

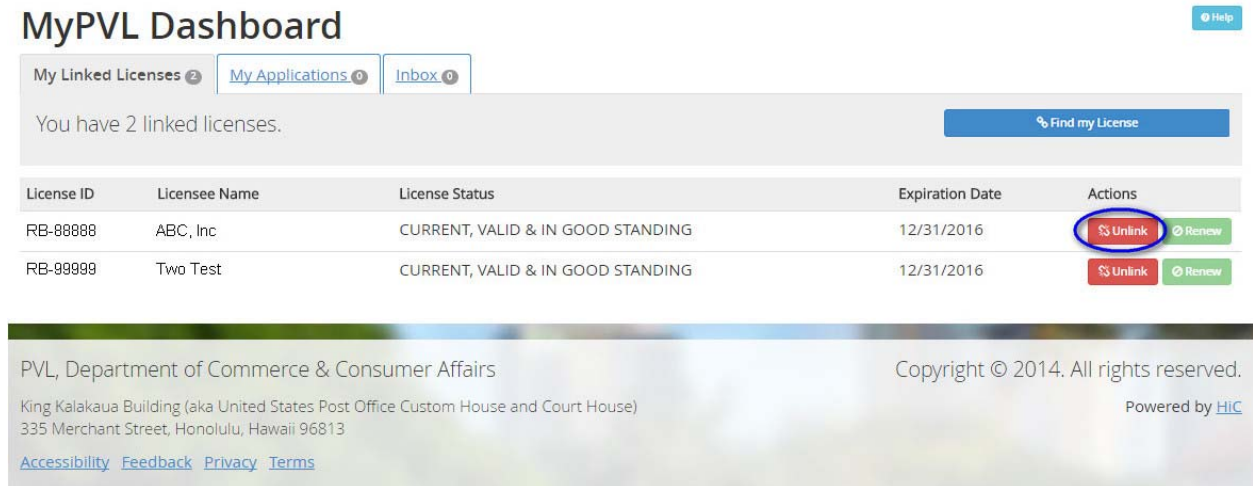
Unlinking a license to your MyPVL Account

1. Log Into your MyPVL account at <https://pvl.ehawaii.gov/mypvl>



The image shows the MyPVL login page. On the left, there is a 'Login' section with fields for 'Email' and 'Password', and buttons for 'Log In' and 'Sign Up'. A 'Forgot Password?' link is also present. On the right, there is a 'What is MyPVL?' section with a brief description of the service and instructions on how to access it. The page header includes the MyPVL logo and the text 'DCCA Professional Vocational Licensing'.

2. Select the Unlink button next to the license you wish to unlink.

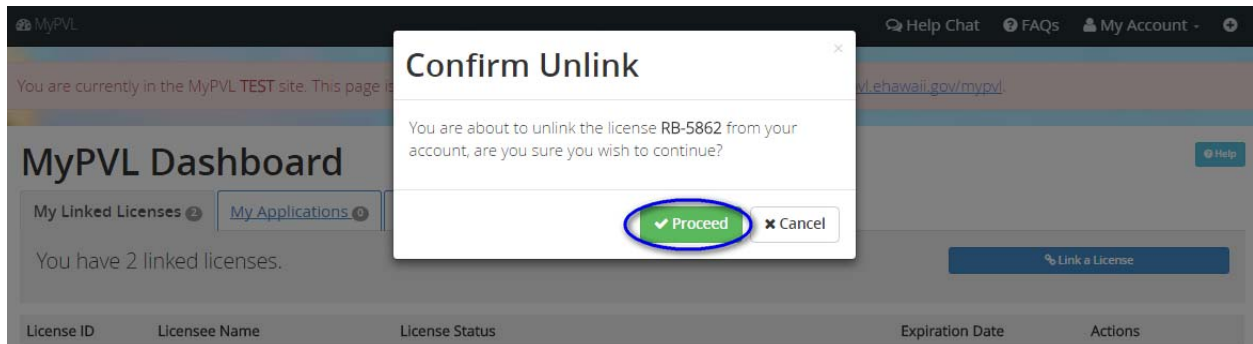


The image shows the MyPVL Dashboard. At the top, there are tabs for 'My Linked Licenses', 'My Applications', and 'Inbox'. Below the tabs, it says 'You have 2 linked licenses.' and there is a 'Find my License' button. A table lists the linked licenses:

License ID	Licensee Name	License Status	Expiration Date	Actions
RB-88888	ABC, Inc	CURRENT, VALID & IN GOOD STANDING	12/31/2016	Unlink Renew
RB-99999	Two Test	CURRENT, VALID & IN GOOD STANDING	12/31/2016	Unlink Renew

At the bottom of the dashboard, there is contact information for PVL, Department of Commerce & Consumer Affairs, and a copyright notice for 2014. There are also links for 'Accessibility', 'Feedback', 'Privacy', and 'Terms'.

3. Select "Proceed" to confirm



The image shows a 'Confirm Unlink' dialog box overlaid on the MyPVL Dashboard. The dialog box contains the text: 'You are about to unlink the license RB-5862 from your account, are you sure you wish to continue?'. At the bottom of the dialog box, there are two buttons: 'Proceed' (with a checkmark icon) and 'Cancel' (with an 'x' icon). The 'Proceed' button is circled in blue.

NOTE: If an entity account is linked to another MyPVL account, for example to the MyPVL account of the previous Principle Broker (PB) of the entity, please contact the previous PB to unlink the license. If you are unable to contact the previous PB, please email our office. Emails may be sent to hirec@dcca.hawaii.gov. When emailing to unlink an entity license, please include the following:

1. The entities license number and file number
2. The new PBs name and license number
3. A contact telephone number

Staff will notify the email sender if and when the license has been unlinked.