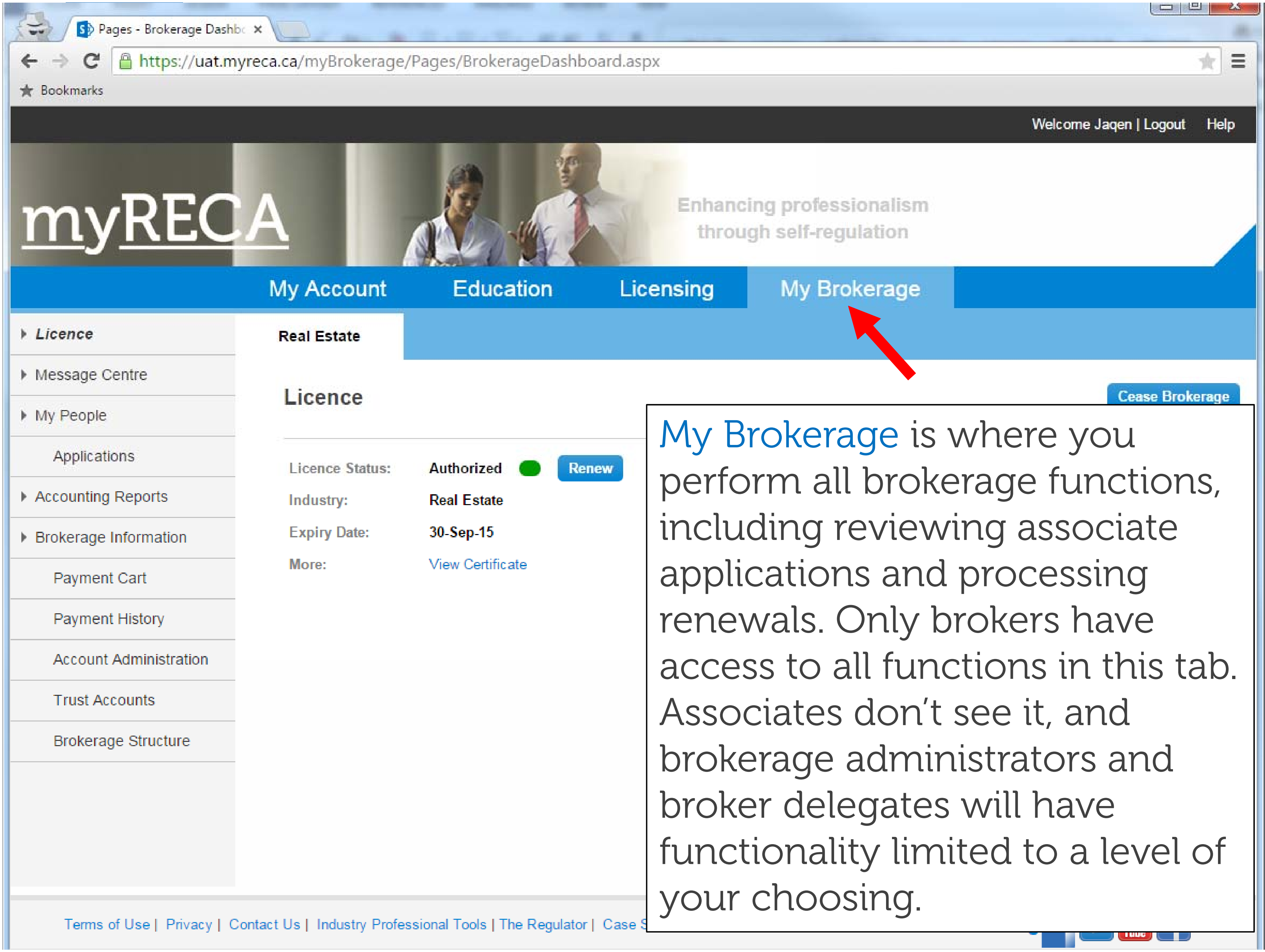
Real Estate Council Alberta

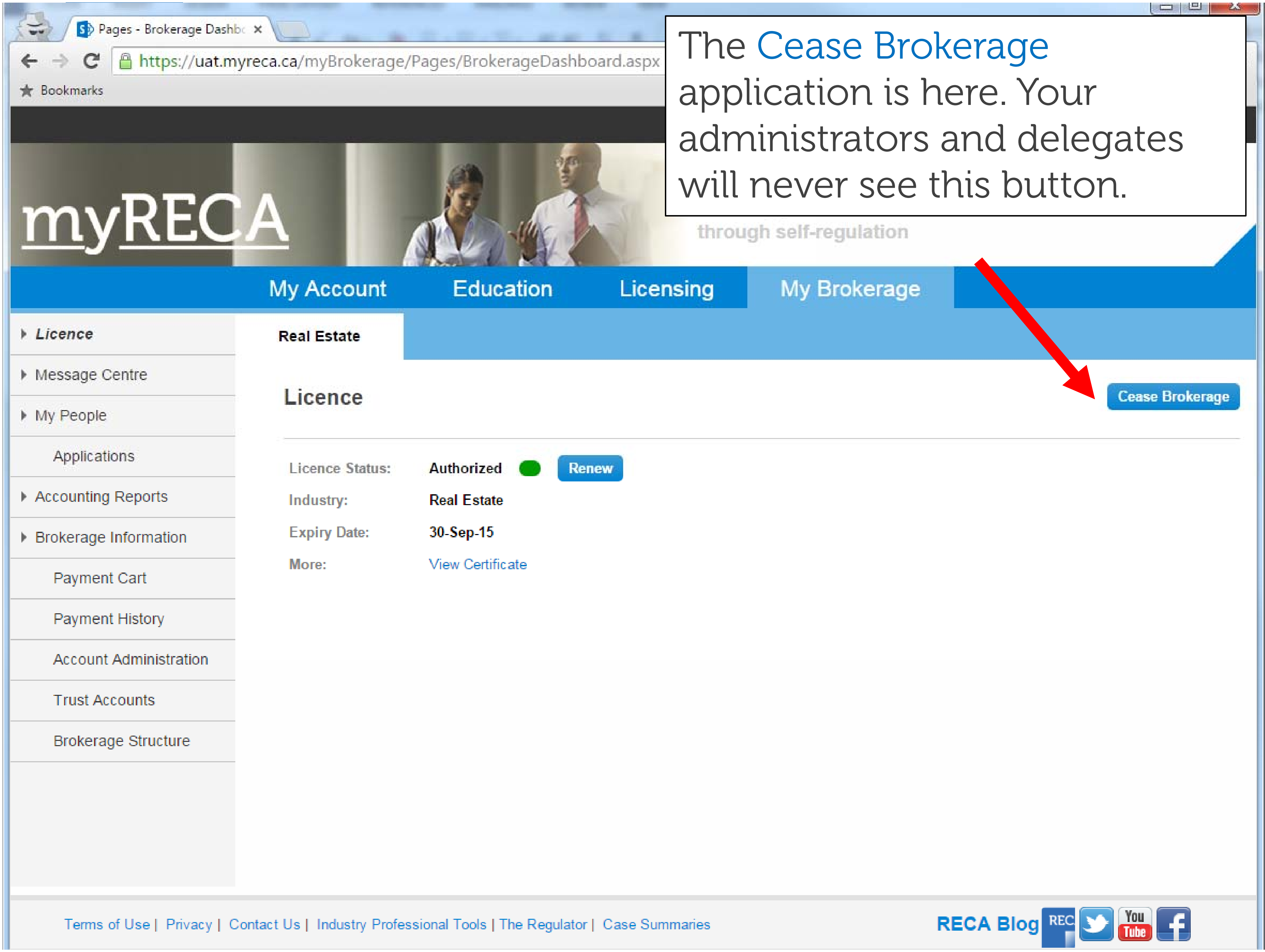
Industry

Navigating the My Brokerage Tab



My Brokerage is where you perform all brokerage functions, including reviewing associate applications and processing renewals. Only brokers have access to all functions in this tab. Associates don't see it, and brokerage administrators and broker delegates will have functionality limited to a level of your choosing.

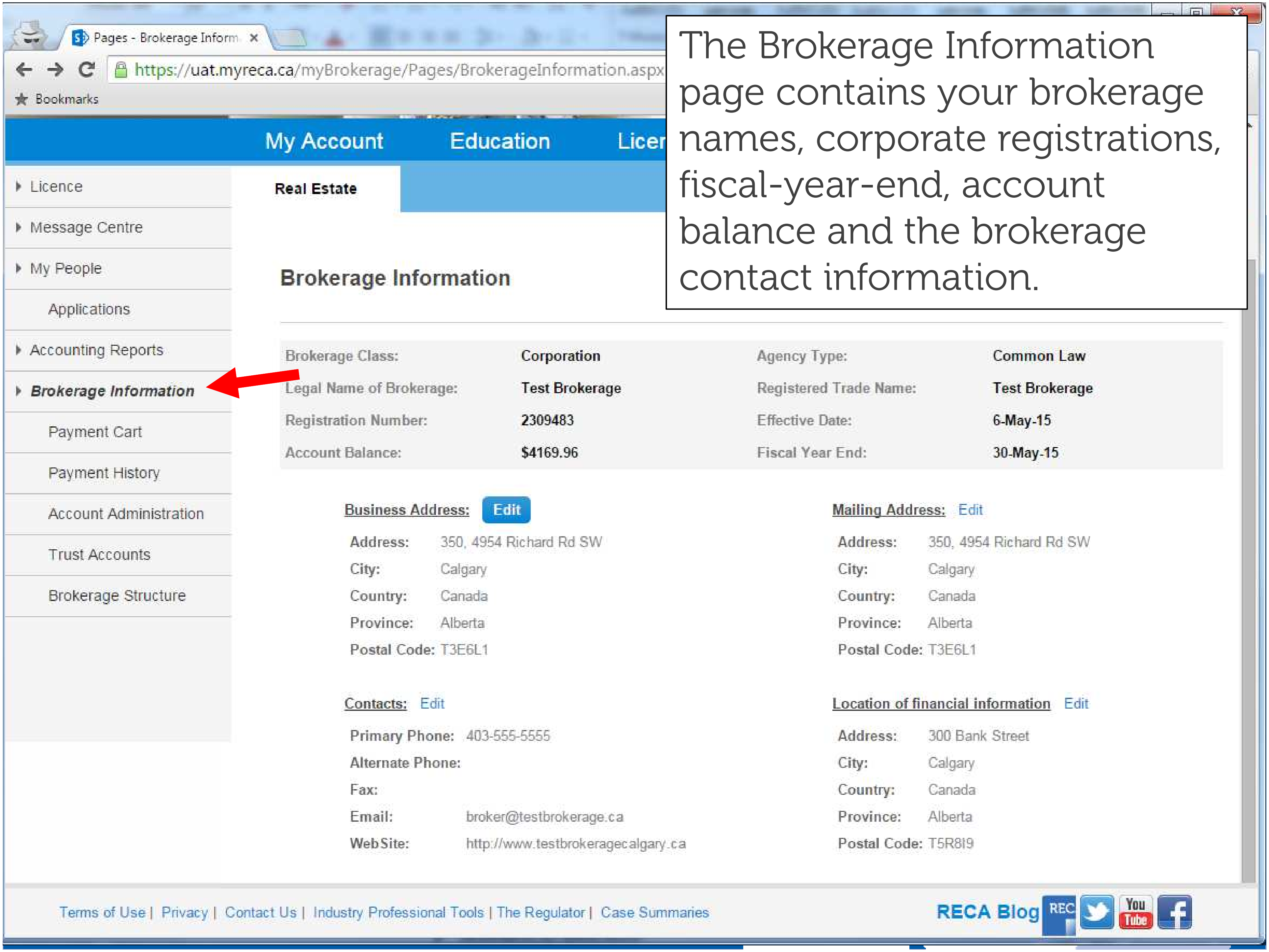
The Cease Brokerage application is here. Your administrators and delegates will never see this button.



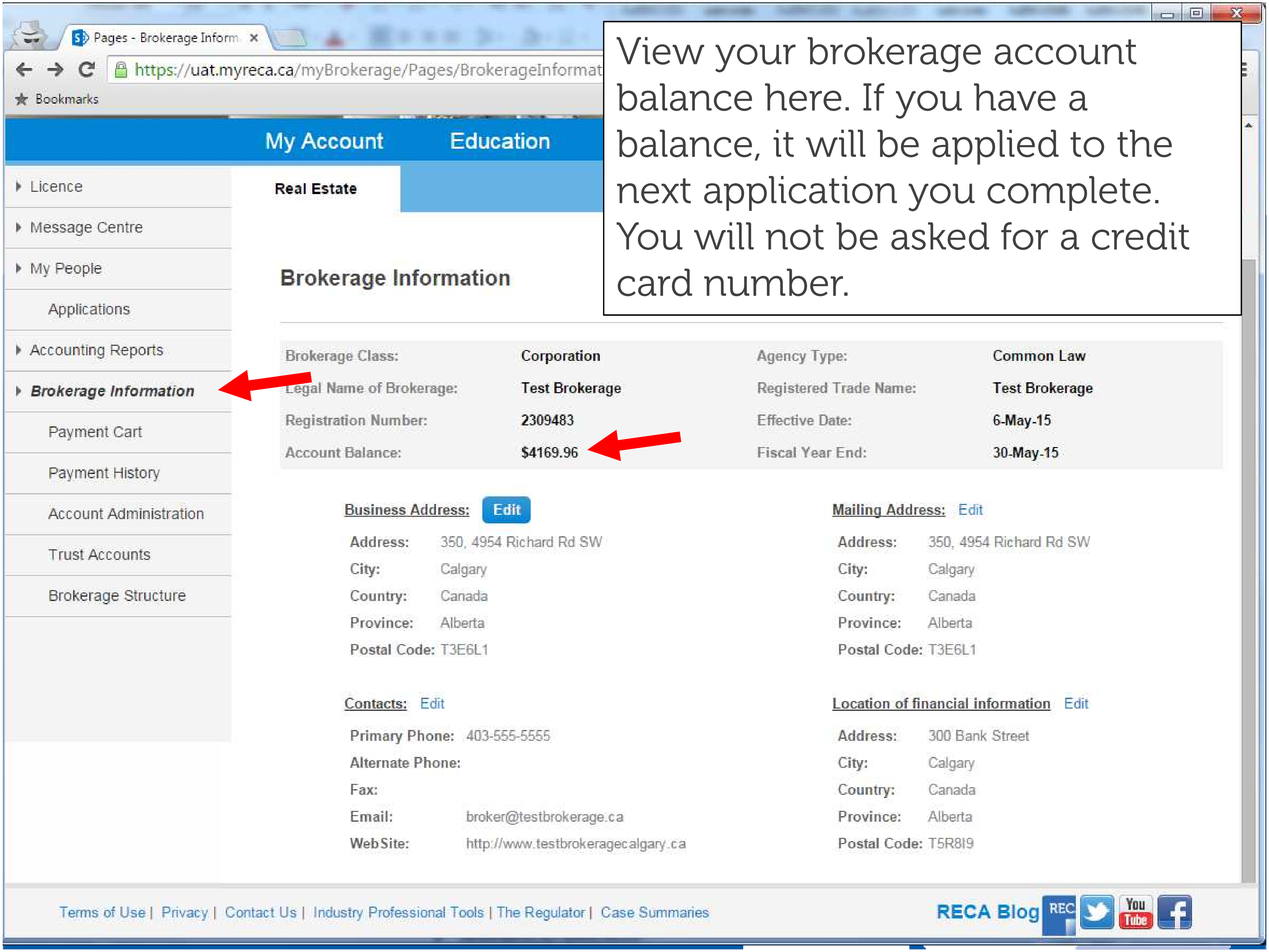
Brokerage Information

- editing contact information
- credit balance

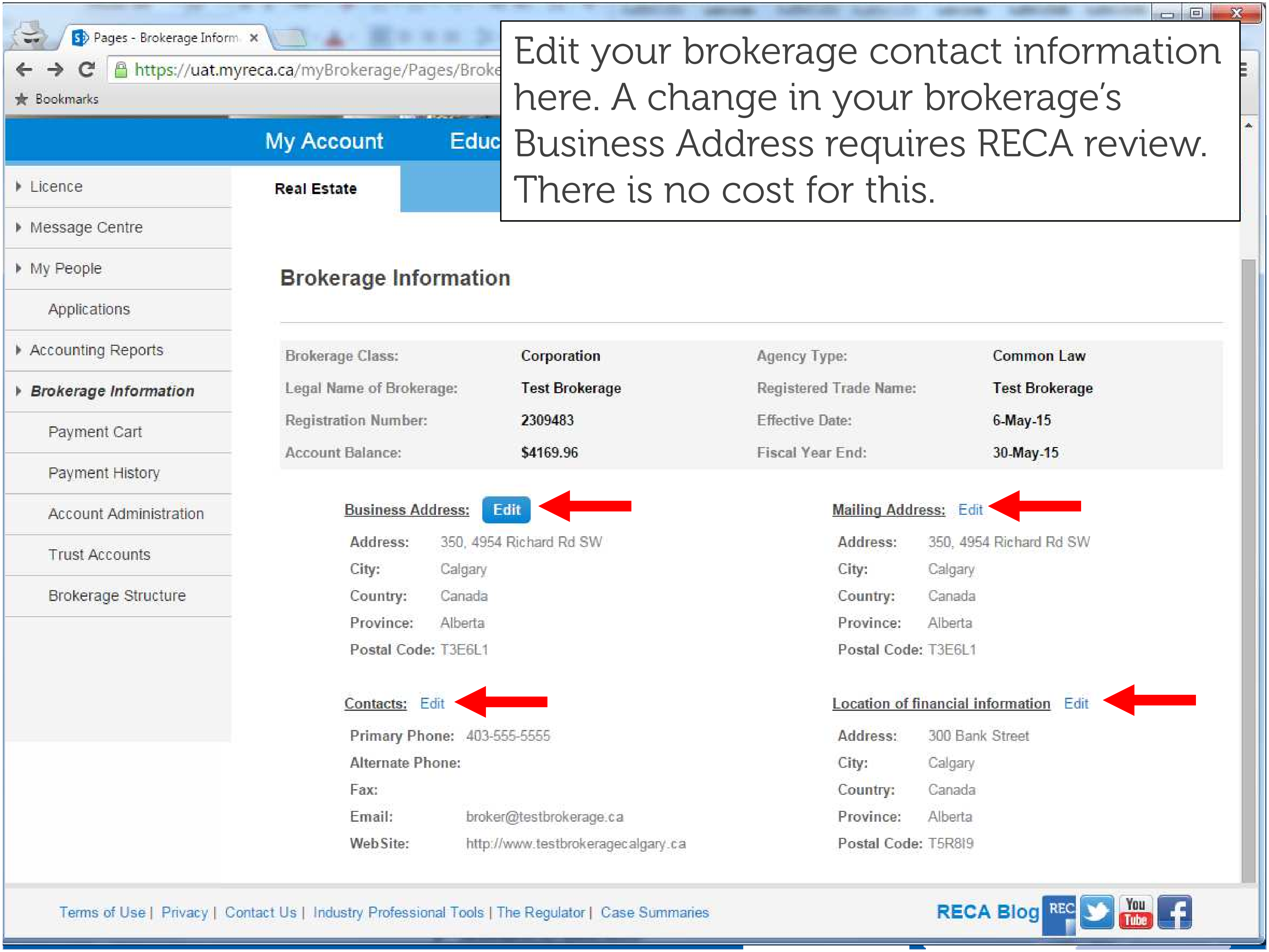
The Brokerage Information page contains your brokerage names, corporate registrations, fiscal-year-end, account balance and the brokerage contact information.



View your brokerage account balance here. If you have a balance, it will be applied to the next application you complete. You will not be asked for a credit card number.



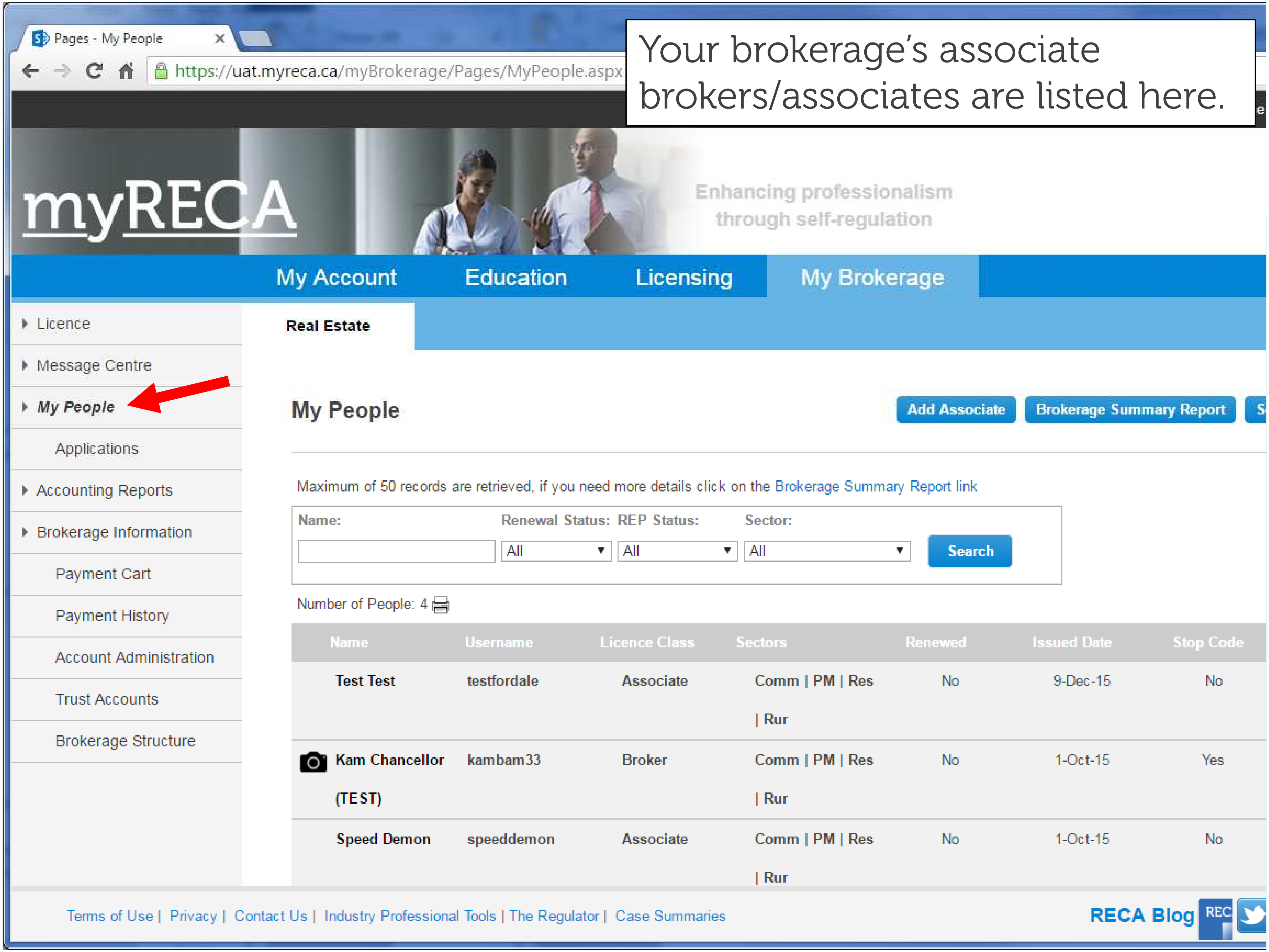
Edit your brokerage contact information here. A change in your brokerage's Business Address requires RECA review. There is no cost for this.



Real Estate Council Alberta
Industry

Associates in your brokerage (my People)

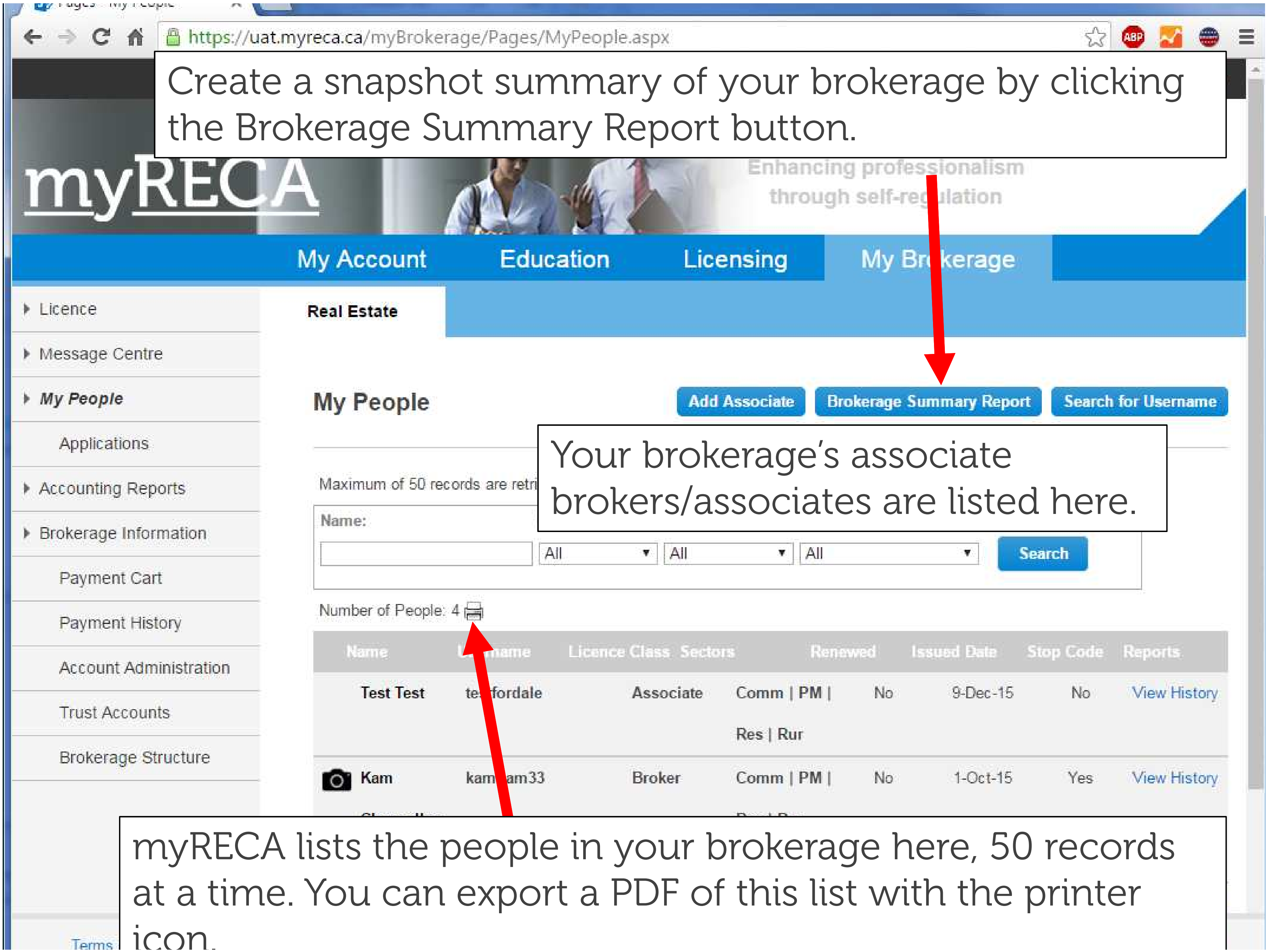
Your brokerage's associate brokers/associates are listed here.



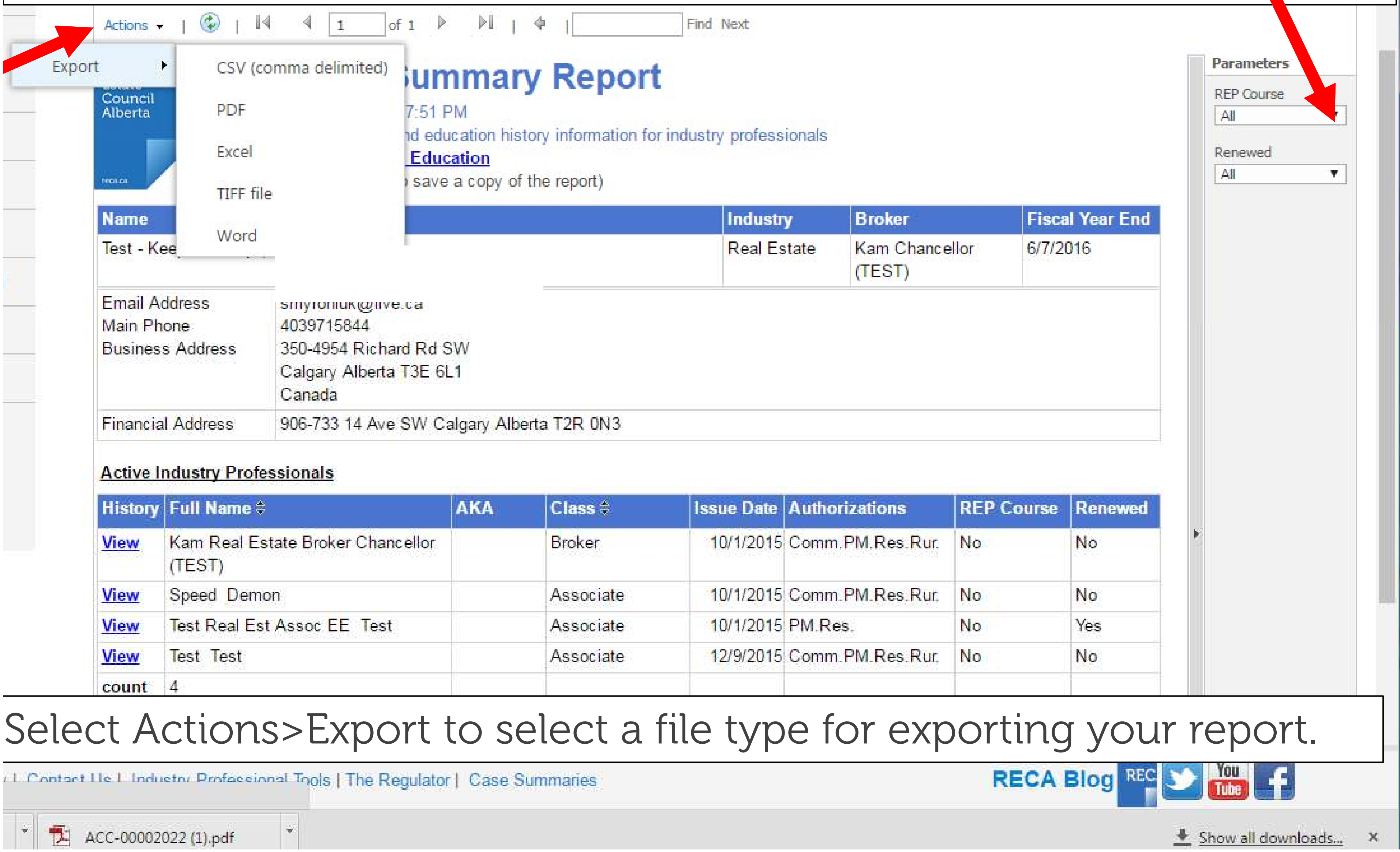
Create a snapshot summary of your brokerage by clicking the Brokerage Summary Report button.

Your brokerage's associate brokers/associates are listed here.

myRECA lists the people in your brokerage here, 50 records at a time. You can export a PDF of this list with the printer icon.



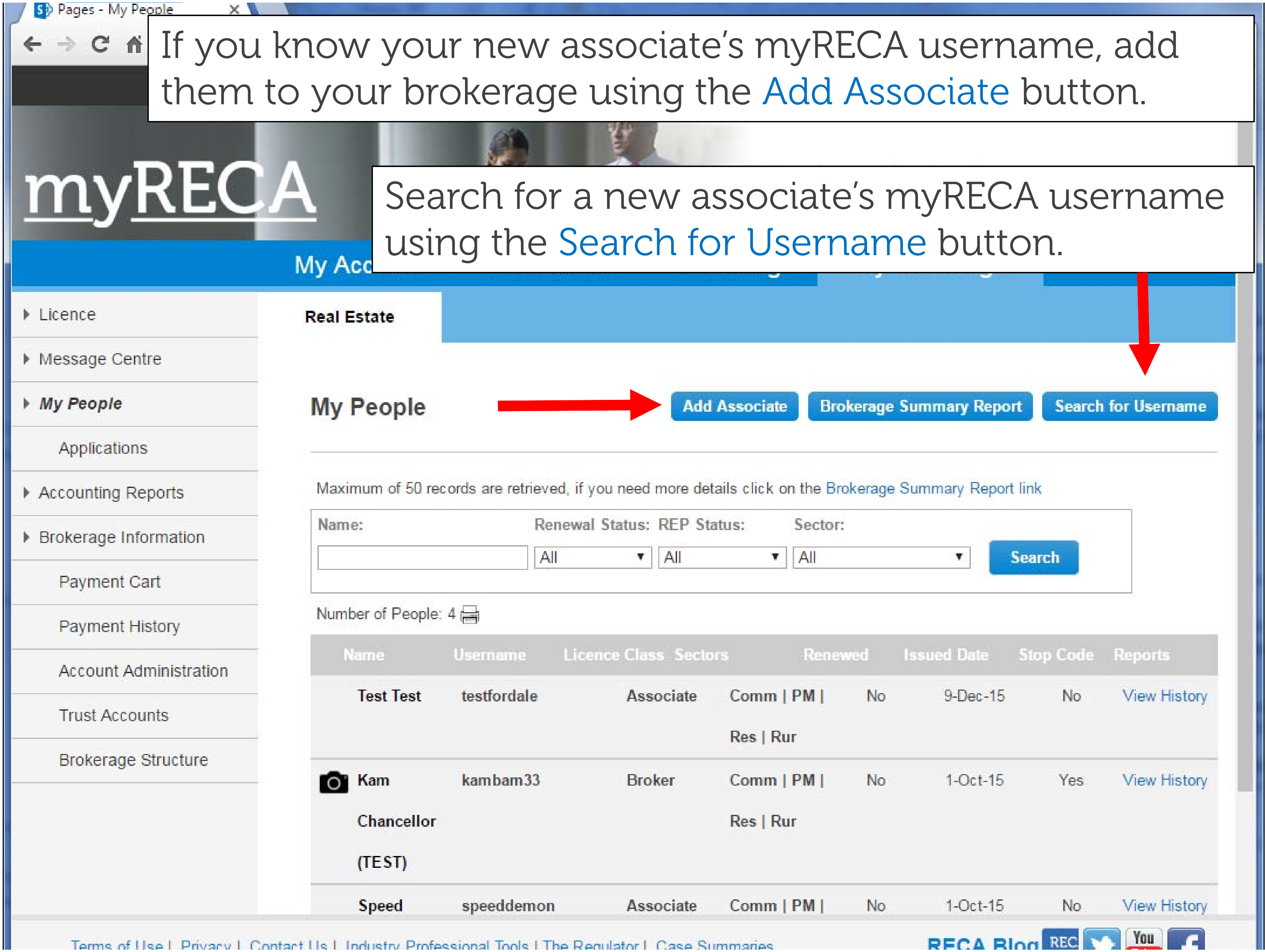
The Brokerage Summary Report, gives important brokerage information and a list of active industry professionals. You can apply filters to the report, including REP completions and Renewal Status



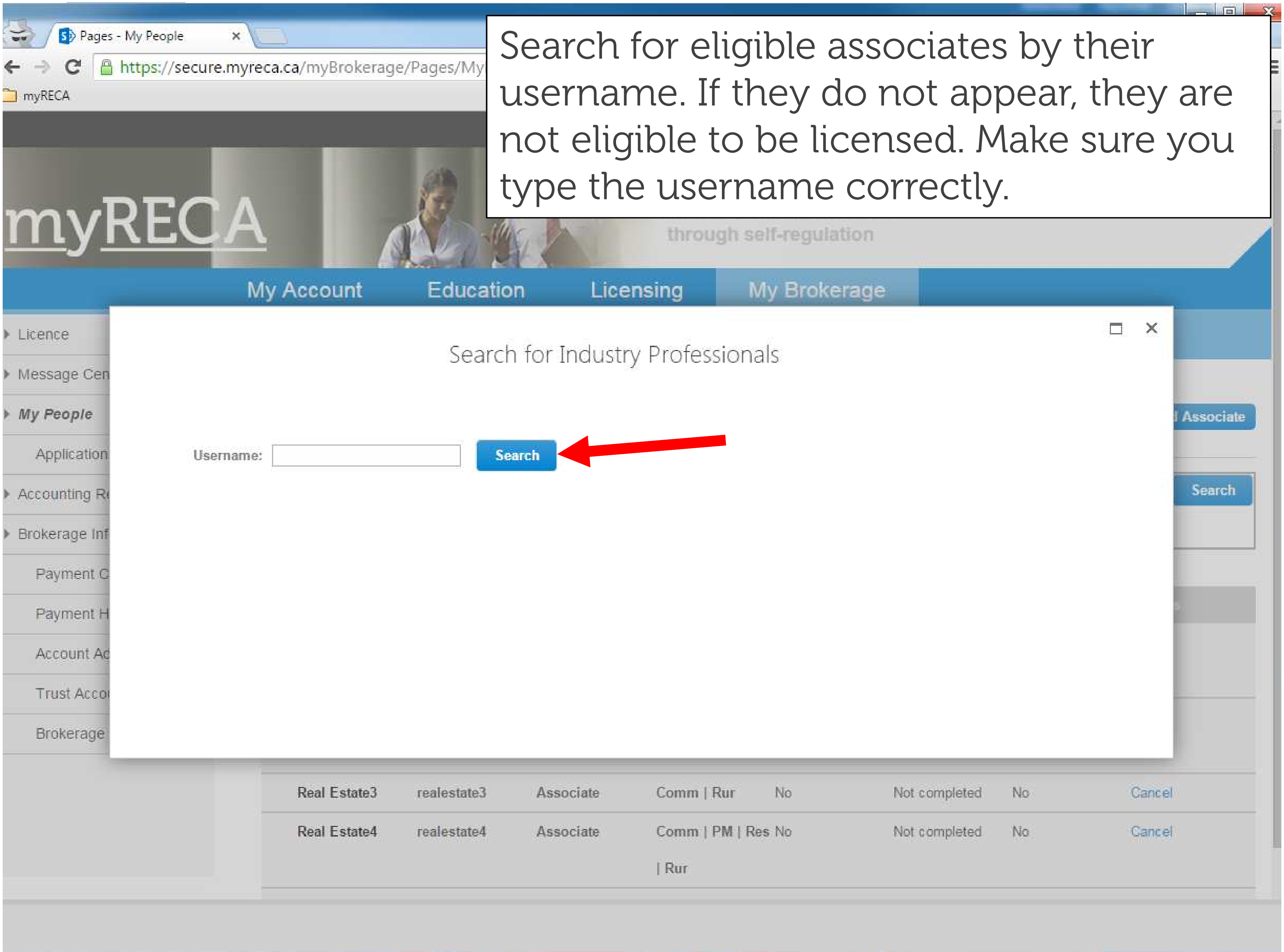
Select Actions>Export to select a file type for exporting your report.

If you know your new associate's myRECA username, add them to your brokerage using the Add Associate button.

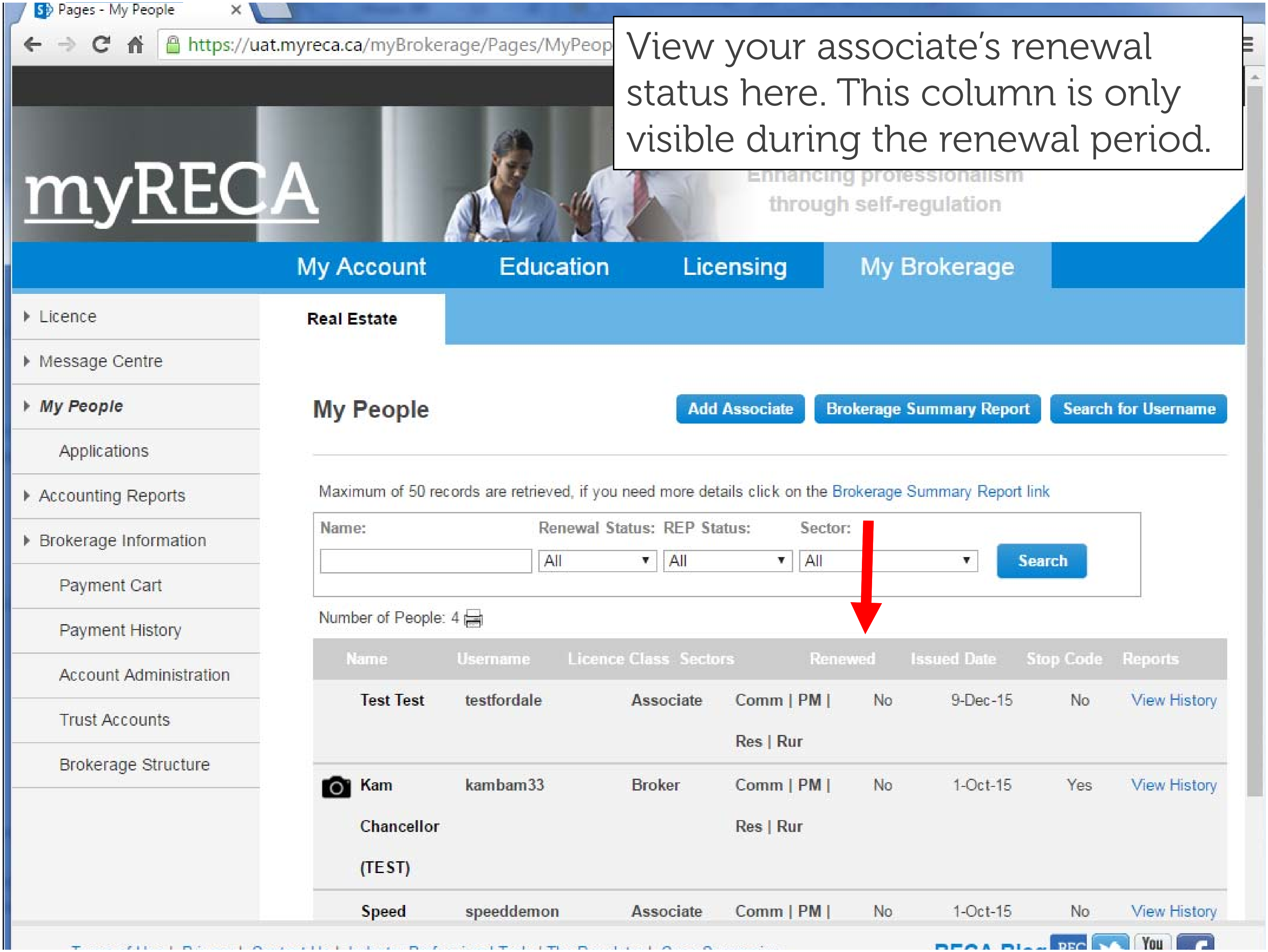
Search for a new associate's myRECA username using the Search for Username button.

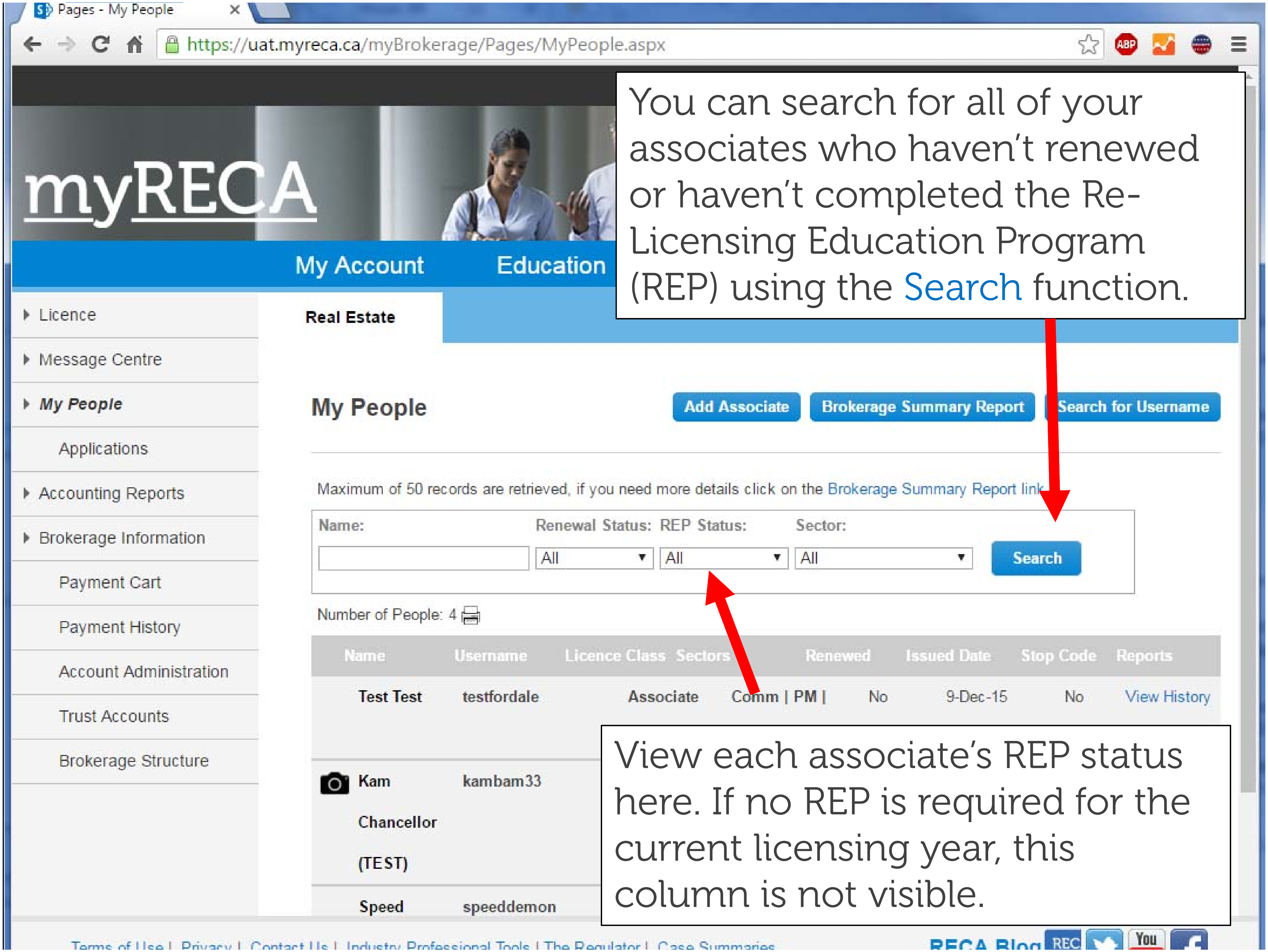


Search for eligible associates by their username. If they do not appear, they are not eligible to be licensed. Make sure you type the username correctly.



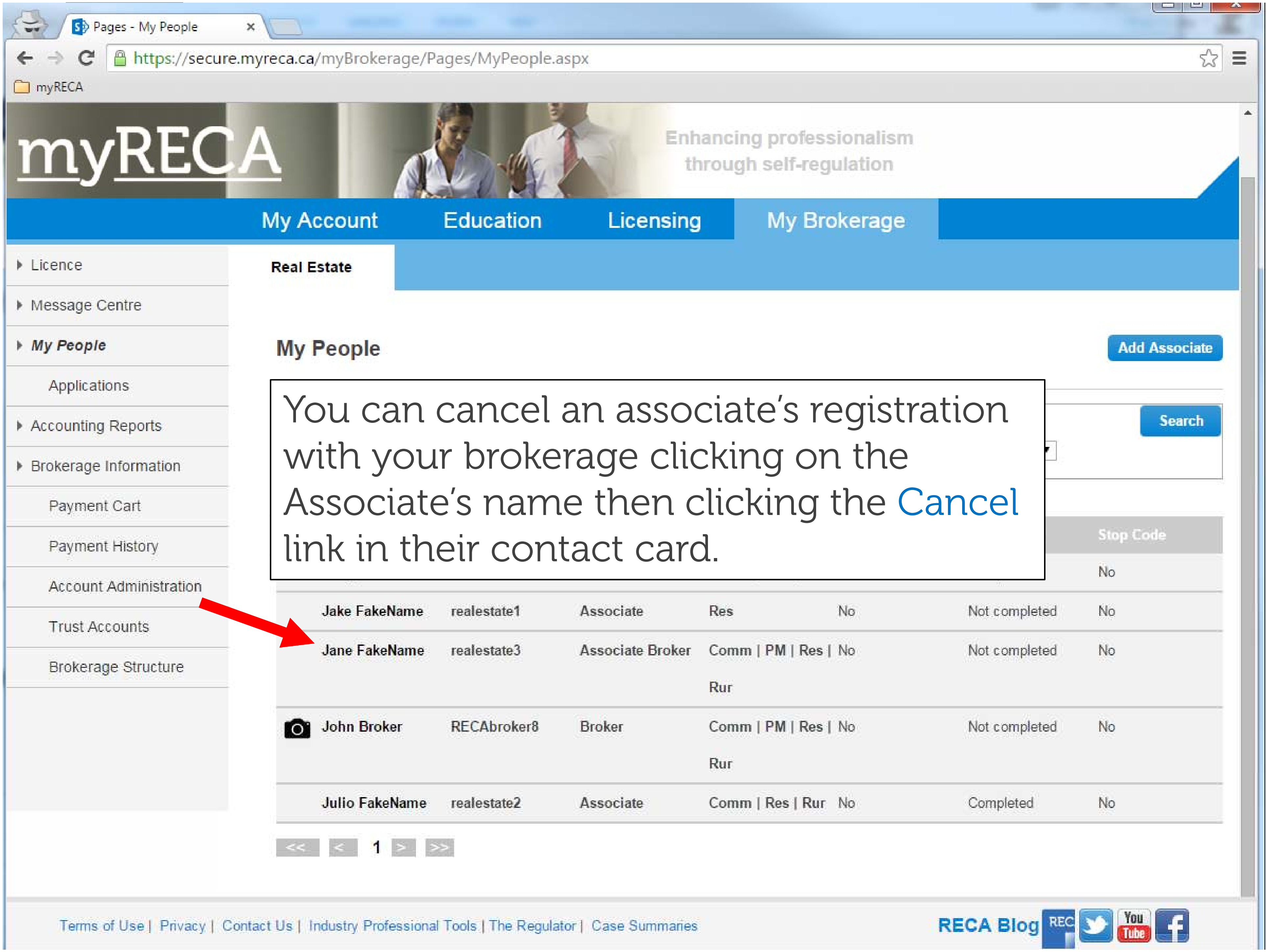
View your associate's renewal status here. This column is only visible during the renewal period.





You can search for all of your associates who haven't renewed or haven't completed the Re-Licensing Education Program (REP) using the Search function.

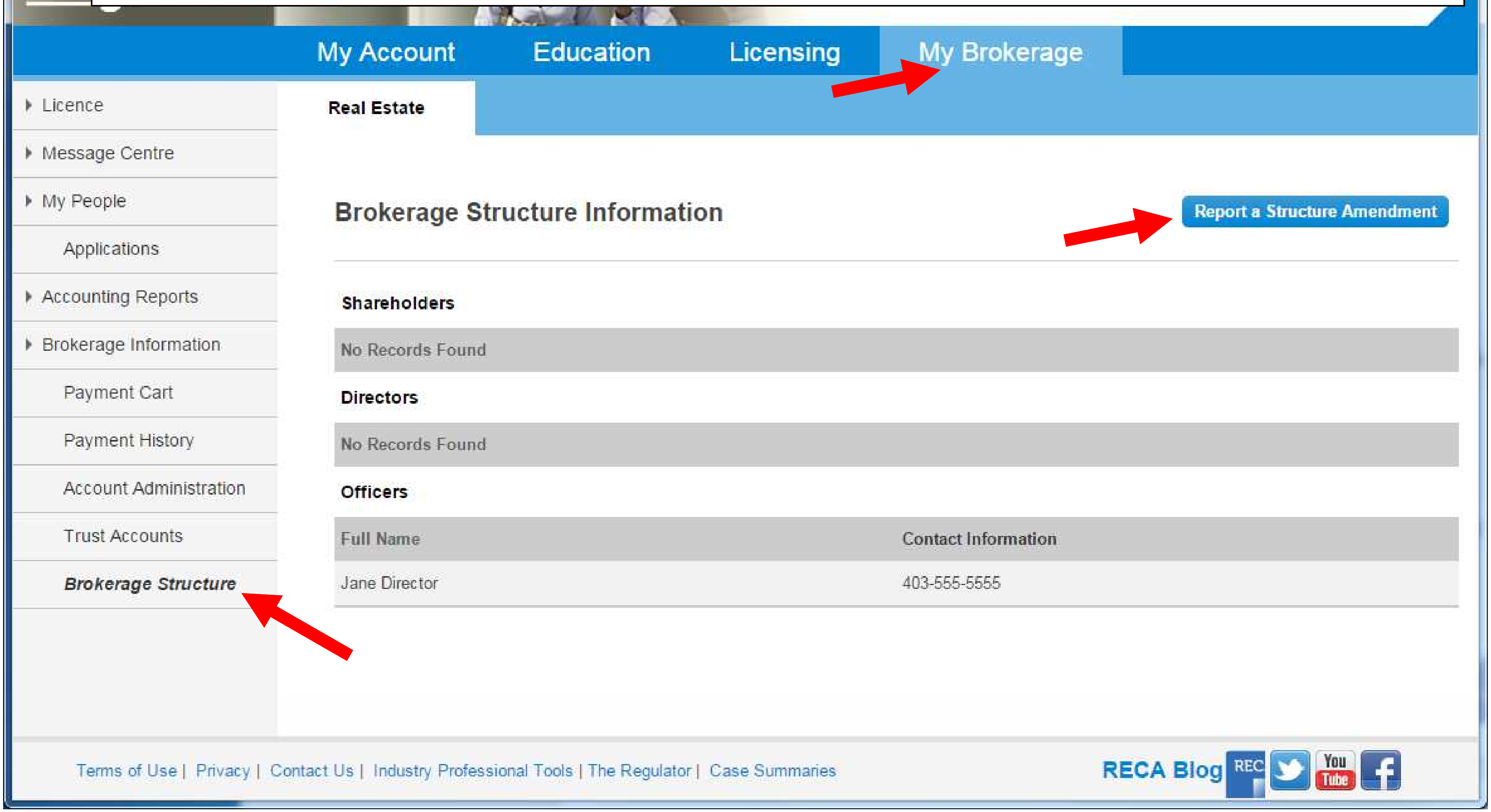
View each associate's REP status here. If no REP is required for the current licensing year, this column is not visible.



You can cancel an associate's registration with your brokerage clicking on the Associate's name then clicking the Cancel link in their contact card.

Brokerage Amendments

Your Shareholders, Directors and Officers are listed here on the Brokerage Structure page within the My Brokerage tab.
Report a brokerage structure amendment (change in ownership type or percentage, change in directors, officers or shareholders with the brokerage) by clicking Report a Structure Amendment.



Pages - Request Licence

https://secure.myreca.ca/myBrokerage/Pages/CorpStructureChange.aspx?brokerageID=ACC-00002165

myRECA

Read all instructions carefully.

myRECA

Enhancing professionalism through self-regulation

My Account | Education | Licensing | My Brokerage

- Licence
- Message Centre
- My People
  - Applications
- Accounting Reports
- Brokerage Information
  - Payment Cart
  - Payment History
  - Account Administration
  - Trust Accounts
  - Brokerage Structure

Brokerage Amendment

If there is a change to the brokerage corporation's officers, directors or shareholders, RECA requires:

- a completed Corporate Structure Amendment Application (which you submit through this process)
- a letter summarizing the changes
- a completed Corporate Summary

If the broker does not have (or no longer has) controlling interest (greater than 50%) in the ownership of the brokerage, a Continuing Guarantee and a Broker Management Agreement giving the broker authority to carry out the duties and responsibilities of a broker must be provided to RECA (a sample Continuing Guarantee and sample Broker Management Agreement that is industry-specific can be found on RECA's website on the All Forms page)

Back | Next

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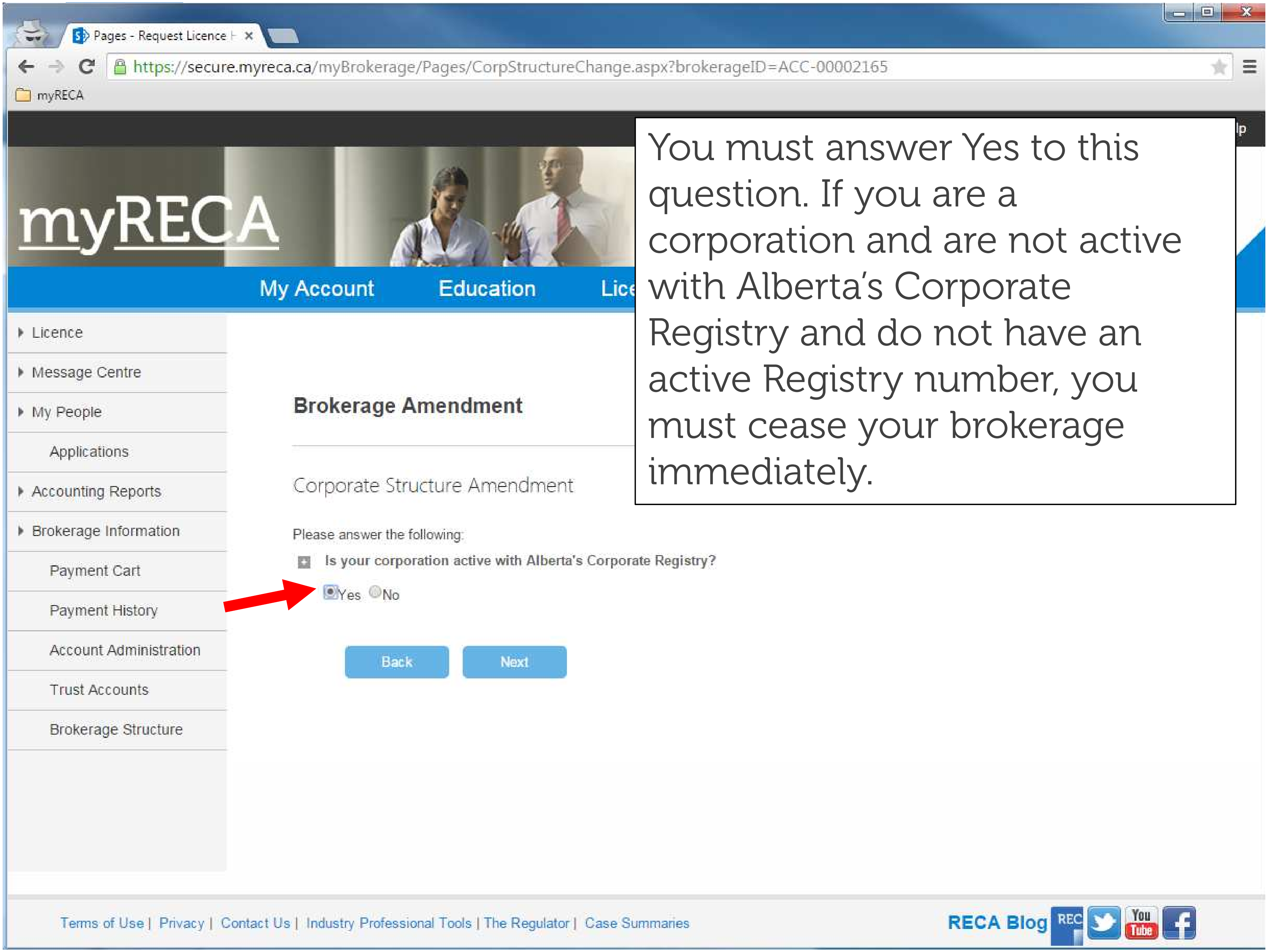
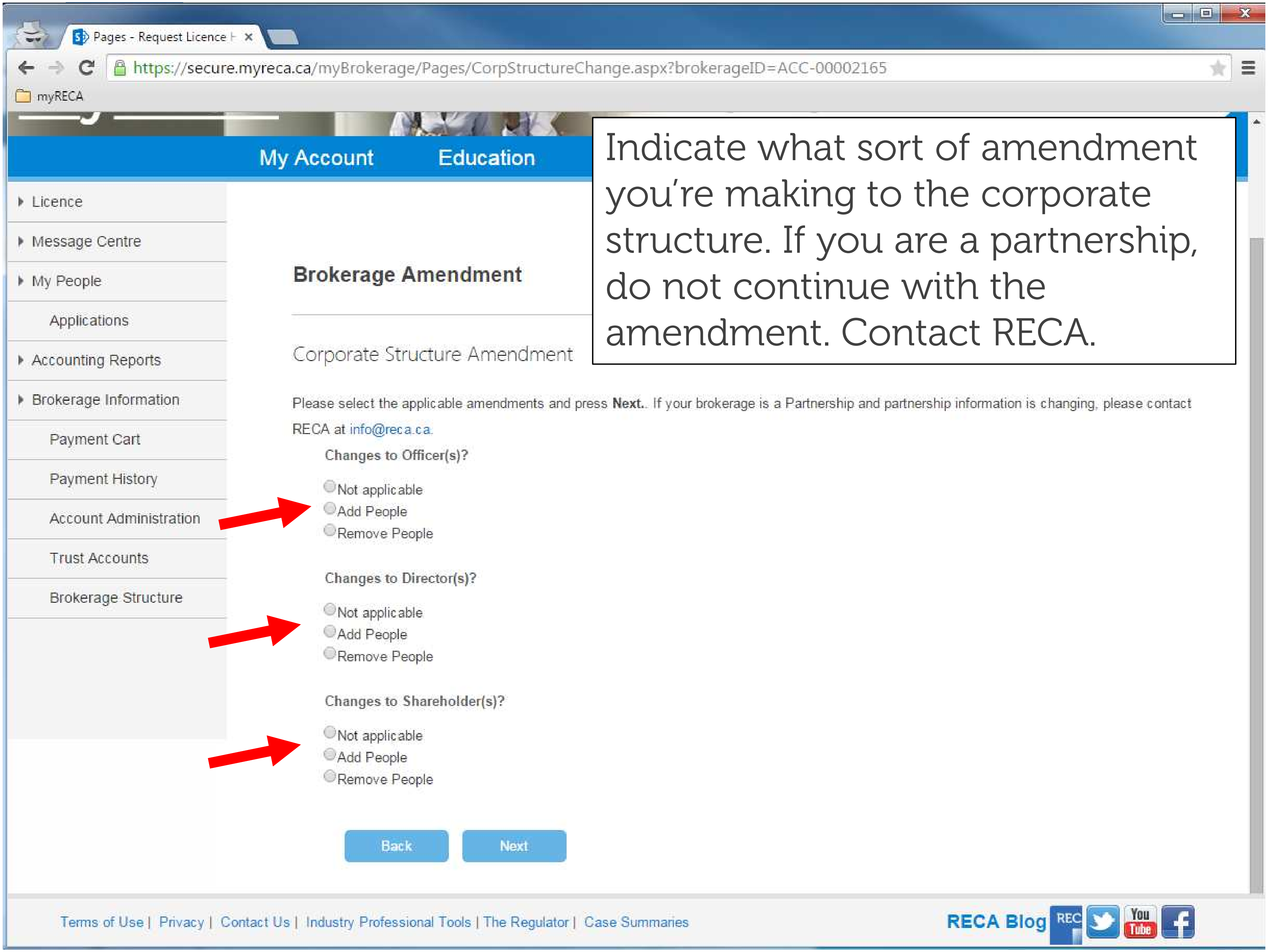
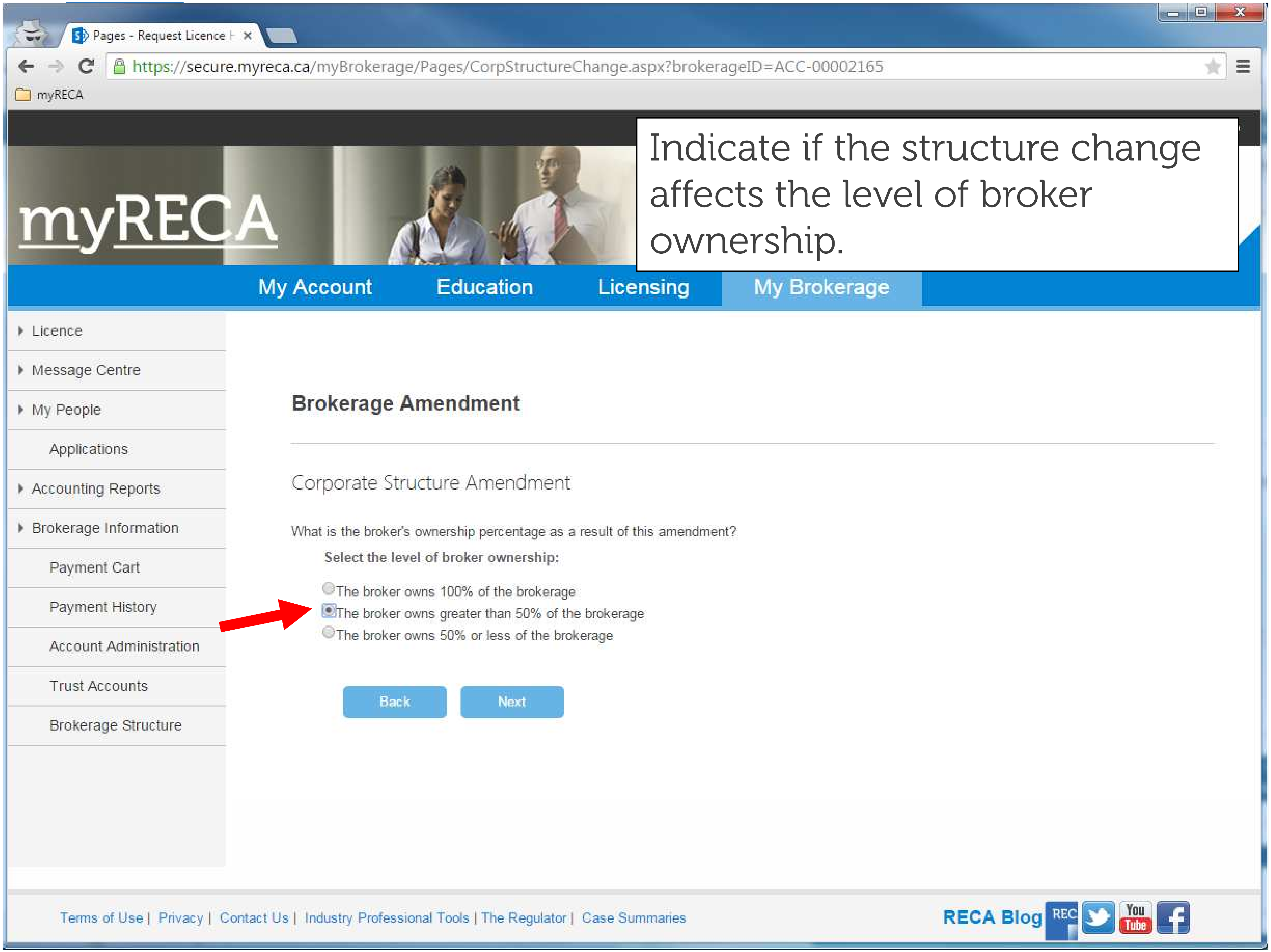


You must answer Yes to this question. If you are a corporation and are not active with Alberta's Corporate Registry and do not have an active Registry number, you must cease your brokerage immediately.

Indicate what sort of amendment you're making to the corporate structure. If you are a partnership, do not continue with the amendment. Contact RECA.



Indicate if the structure change affects the level of broker ownership.



Pages - My Applications

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

myRECA

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

When you pay the fee and submit the structure change, you can find it under My Account and My Applications. Corporate structure amendments require supporting documents. Upload them by clicking Complete. When your amendments are reviewed by RECA, the Status changes to Approved and your amendments will be reflected on the Brokerage Structure page.

Real Estate	Structure Amendment	Waiting for Details	Applicant	5-Jun-15	Cancel | Complete | View
N/A	Licence History Request	Submitted	RECA	5-Jun-15	View
Real Estate	New Brokerage - Licensing Fees	Approved	RECA	5-Jun-15	View
Real Estate	New Brokerage Application - Review	Approved	RECA	5-Jun-15	View
Real Estate	Licence Mobility	Approved	RECA	5-Jun-15	View

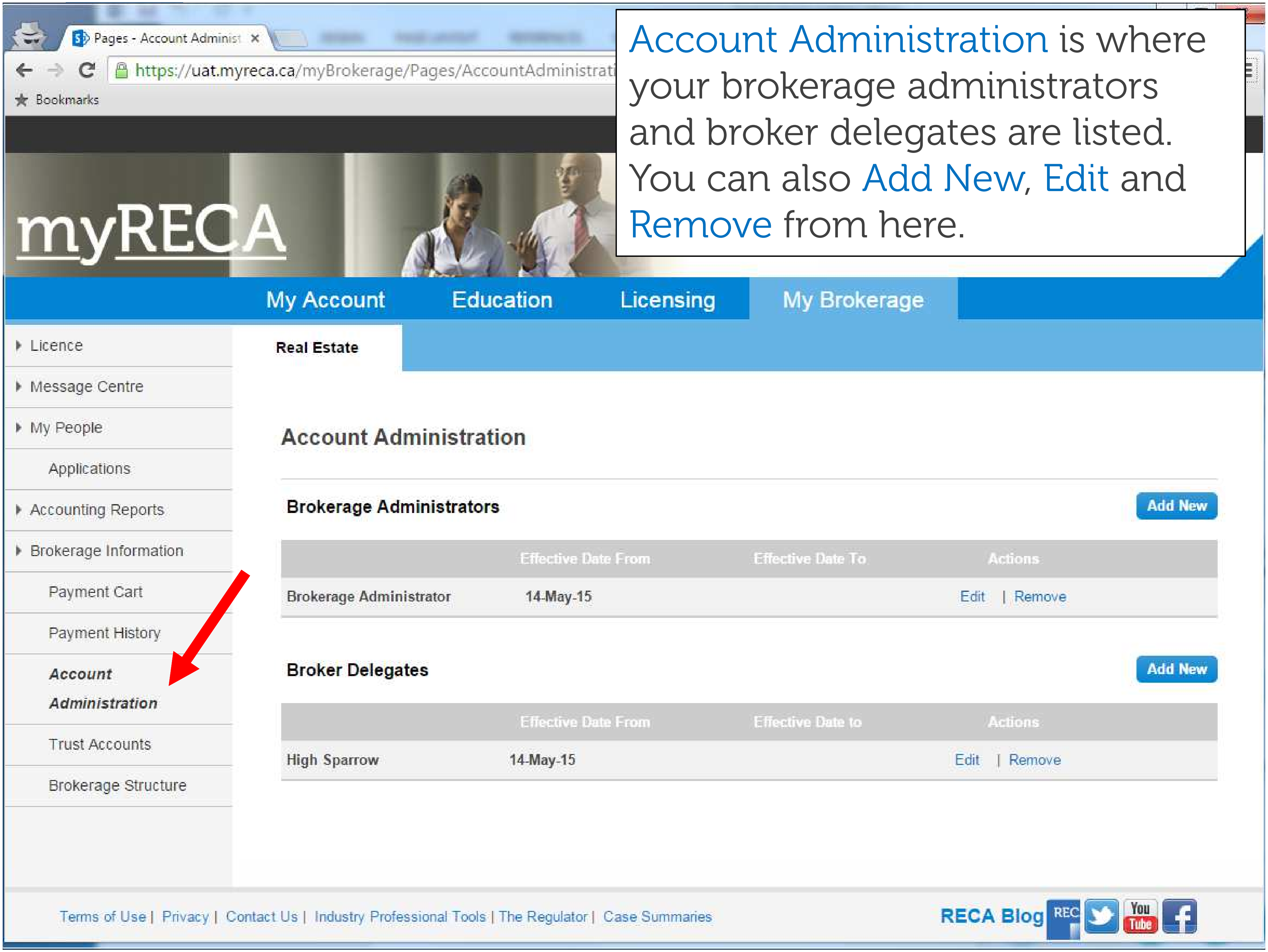
Apply for:

- Licence Mobility
- Education Eligibility

Brokerage Administration

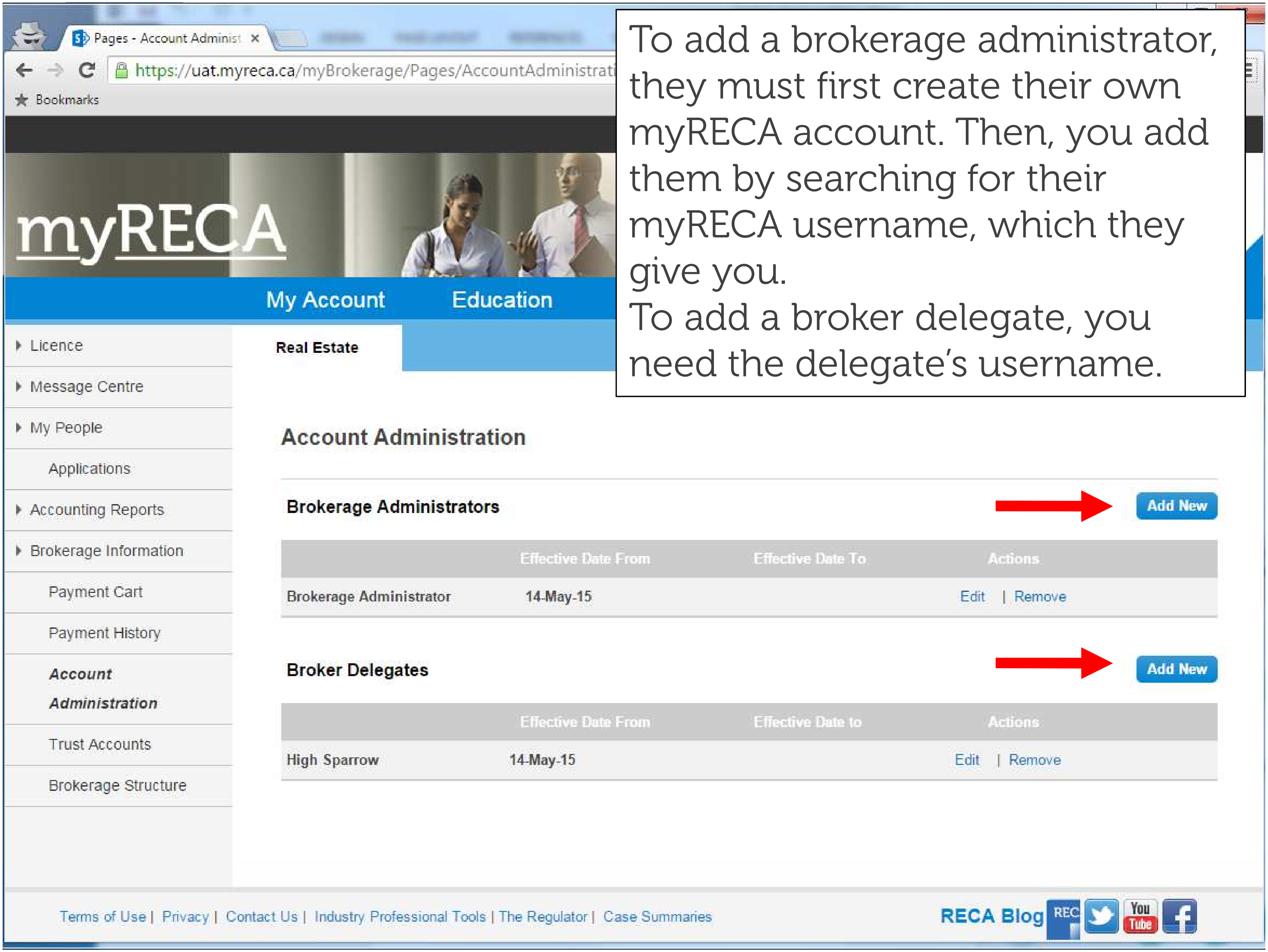
- adding administrators/broker delegates
- assigning permissions

Account Administration is where your brokerage administrators and broker delegates are listed. You can also Add New, Edit and Remove from here.



To add a brokerage administrator, they must first create their own myRECA account. Then, you add them by searching for their myRECA username, which they give you.

To add a broker delegate, you need the delegate's username.



NS8

Add Administrator

You decide your broker delegate's permissions when you add them. You can edit it at anytime.

Set Permissions

Brokerage Financials ☐

Brokerage Trust Accounts ☐

Effective From:

Effective To:

Save Cancel

You may give a Brokerage Administrator access to your trust accounts and/or allow them to make payments on behalf of the brokerage.

Add Delegate

Set Permissions

Brokerage Financials ☐

Brokerage Trust Accounts ☐

Brokerage Payments ☐

Brokerage Acknowledgements ☐

Brokerage Amendments ☐

Cancel Brokerage Registrations ☐

File Brokerage Accounting Reports ☐

New Brokerage Applicants ☐

Transfer Associate To Brokerage ☐

Effective From:

Effective To:

Save Cancel

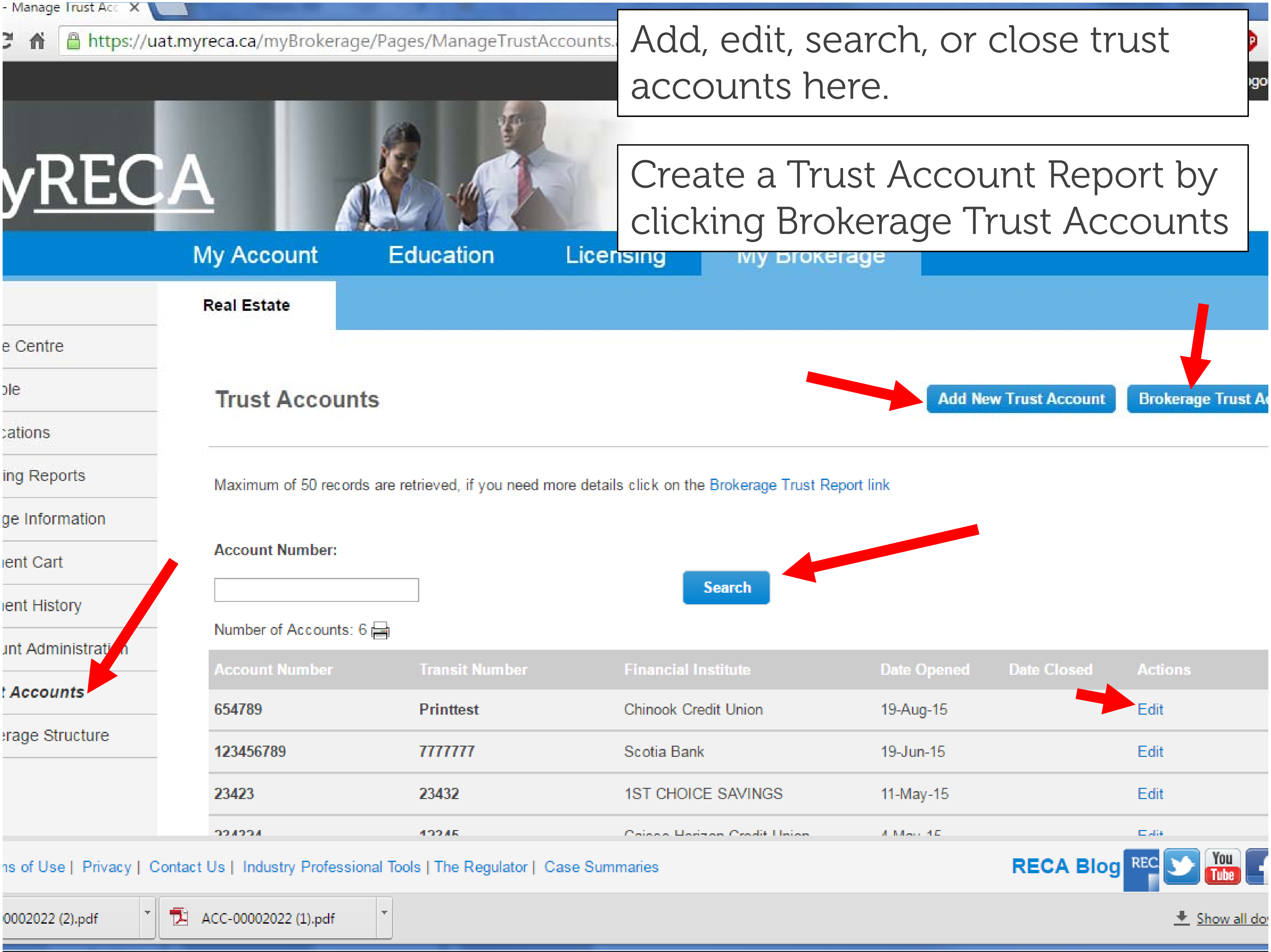
Real Estate Council Alberta
Industry

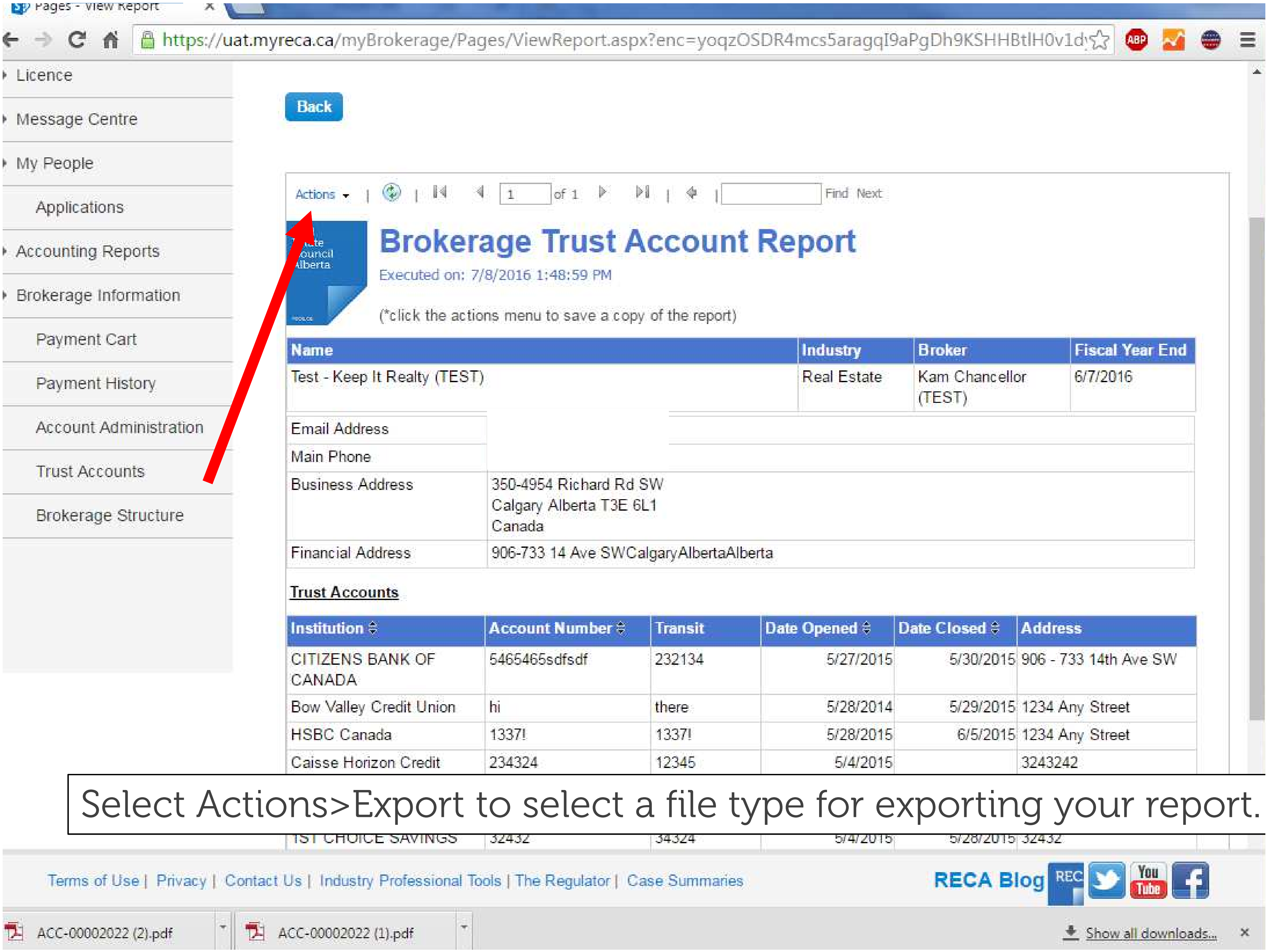
Trust Accounts and Accounting Reports

- adding/editing/closing trust accounts
- completing fiscal-year-end accounting forms
- brokerage accountants and myRECA

Add, edit, search, or close trust accounts here.

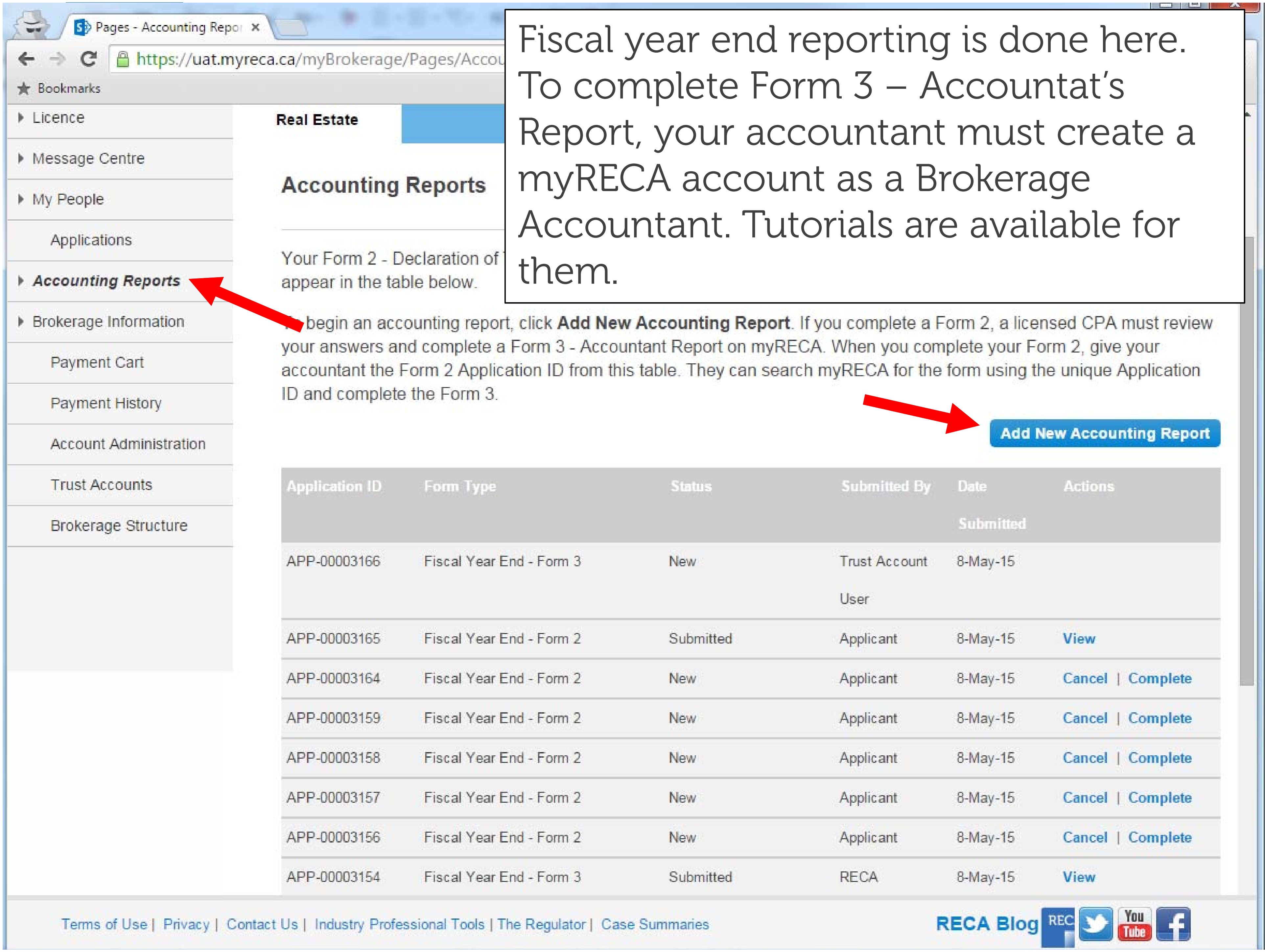
Create a Trust Account Report by clicking Brokerage Trust Accounts



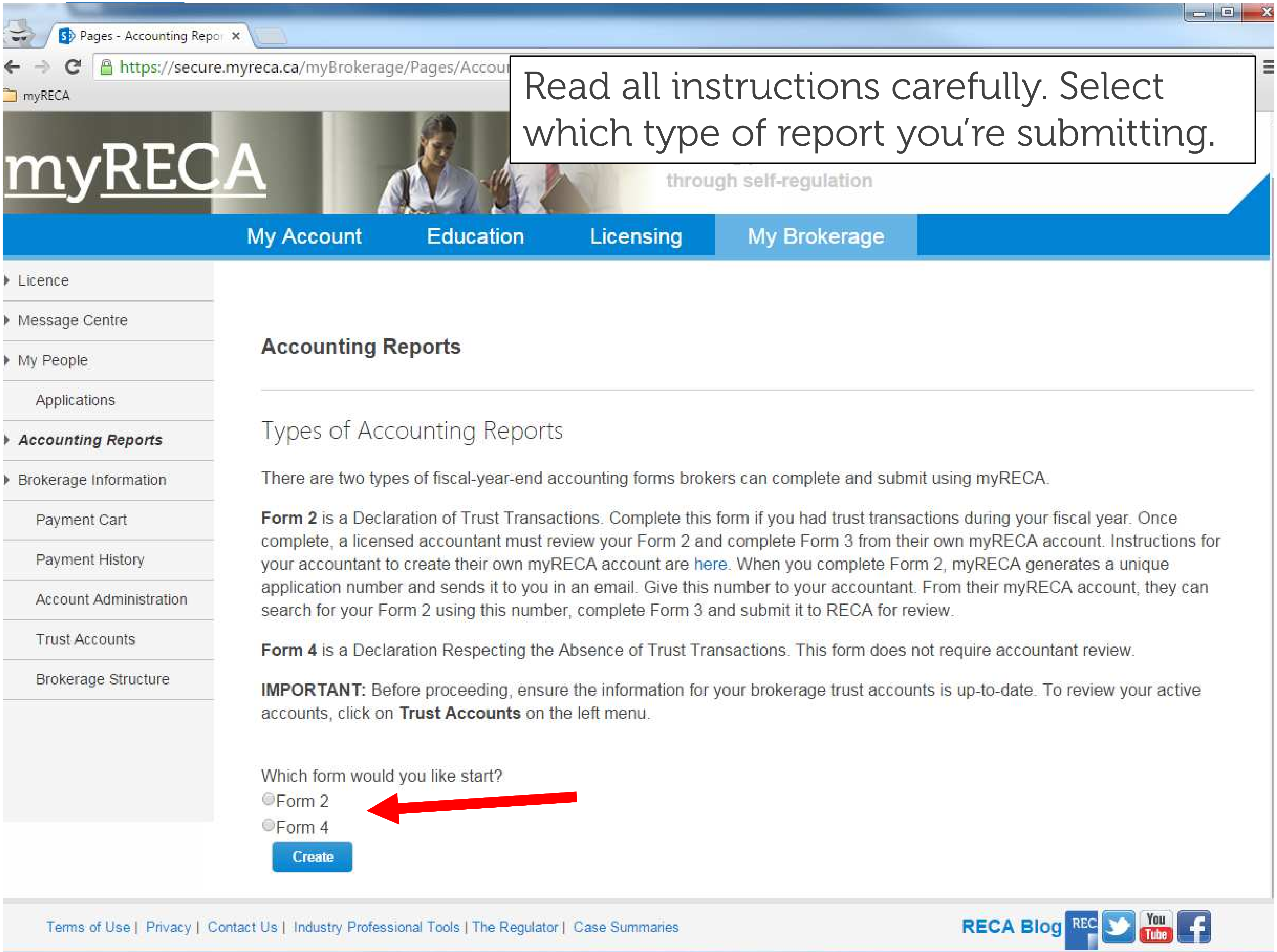


Select Actions>Export to select a file type for exporting your report.

Fiscal year end reporting is done here. To complete Form 3 – Accountat's Report, your accountant must create a myRECA account as a Brokerage Accountant. Tutorials are available for them.



Read all instructions carefully. Select which type of report you're submitting.



Pages - Accounting Repor

https://secure.myreca.ca/myBrokerage/Pages/Accou

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through self-regulation

My Account | Education | Licensing | My Brokerage

- Licence
- Message Centre
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- Applications
- ***Accounting Reports***
- Brokerage Information
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- Brokerage Structure

Accounting Reports

Types of Accounting Reports

There are two types of fiscal-year-end accounting forms brokers can complete and submit using myRECA.

Form 2 is a Declaration of Trust Transactions. Complete this form if you had trust transactions during your fiscal year. Once complete, a licensed accountant must review your Form 2 and complete Form 3 from their own myRECA account. Instructions for your accountant to create their own myRECA account are here. When you complete Form 2, myRECA generates a unique application number and sends it to you in an email. Give this number to your accountant. From their myRECA account, they can search for your Form 2 using this number, complete Form 3 and submit it to RECA for review.

Form 4 is a Declaration Respecting the Absence of Trust Transactions. This form does not require accountant review.

IMPORTANT: Before proceeding, ensure the information for your brokerage trust accounts is up-to-date. To review your active accounts, click on **Trust Accounts** on the left menu.

Which form would you like start?

Form 2

Form 4

Create

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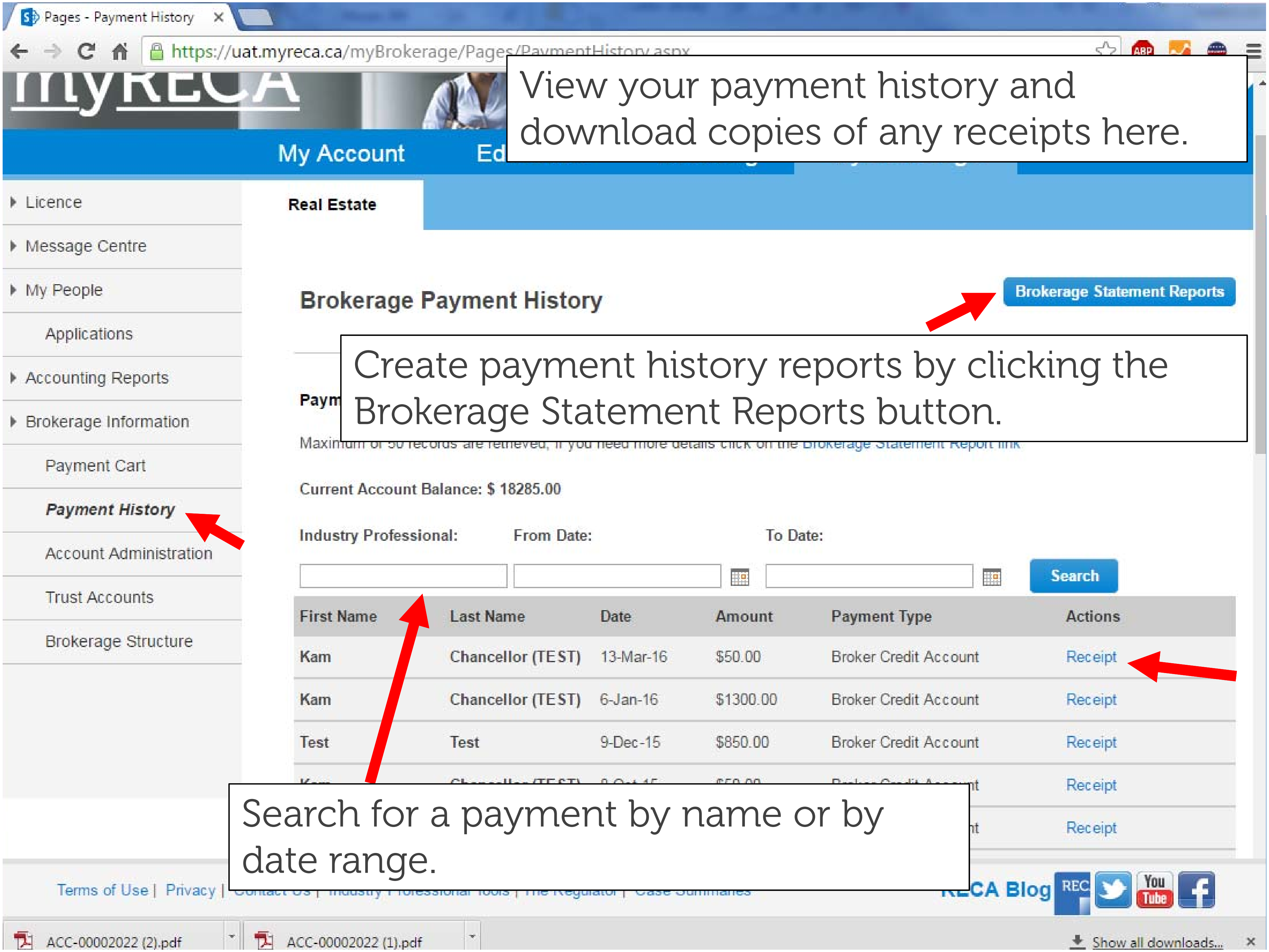
RECA Blog

Payment History

- Viewing and creating reports from your payment history



Pages - Payment History
https://uat.myreca.ca/myBrokerage/Pages/PaymentHistory.aspx
View your payment history and download copies of any receipts here.
My Account
Licence
Message Centre
My People
Applications
Accounting Reports
Brokerage Information
Payment Cart
Payment History
Account Administration
Trust Accounts
Brokerage Structure
Real Estate
Brokerage Payment History
Brokerage Statement Reports
Create payment history reports by clicking the Brokerage Statement Reports button.
Current Account Balance: $ 18285.00
Industry Professional:
From Date:
To Date:
Search
First Name
Last Name
Date
Amount
Payment Type
Actions
Kam
Chancellor (TEST)
13-Mar-16
$50.00
Broker Credit Account
Receipt
Kam
Chancellor (TEST)
6-Jan-16
$1300.00
Broker Credit Account
Receipt
Test
Test
9-Dec-15
$850.00
Broker Credit Account
Receipt
Receipt
Receipt
Search for a payment by name or by date range.
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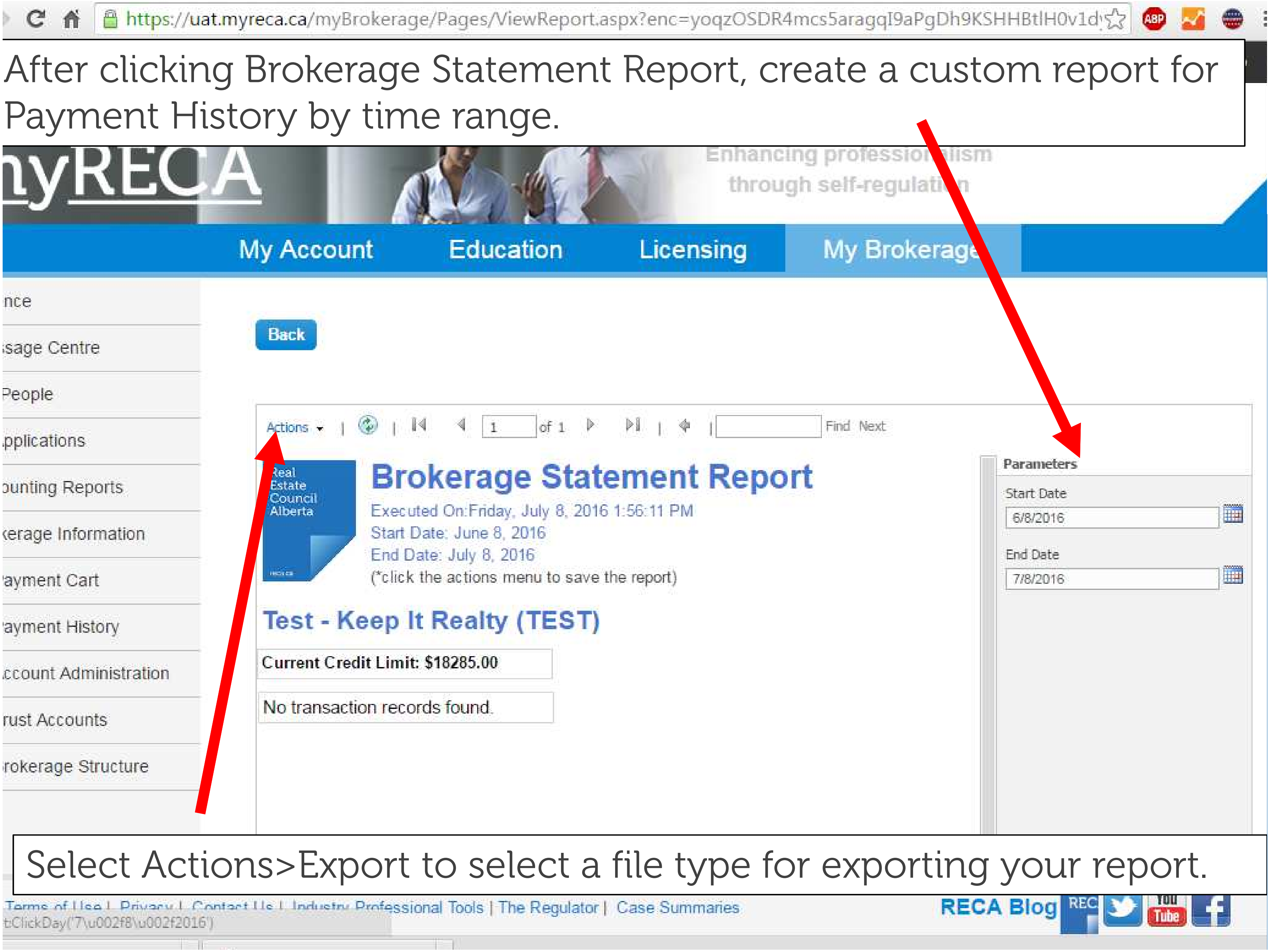
RECA Blog
ACC-00002022 (2).pdf
ACC-00002022 (1).pdf
Show all downloads...

After clicking Brokerage Statement Report, create a custom report for Payment History by time range.



Select Actions>Export to select a file type for exporting your report.