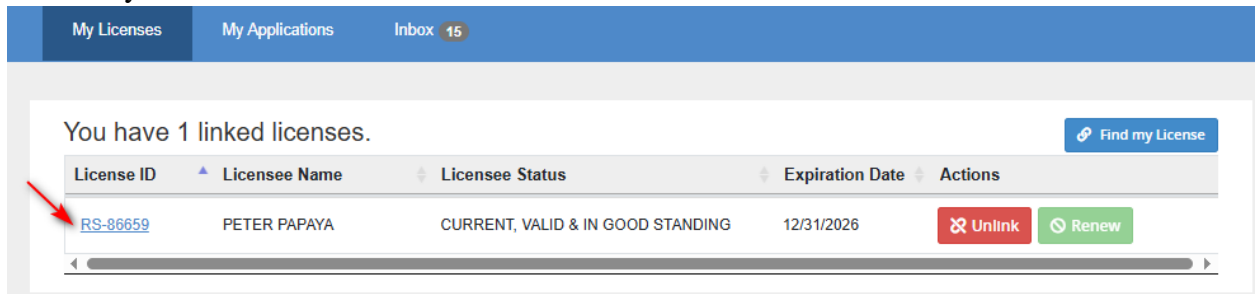
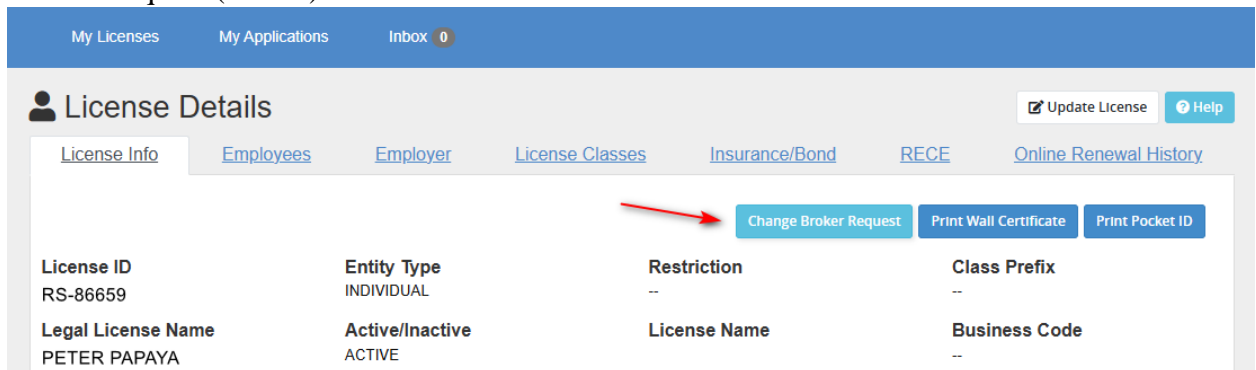


STEP-BY-STEP GUIDE:
HOW TO ACCESS THE ONLINE EXPRESS CHANGE BROKER REQUEST

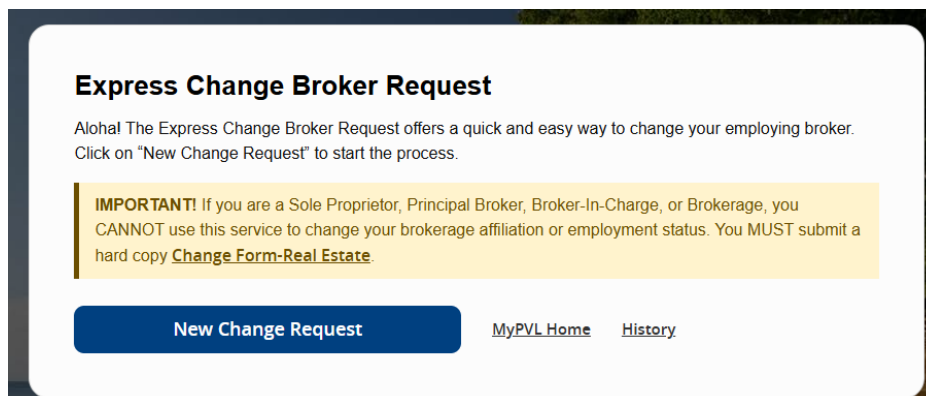
- 1) Log into your MyPVL account at mypvl.dcca.hawaii.gov
As a reminder for those who have not logged into their accounts since March 2025, all eHawaii.gov accounts have migrated to myHawaii. Therefore, upon initial login you will need to re-authenticate your account by resetting your password and setting up a Multi-Factor Authentication.
- 2) Click on your current Real Estate License ID number:



- 3) Click on the “Change Broker Request” button to access the Online Express Change Broker Request (ECBR):



- 4) After clicking “Change Broker Request,” you will be taken to the new online ECBR portal:



Complete the form in just **3 Easy Steps**:

1. Confirm your current broker information

Express Change Broker Request
Get started by following the simple instructions below—we'll guide you through the process every step of the way!

STEP 1: Confirm Info On File (Active)
STEP 2: Verify Your Email Address
STEP 3: Select New Hiring Broker
STEP 4: Releasing Broker Status
STEP 5: New Hiring Broker Status

Verify that your current (releasing) broker affiliation is correct. If the information displayed below is correct, click the confirm button below.

Name of Current Broker Affiliation
AVATINA
RB-23233-0

Name of Principal Broker
MIKE PINK
RB-24120-0

If the information displayed is incorrect - STOP! Contact the Real Estate Branch at 808.586.2643

2. Verify your email address

Express Change Broker Request

STEP 1: Confirm Info On File (Completed)
STEP 2: Verify Your Email Address (Active)
STEP 3: Select New Hiring Broker
Releasing Broker Status
New Hiring Broker Status

The email address below is what we have on file on your MyPVL account. Click "Verify" if it is correct. This email will be used for all notifications related to your online Express Change Broker request.

Licensee
PETER PAPAYA
RS-86659

Email Address on File
test-email@test.com

3. Select your New Hiring Broker

Express Change Broker Request

STEP 1 **Confirm Info On File**
Confirmed May 14, 2025

STEP 2 **Verify Your Email Address**
Confirmed May 14, 2025

STEP 3 **Select New Hiring Broker**

STEP 4 **Releasing Broker Status**

STEP 5 **New Hiring Broker Status**

Thank you for verifying your e-mail address. You can now proceed with the next step below.

In the search field below, enter and select the broker's name or license number, or the brokerage's name or license number.

Select New Broker:

Type Here...

Once you've selected a new broker, you will see your selection below. Hit "Submit Change Request" to continue.

Express Change Broker Request

STEP 1 **Confirm Info On File**
Confirmed May 14, 2025

STEP 2 **Verify Your Email Address**
Confirmed May 14, 2025

STEP 3 **Select New Hiring Broker**

STEP 4 **Releasing Broker Status**

STEP 5 **New Hiring Broker Status**

Selected Broker:

Name:
AMY ENDO

Brokerage:
COLDWELL BANKER REALTY

License No.:
RB-126653-16

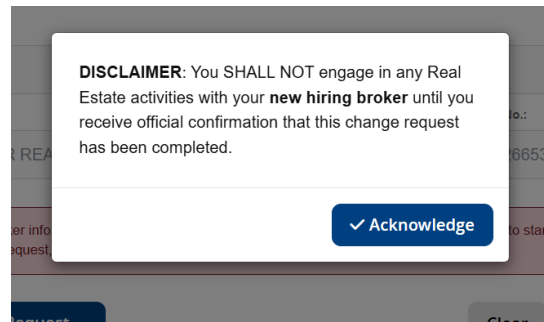
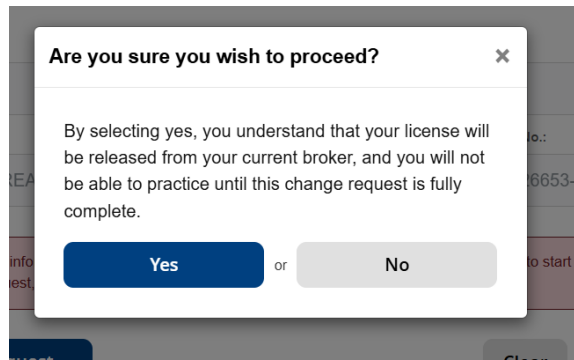
If the new hiring broker information is correct click "Submit Change Request" or use the "Clear" button to start search over. If you wish to cancel this change request, click the "Cancel Request" button below.

Submit Change Request

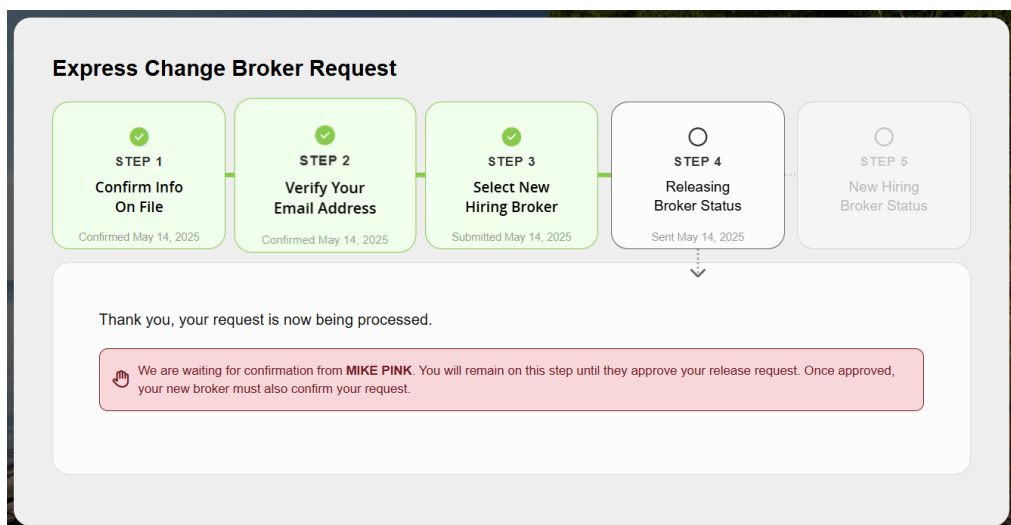
Clear

x Cancel Request

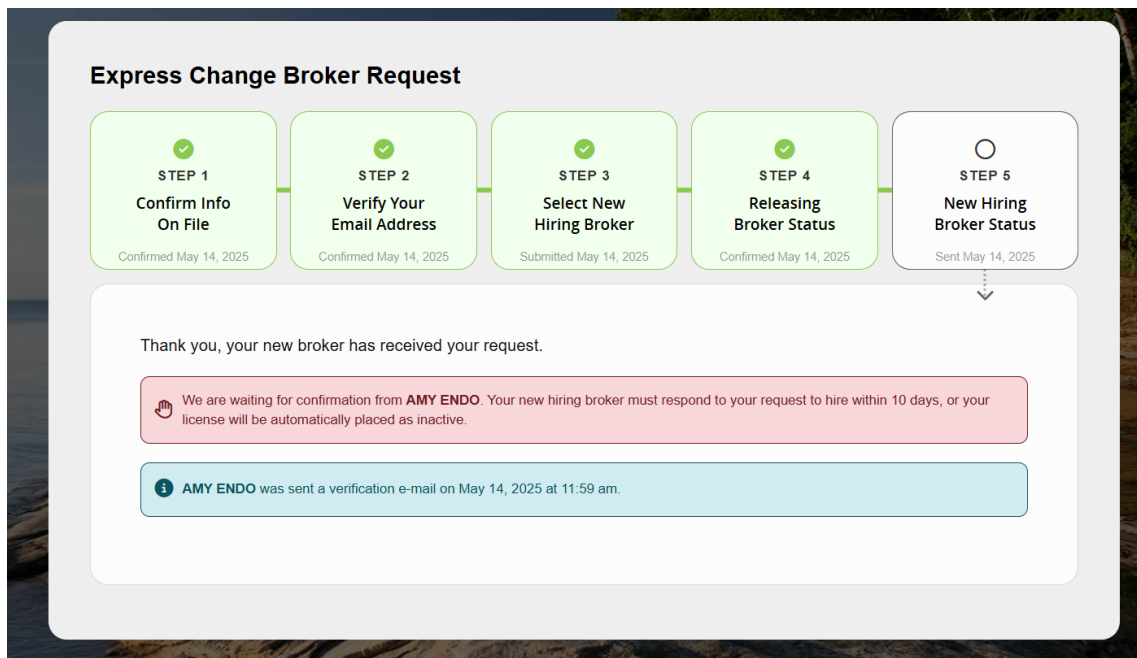
There will be two pop-ups you need to respond to before moving to the next step:



- After Acknowledging the disclaimer, you will be taken to “Releasing Broker Status”
 - There is nothing that you need to do on this step except wait for your releasing PB to respond.
 - Once your releasing PB responds, you will receive an email informing you of the successful release.
 - You can log out at this time--- to log back in follow the step listed on Page 1. You will notice that instead of “New Change Request” it will say “Continue Broker Request.”



- If you do log back in after your former PB signs you off, then this is what your next screen will look like:
 - Again, no actions for you take here. Once your new PB confirms the hire, you should receive a confirmation email.



Express Change Broker Request

STEP 1 **Confirm Info On File**
Confirmed May 14, 2025


STEP 2 **Verify Your Email Address**
Confirmed May 14, 2025


STEP 3 **Select New Hiring Broker**
Submitted May 14, 2025

STEP 4 **Releasing Broker Status**
Confirmed May 14, 2025

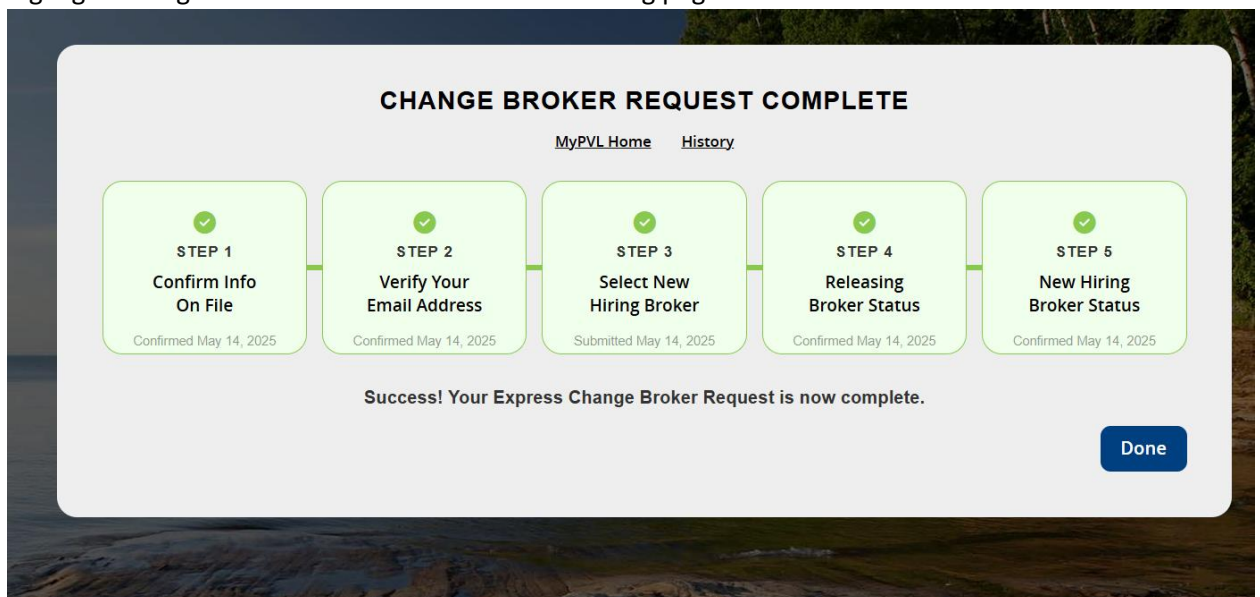
STEP 5 **New Hiring Broker Status**
Sent May 14, 2025

Thank you, your new broker has received your request.

 We are waiting for confirmation from **AMY ENDO**. Your new hiring broker must respond to your request to hire within 10 days, or your license will be automatically placed as inactive.

 **AMY ENDO** was sent a verification e-mail on May 14, 2025 at 11:59 am.

If you are still logged on to your MyPVL and didn't exit the screen, you will see all steps highlighted in green. Click "Done" to return to landing page.



CHANGE BROKER REQUEST COMPLETE

[MyPVL Home](#) [History](#)

STEP 1 **Confirm Info On File**
Confirmed May 14, 2025

STEP 2 **Verify Your Email Address**
Confirmed May 14, 2025

STEP 3 **Select New Hiring Broker**
Submitted May 14, 2025

STEP 4 **Releasing Broker Status**
Confirmed May 14, 2025

STEP 5 **New Hiring Broker Status**
Confirmed May 14, 2025

Success! Your Express Change Broker Request is now complete.

[Done](#)

If you exit and return to the ECBR you will be taken back to the landing page.

- You may navigate to "History" to view your completed request:

Express Change Broker Request

Aloha! The Express Change Broker Request offers a quick and easy way to change your employing broker. Click on "New Change Request" to start the process.

IMPORTANT! If you are a Sole Proprietor, Principal Broker, Broker-In-Charge, or Brokerage, you CANNOT use this service to change your brokerage affiliation or employment status. You MUST submit a hard copy [Change Form-Real Estate](#).

[New Change Request](#)

[MyPVL Home](#)

[History](#)

Express Change Broker History

Your current brokerage is:
COLDWELL BANKER REALTY

This is a list of all Change Broker requests submitted through the Express Change Broker online system.

Date	Releasing Broker	Hiring Broker	Status
5/14/2025 11:32 AM HST	MIKE PINK AVATINA	AMY ENDO COLDWELL BANKER REALTY	Request Complete