

2018 RENEWAL INSTRUCTIONS

KREC has a new address and a new online renewal system this year!
Please review our important information below to assist you

Kentucky Real Estate Commission
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November 22, 2017 you were issued a New license number and a New OP_ID number (Personal ID # that replaces your SSN # in our system)

In the event you did not create your new Online Services account you must do so first before you can renew your KREC 2018 license.

This year you will have two (2) separate transactions. One for your KREC license and one to purchase your E&O.

CREATE A NEW ACCOUNT

1. Go to: krec.ky.gov
2. On the top of the page, first line under the logo, Click on the word, **OnLine Services**
3. In the right column, top line, Click on the word, **Create Account**, Fill in the required information
 - a. For User Type, Click **Individual**
 - b. Select a Security Question / Answer
 - c. Enter your name as it appears on your license
 - d. In the lower left, enter your OPID #, this should be used instead of your SSN
 - e. Click on **Create Account**

You are now in the on line portal.

If you are an Active Licensee, Go to Step 4 in the “Renew License Active Licensees”

If you are in Escrow, Go to Step 4 in the “Renew License in Escrow”

RENEW LICENSE, ACTIVE LICENSEES

Active Sales Associates, Brokers and Principal Brokers

1. Go to : krec.ky.gov
2. On the top of the page, first line under the logo, Click on the word, **OnLine Services**
3. Enter your username and password, Click **Sign In**
4. On the top left column, under the word, Applications, Click, **License Renewal / License Extension**
5. Click **Renew**
6. There are 2 buttons, you must select **either Private Insurance or Commission Insurance**
7. Do you want to renew, select Yes
8. Select the box that says, **I agree**
9. Type your name in the digital signature box
10. Click **Submit**
11. Pop up screen says you will state the charge amount, click **OK**
12. Click **Continue**
13. Click **Checkout / Complete Order**
14. Select **Payment Type,**
15. Enter info, (no spaces or dashes with credit cards)
16. Click **Next**
17. Click **Pay Now**
18. You will get a Transaction / Order Information screen, that should say complete

If you are purchasing Commission E&O thru RISCE, scroll down the Transaction / Order Information screen, you will see Purchase E& O insurance. Click on that.

You will need your new license number and your Broker’s name and mailing address. (RISCE’s help number is 502-897-1876, extension 1)

1. Click on **Purchase E&O Policy**; You are now in the RISCE website

2. Click **Enroll**
3. Select **April 1, 2018 – April 1, 2019, Enroll or Renew**
4. You can log in to your existing account, create a new one or continue as a guest without a login
5. Choose State: **Kentucky**
6. Click on **Enroll**
7. Enter: new License number, Last 4 of your SSN# and Name
8. Click **Continue**
9. Select : Kentucky Real Estate April 1, 2018 – April 1, 2019
10. Enter email, Check
11. Click **Continue with Enrollment**
12. Read, click **Agree**
13. Verify, click **Continue**
14. Enter State: KY, License Type : S for Sales Associate or B for Broker, New License #, click **Continue**
15. If wanted or needed, add Additional Endorsements
16. Scroll down and click on **Finished Adding Endorsements**
17. Answer claim question, yes or no, Click **Continue**
18. Verify and Create Password, Click **Continue**
19. Enter Info, click **Continue**
20. Enter Principal Broker Info, Click **Continue**
21. Verify Totals, Click **Review Purchase**
22. Click on **Verify Checkout**
23. Click **Continue to Payment**
24. Enter Credit card info and click, **Pay Now**

You can download certificates and endorsements and a copy of Group Policy

25. Log out

RENEW LICENSE IN ESCROW

1. Go to : krec.ky.gov
2. On the top line, under the logo, click on **OnLine Services**
3. Enter your username and password
4. On the top left column under Applications, Click **License Renewal / License Extension**
5. Click **Renew**

6. Would you like to Renew? Click **yes**
7. Click **I agree**
8. Type in your digital signature as it appears on your license
9. Click **Submit**
10. Pop up screens states the amount you will be charged, click **OK**, Click **Continue**
11. Select Payment Type
12. Enter info (do not use spaces or dashes for credit cards)
13. Click **Next**
14. Click **Confirm** and **Pay Now**
15. Transaction / Order Information Screen will appear
16. You can print your receipt
17. Log Out