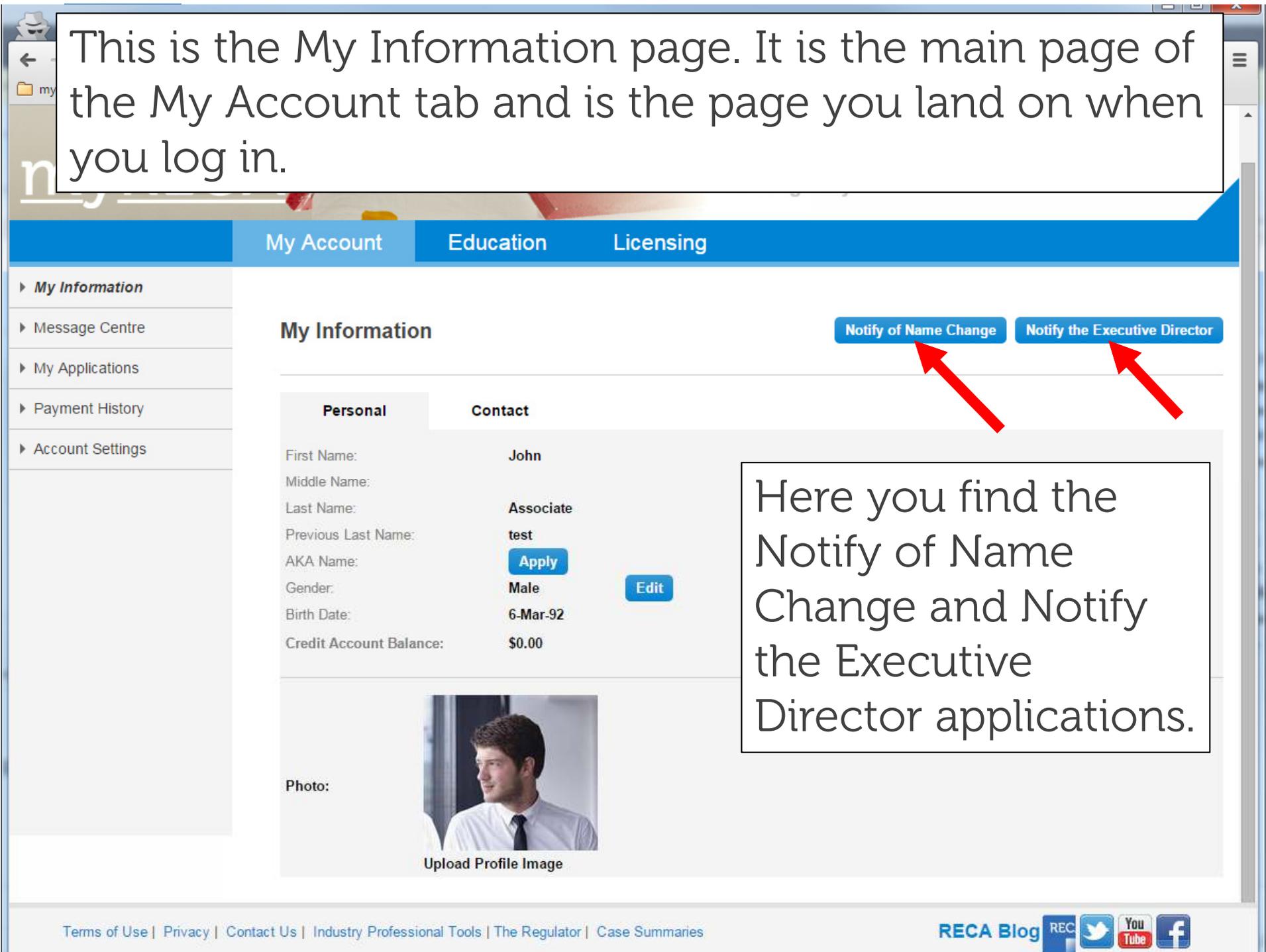


# Navigating My Account

- Edit personal/contact information
- Notify RECA of a name change
- Notify the Executive Director
- Apply for an AKA
- Message Centre
- My Applications
- Payment History
- Changing your password



This is the My Information page. It is the main page of the My Account tab and is the page you land on when you log in.



My Account

Education

Licensing

My Information

Message Centre

My Applications

Payment History

Account Settings

### My Information

Notify of Name Change

Notify the Executive Director

#### Personal

#### Contact

First Name: John  
Middle Name:  
Last Name: Associate  
Previous Last Name: test  
AKA Name: [Apply](#)  
Gender: Male [Edit](#)  
Birth Date: 6-Mar-92  
Credit Account Balance: \$0.00

Here you find the Notify of Name Change and Notify the Executive Director applications.

Photo:



Upload Profile Image

Your personal and contact information are in these two tabs.

myRECA

RECA: the standards-setting body

My Account

Education

Licensing

▶ My Information

▶ Message Centre

▶ My Applications

▶ Payment History

▶ Account Settings

## My Information

Notify of Name Change

Notify the Executive Director

Personal

Contact

First Name:	John
Middle Name:	
Last Name:	Associate
Previous Last Name:	test
AKA Name:	<input type="button" value="Apply"/>
Gender:	Male <input type="button" value="Edit"/>
Birth Date:	6-Mar-92
Credit Account Balance:	\$0.00

Photo:



Upload Profile Image

In the Personal tab you can edit your gender and apply for an Also-Known-As name (AKA)

Pages - My Information x  
https://secure.myreca.ca/myaccount/pages/UserProfile.aspx#  
myRECA

Welcome John | Logout Help

# myRECA

RECA: the standards-setting body

My Account Education Licensing

- My Information
- Message Centre
- My Applications
- Payment History
- Account Settings

## My Information

**Personal** **Contact**

Email: test@test.com [Edit](#)

Primary Phone: 777-777-4444 Business/Office

Alternate Phone: 403-666-6666 Business/Office

Fax:

**Residential Address** **Mailing Address**

Street: 350-4954 Richard Rd SW [Edit](#) Street: 104-800 Macleod Trail SE [Edit](#)

City: Calgary City: Calgary

Country: Canada Country: Canada

Province: Alberta Province: Alberta

Postal Code: T3E 6L1 Postal Code: T2G 2M3

In the Contact tab you can edit your email, phone numbers and addresses.

Terms of Use | Privacy | Contact Us | Industry Professional Tools | The Regulator | Case Summaries

RECA Blog    

# Notify the Executive Director



To begin your notification, select Notify the Executive Director from your My Account tab.

The screenshot shows the myRECA website interface. At the top, there is a navigation bar with three tabs: 'My Account', 'Education', and 'Licensing'. The 'My Account' tab is selected and highlighted in blue. Below the navigation bar, on the left side, there is a sidebar menu with several options: 'My Information', 'Message Centre', 'My Applications', 'Payment History', and 'Account Settings'. The main content area is titled 'My Information' and contains two columns of data: 'Personal' and 'Contact'. The 'Personal' column lists fields such as First Name, Middle Name, Last Name, Previous Last Name, AKA Name, Gender, Birth Date, and Credit Account Balance. The 'Contact' column lists the role 'Associate' and 'One'. There are 'Apply' and 'Edit' buttons next to the AKA Name and Gender fields respectively. At the top right of the 'My Information' section, there are two buttons: 'Notify of Name Change' and 'Notify the Executive Director'. A red arrow points from the 'My Account' tab to the 'Notify the Executive Director' button. Another red arrow points from the 'Notify the Executive Director' button to the 'Associate' role in the 'Contact' column. The footer of the page contains links for 'Terms of Use', 'Privacy', 'Contact Us', 'Industry Professional Tools', 'The Regulator', and 'Case Summaries', along with social media icons for RECA Blog, RECA, Twitter, YouTube, and Facebook.

My Account

Education

Licensing

My Information

Message Centre

My Applications

Payment History

Account Settings

### My Information

Notify of Name Change

Notify the Executive Director

#### Personal

#### Contact

First Name:

Associate

Middle Name:

Last Name:

One

Previous Last Name:

AKA Name:

Apply

Gender:

Male

Edit

Birth Date:

7-Jun-82

Credit Account Balance:

\$0.00

Photo:



Read all instructions carefully.

- ▶ My Information
- ▶ Message Centre
- ▶ My Applications
- ▶ Payment History
- ▶ Account Settings

### Section 40 Notification

#### Notify the Executive Director

RECA's mandate includes consumer protection and enhancement of industry integrity. To accomplish this RECA must have up-to-date knowledge of circumstances with the potential to affect the on-going protection of the public and integrity of the industry.

To this end, Section 40 of the *Real Estate Act* Rules requires industry professionals to immediately notify the executive director of events that may put the public at risk or may bring disrepute to the industry.

These may include:

- a professional, occupational or regulatory body, or a trade association or board, disciplines you
- the courts issue a judgment against you in relation to consumer services or the sale of goods
- the courts issue a judgment against any business you own or participate in the past 3 years
- you declare bankruptcy or are the subject of any bankruptcy proceedings
- you own or participated in any business within the past 3 years that is the subject of any bankruptcy or receivership proceedings
- you are charged criminally
- you are convicted of a criminal offence
- you have a conviction under any law of any country, province or state (excluding highway traffic offences resulting in fines and/or demerit points)

Press Next to proceed with a Section 40 Notification.

Back Next

Read the Categories carefully then select the applicable one in the drop down menu. Indicate the date of the event and provide details about the circumstances.

Pages - Notify RECA x

https://secure.myreca.ca/myAccount/Pages/NotifyRECA.aspx

myRECA

- ▶ Payment History
- ▶ Account Settings

### Section 40 Notification - Categories

Section 40 notifications are broken down into categories.

**Section 40 - Discipline:** when you are disciplined by any real estate association, or any professional, occupational or regulatory body

**Section 40 - Personal Judgement:** when you have judgment(s) rendered against you to consumers.

**Section 40 - Business Judgement:** when any business you own or have participated in for a period of 5 years has any judgment(s) rendered against it.

**Section 40 - Personal Bankruptcy:** when you are the subject of any bankruptcy or receivership proceedings

**Section 40 - Business Bankruptcy:** when any business you own or have participated in for a period of 5 years is the subject of any bankruptcy or receivership proceedings

**Section 40 - Criminal Code Proceedings:** when proceedings pursuant to the Criminal Code are commenced against you

**Section 40 - Criminal Conviction:** when you are convicted of any criminal offence or any other offence under any law of any country, province or state, excluding provincial or municipal highway traffic offences resulting in only monetary fines and/or demerit points.

Select the type of Section 40 notification you are reporting. If you need to declare multiple events, submit one notification per event.

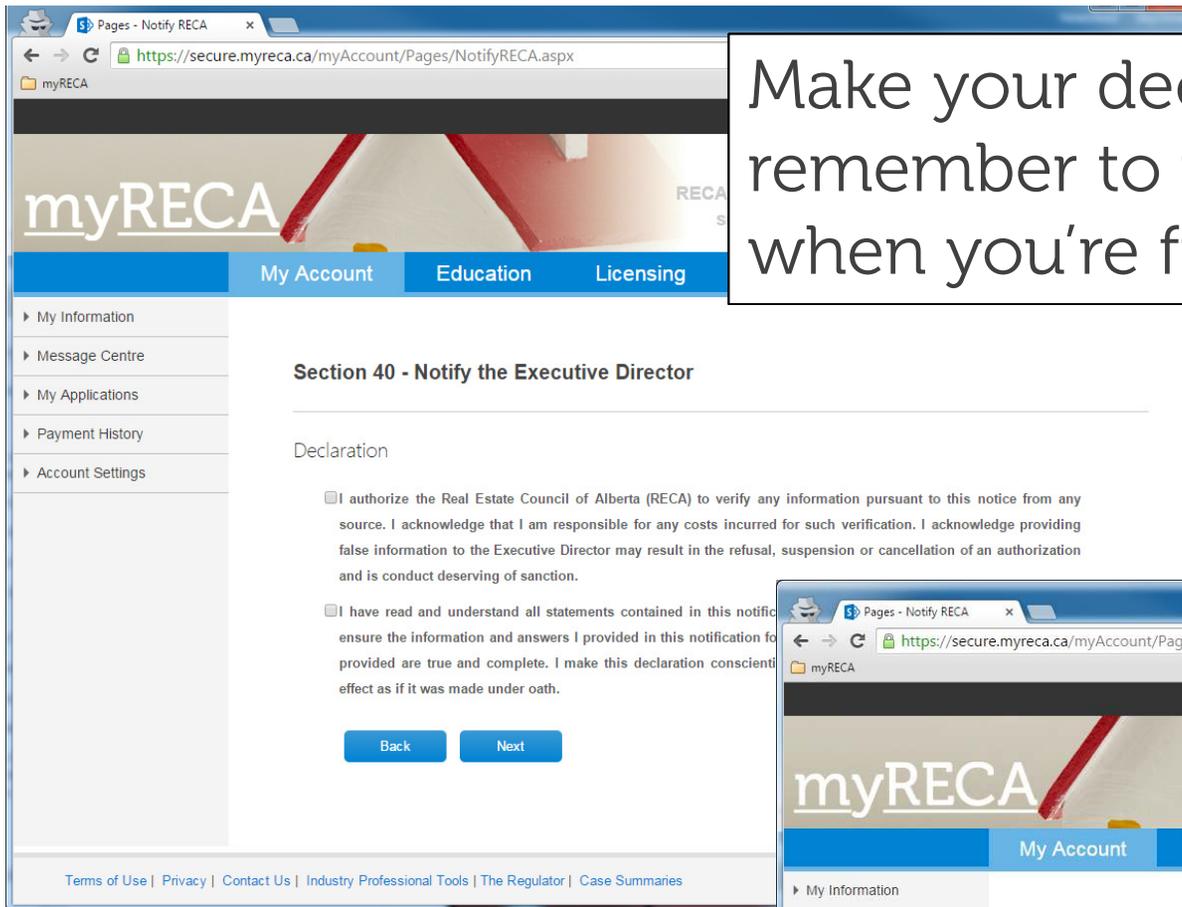
Section 40 - Discipline

Date of Event:

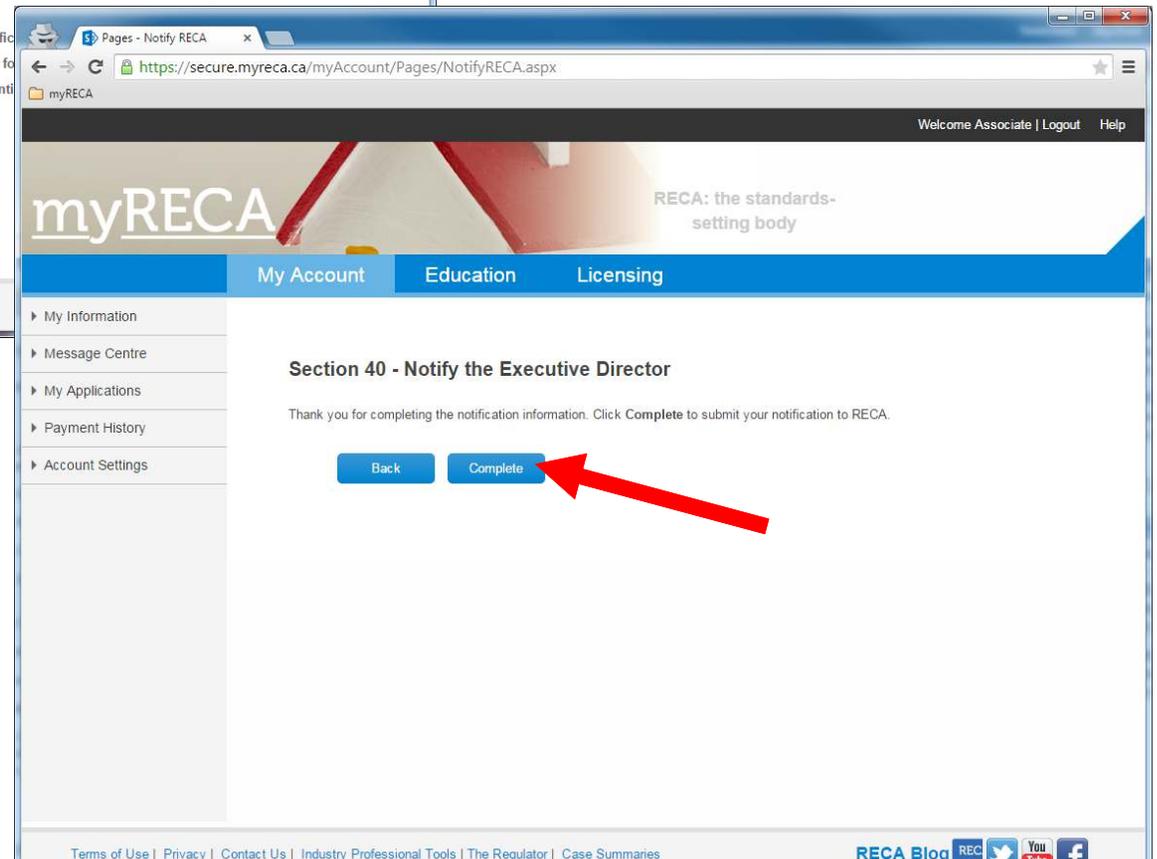
Provide details about the circumstances leading to the event(s).

Terms of Use | Privacy | Contact Us | Industry Professional Tools | The Regulator | Case Summaries

RECA Blog REC YouTube Facebook



Make your declarations and remember to press **Complete** when you're finished.



Pages - My Applications x  
https://secure.myreca.ca/myAccount/Pages/

myRECA

- My Information
- Message Centre
- My Applications**
- Payment History
- Account Settings

### My Applications

When **Complete** appears may involve uploading do

When the application Sta third-party to provide doc

For tutorials on your appli

If you wish to take course area using the link below.

Industry: All

Industry	Application Type	Status	Assigned To	Date Submitted	Actions
N/A	Section 40 - Notify the Executive Director	Waiting for Details	Applicant	5-Jun-15	<a href="#">Cancel</a>   <a href="#">Complete</a>   <a href="#">View</a>
Real Estate	Licence Mobility	Approved	RECA	4-Jun-15	<a href="#">View</a>

Apply for:

- Licence Mobility
- Education Eligibility

Terms of Use | Privacy | Contact Us | Industry Professional Tools | The Regulator | Case Summaries

RECA Blog REC   

Your Notification is now Waiting for Details in your [My Applications](#) page. To upload your supporting documents, click [Complete](#). RECA notifies you by email when your notification is received and accepted.



# Message Centre



Check **Message Centre** regularly for application status updates and other messages from RECA

Pages - Message Centre

https://uat.myreca.ca/myAccount/Pages/Notifications.aspx?display=...

myRECA

setting body

My Account Education Licensing My Brokerage

My Information

**Message Centre**

My Applications

Payment History

Account Settings

### Message Centre

Subject	Date
✉ Broker and Brokerage Licence Renewal is Approved	12-May-15
✉ New Brokerage Application - Review is Approved	12-May-15
✉ New Brokerage Application - Review is waiting for documents - 5/12/2015 12:13 PM	12-May-15
✉ Criminal Record Check is Approved	11-May-15
✉ Education Eligibility is Approved	11-May-15
✉ Education Eligibility is waiting for documents - 5/11/2015 11:44 AM	11-May-15
✉ Suitability Review is Approved	11-May-15
✉ Suitability Review is waiting for documents - 5/11/2015 11:41 AM	11-May-15

[Read More](#)

Terms of Use | Privacy | Contact Us | Industry Professional Tools | The Regulator | Case Summaries

RECA Blog    

# My Applications

- application types
- application status
- who is it assigned to?
- application actions



Any application you or your brokerage begins that requires RECA approval is found here, including brokerage renewal, licence history requests, brokerage amendments and accounting forms.

Pages - My Applications x

https://uat.myreca.ca/myAccount/Pages/Applications.aspx?display=page

- My Information
- Message Centre
- My Applications**
- Payment History
- Account Settings

### My Applications ?

When **Complete** appears under **Actions** on an application, you may download documents.

When the application Status is **Waiting for Details**, but no **Complete** appears under **Actions** for the application. Click **View** under **Actions** to see what is required for the application.

For tutorials on your applications or on uploading documents, click [here](#).

If you wish to take courses to become licensed in another profession, you must first apply for Education Eligibility in that area using the link below.

Industry:

Industry	Application Type	Status	Assigned To	Date Submitted	Actions
Real Estate Appraisal	Appraiser and Candidate - Renewal	Under Review	RECA	12-May-15	<a href="#">View</a>
Real Estate Appraisal	Appraiser and Candidate - Licence	Waiting for Details	Applicant	12-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>   <a href="#">View</a>
Real Estate	Broker and Brokerage Licence Renewal	New	Applicant	12-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
N/A	Licence History Request	Submitted	RECA	8-May-15	<a href="#">View</a>
Real Estate	Fiscal Year End - Form 2	Submitted	Applicant	8-May-15	<a href="#">View</a>
Real Estate	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
Real Estate	Brokerage Change of Business Address	Submitted	RECA	8-May-15	<a href="#">View</a>
Real Estate	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
Real Estate	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
Real Estate	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>

<< < 1 2 3 > >>



Industry:

Industry	Application Type	Status	Assigned To	Date Submitted	Actions
Real Estate Appraisal	Appraiser and Candidate - Renewal	Under Review	RECA	12-May-15	<a href="#">View</a>
Real Estate Appraisal	Appraiser and Candidate - Licence	Waiting for Details	Applicant	12-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>   <a href="#">View</a>
Real Estate	Broker and Brokerage Licence Renewal	New	Applicant	12-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
N/A	Licence History Request	Submitted	RECA	8-May-15	<a href="#">View</a>
Real Estate	Fiscal Year End - Form 2	Submitted	Applicant	8-May-15	<a href="#">View</a>
Real Estate	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
Real Estate	Brokerage Change of Business Address	Submitted	RECA	8-May-15	<a href="#">View</a>
Real Estate	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
Real Estate	Fiscal Year End				
Real Estate	Fiscal Year End				

<< < 1 2 3 > >>

Every application has a status: **New**, **Waiting for Details**, **Under Review**, **Submitted** or **Approved**. Different actions are allowed for each application based on its status. Typically, **Waiting for Details** means you must take action and **Under Review** means RECA must take action.



Industry:



Industry	Application Type	Status	Assigned To	Date Submitted	Actions
Real Estate Appraisal	Appraiser and Candidate - Renewal	Under Review	RECA	12-May-15	<a href="#">View</a>
Real Estate Appraisal	Appraiser and Candidate - Licence	Waiting for Details	Applicant	12-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>   <a href="#">View</a>
Real Estate	Broker and Brokerage Licence Renewal	New	Applicant	12-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
N/A	Licence History Request	Submitted	RECA	8-May-15	<a href="#">View</a>
Real Estate	Fiscal Year End - Form 2	Submitted	Applicant	8-May-15	<a href="#">View</a>
Real Estate	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
Real Estate	Brokerage Change of Business Address	Submitted	RECA	8-May-15	<a href="#">View</a>
Real Estate	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
Real Estate	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
Real Estate	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>

<< < 1 2 3 > >>

At different stages, each application is assigned to RECA or you, the applicant. If something is assigned to Applicant, you must take action on that application.



Industry:



Industry	Application Type	Status	Assigned To	Date Submitted	Actions
Real Estate Appraisal	Appraiser and Candidate - Renewal	Under Review	RECA	12-May-15	<a href="#">View</a>
Real Estate Appraisal	Appraiser and Candidate - Licence	Waiting for Details	Applicant	12-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>   <a href="#">View</a>
Real Estate	Broker and Brokerage Licence Renewal	New	Applicant	12-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
N/A	Licence History Request	Submitted	RECA	8-May-15	<a href="#">View</a>
Real Estate	Fiscal Year End - Form 2	Submitted	Applicant	8-May-15	<a href="#">View</a>
Real Estate	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
Real Estate	Brokerage Change of Business Address	Submitted	RECA	8-May-15	<a href="#">View</a>
Real Estate	Fiscal Year End - Form 2	New	Applicant	8-May-15	<a href="#">Cancel</a>   <a href="#">Complete</a>
Real Estate	Fiscal				
Real Estate	Fiscal				

<< < 1 2 3 > >>

Under Actions, you will see [View](#), [Cancel](#), [Complete](#), or [Make Payment](#), depending on what is required for that particular application and if it's assigned to you. Most important to you is the [Complete](#) button. When the [Complete](#) button is visible, you must take action on this application before it can proceed.

Pages - Payment History x  
https://secure.myreca.ca/myAccount/Pages/PaymentHistory.aspx  
myRECA  
Welcome John | Logout Help

# myRECA

RECA: the standards-setting body

My Account Education Licensing

- My Information
- Message Centre
- My Applications
- Payment History**
- Account Settings

## Payment History

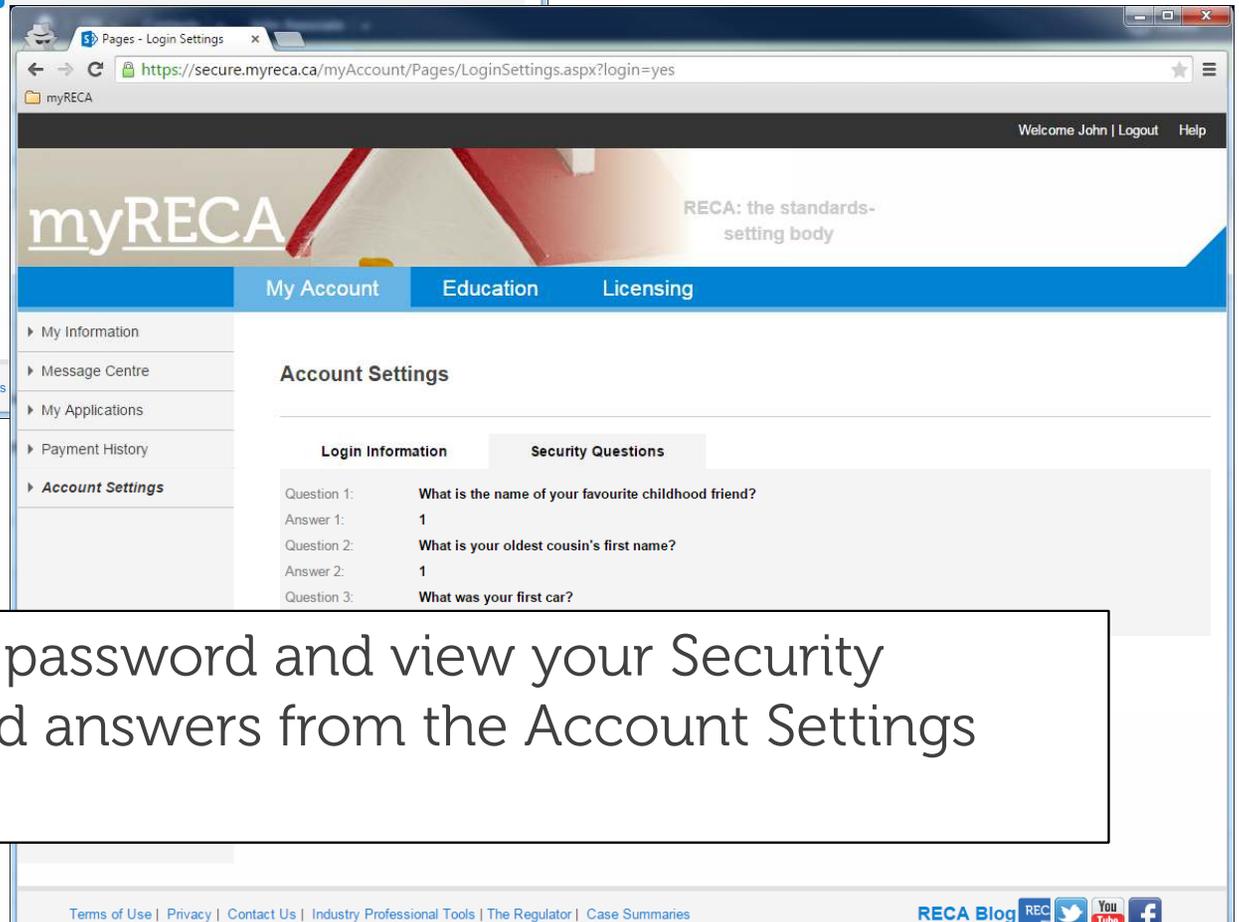
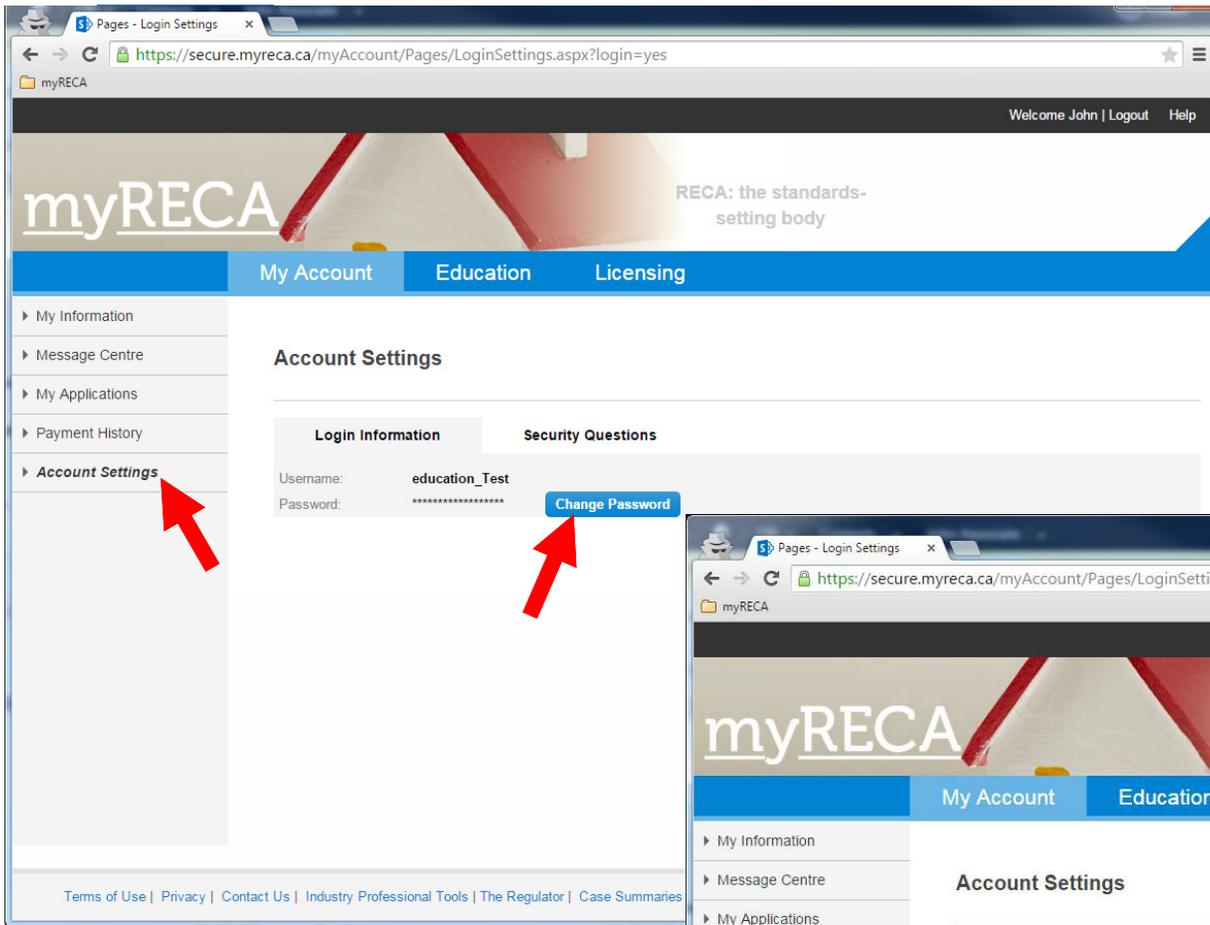
Payment history for the last 12 months.

Fee Category: All Industry: All

Industry Sector	Fee Category	Item	Date	Amount	Receipt No.	Actions
Mortgage	Education	Education Eligibility Application	27-May-15	\$100.02	ORD-01057-S8H4N3	<a href="#">Receipt</a>
Mortgage	Other	Fundamentals of Mortgage	27-May-15	\$1500.02	ORD-01062-T8M7K4	<a href="#">Receipt</a>
	Payment	Brokerage				

Download and view receipts from the Payment History page.

Terms of Use | Privacy | Contact Us | Industry Professional Tools | The Regulator | Case Summaries  
RECA Blog REC Twitter YouTube Facebook



Change your password and view your Security Questions and answers from the Account Settings page.