

## Instructions for Accessing and Using the KREC Online Service Portal

Welcome to the Real Estate Commission online portal for sales associate and broker.

To get started, type in <https://oop.ky.gov/dplservices/login.aspx> or you can access the portal through the KREC website.

Login with your credentials. Once you login, you will see a page with four sections:

### **Applications**

### **Individual Information**

### **other services**

### **Reports.**

Let's get started.

To see your profile, click **view individual profile and continuing education**. You will find your personal information as it relates to your license.

If you want to cancel your license, click **cancellation request**. Click select and you will see a "warning-release affiliations" icon pop up. An email will be sent to the principle broker. *You will also* get an email receipt. Click the "I agree" button, and type your name to complete the submission.

Once you are back at the main menu, click **consent to service of jurisdiction**. This section is for those who live in Kentucky but move out of state. Read the print, make sure your information is correct and click "I agree". Type your name for the digital signature. Take a moment to let it process. Once it does, you will see a transaction screen.

Next, we will click on **incomplete renewals-add documents**. You will need this section if you submit a renewal and it is determined during the review by the commission that documentation/information needed for the approval of the renewal is missing and/or needs additional documentation/information for clarification. You can click on "Incomplete Renewals – Add Documents" to upload the requested documents/information. . The page will tell you what is missing. If nothing is missing, you will see "you do not have any deferred renewals at this time."

**Record Correction** is next. You will want to use this section to change any information that is missing in the system. Fill in all fields shown on the screen. Date of birth is mandatory. Hit continue. On the next page, glance over all information. If you would like to make specific information "public viewable" click edit on the left, and click "yes" under phone type and or phone number, email, address. This simply means that the information will be publicly available to those in need of services. You can find that information on KREC.ky.gov and clicking "license verification". We go back to the portal and hit continue and then continue again. Once processed, you will see a "transaction/order information screen". There is a ten-dollar fee for a licensee name change.

Next, we will go to **Request for Education Review in Preparation for a Broker License**. This is used for when a sales associate would like for the Commission to review their education on file in preparation for a Broker License. If there are any documents, you feel the commission should review, upload here. Once done, click "I agree" and click submit. There is a fee of \$10 for prospective, active or escrow

licensees and a fee of \$20 for canceled or former licensees. You have the option of “continue shopping”, which will take you back to the home page; you can resume your order later by clicking “view cart”. If you choose to continue checkout, click “checkout/complete order”. You will be asked to click credit card or electronic check. Once you choose an option, it will ask for your payment information. Once completed, you will get an order information screen.

Next, you will see **Request License Affiliation Release**. Click select to the right. Click “request release”. Once you have done that, click “I agree”, type your name and hit submit. Let it process. Once it is done, a “transaction/ order information” screen will appear.

To place a license in escrow click, **Request to place license in escrow**. Click “select” on the right. You will see a “warning- release affiliations” icon pop up. Click “continue.” Read the screen, select “I agree” and type your name in. A screen will pop up that says, “Confirm you wish to place your license in escrow.” Select “yes”. There is a fee of ten dollars. Once again, you can complete checkout or you can continue shopping.

Next, click **Verifications for other states**. You will click “select”. Enter the email address of the individual who would receive the licensure certification. Once you have typed it in, and confirmed the email, click “add to cart”. You can add more licensure certifications or you can click continue. There is a fee of \$10 for each licensure certification requested.

To view all transactions, click **view transaction history**. Click “view” for each transaction you wish to see. If you have not finished a transaction, you will see “incomplete” under status.

To print your certificate, click **print certificate/license**. Select the one you wish to print and hit “print certificate”.

To print your license card, **click print license card**. Select the one you would like and click “print license card”.

To update any information, click “update user account” at the top. To change your password click “change password”, and to logout simply click “logout”.

Visit [krec.ky.gov](http://krec.ky.gov) for more information.

