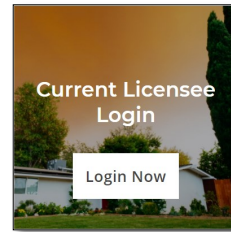




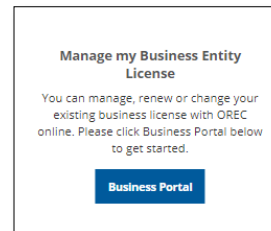
**STEP ONE**

Go to [www.orec.ok.gov](http://www.orec.ok.gov) and click **Login Now**



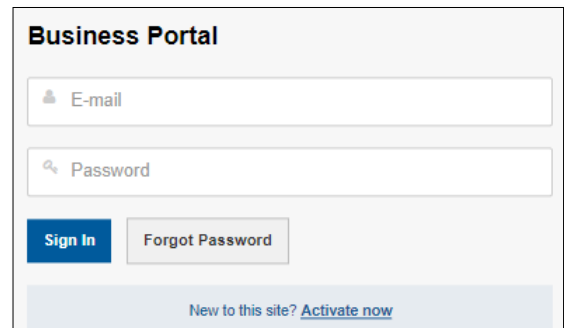
**STEP TWO**

Select the **Business Portal**



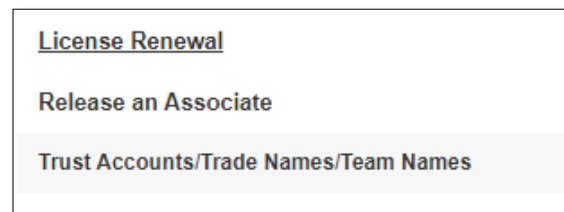
**STEP THREE**

Login to the **Business Portal**



**STEP FOUR**

Select **Release an Associate**



## STEP FIVE

Select the associate being released

**Note:** All information with a \* is required information.

**Current Brokerage**

Brokerage / proprietorship for which the application is being made.

Managing Broker / Broker Proprietor

**Licensee Information**

Select the licensee you will be releasing from the brokerage \*

## STEP SIX

Once the release is approved you will receive an automated e-mail message confirming the release has been processed.

Hello,  
This e-mail is to confirm the release of associate request through the OREC [License Portal](#) against. Please allow the OREC staff 5 business days to process your request. Your release of associate request has been completed and will be reflected on all licensing information in the [License Portal](#) .  
Please e-mail [help@orec.ok.gov](mailto:help@orec.ok.gov) for any further questions.

## SPECIAL NOTE

If the associate is transferring to another brokerage, it is not necessary to file a release. Please instruct the associate to file a [transfer request](#) and approve the release in your Pending Approvals once e-mail notification is received.