

**TO TRANSFER DRE LICENSE (SALESPERSON)**

1. Login to eLicensing <https://secure.dre.ca.gov/>
2. Click CHANGE EMPLOYER
3. Click YES at “Would you like to change your employing broker or corporation?”
4. Enter DRE# 01509029
5. Click SEARCH
6. FINISH

**TO ADD DRE LICENSE (BROKER-ASSOCIATE)**

*\*\*\*This is for DRE compliance that all licensed brokers originating loans under GMCC with DRE license needs to be registered as broker associates with GMCC. You can still conduct your own real estate business outside of GMCC as allowed under DRE regulation.\*\*\**

1. Login to eLicensing <https://secure.dre.ca.gov/>
2. Under LICENSE OPTIONS, select “View/Update Your Responsible Brokers and Broker Associates”
3. Select your license
4. ADD RESPONSIBLE BROKER
5. Enter DRE# 01509029
6. Click RETRIEVE BROKER/CORPORATION INFORMATION
7. SUBMIT REQUEST

*The transfer will be completed when GMCC confirms through DRE.*



**TO TRANSFER NMLS LICENSE**

1. Login to <https://www.statemortgageregistry.com/Public/Login.aspx>
2. Click FILING
3. Click COMPANY ACCESS
4. Click ADD
5. Enter NMLS# 254895
6. Click SEARCH
7. Pick CALIFORNIA (state) license
8. Click ADD
9. FINISH

**TO ADD EMPLOYMENT**

1. Click FILING
2. Click INDIVIDUAL
3. Click REQUEST NEW/UPDATE
4. Click EMPLOYMENT HISTORY
5. Click ADD
6. Fill out CORPORATE address at minimum

\*\*\*You will need to add a separate employment history for each location that you are SPONSORED in (branches)

**Employer (company name):** GENERAL MORTGAGE CAPITAL CORPORATION

**From:**   
(MM/YYYY)

Check here if this is your current employer.

**To:**   
(MM/YYYY)

**Position Held:** LOAN ORIGINATOR  
(no abbreviations)

**Address:** 1350 BAYSHORE HWY

SUITE 740

**City:** BURLINGAME

**State:** California

**Country / Province:** United States

**Postal Code:** 94010

**Is the employment financial services-related?**  Yes  No

7. Click SAVE
8. Click ATTEST AND SUBMIT
9. SUBMIT FILING

*The transfer will be completed when GMCC confirms thru NMLS.*