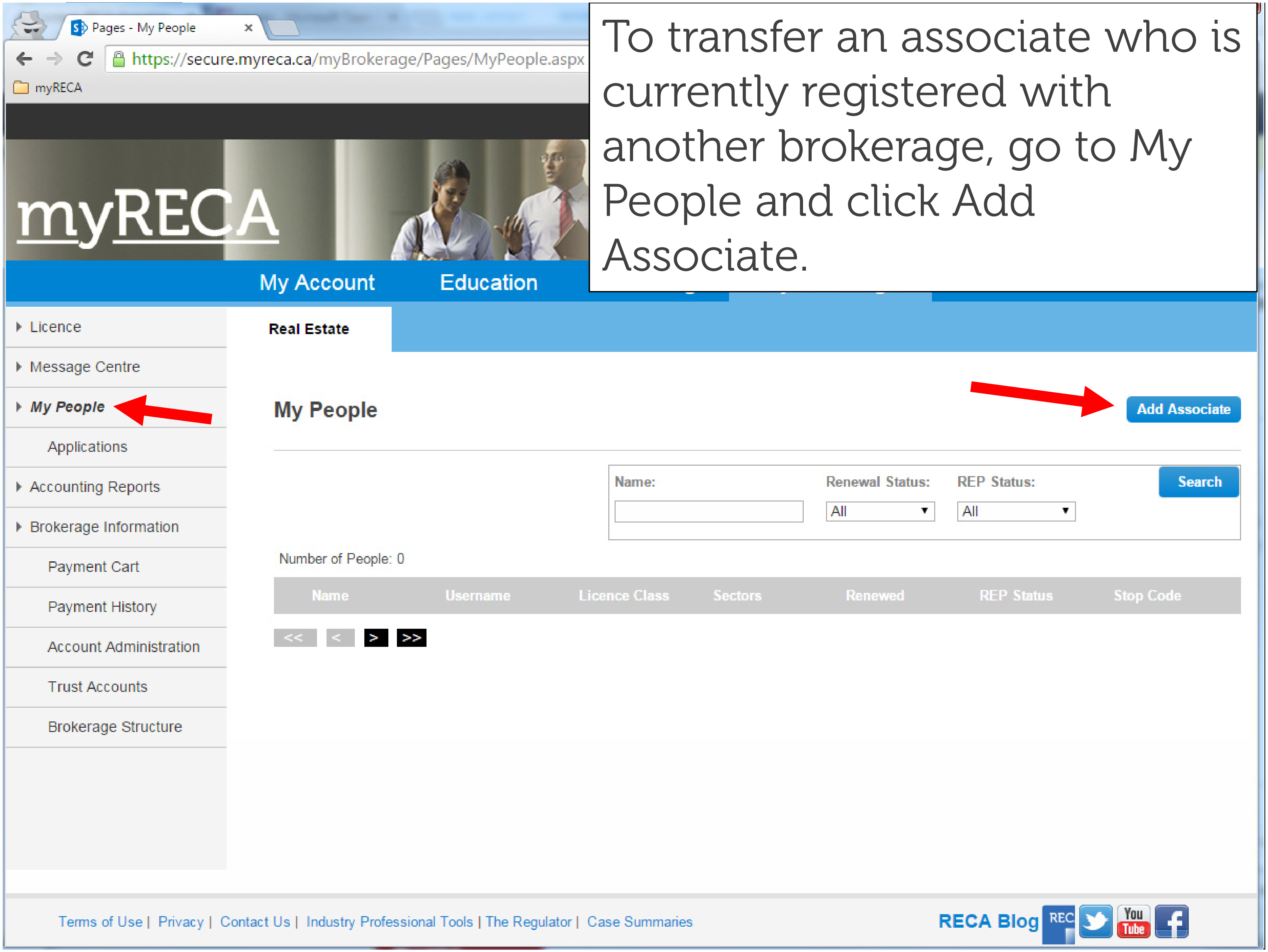
Real Estate Council Alberta

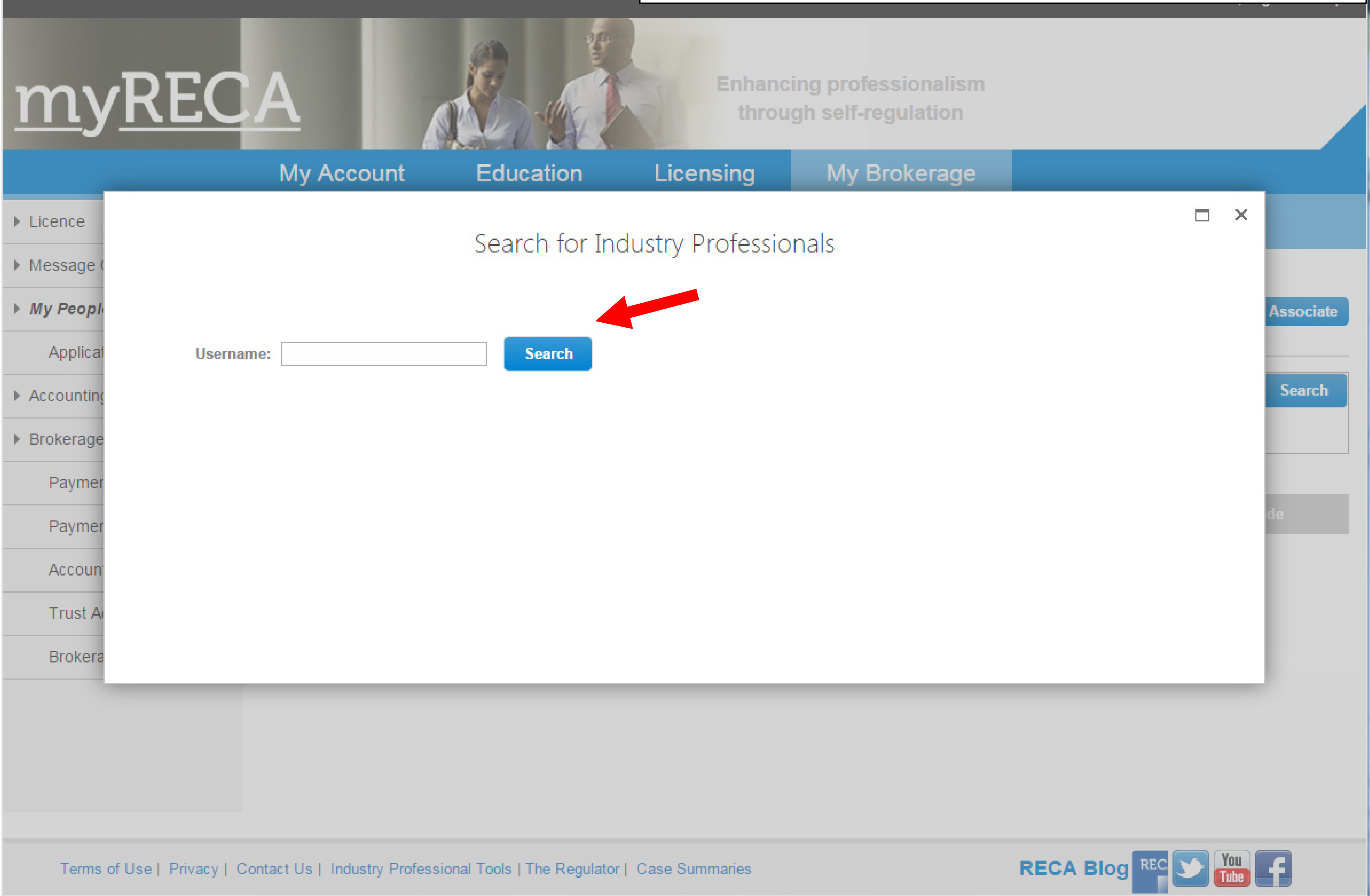
Industry

Transferring an associate

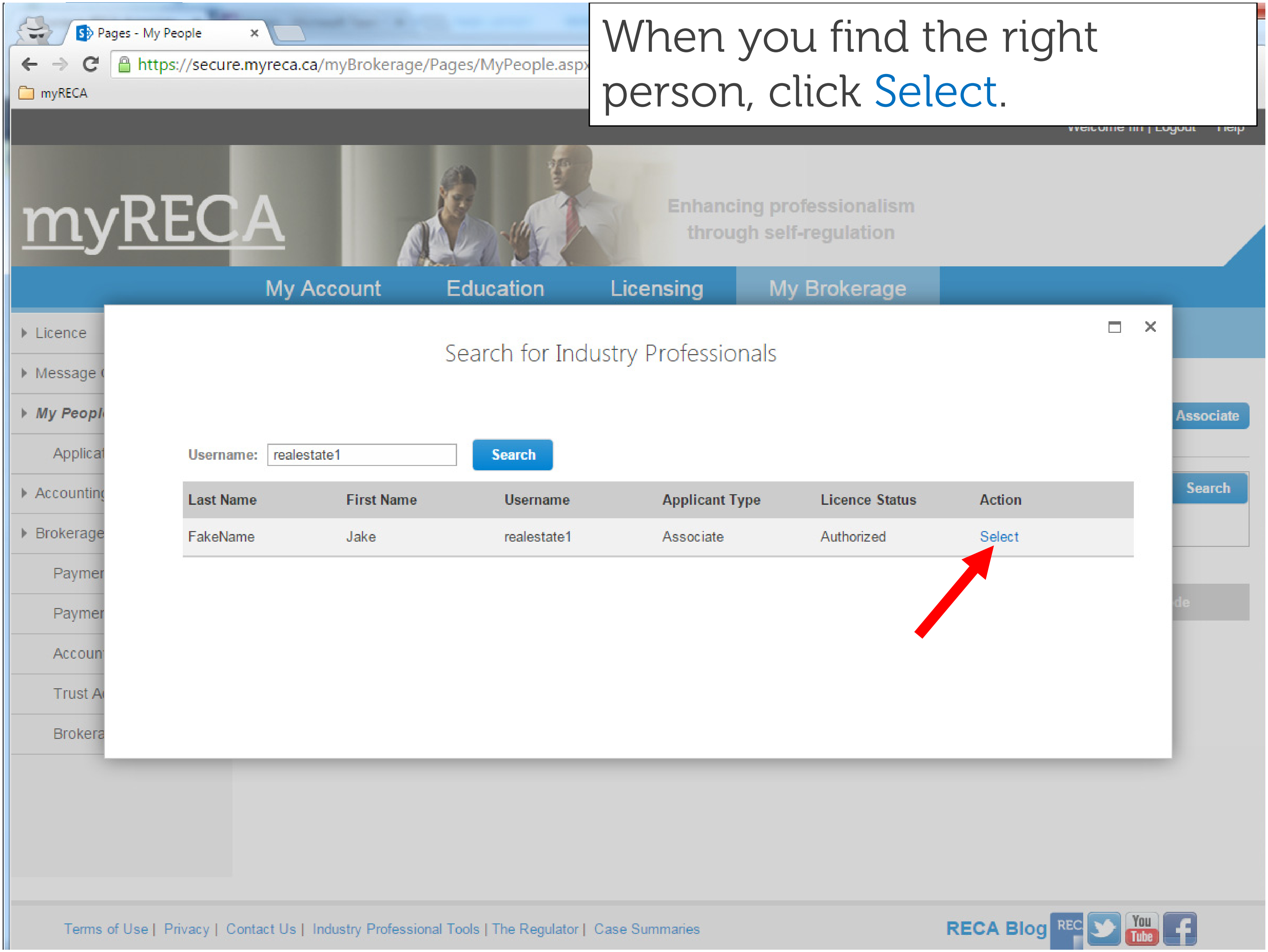
To transfer an associate who is currently registered with another brokerage, go to My People and click Add Associate.



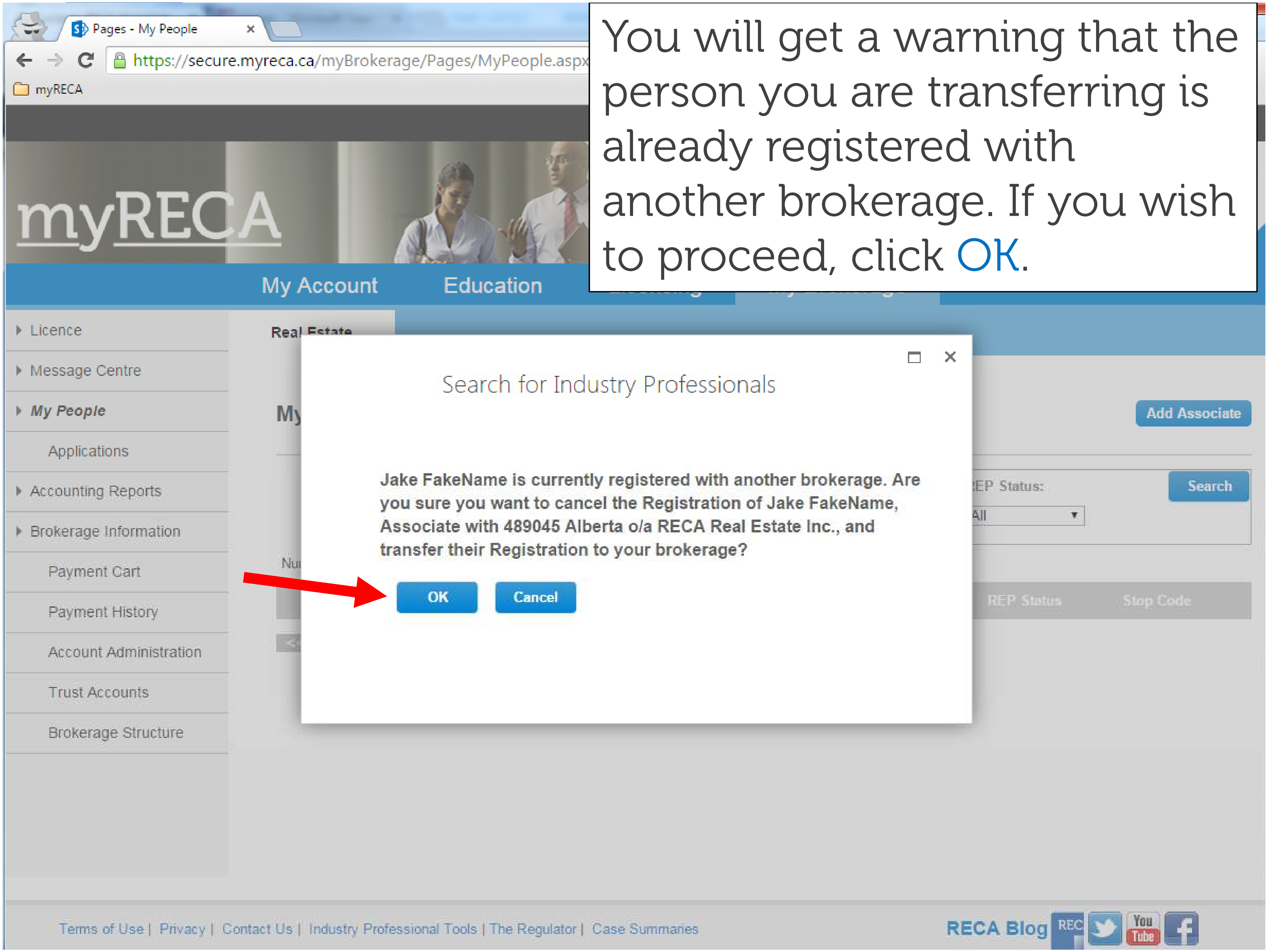
Search for the associate using their myRECA username.



When you find the right person, click Select.



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 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.