



# First Time Login

## Brokerage Administrators



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 administrators create an account, they log in here.

Select Brokerage Administrator from the drop down menu.

## First Time Login

Welcome to myRECA, Test Administrator.

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, License 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?

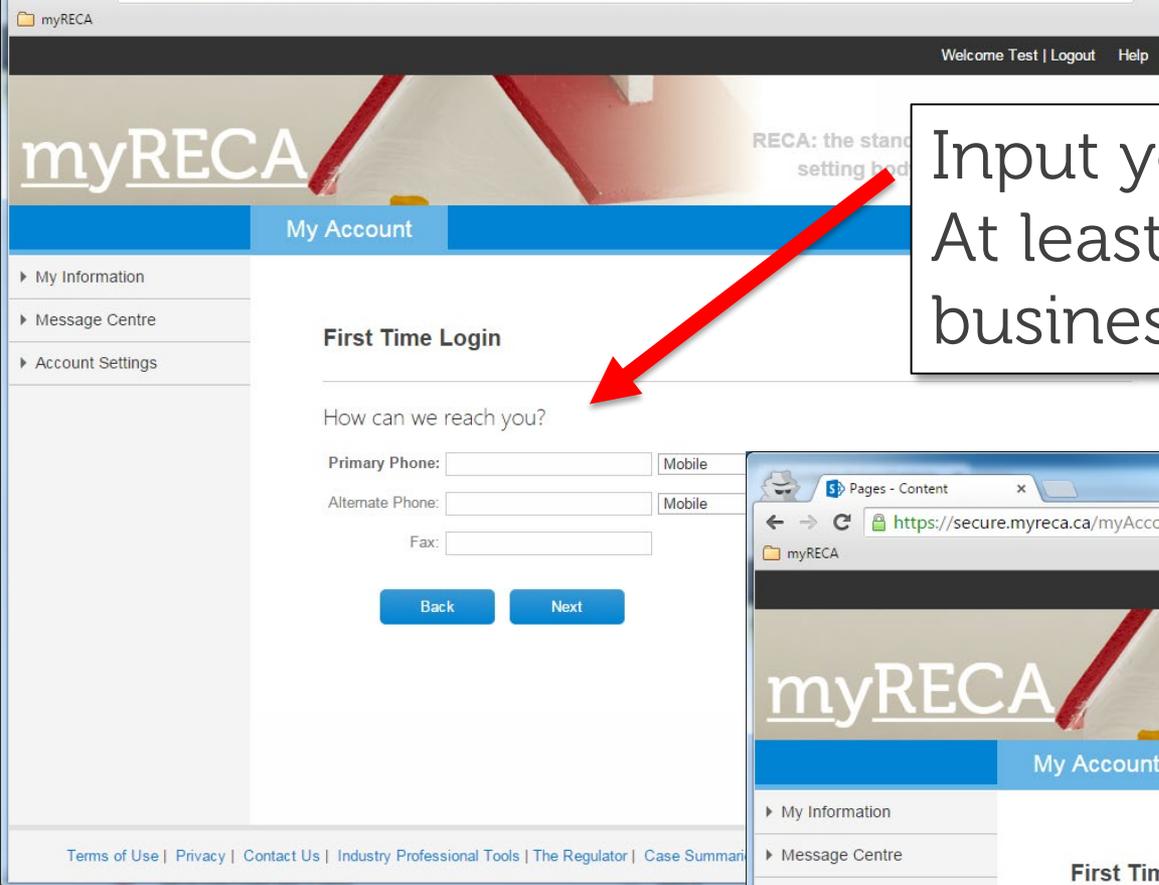
**Industry Professional:** you want to become a real estate, property management, mortgage, or real estate appraisal professional.

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

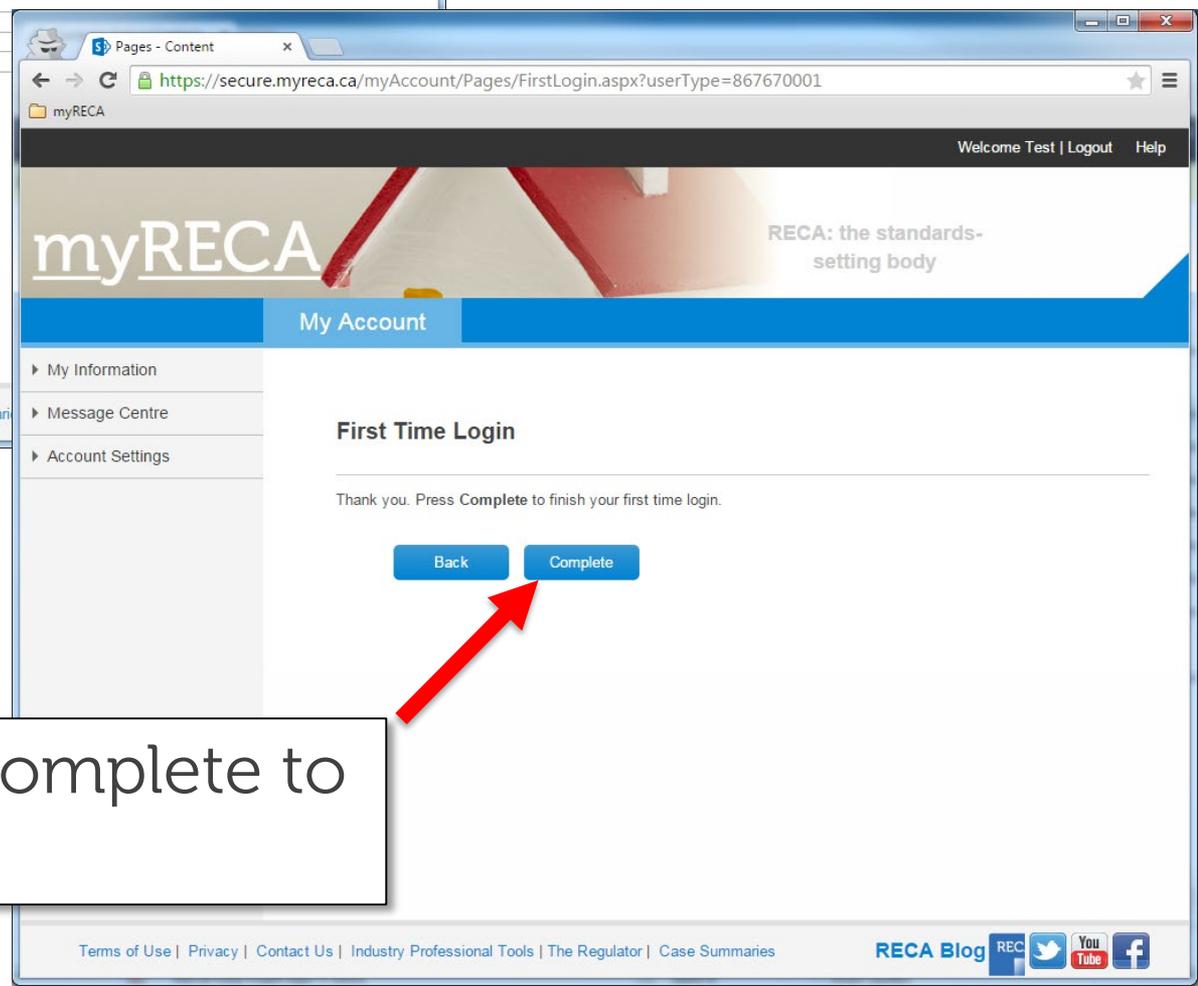
**Brokerage's Accountant:** you file online audit reports for a brokerage.

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

- Brokerage Administrator
- Select
- Industry Professional
- Brokerage Administrator
- Brokerage Accountant



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



Remember to click Complete to  
finish the process.

Pages - My Information x

https://secure.myreca.ca/myaccount/pages/UserProfile.aspx

myRECA

My Account

- My Information
- Message Centre
- Account Settings

### My Information

Personal	Contact
First Name:	Test
Middle Name:	
Last Name:	Administrator

Photo:

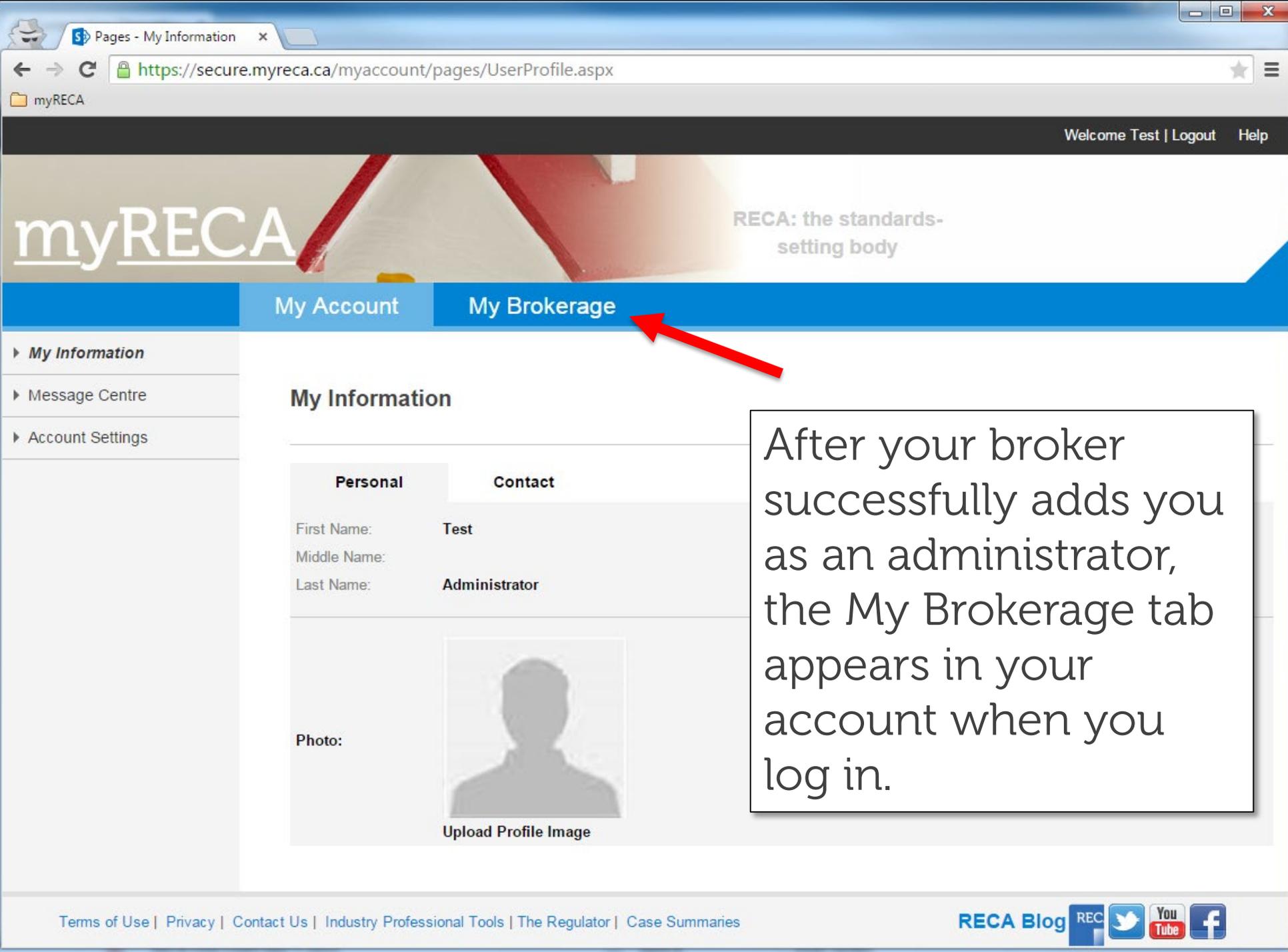


Upload Profile Image

[Terms of Use](#) | [Privacy](#) | [Contact Us](#) | [Industry Professional Tools](#) | [The Regulator](#) | [Case Summaries](#)

When you log in for the first time, your account is limited to displaying and editing your personal and contact information in the My Account tab.

Give your username to the broker you work for. They search you on the system and add you to their brokerage as an administrator.

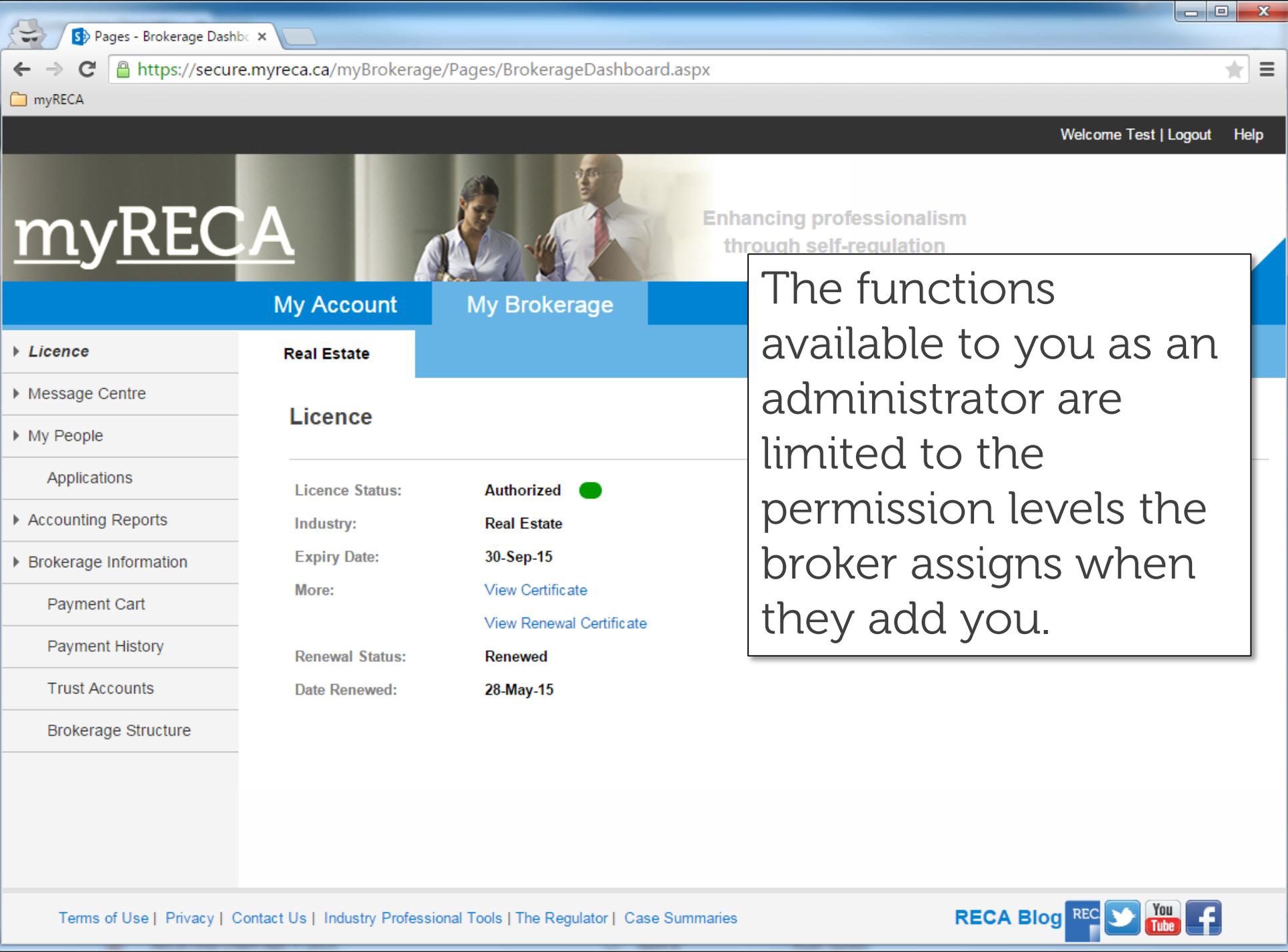


- ▶ My Information
- ▶ Message Centre
- ▶ Account Settings

## My Information

Personal	Contact
First Name:	Test
Middle Name:	
Last Name:	Administrator
Photo:	
	Upload Profile Image

After your broker successfully adds you as an administrator, the My Brokerage tab appears in your account when you log in.



## My Account

## My Brokerage

### ► Licence

► Message Centre

► My People

Applications

► Accounting Reports

► Brokerage Information

Payment Cart

Payment History

Trust Accounts

Brokerage Structure

### Real Estate

### Licence

Licence Status: **Authorized** ●

Industry: **Real Estate**

Expiry Date: **30-Sep-15**

More: [View Certificate](#)

[View Renewal Certificate](#)

Renewal Status: **Renewed**

Date Renewed: **28-May-15**

The functions available to you as an administrator are limited to the permission levels the broker assigns when they add you.

In the My People tab you can search the associates in the brokerage by renewal status and Re-Licensing Education Program (REP) status to provide reports for the broker.

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

## My People

Last Name:  Renewal Status:  REP Status:

Number of People: 4

Name	Username	Licence Class	Sectors	Renewed	REP Status	Stop Code	Actions
Kam Chancellor (TEST)	kambam33	Broker	Comm   PM   Res   Rur	Yes	Not completed	No	
Richard Sherman 25	richardsherman	Associate	Comm   Res   Rur	Yes	Completed	No	
Speedy Mouse B Rock	Speedy1234 brock1234	Associate Associate	Res Res	Yes No	Completed Not completed	No No	

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If the broker gives you permission, make bulk payments for the brokerage in the Payment Cart page.

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

## Real Estate

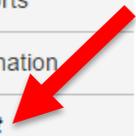
### Payment Cart

Remove Selected

<input type="checkbox"/> Last Name	First Name	Licence Class	Application Type	Amount
<input type="checkbox"/> Associate	Test	Associate	Registration - Renewal	\$730.04
<input type="checkbox"/> User	Test	Associate Broker	Registration - Renewal	\$730.04

Total Items: 2  
Total Amount: \$1460.08

**Make Payment**



If the broker gives you permission, you can view the brokerage account balance, payments and download receipts from the Payment History page.

- Pages - Payment History
- myreca.ca
- Contacts Active Co...
- Applications
- Accounting Reports
- Brokerage Information
- Payment Cart
- Payment History**
- Trust Accounts
- Brokerage Structure

### Brokerage Payment History

Payment history for the last 36 months.

Receipts may take up to 24 hours to generate.

Maximum of 50 records are retrieved, if you need more details click on the [Brokerage Statement Report link](#)

Current Account Balance: \$ 6957.00

Industry Professional:  From Date:  To Date:

First Name	Last Name	Application Type	Date	Amount	Payment Type	Actions
realassociate1803	realassociate1803	New Licence & Registration	4-May-20	\$750.00	Broker Credit Account	<a href="#">Receipt</a>
realassociate1801	realassociate1801	Registration - Reinstatement	10-Mar-20	\$650.00	Broker Credit Account	<a href="#">Receipt</a>
Kam	Chancellor (TEST)	New Licence & Registration	5-Feb-20	\$750.00	Broker Credit Account	<a href="#">Receipt</a>
Kam	Chancellor (TEST)	Registration - Re-registration	5-Feb-20	\$55.00	Broker Credit Account	<a href="#">Receipt</a>
realassociate1803	realassociate1803	New Licence & Registration	4-Nov-19	\$750.00	Broker Credit Account	<a href="#">Receipt</a>
realassociate1801	realassociate1801	Registration - Re-registration	17-Sep-19	\$55.00	Broker Credit Account	<a href="#">Receipt</a>
atest001	atest001	Registration - Re-registration	4-Sep-19	\$55.00	Broker Credit Account	<a href="#">Receipt</a>
Alert	Bot	Registration - Re-registration	30-Aug-19	\$55.00	Broker Credit Account	<a href="#">Receipt</a>
asasdf	asdf	New Licence & Registration	23-Aug-19	\$475.00	Broker Credit Account	<a href="#">Receipt</a>
atest001	atest001	New Licence & Registration	17-Aug-19	\$475.00	Broker Credit Account	<a href="#">Receipt</a>
btest001	btest001	New Licence & Registration	17-Aug-19	\$475.00	Broker Credit Account	<a href="#">Receipt</a>

If your broker gives you permission, you manage the brokerage trust accounts in the [Trust Accounts](#) page. You can add new accounts and edit current accounts.

- Licence
- Message Centre
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- Trust Accounts**
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Real Estate

### Trust Accounts

[Add New Trust Account](#)

Account Number	Transit Number	Financial Institute	Date Opened	Date Closed	Actions
1337!	1337!	HSBC Canada	28-May-15	5-Jun-15	<a href="#">Edit</a>
234324	234324	1ST CHOICE SAVINGS	4-May-15		<a href="#">Edit</a>
23423	23432	1ST CHOICE SAVINGS	11-May-15		<a href="#">Edit</a>
tes	set	ATB	3-May-15		<a href="#">Edit</a>
der	ted	CANADIAN WESTERN BANK	15-May-15	28-May-15	<a href="#">Edit</a>
22222222222222	1234567890	Edson Savings Credit Union	1-May-15		<a href="#">Edit</a>