

Welcome to the TREC Relationship Management Tool User Guide. This new tool allows both salespersons and brokers to easily manage their relationships, online, without delay. This User Guide provides an in-depth understanding of how the tool works, as well as easy to understand, step by step instructions.

STEP 1 REGISTRATION:

- If you are a current licensee and have not already done so, you must first **register with “My License Online Services”**. It is recommended that you register with your personal email address.
NOTE: if you have already registered, you will need your log in information (email and password) to continue. If you can't remember your password, you can reset it by following the link, “Reset your password here” below the password box. **If you have registered and remember your password, log in and go to STEP 3.**
- To register, click the “You must first REGISTER HERE to get a User ID in this new system – even if you have been a licensee for years!” link at the bottom of the Login and Registration page.

The screenshot shows the Texas Real Estate Commission (TREC) website. At the top, there is a navigation menu with links for Home, Contact Us, Forms, News, Licenses, Education, Inspector, and Complaints. Below the menu, the main content area is titled "Online Services - Login and Registration". It includes a "Licensee or Applicant Login" section with input fields for "User ID" and "Password", a "Log On" button, and a "Reset your password here" link. A red oval highlights a link at the bottom of the page that reads: "You must first REGISTER HERE to get a User ID in this new system - even if you've been a licensee for years!".

- **NOTE** – if you cannot read the “CAPTCHA” words, click the link that says “Not readable? Get 2 more words”. You can reset the “CAPTCHA” words as many times as you need.
- You will then be asked to review your registration to ensure that the information provided is correct. If it is, click “Save,” if it isn't, click “Edit” and you will be taken back to the previous screen to edit your information.
- **Once you click “Save”** a temporary password will be sent to you from TREC/TALCB (Its@trec.texas.gov) via your registered User ID/email address. Please go to the inbox of that email account and retrieve your temporary password from the email.

- This may take a few minutes. **If you do not get the email**, check your spam or junk folder, or scroll down in your inbox and check the time sequence to confirm it was not received earlier.
- Once you receive your temporary password, you will need to **return to the registration home page to log into the system**. Either click “Return”, which will take you back to the homepage, or click here: <https://mylicense.state.tx.us> and log-on.

To log-on, type both your user name and password and click “Log On.” **The first time you log-on, you will use the temporary password that was sent to you in the email from TREC/TALCB.**

TEXAS REAL ESTATE COMMISSION
protecting consumers through programs of education, licensing and industry regulation

my license
online services

Home Contact Us, Agency Info Forms, Laws & Contracts News & Public Data Licenses: Apply/Renew Education & Exams Inspector Information Complaints, Consumer Info TREC Home TALCB Home

Registration Help Guide For education hours and license status: Search Licensee Info / Education

Online Services - Login and Registration

This is your starting point to apply/renew a license and to do things such as changing address information or license status.
Click the **"REGISTER HERE"** link below to get started.

Licensee or Applicant Login

* User ID:
(your Email Address - but first, REGISTER at lower left link if you haven't yet)

* Password:

Log On

Are your User ID and Password not working as you expected? [Reset your password here](#)

You must first REGISTER HERE to get a User ID in this new system - even if you've been a licensee for years!

The system will then prompt you to give yourself a new password. Fill out the fields and click “Save.”

You have completed registering and creating a username and password with TREC/TALCB.

- **NOTE – KEEP YOUR USER ID AND PASSWORD!** – This user ID and password are needed to log in every time you want to use our online services. DO NOT lose this information.

STEP 2 LOGGING IN:

If this is your first time logging in to “My License Online Services” you will need to add your license to your account. The system will guide you through a three step process to help find your license information. Once you have confirmed your license information, you will access the “Quick Start Menu”. If you have already registered and added your license to your account you will access the “Quick Start Menu” automatically upon login in.

STEP 3 QUICK START MENU

Welcome to the TREC/TALCB Online Services Quick Start Menu! Please take a moment to familiarize yourself with its available features:

1. **The user profile.** This will give you access to update your user ID and password. This also allows you to add an existing license to your account.
2. **Contact Us.** This will allow you to easily send an email to us from within the system with an inquiry about your license. Please remember to include your license number when emailing the agency.
3. **License Information.** Allows you to see what TREC/TALCB has on record for your license.
4. **Change your license information.** This drop down menu gives you several options depending on your license. **From here you can manage your relationships, including sending and receiving invitations for sponsorship.**
5. **Start a new application** will show you all of the available applications to you. These are for new licenses not your renewal.
6. **Incomplete Application.** This will appear when you have begun an application but did not complete it.

NOTE: ***“It’s time to renew!”*** will appear on your main menu within 90 days of your license expiration date. If your license is not within this 90 day renewal period, this option will not be available to you.

The screenshot displays the Texas Real Estate Commission Appraiser Licensing & Certification Board website. At the top, there is a navigation bar with links for Home, Contact Us, Agency Info, Forms, Laws & Contracts, News & Public Data, Licenses: Apply/Renew, Education & Exams, Inspector Information, and Complaints, Consumer Info. Below this, a user profile section shows the user is logged in as [redacted] and provides links for User Profile, Logoff, and Contact Us. The main content area is titled 'Quick Start Menu' and includes instructions: 'To start choose an option and you will return to this Quick Start menu after you have finished. If you would like to add a license, please go to user profile'. A 'License Information' box shows the user's License Number and License Type, both redacted, with a 'Show Details' button. Below this, a section titled 'What would you like to do today?' asks the user to 'Select one to begin'. Two main options are presented: 'Change your license information' and 'Start a New Application'. The 'Change your license information' option shows a dropdown menu for 'Salesperson' (redacted) and '<Choose Application>' with a 'Select' button. The 'Start a New Application' option asks 'What are you applying for?' and lists three choices: 'Texas Real Estate Commission - Application for Corporate Broker License', 'Texas Real Estate Commission - Application for LLC Broker License', and 'Incomplete Applications (1)', each with a 'Select' button.

STEP 4 SENDING AN INVITATION:

- Select “Manage My Relationships” from the drop down options available under “Change your license information”. Depending on your license type, you can select an option for either sales or brokers.
- Click “next” to continue to the Relationship Management Tool (RMT) after reading the introductions.

Logged in as Test, Sales Help | User Profile | Logoff | Contact Us |

Introduction

Manage My List

Application Summary

Manage My Sponsorship (Sales) - Introduction

A salesperson, who will be active for the first time, should mail sponsorship form #2 since it does not require a fee. Requesting the active status through the Relationship Management Tool will require a fee.

An active salesperson must be sponsored by an active Texas Real Estate Broker or a Business Entity.

When an active salesperson enters the sponsorship with a new broker, the salesperson and broker must notify the commission and pay the fee within 10 business days. The salesperson may act as the broker's salesperson from the date the notice and fee are submitted to the commission.

When an inactive salesperson enters the sponsorship with a new broker, the salesperson must have completed the required 15 hours of MCE during the two year period preceding the date the sponsorship application is filed and must notify the Commission of such before the license is returned to active status.

The commission will no longer consider the broker to sponsor the salesperson when:

- the broker terminates the sponsorship,
- the salesperson requests the inactive status or
- the salesperson requests to change brokers.

Click "Next" to continue.

Click "Cancel" to cancel this application and return to the main menu.

Next
Cancel

- On the “Manage My Sponsorship” page you can access a list of your current or requested sponsorships and send new sponsorship requests. To request a new sponsor, click “Request Sponsor”.

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Introduction

Manage My List

Application Summary

Manage My Sponsorship (Sales) - Manage My List

To request or change brokers, click on the “Request Sponsorship” button. You can obtain a list of active Texas Brokers by utilizing the search function. You can narrow your search by selecting:

- License Type
- License Number
- City
- County
- Name

Once you have selected a broker you may customize your invitation request in Step 3. Once your invitation message is complete, click the “Invite” button to continue.

To remove the current Broker from the salesperson's relationship list click on the “Terminate” link in the Actions column.

To complete transaction click “Next” button.

***Note: The “filter” button is only applicable for searching the current sponsoring broker.**

Filter List ↓

Name	Desg Spvsn	License #	Effective Date	Sponsor Status
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	From: <input type="text"/> <input type="text"/>	<input type="text"/>
			To: <input type="text"/> <input type="text"/>	

Filtered Records: 1
Sponsoring Brokers: 1
Showing: 1

Name	Desg Spvsn	License #	Effective Date	Sponsor Status	Actions
TREC/TALCB TEST AMC/REO	<input type="checkbox"/>	9001662	10/30/2012	Active	View Terminate

- Once the text box opens, enter your search criteria. Click “Search”.
- After search is complete select your broker or salesperson. Click the “Invite” button.

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Request Sponsorship

License type and one other field are required for you to conduct your search. Select the Broker, edit your message and click on 'Invite'. To pay the fee click invite, then click next.

Step 1: Search

License Type <input type="text"/>	State <input type="text"/>
License # <input type="text"/>	City <input type="text"/>
License Rank <input type="text"/>	County <input type="text"/>

[Search](#) [Cancel](#)

[Request Sponsorship](#) [Download List](#)

[Previous](#) [Next](#) [Cancel](#)

- After selecting the correct broker or salesperson, compose your invitation and click “Request”.

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Request Sponsorship

License type and one other field are required for you to conduct your search. Select the Broker, edit your message and click on 'Invite'. To pay the fee click invite, then click next.

Step 1: Search

License Type <input type="text" value="Real Estate Individual (Salesperson or Broker)"/>	State <input type="text"/>
License # <input type="text"/>	City <input type="text"/>
License Rank <input type="text"/>	County <input type="text"/>
First Name <input type="text" value="Avis"/>	Last Name <input type="text" value="Wukasch"/>

[Search](#) [Cancel](#)

Step 2: Select Sponsor

License #	License Expiry	License Type	License Status	Name
<input checked="" type="checkbox"/> [REDACTED]	08/31/2014	REI	Current	[REDACTED]

Step 3: Compose Request

Subject	<input type="text" value="Real Estate Salesperson Request for Sponsorship"/>
Message	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>A Real Estate Salesperson has sent you a request for sponsorship. To honor the request, visit the TREC website at www.trec.texas.gov and log on to your "My License Online Services" account. If you have not registered on the "My License Online Services", you will be required to do so before continuing to process this request. To register, simply click the "Register Here" link at the bottom of the "My License Online Services" homepage and follow the instructions. Once</p> </div>

Step 4: Send Request [Request](#) [Cancel](#)

[Request Sponsorship](#) [Download List](#)

[Previous](#) [Next](#) [Cancel](#)

NOTE: The invitations will not be sent until payment is received. Payment for sending the requests can be made after clicking “request”.

STEP 4 MAKING A PAYMENT:

- After clicking request, select next to make payment.

Manage My Sponsorship - Manage My Sponsorship

To request or change brokers, click on the "Invite a Broker" button. You can obtain a list of active Texas Broker's by utilizing the search function. You can narrow your search by selecting:

- License Type
- License Number
- City
- County
- Name

Once you have selected a broker you may customize your invitation request in Step 3. Once your invitation message is complete, click the "Invite" button to continue.

To remove the current Broker from the salesperson's relationship panel click on the "Remove" button under the action field and press the "Next" button.

*Note: The "filter" button is only applicable for searching the current sponsoring broker.

Filter List

Name	Desg Spvsr	License #	Effective Date	Sponsor Status
	<input type="checkbox"/>		From: <input type="text"/> To: <input type="text"/>	

Filtered Records: 1
Sponsoring Brokers: 1
Showing: 1

Name	Desg Spvsr	License #	Effective Date	Sponsor Status	Actions
	<input type="checkbox"/>		08/22/2011	Terminate	View UNDO Terminate

Request Sponsorship Download List Review Changes

Previous Next Cancel

- An “Application Summary” will appear before you submit your payment. Review carefully.

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Manage My Sponsorship - Application Summary

Confirm the sponsorship information that has been selected to be removed from the Salesperson's relationship list and click on the "Submit" button.

Review the data and press "Submit" to submit this application.

Press "Previous" to the return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Manage My Sponsorship Summary

License Type: Salesperson
Application Date: 08/14/2012 (mm/dd/yyyy)

Panel Modification Details

Name	Desg Spvsr	License #	Effective Date	Sponsor Status
	<input type="checkbox"/>		08/22/2011	Active

Previous Submit Cancel

- Select the “Submit” button which will take you to the make payment page. Please review the attestation and select “Yes” or “No”, then click next.

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Introduction

Manage My Sponsorship

Application Summary

Manage My Sponsorship - Attestation

I agree to the changes in my sponsorship made on the previous pages.
 Press "Previous" to return to the previous section.
 Press "Next" to continue.
 Press "Cancel" to cancel this application and return to the main menu.

Yes
 No

[Previous](#) [Next](#) [Cancel](#)

- Complete the billing information and press the submit button. Once submitted you will receive an application summary that you can print and save for your records.

STEP 5 MANAGING INVITATIONS AND RELATIONSHIPS:

- After payment is made and an invitation is sent to the requested individual, they can log in and select "Manage My Relationships" to access your invitations. You can view, accept, or decline an invitations in the same location. The options are available under the "Actions" column of the menu.
- If you are a broker, once a relationship with a salesperson has been established, you can use the tool to easily filter your sponosrees or search for your sponsorees by license number. Brokers can also use this tool to designate supervisory status for any of their salespeople by clicking the box next to their name in the "DesgSpvsr" column.
- Both salespersons and brokers have the option of using the tool to terminate their current relationships at any time by choosing to do so under the "Actions" column of the menu.

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Introduction

Manage My Sponsorship

Application Summary

Manage My Sponsorship - Manage My Sponsorship

To request or change brokers, click on the "Invite a Broker" button. You can obtain a list of active Texas Broker's by utilizing the search function. You can narrow your search by selecting:

- License Type
- License Number
- City
- County
- Name

Once you have selected a broker you may customize your invitation request in Step 3. Once your invitation message is complete, click the "Invite" button to continue.

To remove the current Broker from the salesperson's relationship panel click on the "Remove" button under the action field and press the "Next" button.

*Note: The "filter" button is only applicable for searching the current sponsoring broker.

Filter List +

Name	Desg Spvsr	License #	Effective Date	Sponsor Status
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	From: <input type="text"/> <input type="text"/>	<input type="text"/>
		To: <input type="text"/> <input type="text"/>		
Apply Filter		Clear Filter		

Filtered Records: 1
 Sponsoring Brokers: 1
 Showing: 1

Name	Desg Spvsr	License #	Effective Date	Sponsor Status	Actions
[REDACTED]	<input type="checkbox"/>	[REDACTED]	08/22/2011	Terminate	View

[Request Sponsorship](#) [Download List](#)

[Previous](#) [Next](#) [Cancel](#)

Thank you for using the new Relationship Management Tool on TREC's "My License Online Services". This tool is designed to help you manage your business in an easy way. If you have any additional questions, please contact TREC at information@trec.texas.gov or by phone 512-936-3000.