LEADERSlink tutorials:

ADD/DROP STATE REGISTRATION

Please reach out to T**ate Krumwiede at 303-797-9080 x125** to request support staff access.

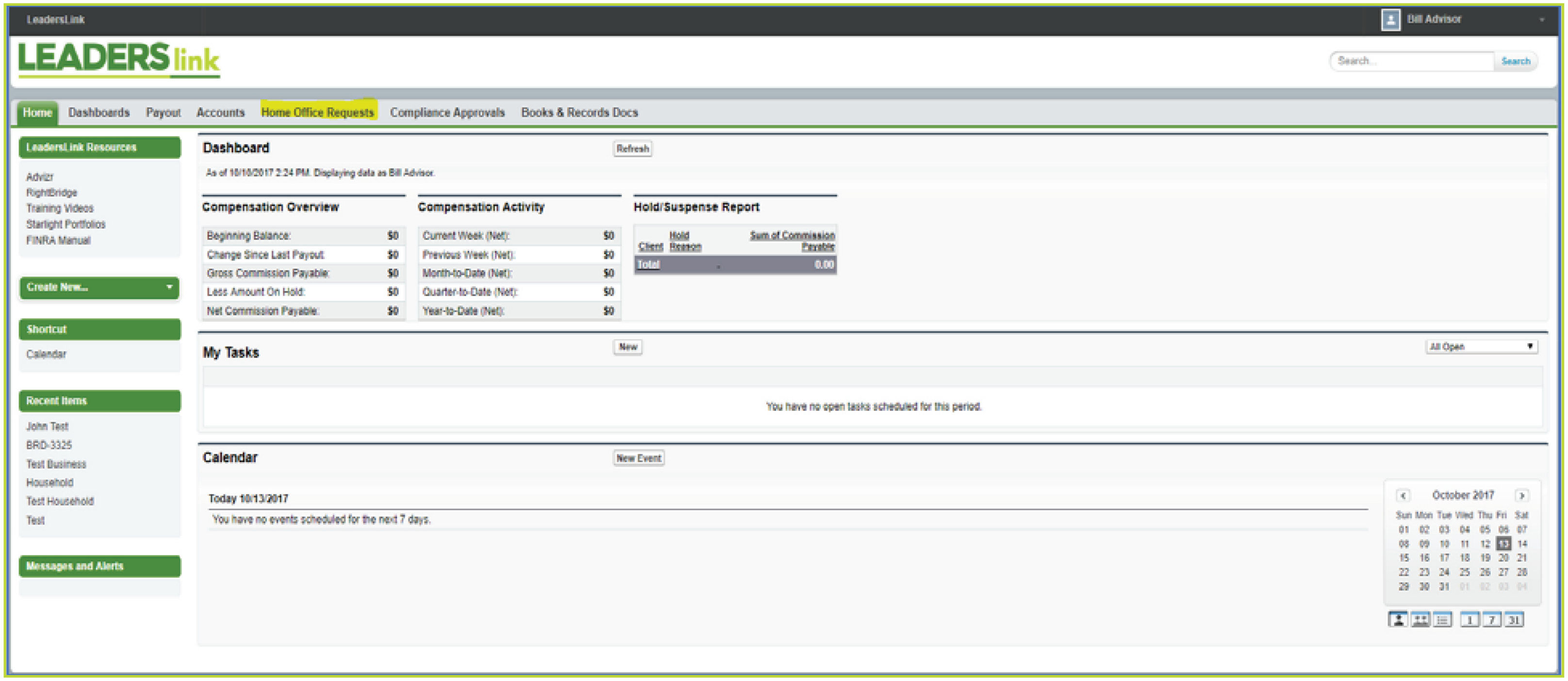
There are many reasons why you may need to change the states where you are licensed: You may have a client that moves to a state where you are not currently doing business, you may decide to start soliciting clients in a new state, you may decide to no longer work in a certain state, etc. The LEADERSlink system makes this an easy process to complete. The following instructions will walk you through the process of changing your state licensing, using the Home Office Request function.

LEADERSlink

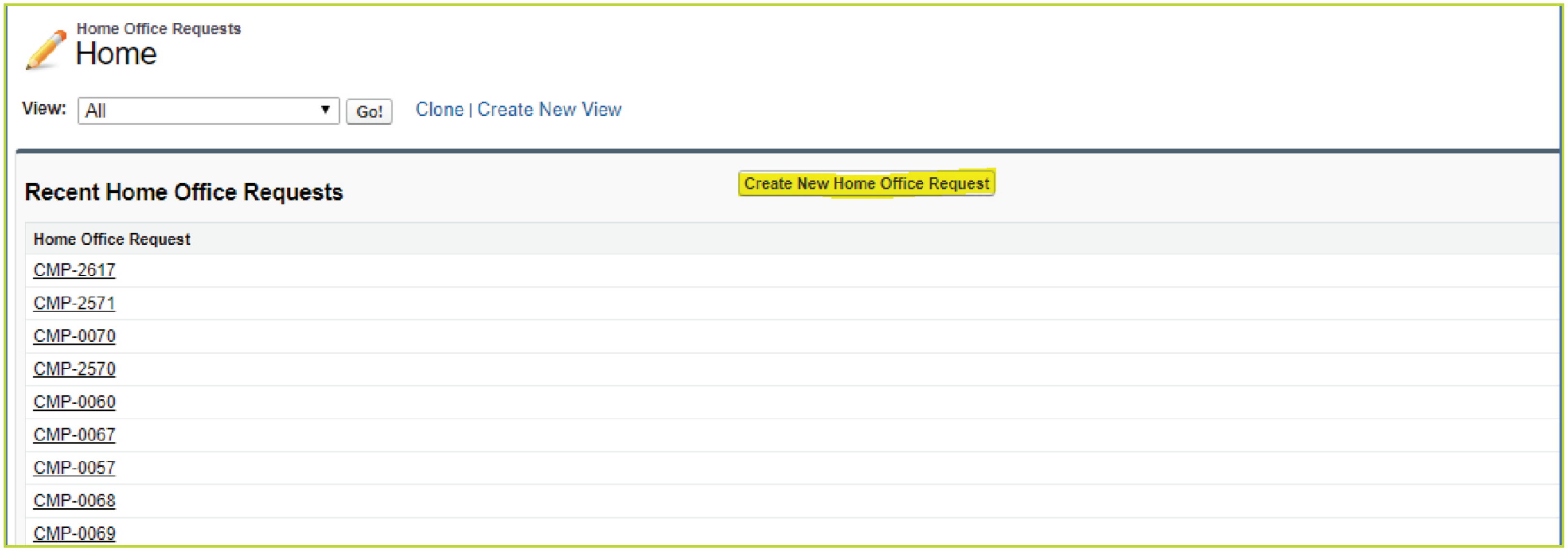
Log in to LEADERSlink

If you do not have a login, or do not know how to login, please reach out to: ***support@leadersgroup.net***

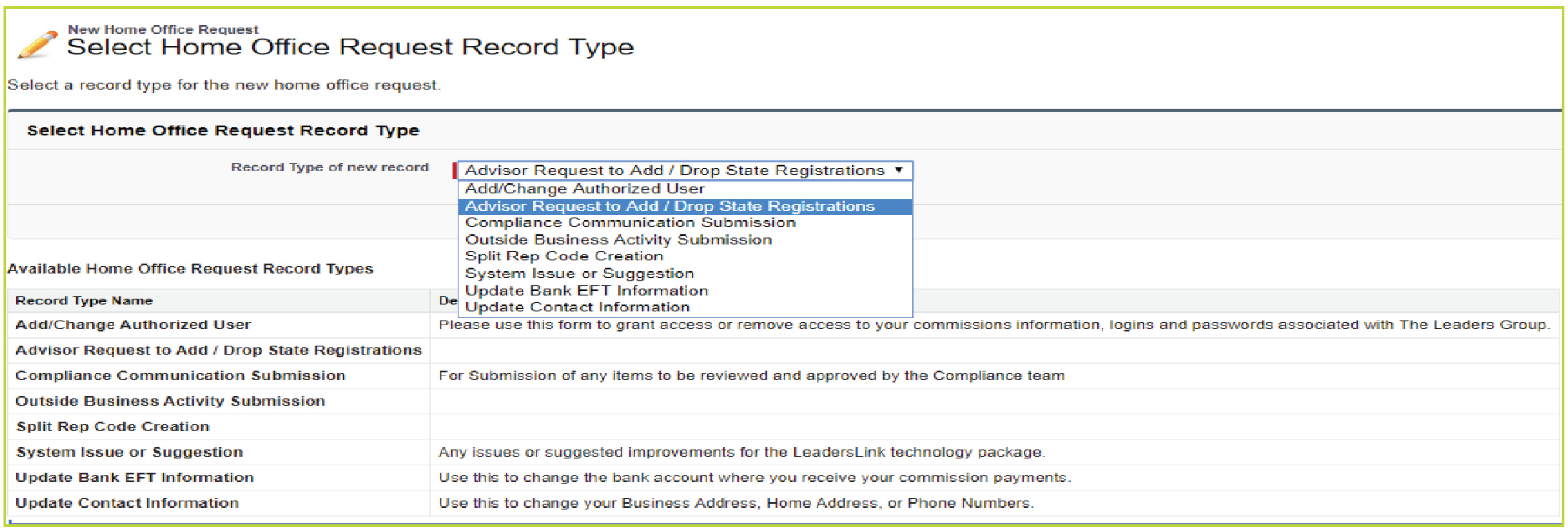
Navigate to the **Home Office Requests** tab:



Click **Create New Home Office Request**:

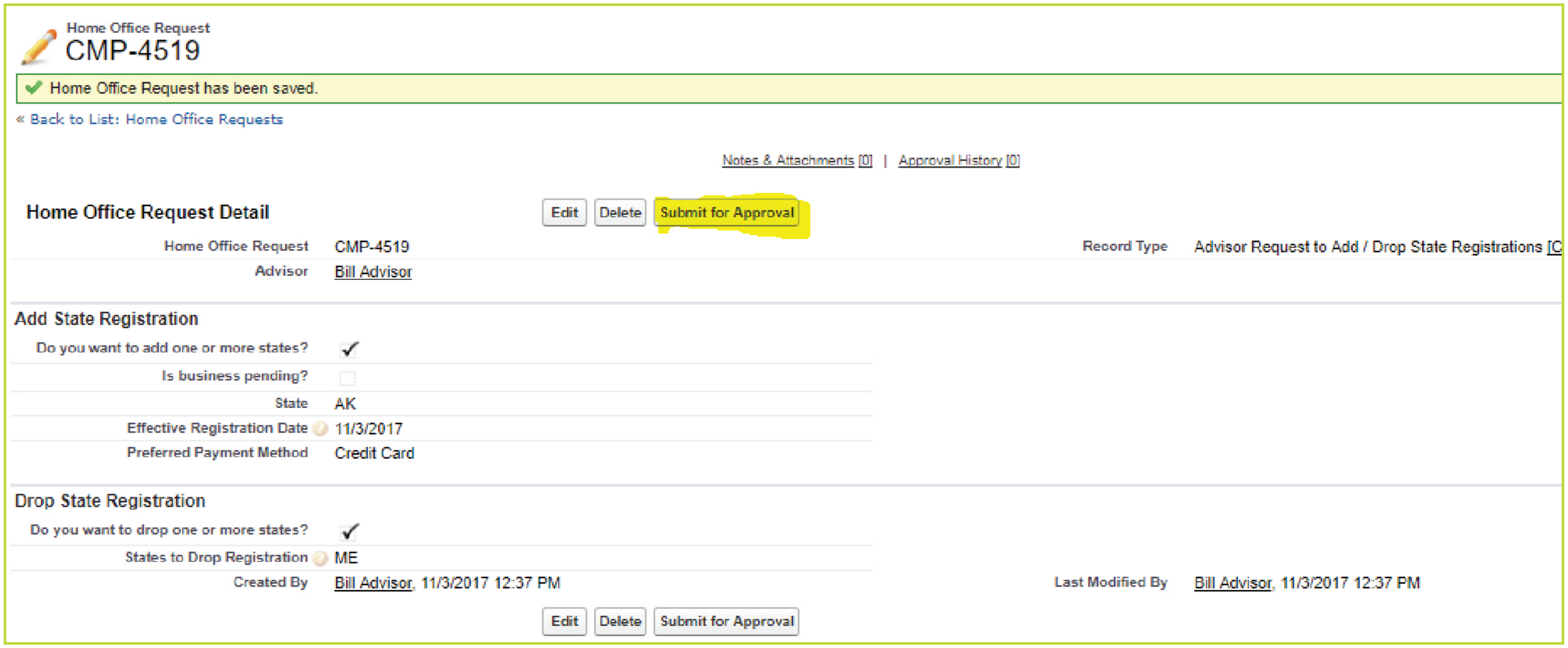


Select **Advisor Request to Add/Drop State Registration**.

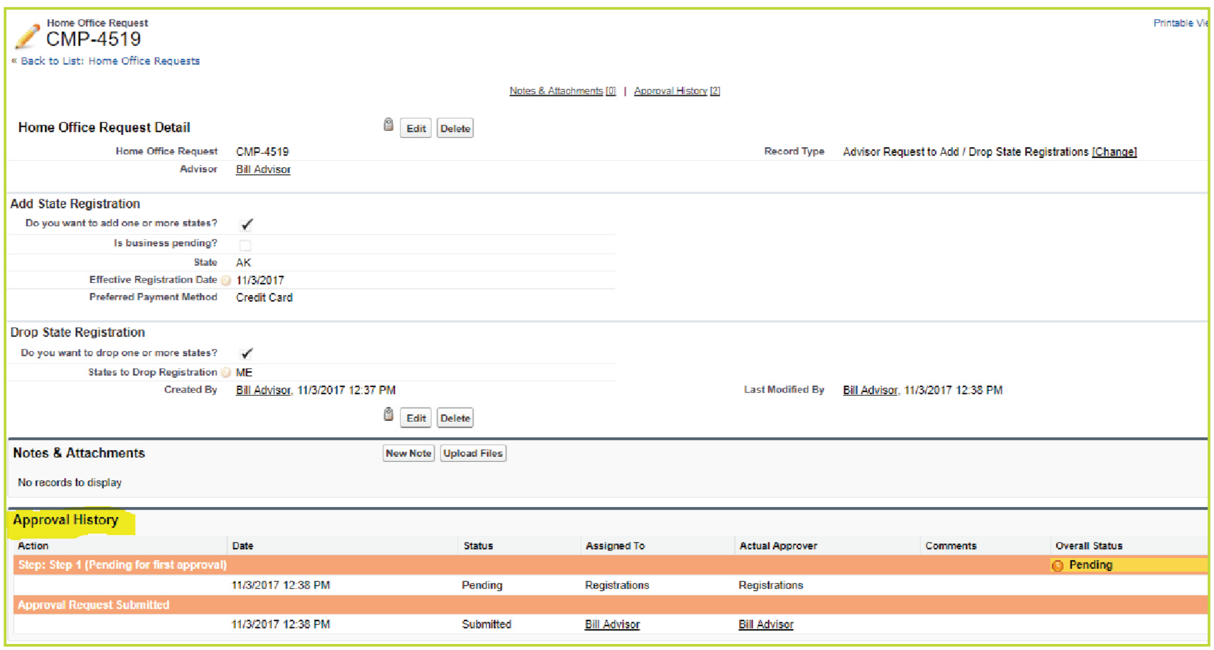


Once your selection has been made, click **Continue**.
At the following screen, complete the form with applicable information. Please note any fields marked with a red bar, must be filled out.
Once the fields are filled out, click **Save**.

Review your form to make sure everything is filled out completely and correctly, then click **Submit Approval**.



To check on the status of a request, scroll down to **Approval History**.



If you have any questions, please email **support@leadersgroup.net**.