



2024 Broker Guide to Renewing Licensees

All real estate, mortgage brokerage, and condominium management licences expire on September 30th each year unless the licence is renewed, regardless of when it was issued.

Brokerage licensees who want to continue practicing on October 1st must complete their online licence renewal - including payment of their licensing renewal fee - through [myRECA](#) no later than September 30th.

We encourage you to complete your licensee licence renewals well before the renewal deadline. RECA's call and email volumes increase dramatically as the deadline draws closer. If you need to reach us, please note the contact information for Registration Services below:

Email: renewal@reca.ca

Phone: 403-228-2954 (press 1 for renewals)

Tollfree: Toll Free: 1-888-425-2754 (press 1 for renewals)

Our hours of operation are 8:00 am to 4:30 pm, weekdays.

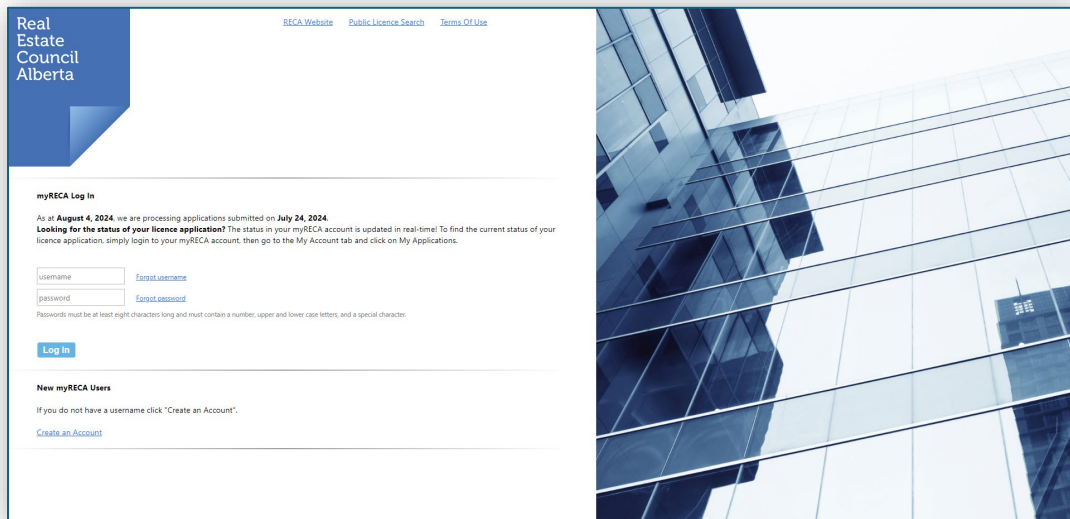
Following is a comprehensive guide to assist you in renewing your brokerage's licensees which begins on October 1st.

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Accessing myRECA

Log in to your [myRECA account](#) by entering your myRECA username and password.



! Do not share your myRECA login credentials with anyone. It is a violation of [myRECA Terms of Use](#) and may result in sanction.

Trouble-shooting

If you cannot remember your **myRECA username**, you can retrieve it by clicking the [Forgot username link](#) on the myRECA login page. You'll need to enter the email address in your myRECA account to receive an email containing your username (this email will be sent to the email address in your myRECA account).

If you cannot remember your **password**, you can reset it by clicking the [Forgot password link](#) on the myRECA login page. You'll need to input your myRECA username and the email address we have in your myRECA account and answer one of your security questions correctly. RECA staff do not have access to your password and cannot reset it for you.

Call us at 403-228-2954 (press 1 for renewals) during regular business hours if you need to retrieve your myRECA username and/or reset your password **and you:**

- have changed your email address and/or no longer have access to the email address in your myRECA account
- don't know/remember what email address is in your myRECA account
- don't know/remember the answers to your security questions

! Registration Specialists **cannot** assist you with regaining access to your myRECA account **via email**.

Associate/Associate Broker Renewals

Associates and associate brokers licensed with your brokerage cannot renew their licence until you have renewed your own and the brokerage's licences. We will email your brokerage's licensee(s) when you have completed your broker/brokerage renewal.

Your licensee(s) will initiate their own online licence renewal application through their myRECA account. When they have completed their licence renewal application, it will be submitted to you for review. We will email you when this happens. Refer to [Appendix B](#) for more information.

If any events described in [Section 40](#) of the *Real Estate Act* Rules have occurred for your licensee(s), they must notify the registrar about the event(s) before they can renew their licence. Failure to report an event(s) prior to renewing may result in sanction or suspension or cancellation of their licence.

Graduated condominium manager licensees

If there are any condominium managers licensed in the graduated licensing program with your brokerage and the expiry date of their graduated licence is:

- **on September 30, 2024**, they will be unable to renew their licence unless they complete the required course for their graduated licence level on or before September 30, 2024
- **on or after October 1, 2024**, they will only be eligible to renew their licence for the period beginning October 1, 2024, and ending on the expiry date of their graduated licence. If they complete the required course for their graduated licence level on or before the expiry date of their graduated licence, their licence will be automatically extended to the end of the licensing period, September 30, 2025, at that time

For more information, visit the [Condo Manager Licensing page](#) on our website.

Online licence renewal steps for licensees

1. Licensee logs in to their myRECA account, goes to the ***Licensing*** tab, and clicks the ***Start Renewal*** button
2. Licensee completes the online licence renewal application and submits it to you for review
3. If you assign responsibility for payment of the licensee's licensing renewal fee to the licensee, they will:
 - log back in to their myRECA account
 - go to the ***My Applications*** page
 - click the ***Payment*** link beside their application and pay their licensing renewal fee

! Refer to the [Associate-Associate Broker Renewal Guide](#) for more information about the licensee online renewal process.

2024 licensing renewal fees

The associate and associate broker licensing renewal fees in the table below include the licensing renewal fee credit for all licensees and the increased REIX premium for **real estate** licensees. You can find more information about these items below.

Licensee category	Licensing fee	Licensing renewal fee credit	REIX premium	Total
Real estate associates and associate brokers	\$475	-\$250	\$200	\$425
Mortgage associates	\$475	-\$250	N/A	\$225
Condominium Management associates and associate brokers	\$475	-\$250	N/A	\$225

! A licensee (or the brokerage on their behalf) must pay their licensing renewal fee and complete their online licence renewal by the September 30th deadline or they will forfeit the \$250 licensing renewal fee credit and will be unable to practice until they reinstate their licence with a brokerage. This includes licensees who received/reinstated their licence recently.

Licensing renewal fee credit

Licensees who pay their licensing renewal fee and complete their online licence renewal by the September 30th deadline will receive a **\$250 licensing renewal fee credit**.

Increased Real Estate Insurance Exchange (REIX) premium

Real estate licensees will pay an increased REIX premium (\$200 from \$175).

You can find more information about licensing fees and the *2024 Fee Schedule* on our website: [Fees](#) | [RECA](#)

Methods of payment

If you assign responsibility for payment of a licensee's licensing renewal fee to the licensee, we will email them to let them know. If you assign responsibility for payment to the brokerage, you can pay licensee licensing renewal fees in any of the ways described in this section.

If a licensee's licensing renewal fee payment is NOT received by one of the methods below in time for them to complete their online renewal by the September 30th deadline, they can use the funds towards their licence reinstatement beginning on October 1st. However, **they will forfeit the \$250 licensing renewal fee credit** and will need to remit this additional amount to complete their reinstatement.

Online credit card payment through myRECA

Refer to [Part Two: Appendix A](#).

myRECA Payment Cart (for bulk licensee renewal fee payments)

Refer to [Part Three: Appendix A](#)

Cheque, bank draft, money order

If you are paying licensee renewal fees via this method, ensure your payment:

- is dated for September 30th or earlier
- is made payable to the Real Estate Council of Alberta
- covers the full cost of any licensees for whom you are paying (refer to the *2024 Fee Schedule* on our website: [Fees | RECA](#))
- if you include the cost of your broker/brokerage licensing renewal fees in this payment, include your name and the brokerage's name as they appear in your myRECA account
- is received by RECA **no later than 3:00 pm on September 30th**

When we receive your payment, we will place a credit on your brokerage's myRECA account for you to use when completing the online renewals. We will email you when this happens. **You must then complete the online renewals on or before September 30th** (refer to [Part Two: Appendix A](#) for information on paying for a licensee's renewal fee individually or [Part Three: Appendix A](#) for information on paying for bulk licensee renewal fees).

! Ensure you assign responsibility for payment of licensee licensing renewal fees to the brokerage.

Online banking payment (on or before 4:00 pm on September 26th)

The following financial institutions allow account holders to make online banking payments to RECA:

- an Alberta Credit Union
- BMO - Bank of Montreal
- RBC – Royal Bank
- Scotiabank
- TD Canada Trust
- CIBC

If paying via this method, ensure your payment is made on or before 4:00 pm on September 26th). You will need to set up **The Real Estate Council of Alberta** as a payee and enter your **Contact ID*** as the account number in your online banking system.

* Your Contact ID is not the same as your myRECA username. You can locate your Contact ID in your myRECA account directly above your profile photo.

Ensure you enter your Contact ID in your online banking system as: **CONXXXXXXXXX**. Do not include a dash or space between the CON and the numeric digits of your Contact ID.

! Once you have completed your payment through online banking, email aservices@reca.ca with the name of your bank and a screenshot of the payment confirmation message so we can apply your payment as a credit on your myRECA account.

When we receive your payment, we will place a credit on your brokerage's myRECA account for you to use when completing the online renewals. We will email you when this happens. **You must then complete the online renewals on or before September 30th** (refer to [Part Two: Appendix A](#) for information on paying for a licensee's renewal fee individually or [Part Three: Appendix A](#) for information on paying for bulk licensee renewal fees).

! Ensure you assign responsibility for payment of licensee licensing renewal fees to the brokerage.

E-transfer

RECA does not accept e-transfers.

FAQs

Are there any update courses this year for my brokerage's licensees?

There are no required update courses for licensees in any industry this year.

A licensee with my brokerage just became newly licensed or reinstated recently, do they have to renew?

Yes, if the licensee wishes to continue practicing on October 1st, they must renew by the September 30th renewal deadline.

Can my assistant complete licensee renewals on my behalf?

No. A third party cannot complete your brokerage's licensee renewals for you, even if the third party is licensed. Brokers are required to log in to their own myRECA account and complete the brokerage's licensee renewals. Licensee renewal applications include important acknowledgements and declarations that only you, as the broker, can make. It's important that you are the one completing licensee renewal applications on your own behalf. In addition, it is a violation of [myRECA Terms of Use](#) to share your myRECA login credentials with anyone, and if you do, you may be sanctioned.

Brokers can delegate certain licensing transactions in myRECA, like adding and cancelling licensees or completing licensee renewals, to one or more licensees with their brokerage. To find out how to give one of your licensees access to perform licensing transactions on your behalf in myRECA, refer to page 24 of the [Navigating the My Brokerage Tab myRECA Tutorial](#).

How do I change payment responsibility from my brokerage to the licensee for a licensee renewal application?

If you wish to reassign payment of a licensee renewal application from the brokerage to the licensee, check if the application is in the brokerage's Payment Cart. Go to pages 20 and 21 of [Part Three: Appendix A](#) to find out how to access your brokerage's Payment Cart and remove an application from it.

Once you have confirmed the application is not in/has been removed from the brokerage's Payment Cart, email your request to change payment responsibility to registration@reca.ca.

I paid my licensee(s) licensing renewal fee(s) by cheque. Why are they not renewed?

If we received your cheque and it was not post-dated for October 1st or later, our Accounting Services department would have applied your payment as a credit to your myRECA account. We would have sent an email to the email address in your

myRECA account with instructions for you to log in to your myRECA account to complete your licensee renewals.

To check if the credit has been applied and/or apply the credit to licensee licensing renewal fee(s) and complete the online licence renewal(s), [log in to your myRECA account](#).

If we have applied the credit, it will be showing on the **Brokerage Information** page under the **My Brokerage** tab.

The screenshot shows the myRECA website interface. The top navigation bar includes 'My Account', 'Education', 'Licensing', and 'My Brokerage', with 'My Brokerage' highlighted by a red box. On the left sidebar, 'Brokerage Information' is also highlighted by a red box. The main content area displays the following information:

Brokerage Class:	Corporation		
Legal Name of Brokerage:	ABC Mortgages Inc. o/a ABC Mortgages	Registered Trade Name:	ABC Mortgages
Registration Number:	123456789	Effective Date:	1-Oct-23
Account Balance:	\$1000.00	Fiscal Year End:	31-Dec-23

Below this table, there are sections for 'Business Address' and 'Mailing Address', each with an 'Apply to Change' or 'Edit' button. The addresses listed are 1234 Anywhere Ave, Big City, Canada.

If the credit is not showing on your **Brokerage Information** page, you either post-dated your payment for October 1st or later, we have not received it yet, or we are currently processing it.

If you postdated your payment for October 1st or later or if we don't receive or process it by the September 30th deadline your brokerage's licensee(s) will forfeit the \$250 licensing renewal fee credit and will be unable to practice until their licence(s) is/are reinstate.

What should I do if a licensee with my brokerage completed their renewal, but they've since changed their mind?

If a licensee with your brokerage wishes to cancel their renewal, they can email their request to Registration Services at registration@reca.ca before **September 30th**. A Registration Specialist can reverse their licence renewal and refund their licensing renewal fees as a myRECA credit (to them or your brokerage, whomever paid).

A renewed licence **cannot** be reversed or refunded after September 30th.

A licensee with my brokerage declared bankruptcy (was charged with or convicted of a criminal offense/had a judgment/was disciplined) this year. Do they have to report it during their renewal?

Licensees must immediately notify the registrar about certain events that occur while they are licensed pursuant to [Section 40](#) of the *Real Estate Act Rules*.

If they have not already notified the registrar about an event that has occurred, they must do so before they renew. They can notify the registrar through the ***My Account*** tab in their [myRECA account](#). Once they report the matter, depending on the circumstances, they may be able to proceed with their renewal before the registrar has concluded the review of the event in question.

If the licensee renews their licence before they report the event, they may be sanctioned or their licence may be suspended or canceled.

Appendix A: Licensee Renewal Applications

Part One: Accessing and reviewing a licensee renewal application

[Log in to your myRECA account](#) and go to the **Applications** page under the **My Brokerage** tab.

When a licensee's renewal application is ready for you to review, it will be in the **Applications Underway** section, the **Application Status** column will indicate **Ready for Review** and the **Assigned To** column will indicate **Brokerage**.

Click the **Complete** link beside the renewal

The screenshot shows the myRECA web application interface. The top navigation bar includes 'My Account', 'Education', 'Licensing', and 'My Brokerage'. The left sidebar lists various account management options. The main content area is titled 'Applications' and shows 'Applications waiting for payment' and 'Applications Underway'. The 'Applications Underway' section contains a table with the following data:

Name	Application Type	Application Status	Assigned To	Date Created	Actions
Test Associate	Associate/Associate Broker Licence	Ready for Review	Brokerage	30-Jul-24	Cancel Complete

Red arrows point from the text instructions to the 'Ready for Review' status, the 'Brokerage' assigned to, and the 'Complete' link.

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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

Real Estate

Applications

Applications waiting for payment

If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.

Add Selected to Cart

View Cart (0)

<input type="checkbox"/>	Last Name	First Name	Licence Class	Application Type	Application Status	Actions	Payment Assigned To
<div><< < > >></div>							

Applications Underway

Name	Application Type	Application Status	Assigned To	Date Created	Actions
Test Associate	Associate/Associate Broker Licence Renewal	Assigned to Applicant	Applicant	30-Jul-24	Cancel

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1

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If the *Application Status* and *Assigned To* columns indicate *Assigned to Applicant*, the licensee has not completed and submitted their renewal application for your review yet. We will email you when this happens.

Confirm the licensee's personal and contact information are correct and up to date to the best of your knowledge

! Providing false or misleading information may result in the licensee being sanctioned

! You may also be sanctioned if you approve the application knowing it contains false or misleading information

The screenshot displays the myRECA website interface. The header includes the myRECA logo and the tagline "Enhancing professional through self-". Below the header is a navigation bar with tabs for "My Account", "Education", "Licensing", and "My". A sidebar on the left contains a list of menu items: "Licence", "Message Centre", "My People", "Applications", "Accounting Reports", "Brokerage Information", "Payment Cart", "Payment History", "Account Administration", "Trust Accounts", and "Brokerage Structure". The main content area is titled "Test Associate Application" and shows "1. Contact Information". On the left is a placeholder for a profile picture. To the right, there are four sections: "Personal Information" (First Name: Test, Middle Name, Last Name: Associate, AKA Name), "Residential Address" (999 Anywhere Street, Small Town, Alberta, X1X 1X1, Canada), "Contacts" (Primary Phone: 403-444-4444 Business/Office, Alternate Phone: 403-555-5555, Fax, Email: TEST@test.ca), and "Mailing Address" (PO Box 1111, Big City, Alberta, X2X 2X2, Canada). At the bottom are "Back" and "Next" buttons.

myRECA

Enhancing professional through self-

My Account Education Licensing My

» Licence

» Message Centre

» My People

Applications

» Accounting Reports

» Brokerage Information

Payment Cart

Payment History


Account Administration

Trust Accounts

Brokerage Structure

Test Associate Application

1. Contact Information



Personal Information:

First Name: Test

Middle Name:

Last Name: Associate

AKA Name:

Residential Address:

999 Anywhere Street

Small Town

Alberta

X1X 1X1

Canada

Contacts:

Primary Phone: 403-444-4444 Business/Office

Alternate Phone: 403-555-5555

Fax:

Email: TEST@test.ca

Mailing Address:

PO Box 1111

Big City

Alberta

X2X 2X2

Canada

Back Next

Review the licensee's renewal application responses carefully to ensure the information they have provided is complete and accurate to the best of your knowledge

! Providing false or misleading information may result in the licensee being sanctioned

! Failure to immediately notify the registrar about an event captured in [Section 40](#) of the *Real Estate Act* Rules may result in the licensee being sanctioned or suspension or cancellation of their licence

! You may also be sanctioned if you approve the licensee's renewal application and are aware of an unreported event or that it contains false or misleading information

The screenshot displays the myRECA website interface for a "Test Associate Application". The top navigation bar includes "My Account", "Education", "Licensing", and "My Brokerage". The left sidebar lists various account management options. The main content area is divided into several sections:

- Test Associate Application**
 - 2. Licensee Questions**

Below are the Applicant's renewal application responses and declarations. You must confirm with the applicant that they are in compliance with the requirements.
 - Section 40 Compliance**

Question

1. I declare that I am in compliance with the requirements of Section 40 of the *Real Estate Act* Rules and Regulations.
 - Licensee Practice Areas**

Question

1. Residential (%)

2. Residential Property Management (%)

3. Commercial Property Management (%)

4. Commercial Leasing (%)

5. Rural (Agri-business/Commercial farm) (%)
 - Authorization & Acknowledgement, Subscription Statement and Responsibility**

Question

1. I authorize RECA to verify any information on this application from any source. In making this application, I agree to provide true and accurate information and to update the information as it changes.

2. I acknowledge my application requires subscription to the *Real Estate Act* Rules and Regulations, and I agree to be bound by the terms of the Agreement and the Insurance Policy issued by REIX. I appoint REIX as my attorney and grant the attorney powers as set out in Appendix A to the REIX Subscription Agreement.

3. I understand and accept the duties and responsibilities of an associate/associate broker as set out in the *Real Estate Act* (the Act) and the *Real Estate Act* Rules (the Rules). Yes

I am aware that as a licensee I must follow all standards of practice and comply with the Act and the Rules, and laws that apply to a licensee who is licensed to trade in real estate, deal in mortgages, or engage in condominium management services in Alberta.

I acknowledge my obligation to familiarize myself with the applicable laws of Alberta, to only engage in work or provide services I am licensed and competent to do, and to abide by any terms, restrictions and conditions on my licence.

I will immediately notify the registrar, in writing, of any changes to the information provided in support of this application that may occur during the application process or after I am licensed.
 - Declaration**

# Question	Answer
1. I have read and I understand all questions and statements contained in this application. The information and answers I have provided are accurate, true and complete. I make this declaration conscientiously knowing that it is of the same force and effect as if it was made under oath.	Yes
I acknowledge that providing false and/or misleading information to the registrar may result in the refusal, suspension or cancellation of a licence and is conduct deserving of sanction.	
2. I consent to RECA contacting me via email regarding licensing, education, or regulatory updates.	Yes

Back Continue

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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

Associate Application for Registration - Renewal

Broker Acknowledgement

I have reviewed and discussed with the applicant their responses to the questions contained in this application. I have also discussed with them the consequences of providing false or misleading statements.



☒ Do you accept the application?

☐ Yes ☐ No

Back Next

Select **Yes** to accept the application

Select **No** to assign the application back to the licensee to make any changes. We'll email them to let them know if this happens. We'll email you when the licensee has recompleted their application and it's ready for you to review again



myRECA

Enhance
through

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

Associate Application for Registration - Renewal

Payer Selection

☒ Please indicate who is responsible for paying the application fee (the Brokerage or the Applicant). If you select Brokerage Payment , you cannot change your selection later.
Select "Brokerage payment" if the brokerage is responsible for payment. Select "Applicant payment" if the Applicant is responsible for payment.

Brokerage payment ▼

[Back](#) [Complete](#)

Select who will pay the licensee's licensing renewal fee.

- if you select **Brokerage Payment**, proceed to [Part Two](#)
- if you select **Applicant Payment**, we will email the licensee to let them know

Part Two: Paying for a licensee's renewal fee individually

The screenshot displays the myRECA website interface. The top navigation bar includes 'My Account', 'Education', 'Licensing', and 'My Brokerage'. The left sidebar lists 'My Information', 'Message Centre', 'My Applications', 'Start a new application', 'Payment History', and 'Account Settings'. The main content area is titled 'Application Payment' and features a 'Payment Invoice' section. The invoice table lists the following items:

Payment Information	
<u>Details</u>	
Licence Renewal Fee - Individual	\$475.02
REIX Premium Individual	\$200.02
Licensing Renewal Fee Credit	\$-250.00
Total Amount:	\$425.04
Credit Applied:	\$0.00
Amount Due:	\$425.04

At the bottom of the invoice section, there are 'Back' and 'Next' buttons. A red box highlights the 'Next' button, with a red arrow pointing to it from the text box above. Another red box highlights the 'Pay Later' button in the top right corner, with a red arrow pointing to it from the same text box.

If you selected **Brokerage Payment** on a licensee's licence renewal application, you can pay the licensee's licensing renewal fees:

- now by clicking the **Next** button
- later by clicking the **Pay Later** button

If you selected **Pay Later**, the licensee's renewal application will be located under the **My Brokerage** tab on the **Applications** page in the **Applications waiting for payment** section and the **Payment Assigned To** column will indicate **Brokerage**. (Note: If you are the broker of multiple brokerages, ensure you also select the desired industry sub-tab under the My Brokerage tab in your myRECA account)


Click the **Payment** link beside the renewal application for which you wish to pay the licensee's licensing renewal fees.

Even if you assigned responsibility for payment to the applicant, if you wish to override this prior assignment and pay for their licensing renewal fees, you can do so by clicking the **Payment** link beside the licensee's renewal application.

The screenshot shows the myRECA interface. On the left, a sidebar menu has 'Applications' highlighted. The main content area is titled 'Applications' and has a sub-tab 'Applications waiting for payment' selected. Below this, there is a red warning message: 'If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.' followed by an 'Add Selected to Cart' button and a 'View Cart (0)' link. A table lists applications with columns: Name, Application Type, Application Status, Payment Assigned To, and Actions. The first application is for 'Mortgage Associate1' with status 'Waiting for Payment' and 'Payment Assigned To' as 'Brokerage'. The 'Payment' link in the Actions column is circled. The second application is for 'Mortgage Associate2' with status 'Waiting for Payment' and 'Payment Assigned To' as 'Applicant'.

Name	Application Type	Application Status	Payment Assigned To	Actions
<input type="checkbox"/> Mortgage Associate1	Associate/Associate Broker Licence Renewal	Waiting for Payment	Brokerage	Cancel Payment View
<input type="checkbox"/> Mortgage Associate2	Associate/Associate Broker Licence Renewal	Waiting for Payment	Applicant	Cancel Payment View

The **Applications waiting for payment** section shows you all applications that are waiting for payment, including renewal applications that you assigned responsibility for payment to the applicant and non-renewal applications.



RECA: the standards-setting body

My Account Education Licensing My Brokerage

My Information
Message Centre
My Applications
Start a new application
Payment History
Account Settings

Application Payment

By clicking 'Finish' below, you agree you have read and understood RECA's [Privacy Policy](#). You further agree to RECA charging the entered credit card with the entered amount.

PLEASE DO NOT REFRESH OR CLOSE YOUR BROWSER WHILE THE PAYMENT IS PROCESSING.

Name on Card:

Card Number:


CCV:

Expiry Date: Month Year

All payments are final

[Back](#) [Next](#)

Enter your credit card information and click ***Next*** to complete the payment and the licensee's licence renewal



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My Account Education Licensing My Brokerage

Message Centre
My Applications
Payment History
Account Settings

Payment Successful

Success!

Your payment was successful. Whether you paid by myRECA account credit or by credit card, you can find your receipt on the [Payment History](#) page.

Test Associate is renewed.

Congratulations! Provided your payment was successful and there are no good character issues that the registrar needs to review before deciding to issue this licensee a licence, **the licensee's licence renewal is complete!**

Go to [Part Four](#) to learn how to check the status of your licensee renewal(s). Go to [Part Five](#) to learn how to access payment receipts.

Part Three: Paying for bulk licensee renewal fees through the brokerage's Payment Cart

Applications that are waiting for payment, including renewal applications for which you assigned responsibility for payment to the applicant and non-renewal applications, can be found under the **My Brokerage** tab on the **Applications** page in the **Applications waiting for payment** section

The screenshot shows the 'My Brokerage' tab selected in the top navigation bar. The left sidebar has 'Applications' highlighted. The main content area shows 'Applications waiting for payment' with a red warning message: 'If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.' Below this is a table of applications.

<input type="checkbox"/>	Name	Application Type	Application Status	Payment Assigned To	Actions
<input type="checkbox"/>	Mortgage Associate1	Associate/Associate Broker Licence Renewal	Waiting for Payment	Brokerage	Cancel Payment View
<input type="checkbox"/>	Mortgage Associate2	Associate/Associate Broker Licence Renewal	Waiting for Payment	Applicant	Cancel Payment View

Navigation: << < 1 > >>

Note: If you are the broker of multiple brokerages, ensure you also select the desired industry sub-tab under the **My Brokerage** tab

Select the applications you wish to add to the brokerage's Payment Cart and click the **Add Selected to Cart** button.

The screenshot shows the myRECA website interface. The top navigation bar includes 'My Account', 'Education', 'Licensing', and 'My Brokerage'. The left sidebar contains a menu with options like 'Licence', 'Message Centre', 'My People', 'Applications', 'Accounting Reports', 'Brokerage Information', 'Payment Cart', 'Payment History', 'Account Administration', 'Trust Accounts', and 'Brokerage Structure'. The main content area is titled 'Mortgage' and 'Applications'. It shows 'Applications waiting for payment' with a red warning message: 'If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.' Below this is a table with columns: Name, Application Type, Application Status, Payment Assigned To, and Actions. The table lists two applications: 'Mortgage Associate1' and 'Mortgage Associate2'. The first application is selected with a checkbox. The 'Add Selected to Cart' button is visible, along with a 'View Cart (0)' link.

Name	Application Type	Application Status	Payment Assigned To	Actions
<input checked="" type="checkbox"/> Mortgage Associate1	Associate/Associate Broker Licence Renewal	Waiting for Payment	Brokerage	Cancel Payment View
<input type="checkbox"/> Mortgage Associate2	Associate/Associate Broker Licence Renewal	Waiting for Payment	Applicant	Cancel Payment View

Note: you can add an application that is assigned to the applicant to pay to your brokerage's Payment Cart, however, this means the applicant will no longer be able to pay for it themselves

myRECA

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Trust Accounts

Mortgage

Applications

Applications waiting for payment

If you add an application to the brokerage's shopping cart, the applicant will be unable to pay for the application.

Add Selected to Cart

View Cart (2)

<input type="checkbox"/>	Name	Application Type	Application Status	Payment Assigned To
<< < > >>				

When you've successfully added applications to the brokerage's Payment Cart, the applications will no longer be visible in the **Applications waiting for payment** table. Click the **View Cart** link to access the brokerage's Payment Cart to view and pay for the applications

You can also access the brokerage's Payment Cart by clicking **Payment Cart** under **Brokerage Information** while on the **My Brokerage** tab

myRECA

Enhancing professionalism through self-regulation

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Mortgage

Payment Cart

If you wish to remove any applications, select the application(s) and click **Remove Selected**. Otherwise, click **Make Payment** to pay for the applications listed.

Remove Selected

<input type="checkbox"/>	Last Name	First Name	Licence Class	Application Type	Amount
<input type="checkbox"/>	Associate1	Mortgage	Associate	Associate/Associate Broker Licence	\$225.02
				Renewal	
<input type="checkbox"/>	Associate2	Mortgage	Associate	Associate/Associate Broker Licence	\$225.02
				Renewal	

Total Items: 2

Total Amount: \$450.04

Make Payment

Click the **Make Payment** button to proceed with the payment process for the applications in the brokerage's Payment Cart

If you wish to remove any applications from the brokerage's Payment Cart, select the applications you wish to remove and click the **Remove Selected** button

Click the **Next** button and follow the prompts to complete your payment. Any available credit on your brokerage's myRECA account will be automatically applied

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Payment Cart

Payment Invoice Cancel Payment

Details

Application Type	Quantity	Total
Associate/Associate Broker Licence Renewal	2	\$450.04
Grand Total:		\$450.04
Credit Available:		\$450.04
Net Total:		\$0.00

Back **Next**

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Payment Cart

By clicking 'Finish' below, you agree you have read and understood RECA's [Privacy Policy](#). You further agree to RECA charging the entered credit card with the entered amount.

PLEASE DO NOT REFRESH OR CLOSE YOUR BROWSER WHILE THE PAYMENT IS PROCESSING.

Name on Card:

Card Number:

CCV:

Expiry Date:

Month

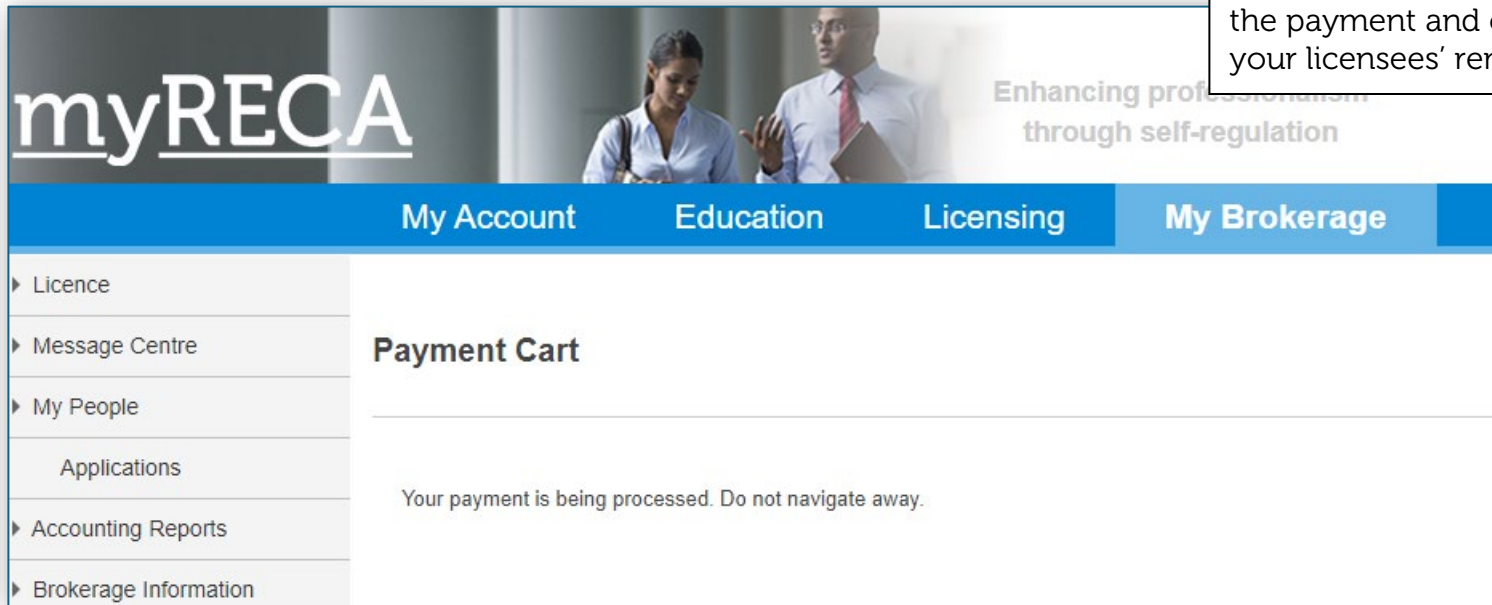
Year

All payments are final

Total Amount:	\$450.04
Credit Applied:	\$0.00
Amount Due:	\$450.04

Next

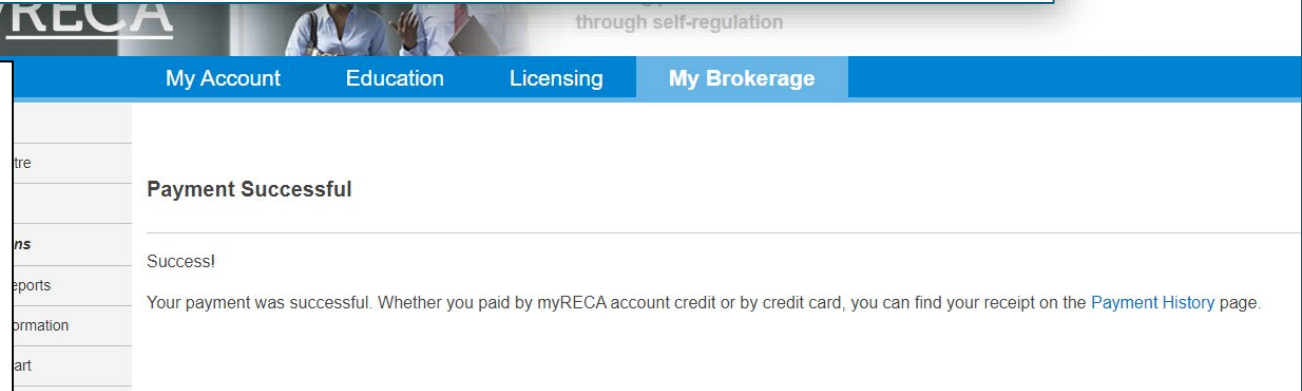
Enter your credit card information and click ***Next*** to complete the payment and the licensees' licence renewals



Wait while myRECA processes the payment and completes your licensees' renewals

Congratulations! Provided your payment was successful and there are no good character issues that the registrar needs to review before deciding to issue a licensee a licence, **the licensees' licence renewals are complete!**

Go to [Part Four](#) to learn how to check the status of your licensee renewal(s). Go to [Part Five](#) to learn how to access payment receipts



Part Four: Checking the renewal status of your licensee(s)

Option 1: On the *My People* page of the *My Brokerage* tab in myRECA, in the table showing the brokerage's licensees, there is a column which indicates each licensee's renewal status. You can download the data from this table as a PDF or into an Excel spreadsheet by clicking the appropriate icon.

The screenshot shows the myRECA website interface. The 'My Brokerage' tab is selected and highlighted with a red box. In the left sidebar, 'My People' is also highlighted with a red box. A red arrow points from the 'My People' link to the 'My People' section of the main content area. Another red arrow points from the 'Renewed' column header in the licensee table to the 'Renewal Summary Report' button in the top right. A third red arrow points from the download icons (PDF and Excel) next to the 'Number of People' count to the 'My People' link in the sidebar. The table below shows a list of licensees with their names, emails, license classes, and renewal status.

Name	Email	License Class	Renewed	Issued Date	Stop Code	Licensing History	Terms, Conditions, Restrictions
WCONUWYG WCONUWYG	uatuser916146@test.com	Associate	No	2-Mar-23	No	View History	
SPODPCYO SPODPCYO	uatuser744930@test.com	Associate	No	30-Jan-23	No	View History	
BMUKRSUN BMUKRSUN	uatuser44409@test.com	Associate	No	20-Jan-23	No	View History	
WHNVLYWK WHNVLYWK	uatuser906503@test.com	Associate	No	25-Nov-22			

Option 2: Go to the *Renewal Summary Report* to access a filterable list showing the status of each registrant's renewal. You can also download the data from this report as PDF or into an Excel spreadsheet by clicking the appropriate icon.

Part Five: Accessing individual payment receipts

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Mortgage

Brokerage Payment History

Payment history for the last 36 months.

For a list of applications paid through bulk card payment, click the Excel icon above the table below to download a detailed payment history and sort or filter by the CRT-XXXXX number.

Current Account Balance: \$349.96

Licensee: From Date: To Date:   

Name	Application Type	Date	Name on Card	Last 4-Digits	CC Payment	Credit	Total	Actions
ABC Mortgages Inc. o/a	Payment Card	9-Aug-24	Test	4242	\$450.04	\$0.00	\$450.04	
ABC Mortgages	CRT-000006235							
ABC Mortgages Inc. o/a	Payment Card	9-Aug-24	TEst	4242	\$450.04	\$0.00	\$450.04	
ABC Mortgages	CRT-000006236							
Mortgage Associate1	Associate/Associate Broker	9-Aug-24						Receipt
	Licence Renewal							
	CRT-000006237							

You can find all individual renewal (and non-renewal) licensing fee payment receipts that your brokerage paid on the *Payment History* page under the *My Brokerage* tab

Download the Excel file to view which applications were paid through a Payment Card transaction

Note: If you are the broker of multiple brokerages, ensure you also select the desired industry sub-tab under the *My Brokerage* tab