

# Transferring an associate



To transfer an associate who is currently registered with another brokerage, go to My People and click Add Associate.

The screenshot shows the myRECA website interface. The browser address bar displays <https://secure.myreca.ca/myBrokerage/Pages/MyPeople.aspx>. The page features a blue header with the myRECA logo and navigation tabs for 'My Account' and 'Education'. A left-hand navigation menu includes options like 'Licence', 'Message Centre', 'My People', 'Applications', 'Accounting Reports', 'Brokerage Information', 'Payment Cart', 'Payment History', 'Account Administration', 'Trust Accounts', and 'Brokerage Structure'. The 'My People' section is active, showing a search bar with fields for 'Name', 'Renewal Status', and 'REP Status', and a 'Search' button. Below the search bar, it indicates 'Number of People: 0' and displays a table header with columns: Name, Username, Licence Class, Sectors, Renewed, REP Status, and Stop Code. A red arrow points to the 'Add Associate' button in the top right corner of the main content area.

Search for the associate using their myRECA username.

The screenshot displays the myRECA website interface. At the top, the myRECA logo is visible on the left, and the tagline "Enhancing professionalism through self-regulation" is on the right. A navigation bar below the logo contains the following tabs: "My Account", "Education", "Licensing", and "My Brokerage". A modal window titled "Search for Industry Professionals" is open in the center. This modal contains a text input field labeled "Username:" and a blue "Search" button. A red arrow points to the "Search" button. The background of the website shows a sidebar with various menu items such as "Licence", "Message", "My People", "Applica", "Accounting", "Brokerage", "Paymer", "Paymer", "Accoun", "Trust A", and "Brokera". At the bottom of the page, there is a footer with links for "Terms of Use", "Privacy", "Contact Us", "Industry Professional Tools", "The Regulator", and "Case Summaries". On the right side of the footer, there are social media icons for RECA Blog, Twitter, YouTube, and Facebook.

When you find the right person, click [Select](#).

The screenshot shows the myRECA website interface. At the top, there is a navigation bar with tabs for "My Account", "Education", "Licensing", and "My Brokerage". Below this is a search modal window titled "Search for Industry Professionals". The modal contains a search input field with the text "realestate1" and a "Search" button. Below the search bar is a table with the following data:

| Last Name | First Name | Username    | Applicant Type | Licence Status | Action                 |
|-----------|------------|-------------|----------------|----------------|------------------------|
| FakeName  | Jake       | realestate1 | Associate      | Authorized     | <a href="#">Select</a> |

A red arrow points to the "Select" link in the "Action" column of the table. The background of the website shows the myRECA logo and the tagline "Enhancing professionalism through self-regulation". At the bottom, there are links for "Terms of Use", "Privacy", "Contact Us", "Industry Professional Tools", "The Regulator", and "Case Summaries", along with social media icons for RECA, Twitter, YouTube, and Facebook.

You will get a warning that the person you are transferring is already registered with another brokerage. If you wish to proceed, click **OK**.

The screenshot shows the myRECA website interface. The browser address bar displays <https://secure.myreca.ca/myBrokerage/Pages/MyPeople.aspx>. The page header includes the myRECA logo and navigation tabs for 'My Account' and 'Education'. A sidebar on the left lists various menu items such as 'Licence', 'Message Centre', 'My People', 'Applications', 'Accounting Reports', 'Brokerage Information', 'Payment Cart', 'Payment History', 'Account Administration', 'Trust Accounts', and 'Brokerage Structure'. A central dialog box titled 'Search for Industry Professionals' is overlaid on the page. The dialog contains the following text: 'Jake FakeName is currently registered with another brokerage. Are you sure you want to cancel the Registration of Jake FakeName, Associate with 489045 Alberta o/a RECA Real Estate Inc., and transfer their Registration to your brokerage?'. Below the text are two buttons: 'OK' and 'Cancel'. A red arrow points to the 'OK' button. The background of the website is dimmed, showing a search area with a dropdown menu and a 'Search' button, and a footer with links to 'Terms of Use', 'Privacy', 'Contact Us', 'Industry Professional Tools', 'The Regulator', and 'Case Summaries', along with social media icons for RECA, Twitter, YouTube, and Facebook.

The transfer proceeds like every other licensing application in myRECA. The associate will see a new application in their My Applications section. When they complete and submit it, it will appear in your My People – Applications section where you will review and pay for it (or send it back to the associate to pay). To learn how to review and pay for the application, see the Licensing a New Associate tutorial.

The screenshot displays the myRECA user interface. On the left is a navigation menu with items: Message Centre, My People (expanded), Applications, Accounting Reports, Brokerage Information, Payment Cart, Payment History, Account Administration, Trust Accounts, and Brokerage Structure. The main content area is titled "Search for Industry Professionals" and contains a notification modal. The modal text reads: "The application is created and a notification is on its way to the Applicant. The next step is the Applicant completing the application. View the status of the application in My People - Applications on the left menu. A notification with further instructions is sent to you when the Applicant completes their application." Below the text is a blue "Close" button. In the background, a table with columns "REP Status" and "Stop Code" is partially visible, along with an "Add Associate" button and a search bar.

Search for Industry Professionals

Message Centre

My People

Applications

Accounting Reports

Brokerage Information

Payment Cart

Payment History

Account Administration

Trust Accounts

Brokerage Structure

The application is created and a notification is on its way to the Applicant. The next step is the Applicant completing the application.

View the status of the application in My People - Applications on the left menu. A notification with further instructions is sent to you when the Applicant completes their application.

Close

REP Status

Stop Code

Add Associate

REP Status: All

Search

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

RECA Blog

REC

Twitter

YouTube

Facebook