



First Time Login

Brokerage Accountants



www.myRECA.ca

Real
Estate
Council
Alberta

Update Account

If you are a learner or industry professional with an RW, MW or AW number you must create a username before you can access myRECA. Click "Update my account" below.

[Update my account](#)

Sign In

If you've already created a username, sign in below.

[Forgot username](#)

[Forgot password](#)

[Sign in](#)

New myRECA Users

Once brokerage accountants create an account, they log in here.

Pages - Content x

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

myRECA

- My Information
- Message Centre
- Account Settings

First Time Login

Welcome to myRECA, Test Accountant.

You are a few steps away from accessing your account. We need to ask a few more questions to customize your account to your type of user, and to determine the type of application you submit at the end of the process.

IMPORTANT: If you are a potential industry professional, and you close your browser or otherwise leave this first-time login process before you submit an Education Eligibility, Licence Mobility or Suitability Review Application, your information will not be saved and you will have to start over from this point the next time you log in.

What type of user are you?

Industry Professional: you want to become a real estate, property management, mortgage, or real estate appraisal professional.




Brokerage Administrator: you need access to your brokerage's online account.

Brokerage's Accountant: you file online audit reports for a brokerage.

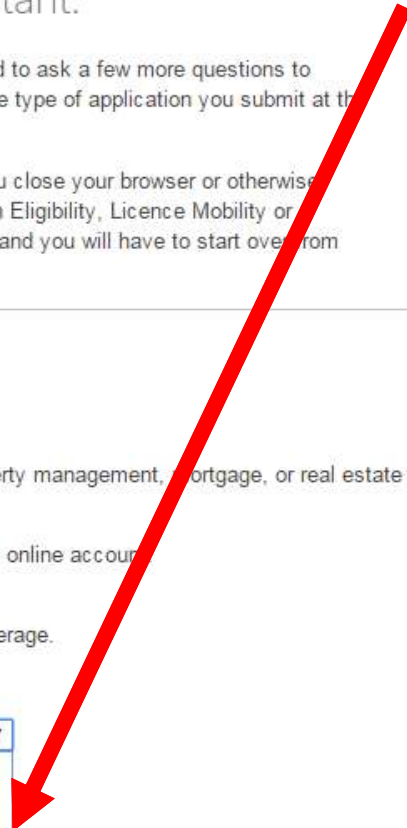
I want to set up an account as a/an:

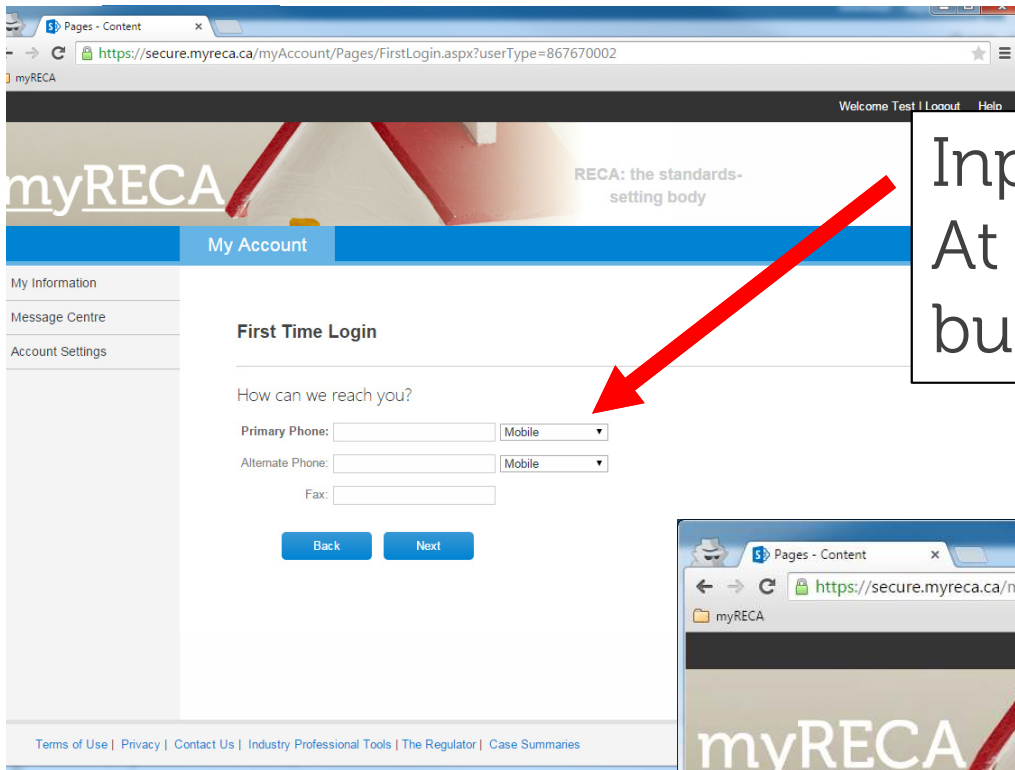
Brokerage Accountant
Select
Industry Professional
Brokerage Administrator
Brokerage Accountant

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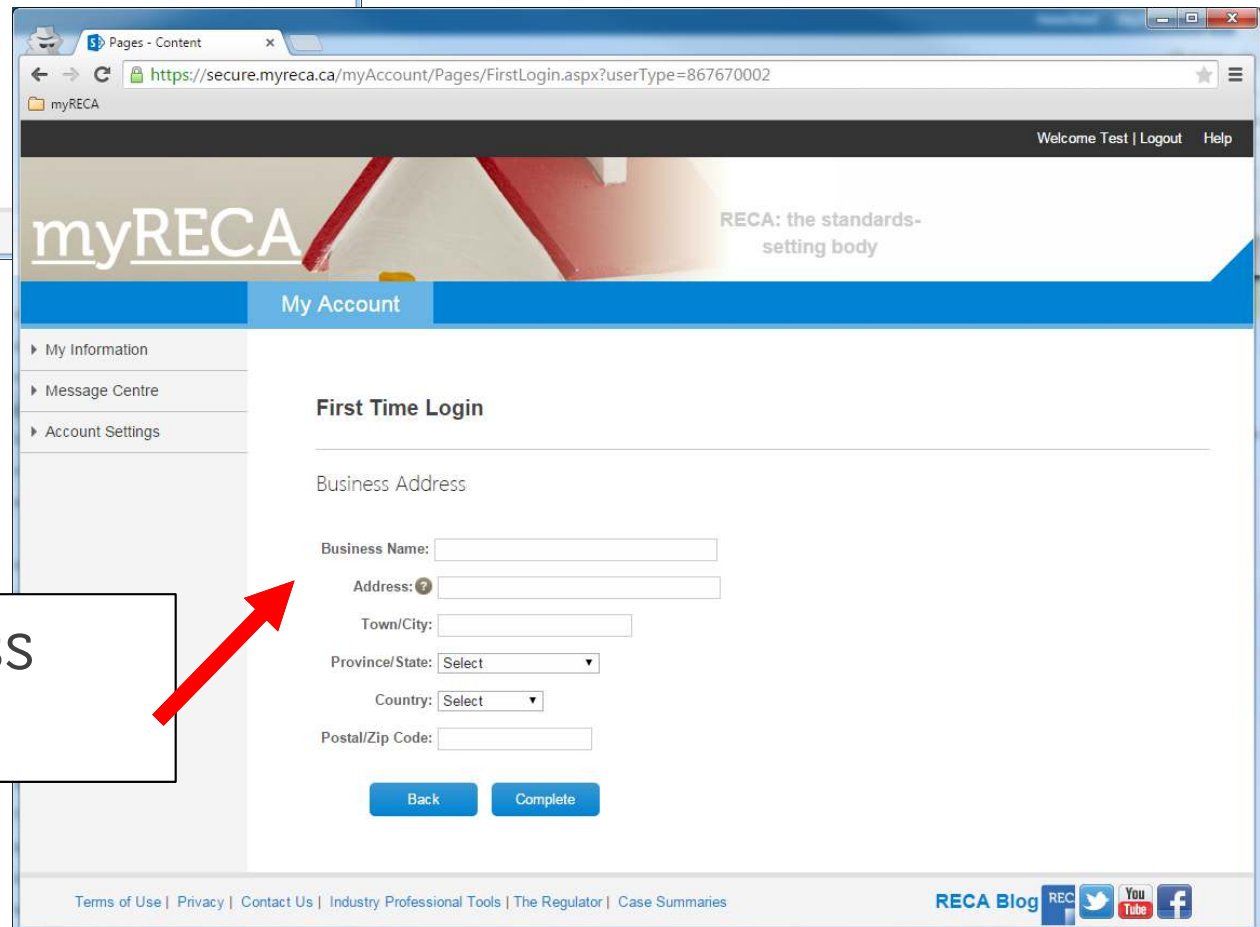
RECA Blog REC   

Select Brokerage Accountant from the drop down menu.





Input your phone numbers.
At least one should be your
business number.



Input your business
address.

The screenshot shows a web browser window with the URL <https://secure.myreca.ca/myAccount/Pages/FirstLogin.aspx?userType=867670002>. The page header includes "Welcome Test | Logout | Help". The main content area features the myRECA logo and the tagline "RECA: the standards-setting body". A blue navigation bar contains the "My Account" tab, which is highlighted with a red arrow. Below this, a sidebar lists "My Information", "Message Centre", and "Account Settings". The main content area displays a "First Time Login" section with a "Congratulations!" message and a note: "RECA will review your credentials and notify you upon approval as a brokerage accountant. Once approved, a brokerage can assign Trust Accounting forms to you for completion." A text box at the bottom of the page explains that RECA reviews credentials and approves users as brokerage accountants, with limited access to personal and contact information during the review process. The footer 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, Twitter, YouTube, and Facebook.

RECA reviews your credentials then approves you as a brokerage accountant. Before RECA approval, your account is limited to the personal and contact information found within the [My Account](#) tab.

Pages - Accountant Dashl x

https://secure.myreca.ca/Accounting/Pages/AccountantDashboard.aspx

myRECA

Welcome Test | Logout Help

myRECA

Accounting Section Message

My Account Accountant

Dashboard

Trust Accounting Forms

To find a form, a broker must give you a unique Application ID. Search for the application by entering the ID after clicking **Search for Forms**.

When you find the form, you can complete a Form 3 by clicking Add to my List, then **Complete** under Actions.

Search for Forms

Application ID	Brokerage	Status	Date Submitted	Actions
<<	<	>	>>	

Terms of Use |

Once approved, RECA notifies you, and the **Accountant** tab appears in your account. This is where you search for Form 3 – Accountant Report forms sent to you by a brokerage.