

My Brokerage

What is My Brokerage?

My Brokerage allows realtors to review and manage brokerage invitations sent to their account.

Through the My Brokerage page, realtors can:

- Review brokerage invitations
 - View brokerage information
 - Accept or reject brokerage requests
 - Manage their brokerage association
 - Exit an existing brokerage relationship
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Access My Brokerage

1. Navigate to the left-hand menu.
2. Click **My Brokerage**.

The My Brokerage page will be displayed.

Review Brokerage Invitations

When a brokerage sends an invitation, it will appear on the My Brokerage page.

The invitation includes brokerage details such as:

- Brokerage Name
- Email Address
- Phone Number
- Website

Review the information carefully before deciding whether to accept or reject the invitation.

Accept a Brokerage Invitation

1. Open the **My Brokerage** page.
2. Review the brokerage details.
3. Click **Accept**.

The brokerage request will be approved and your account will become associated with the selected brokerage.

Once accepted, the brokerage information will be displayed on the My Brokerage page.

“ Note

A realtor can only be associated with **one brokerage at a time**.

Reject a Brokerage Invitation

1. Open the **My Brokerage** page.
2. Review the brokerage details.
3. Click **Reject**.

The invitation will be declined and no brokerage association will be created.

View Brokerage Information

After accepting a brokerage invitation, the My Brokerage page displays the details of your associated brokerage.

Available information includes:

- Brokerage Name
- Email Address
- Phone Number
- Website

This information can be reviewed at any time from the My Brokerage page.

Exit a Brokerage

If you no longer wish to be associated with a brokerage:

1. Navigate to **My Brokerage**.
2. Click **Exit the Brokerage**.
3. Confirm the action if prompted.

The brokerage association will be removed successfully.

Once removed, you will no longer be connected to the brokerage and may choose to associate with a different brokerage in the future.

Note

Because a realtor can only be associated with one brokerage at a time, you must exit your current brokerage before joining another brokerage.

Conclusion

You have successfully learned how to use the My Brokerage feature in AgentRoof CRM, including reviewing brokerage invitations, accepting or rejecting requests, viewing brokerage information, and managing your brokerage association.

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