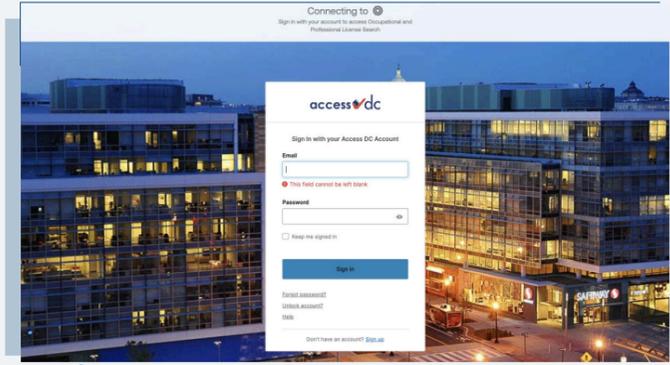


## 1 Accessing the OPL Portal

### Sign in to the OPL Portal

- 1 Use your AccessDC account to sign in or Click Here to access page
- i For best experience, use Google Chrome or Microsoft Edge browsers



### Enter Your User Credentials

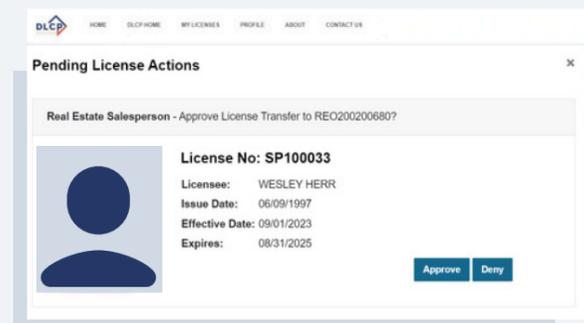
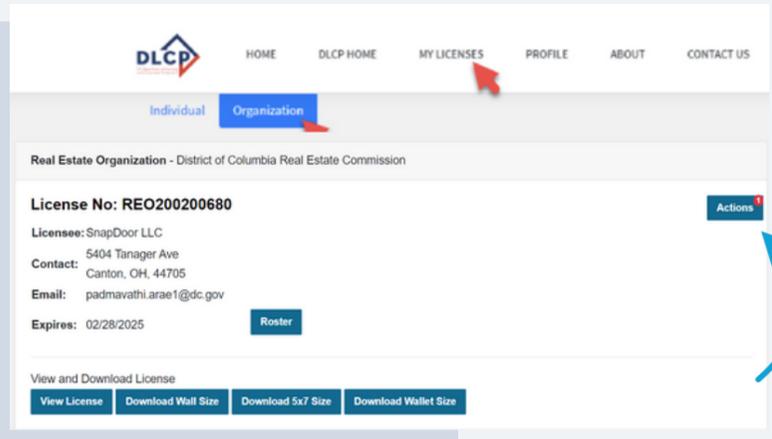
- 1 Enter your email associated with your AccessDC account
- 2 Enter your password

**Important Tip:** If you've forgotten or need to unlock your account, Options to reset passwords are below the sign in button

## 2 Navigate to the Transfer Application for Review

### Locate Your License

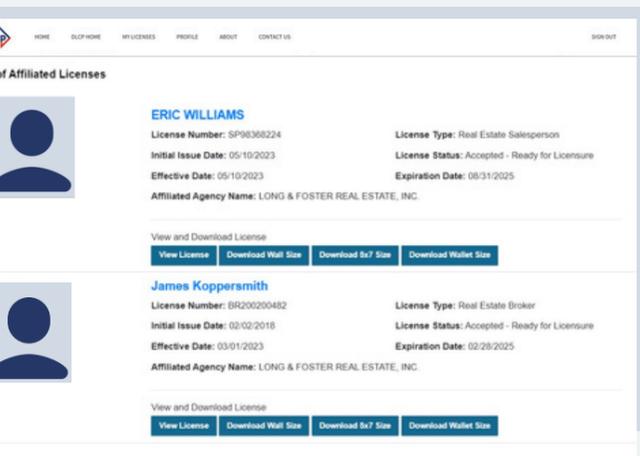
- 1 Click the **My Licenses** from top menu.
- 2 Select the **Organization** tab (for Real Estate Organization - REO).
- 3 Scroll down the page to locate your Real Estate license.
- 4 Click on the **Actions** button to access the list of transfer applications for review/approval.



### Complete the Transfer

- 1 Real Estate Organization (REO)/ Brokerage may click on the '**Approve**' or '**Deny**' buttons to process the Transfer Request Application.
- 2 Upon the REO's approval of the transfer request, the New Brokerage's **List of Affiliated Licenses** (roster) is automatically updated, and the broker or salesperson is affiliated with the New Brokerage.

No further action is required by the New Brokerage.



## 3 New REO/Brokerage Transfer Decision

### Approving or Denying Transfer Requests

- Once the New REO/Brokerage approves or denies a Transfer Request Application, both the New and Old Brokerages' rosters will be automatically updated.
- A subsequent notice will be sent to both Licensee, and the Old Brokerage.