WASHINGTON STATE DEPARTMENT OF **LICENSING**

Apply for a Managing Broker Upgrade License

These instructions are for a Real Estate Broker who currently holds a valid license in Washington State.

If you are currently licensed in another state, see the document Apply for a Reciprocity Broker or Managing Broker License.

Getting Started

1. **Take** all required education.
2. If your fingerprints are about to expire, **get** your fingerprints taken for your background check.

Apply for Exam Approval

**Important!** You must be in the **Chrome browser** before you begin this process.

1. If you haven't already done so, **create** a SecureAccess Washington (SAW) account, **add** the Professional and Business Licensing service to your SAW account, and **enroll** in multi-factor authentication (MFA).

   - See Create your user access document for detailed instructions on creating your SAW account.

2. If you have other professional licenses with Department of Licensing, **link** those licenses **before** submitting your Exam Approval application.

   - See Create your user access document for detailed instructions on linking your existing professional licenses.

3. **Click** Professional Licenses on the gray navigation bar at the top of the page.

4. **Click** the Apply for License link in the blue menu bar.
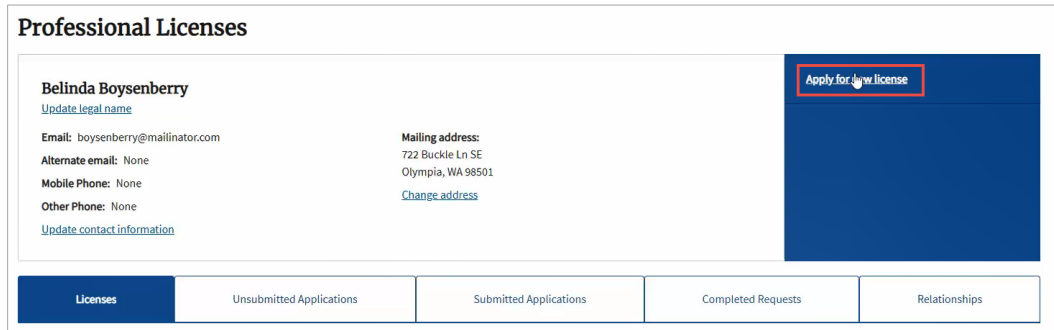
5. **Complete** and **submit** the Upgrade Exam Application. There is no fee for this application.

6. Your submitted application is displayed in the Submitted Applications tab on the Professional Licenses page.

- **Click** the Download Application button if you want a paper copy of your application.
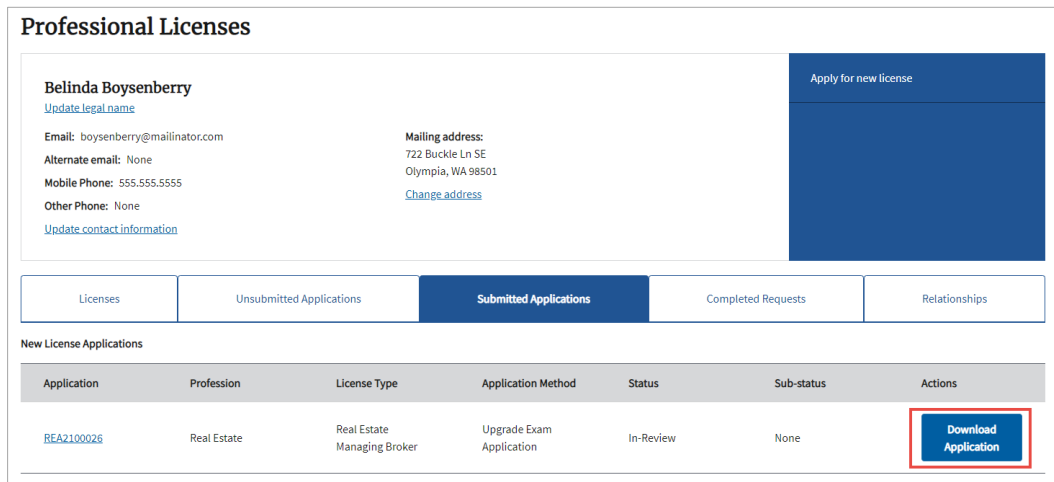
7. **Wait** for your application to be reviewed and approved.

- You'll receive an email when you are approved.

Take Your Exams

1. **Wait 2 to 3 days after you've received your approval email**, then schedule your exam using [PSI's scheduling portal](#).

2. **Take** your exams.

    - If you don't pass the exam the first time, reschedule your exam directly with PSI (not Department of Licensing).

3. PSI will upload exam results information to Department of Licensing.

4. Department of Licensing will send you an email when you have passed all required exams and are ready to apply for your license. The results of your fingerprint background check must be entered in the system before you can apply.

Prepare to Apply for Your License

1. Make sure you are in the **Chrome browser** AND **Chrome pop-up blocker is turned OFF** before you start this process.

2. Have you previously logged into the Professional and Business Licensing system?

    - **Yes.** Go to the next step.

    - **No. Create** a SecureAccess Washington (SAW) account OR use an existing one, **add** the Professional and Business Licensing service to your SAW account, and **enroll** in multi-factor authentication (MFA).

        - See [Create your user access](#) document for detailed instructions

3. Do you have an Apply for License To-Do on your Home page?

    - **Yes.** Go to [Apply for Your License](#)

    - **No.** Go to next step.

Manage Your Professional and Business Licenses Online
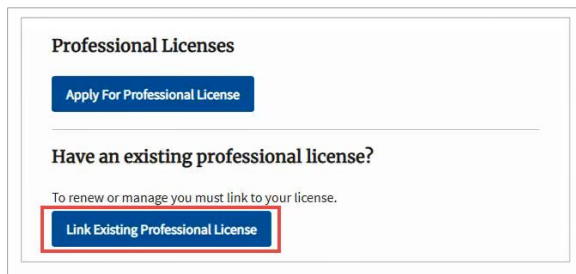
Your To-Do's

Apply For New License

Application Number: REA2100026   Program Type: Real Estate   License Type: Real Estate Managing Broker

Application Method: Upgrade

Apply For License

4. Have you received notification from Department of Licensing that you have passed your exams and can apply for your license?

- **Yes.** Go to next step.

- **No.** You are not yet eligible to apply for your license. Please wait for notification. **Don't** submit additional Exam applications.

5. Do you have a Link Existing Professional License button on your Home page?

- **Yes. Click** the button and provide the requested information to link your Exam application using the REA number from your Exam Passed notification. Go to Linked Exam Application.

  o See SAW Registration & Linking Licenses document for detailed instructions.

- **No.** Contact the Real Estate Program for assistance.

Linked Exam Application

1. If an Apply for License To-Do has been issued, you **won't** see the Exam Application in the portal.

2. **Click** the Home link in the gray navigation bar at the top of the page to return to the Home page.
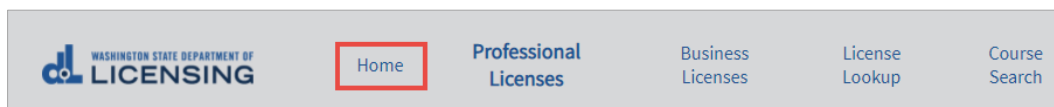
3. You should see an Apply for License To-Do. Go to [Apply for Your License.](#)

- If you don't see a To-Do, try refreshing the page.
- If you still don't see a To-Do, contact the Real Estate Program for assistance.

Manage Your Professional and Business Licenses Online

Your To-Do's

Apply For New License

Application Number: REA2100026   Program Type: Real Estate   License Type: Real Estate Managing Broker

Application Method: Upgrade

Apply For License

Apply for Your License

Important! If you see a Fingerprint reminder on your Home page, background check results have not been entered on your record. You'll get an error message if you try to apply.

1. **Click** the Apply for License button from the Home page.

Manage Your Professional and Business Licenses Online

Your To-Do's

Apply For New License

Application Number: REA2100026   Program Type: Real Estate   License Type: Real Estate Managing Broker

Application Method: Upgrade

Apply For License

2. **Complete** and **submit** the License application and go through **all** payment screens to pay for the Broker license. Continue until you return to the portal page.

3. The Broker license will be issued automatically UNLESS you answered Yes to a Legal Background question.

- If your license auto-issued, you'll see it under the Licenses tab of the Professional Licenses page.
  - To print your license, go to [Print a License Document](#).
- If your license didn't auto-issue, you'll see your License application in In-Reviiew status under the Submitted Applications tab on the Professional Licenses page.

Print a License Document

1.   From the Professional Licenses page, **click** the link for the license you want to print.

2.   **Click** Print License from the right-hand menu on the license detail page.

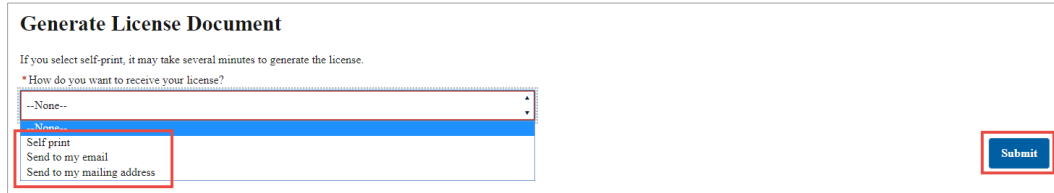- Selection may appear in a different place within the menu.
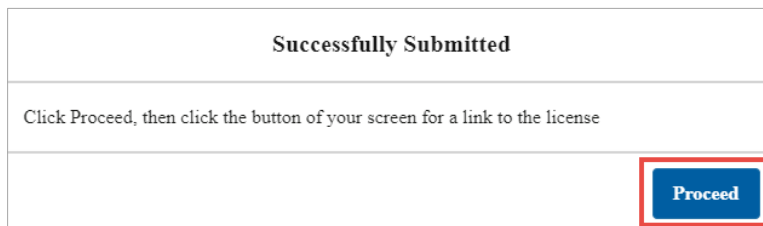
3. **Select** the delivery method for the license from the dropdown and **click** Submit.

Generate License Document

If you select self-print, it may take several minutes to generate the license.

* How do you want to receive your license?

--None--

--None--
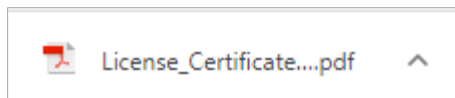Self print
Send to my email
Send to my mailing address

Submit

- **Self-print:** Go to Self-Print License
- **Email: Click** Ok at the pop-up.
  - You'll receive an email (sent to the email address on file) with the license document as a PDF attachment. It may take up to 24 hours to see this email.
- **Mail:** Go to Printed License

Self-Print License

1. It will take 2-3 minutes to generate the license.

2. **Click** the Proceed button at the pop-up.

Successfully Submitted

Click Proceed, then click the button of your screen for a link to the license

Proceed

3. The downloaded document link will appear in the lower left-hand corner of the screen.

- It may take several moments before it appears.
- If you don't see a link, check the Downloads folder on your computer.

License_Certificate....pdf

Printed License

1.   **Enter** the number of license copies you want to print and **click** Submit.

- There is a $5 fee for **each** copy.

Generate License Document

If you select self-print, it may take several minutes to generate the license.

* How do you want to receive your license?

Send to my mailing address

There is a $5 fee for each printed license.

* How many printed licenses do you want?

1

Cancel   Submit

2.   **Click** Ok at the pop-up.

Successfully Submitted

Thank you for your submission. You should receive your printed license within 10 business days.

Ok

3.   **Go through** the all payment screens to pay for the license(s). Continue until you return to the portal page.

4.   The license(s) will be printed at the next printing cycle and mailed to the mailing address on file.

- It may take 2-4 weeks to receive your printed license(s).