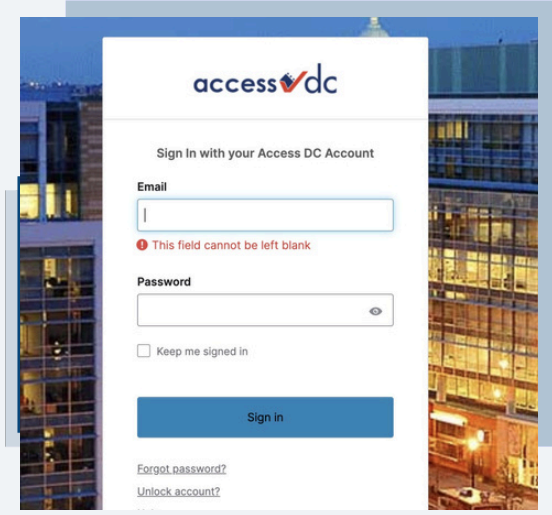
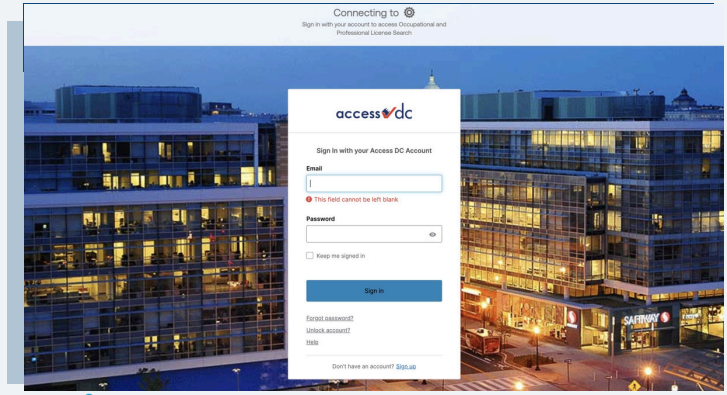


## 1 Accessing the OPL Portal

### 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

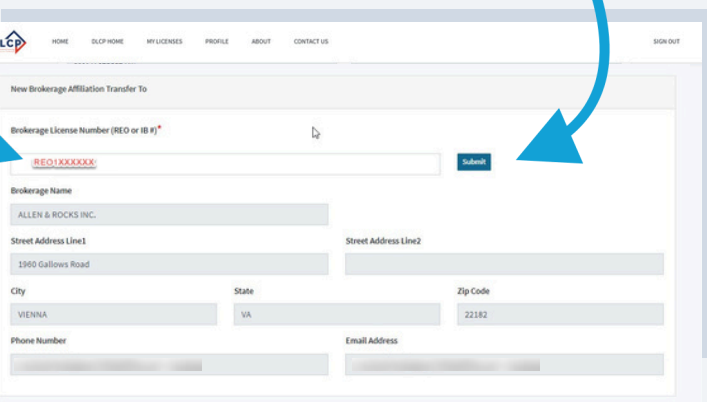
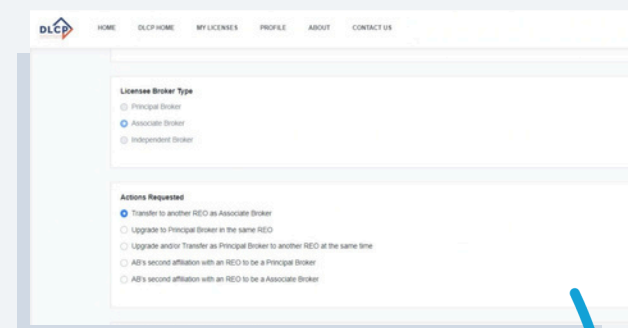
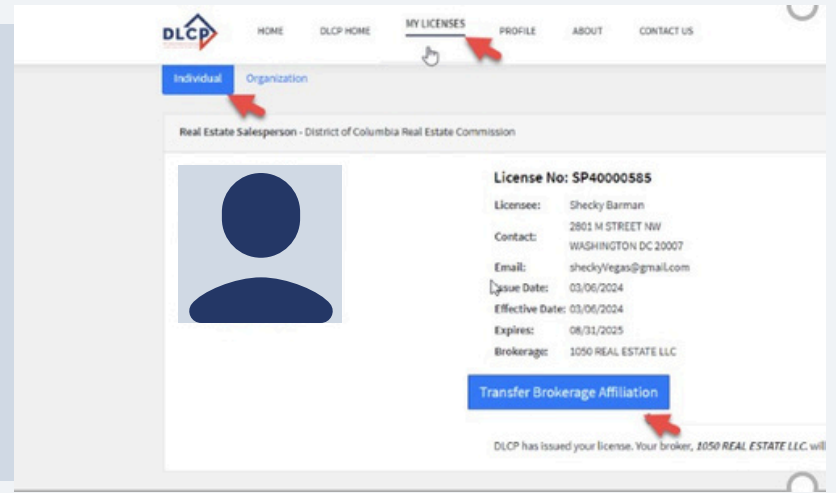
- 1 Enter your email associated with your AccessDC account.
- 2 Enter your password.

**Important Tip:** You can reset your password or unlock your account by clicking the links below the sign in button.

## 2 Navigate to the Transfer Application

### Locate Your License

- 1 Click the **My Licenses** from top menu.
- 2 Select the **Individual** tab (for Salespersons, Brokers).
- 3 Scroll down the page to locate your Real Estate license.
- 4 Click on the **Transfer Brokerage Affiliation** button to begin the transfer application.






### Complete the Transfer

- 1 Verify your personal information is correct.  
**Important Tip:** Supporting documents are required for name change.
- 2 Select your current **License Broker Type** and transfer **Actions Requested**.
- 3 Enter the new Real Estate Organization (REO/brokerage) license number where you wish to transfer to, and click **Submit**.
- 4 Verify the auto-populated information is correct.
- 5 Review application and submit Transfer fee.

## 3 Next Steps...

### Approving or Denying Transfer Requests

-  Once the Licensee submits the transfer application, they will receive an acknowledgement, and the New Brokerage will be notified to review the transfer request.
-  REO will approve or deny the transfer application. If you have any questions on the status of your transfer application, contact the New Brokerage.
-  Upon review by the New Brokerage, the licensee and the Old Brokerage will receive notice of the approval or denial of the transfer application.