

## How to Amend Your Professional License Relationship Amendment

The secure EBiz online licensing portal lets you manage your professional or occupational license on your schedule. No more waiting for the office to open or rushing to call someone before the office closes.

The “Update License” option allow supervisors of specific license types to manage their supervisory relationship with the licensees they oversee.

License relationship amendments are only available for Brokers licensed through the Montana Board of Realty Regulation.

- Licensees that supervise others can add new people that they supervise. Please contact Customer Service to end a relationship.
- Licensed businesses who are required to have a licensee “in-charge” can change the person in charge by putting an end date on the current licensee and adding the new one with a start date.

Follow this How-To Checklist to amend your professional license relationship status.

- Navigate your browser to [EBIZ.MT.GOV/POL](http://EBIZ.MT.GOV/POL). We recommend using Google Chrome as your browser.
- Login to your account.
- Select the “Update License” button listed under the “Action” column. *If this option isn't listed under “Action” column, you are not eligible to make license relationship amendment changes.*
- Once the dropdown menu appears, select “Relationship Amendment” option. Please be patient for the dropdown menu to appear.
- Click on the “Continue Application” button to proceed.
- Select the “Add a Row” button to add a new person or relationship to your license.
- Enter the entire license number in the required field. Leave the “Stop Date” field empty.
- The licensee information will populate automatically.
- Enter the appropriate information in the “Start Date” field.
- Click the “Submit” button. Once submitted, you will see the new relationship should have been added.
- Submit any “Stop Date” information to [DLIBSDHELP@MT.GOV](mailto:DLIBSDHELP@MT.GOV) for processing.
- Once processed, you will see the “Stop Date” appear as part of the licensee’s information.

- Continue adding and editing as many relationships needed using the above steps. You may use the “Save and Resume Later” option if you need to step away.
- Once your changes are complete, click the “Continue Amendment” button.
- Edit any information as needed using the “Edit” button.
- Click “Continue Application” once you’ve completed any edits.
- Your confirmation screen will appear for your relationship amendment changes.
- Click the “View Record Details” button and select “More Details” to view a summary of your changes.

If you need to speak with someone during this process, please contact our Customer Service team at (406) 444-6880. You can also email the Customer Service team at [DLIBSDHELP@MT.GOV](mailto:DLIBSDHELP@MT.GOV).