

NOVA SCOTIA REAL ESTATE COMMISSION

MEMBER PORTAL

This is the Nova Scotia Real Estate Commission's member portal.

If you are a current licensee, please use the Sign In button below to manage your membership.

 SIGN IN

If you are a member of the public and wish to search for a licensee or a brokerage, please use the Search button below.

 SEARCH

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NSREC Online Renewal Manual

Important information about payment methods

Review the following payment information regarding your licence renewal. To avoid paying a late renewal fee, payment must be received by June 15th.

[Watch the video about payment methods](#)

- **Pay by credit card**—use a credit card to pay online
- **Pay by cheque**—mail or deliver cheque to the Commission office
- **Pay cash or debit (in person only)**—visit the Commission office.

If you pay by any method other than credit card, you will have to wait until your payment is processed by the Commission to complete your renewal.

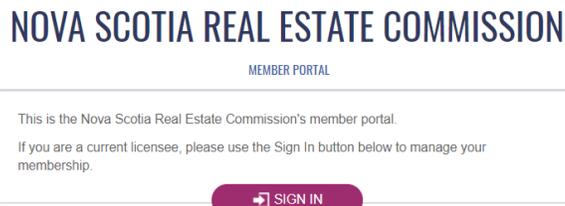
Resetting your NSREC Online password

Use this procedure to reset your password and log into NSREC Online.

[Watch the password reset video here](#)

Procedure

1. Go to www.licensees.nsrec.ns.ca or click on the link in the NSREC invoice email.
2. Click **Sign In**.



3. Click **I forgot my password**.

The screenshot shows a sign-in form with the heading 'Sign in to start your session'. It contains two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. Below the 'Email' field is a link that says 'I forgot my password'. At the bottom right of the form is a blue button with the text 'SIGN IN'.

NSREC Online Renewal Manual

4. Type your email address in the **Reset Password** text box and click the **Send Password Reset Link** button.

Reset Password

[Return to Sign In](#)

5. Click on the link sent to your email address and on the **Reset Password** page, enter your email address and your new password.

Reset Password

NSREC Online Renewal Manual

Updating your personal information

Use this procedure to update your phone number or address on NSREC Online.

Prerequisites

- Reset your password if you have not already done so. See [Resetting your NSREC Online password](#).

Procedure

1. Go to www.licensees.nsrec.ns.ca or click on the link in the NSREC Invoice email.
2. Click **Sign In** and enter your email address and password.

Sign in to start your session

Email

Password

[I forgot my password](#) **SIGN IN**

3. On the **Member Dashboard** click the **Edit Personal Info** button.



EDIT PERSONAL INFO

4. On the **Personal Information** dialog box, update your phone number or address.

EDIT PROFILE DETAILS ×

PERSONAL INFORMATION

Title Ms

Name Demo Middle
Salesperson Nickname (if applicable)

DOB 2000-01-01

Address 601-1595 Bedford Hwy
Bedford Nova Scotia B4A 3Y1

Phone 902-468-3511 902-468-3511

5. Click the **Save** button.

Renewing your real estate licence (not brokers)

Use this procedure to renew your licence on NSREC Online.

[Watch the renewing your real estate licence video](#)

Prerequisites

- Reset your password if you have not already done so. See [Resetting your NSREC Online password](#).
- Review the payment methods. See [Important information about payment methods](#).

Procedure

6. Go to www.licensees.nsrec.ns.ca or click on the link in the NSREC Invoice email.
7. Click **Sign In** and enter your email address and password.

Sign in to start your session

Email

Password

[I forgot my password](#) **SIGN IN**

8. On the **Member Dashboard** click the **Renew** button.



RENEW LICENSE

9. On the **Renew Licence** dialog box, respond to the questions. If you answer **Yes** to any of the questions, you must provide details in the space provided.

Have you had any license or registration of any kind refused, suspended, or revoked? Yes No

Will you be employed in any other business, occupation or profession? Yes No

Are there currently any unpaid judgments against you or any lawsuits or judgments pending (including Canada Revenue Agency)? Yes No

Are you a discharged bankrupt, awaiting discharge or presently a party to bankruptcy proceedings? Yes No

Have you ever been involved as an officer, director or majority shareholder with a corporation that is bankrupt or presently a party to bankruptcy proceedings? Yes No

NSREC Online Renewal Manual

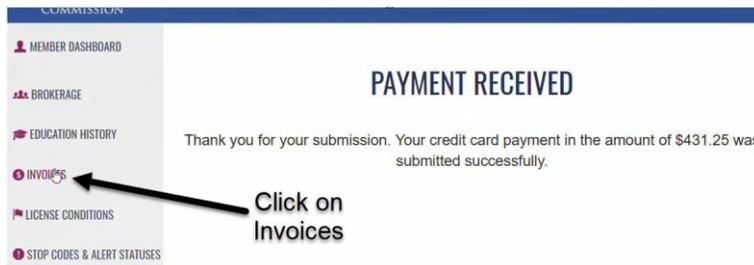
10. Click **Renew Now**.



11. On the **Invoice** page, enter your credit card information and click **Submit**. If you wish to pay by cheque, mail or deliver the cheque to the Commission office. If you wish to pay by cash or debit, you must pay in person at the Commission office. You will receive an email when your payment has been processed and can complete the steps below.

A screenshot of the "MAKE PAYMENT" form. At the top, there are radio buttons for "Credit Card" (selected), "Cheque", "Debit", and "Cash". Below this, there are input fields for "Credit card number:" and "CVC:". Under the credit card number field, there are logos for VISA, Mastercard, and American Express. A note states: "Your CVC (or CVV) number is a 3 or 4-digit number found on the back of your credit card." Below that, there are dropdown menus for "Expiry Month/Year" with "01" and "2019" selected. A purple "SUBMIT" button is on the right. At the bottom, there are buttons for "PRINT", "EMAIL", and "DOWNLOAD", and a "Back to Member Dashboard" link.

12. On the **Payment Received** page, click on **Invoices**.



13. On the **Invoices** page, click on the **ID number** of the invoice.

Show 10 entries

| ID | DATE CHARGED | AMOUNT |
|-----|--------------|----------|
| 410 | 2019-05-08 | \$431.25 |

NSREC Online Renewal Manual

14. On the **Invoice** page, print, email, or download your invoice.

| DESCRIPTION | UNIT PRICE | QUANTITY | LINE |
|-----------------------------------|------------|----------|----------|
| Salesperson Renewal Licensing Fee | \$375.00 | 1 | \$375.00 |

| | |
|----------------------|-----------------|
| Non-Taxable Subtotal | \$0.00 |
| Taxable Subtotal | \$375.00 |
| 15% HST | \$56.25 |
| Total | \$431.25 |

Invoice #398 | 2019-05-06
GST/HST #10778 8622 RT0001

Nova Scotia Real Estate Commission
601-1595 Bedford Highway, Bedford, NS B4A 3Y4
Phone: 902-468-3511

PAID ON 2019-05-06
PAID BY USER: JAWN

[PRINT](#) [EMAIL](#) [DOWNLOAD](#)

[← Back to Member Dashboard](#)

Print, email, or download your receipt

15. To print your licence certificate, click on **Licence Certificate**.

- LICENSE CONDITIONS
- STOP CODES & ALERT STATUSES
- APPROVED SALES CORP
- LICENSE HISTORY
- LICENCE CERTIFICATE**
- SIGN OUT

Invoice #405 | 2019-05-07
GST/HST #10778 8622 RT0001

Nova Scotia Real Estate Commission
601-1595 Bedford Highway, Bedford, NS B4A 3Y4
Phone: 902-468-3511

Click Licence Certificate

16. On the **Licence Certificate** page, print, email, or download your licence certificate.

Salesperson
1811264

Licence
Issued to
Demo
Salesperson
By the



nova scotia real estate
COMMISSION

Demo Brokerage
This licence expires June 30, 2020

Print, email or download your licence

[PRINT](#) [EMAIL](#) [DOWNLOAD](#)

17. Your real estate licence renewal is complete. If you have an approved sales corporation, renew it now.

NSREC Online Renewal Manual

Renewing your approved sales corporation licence
Use this procedure to renew your licence on NSREC Online.

[Watch the renew approved sales corporation video here](#)

Prerequisites

- Reset your password if you have not already done so. See [Resetting your NSREC Online password](#).
- Review the payment methods. See [Important information about payment methods](#).

Procedure

1. Go to www.licensees.nsrec.ns.ca or click on the link in the NSREC Invoice email.
2. Click **Sign In** and enter your email address and password.

Sign in to start your session

Email

Password

[I forgot my password](#) **SIGN IN**

3. On the **Member Dashboard** click the **Renew ASC** button.



RENEW ASC

4. On the **Renew Approved Sales Corporation Licence** dialog box, click **Renew Now**.

RENEW APPROVED SALES CORPORATION LICENSE

DETAILS

Renewing now will license Demo Salesperson Limited through 2020-06-30.

CANCEL **RENEW NOW**

5. On the **Invoice** page, enter your credit card information and click **Submit**. If you wish to pay by cheque, mail or deliver the cheque to the Commission office. If you wish to pay by cash or debit, you must pay in person at the Commission office. You will receive an email when your payment

NSREC Online Renewal Manual

has been processed and can complete the steps below.

MAKE PAYMENT

Credit Card Cheque Debit Cash

Credit card number: CVC:

Your CVC (or CVV) number is a 3 or 4-digit number found on the back of your credit card.

Expiry Month/Year: 01 2019

6. On the **Payment Received** page, click on **Invoices**.

COMMISSION

MEMBER DASHBOARD
BROKERAGE
EDUCATION HISTORY
INVOICES
LICENSE CONDITIONS
STOP CODES & ALERT STATUSES

PAYMENT RECEIVED

Thank you for your submission. Your credit card payment in the amount of \$431.25 was submitted successfully.

Click on Invoices

7. On the **Invoices** page, click on the **ID number** of the invoice.

Show 10 entries

| ID | DATE CHARGED | AMOUNT |
|-----|--------------|----------|
| 410 | 2019-05-08 | \$431.25 |

NSREC Online Renewal Manual

- On the **Invoice** page, print, email, or download your invoice.

INVOICE
PAID ON 2019-05-07

DEMO SALESPERSON
601-1595 Bedford Hwy
Bedford, NS B4A 3Y1


nova scotia real estate
COMMISSION

| DESCRIPTION | UNIT PRICE | QUANTITY | LINE TOTAL |
|---|------------|----------|------------|
| Approved Sales Corporation Renewal Licensing Fee | \$375.00 | 1 | \$375.00 |
| Non-Taxable Subtotal | | | \$0.00 |
| Taxable Subtotal | | | \$375.00 |
| 15% HST | | | \$56.25 |
| Total | | | \$431.25 |

voice #400 | 2019-05-06
3T/HST #10778 8622 RT0001

Nova Scotia Real Estate Commission
11-1595 Bedford Highway, Bedford, NS B4A 3Y4
Phone: 902-468-3511

PAID ON 2019-05-07
PAID BY AMERICAN EXPRESS

**Print, email
or download
your receipt**

PRINT EMAIL DOWNLOAD

[← Back to Member Dashboard](#)

- To print your licence certificate, click on **Licence Certificate**.

LICENCE CONDITIONS

STOP CODES & ALERT STATUSES

APPROVED SALES CORP

LICENCE HISTORY

LICENCE CERTIFICATE

SIGN OUT

Invoice #405 | 2019-05-07
GST/HST #10778 8622 RT0001

Nova Scotia Real Estate Commission
601-1595 Bedford Highway, Bedford, NS B4A 3Y4
Phone: 902-468-3511

**Click Licence
Certificate**

- On the **Licence Certificate** page, print, email, or download your licence certificate.

Licence
Issued to
Demo Salesperson Limited
By the


nova scotia real estate
COMMISSION

Demo Brokerage
This licence expires June 30, 2020

**Print, email, or
download your
receipt**

PRINT EMAIL DOWNLOAD

- Your approved sales corporation renewal is complete.

NSREC Online Renewal Manual

Renewing your brokerage licence

Use this procedure to renew your brokerage licence on NSREC Online.

[Watch the renewing your brokerage licence video](#)

Prerequisites

- Reset your password if you have not already done so. See [Resetting your NSREC Online password](#).
- Review the payment methods. See [Important information about payment methods](#).

Procedure

1. Go to www.licensees.nsrec.ns.ca or click on the link in the NSREC Invoice email.
2. Click **Sign In** and enter your email address and password.

Sign in to start your session

| | |
|----------|---|
| Email | ✉ |
| Password | 🔒 |

[I forgot my password](#) **SIGN IN**

3. On the **Brokerage Dashboard** click the **Renew Brokerage** button.



RENEW BROKERAGE

4. On the **Renew Brokerage's Licence** dialog box, if you have branch offices, select **All** to renew all brokerage offices at once or **None** to renew the branch offices individually after renewing the mail brokerage office.

If your brokerage mailing address has changed, update it and click **Renew Now**.

NSREC Online Renewal Manual

RENEW DEMO BROKERAGE'S LICENSE

DETAILS

Renewing now will license "Demo Brokerage" through 2020-06-30.

BRANCH RENEWALS

Demo Brokerage's main office is automatically selected.
Demo Brokerage has no other branch offices due for renewal.

CONFIRM ADDRESS

Mailing Address: 601-1595 Bedford Hwy

601-1595 Bedford Hwy

Nova Scotia

B4A 3Y1

CANCEL RENEW NOW

5. On the **Invoice** page, enter your credit card information and click **Submit**. If you wish to pay by cheque, mail or deliver the cheque to the Commission office. If you wish to pay by cash or debit, you must pay in person at the Commission office. You will receive an email when your payment has been processed and can complete the steps below.

MAKE PAYMENT

Credit Card Cheque Debit Cash

Credit card number: CVC:

VISA Mastercard AMERICAN EXPRESS

Your CVC (or CVV) number is a 3 or 4-digit number found on the back of your credit card.

Expiry Month/Year: 01 2019

SUBMIT

PRINT EMAIL DOWNLOAD

Back to Member Dashboard

6. On the **Payment Received** page, click on **Invoices**.

COMMISSION

MEMBER DASHBOARD

BROKERAGE

EDUCATION HISTORY

INVOICES

LICENSE CONDITIONS

STOP CODES & ALERT STATUSES

PAYMENT RECEIVED

Thank you for your submission. Your credit card payment in the amount of \$431.25 was submitted successfully.

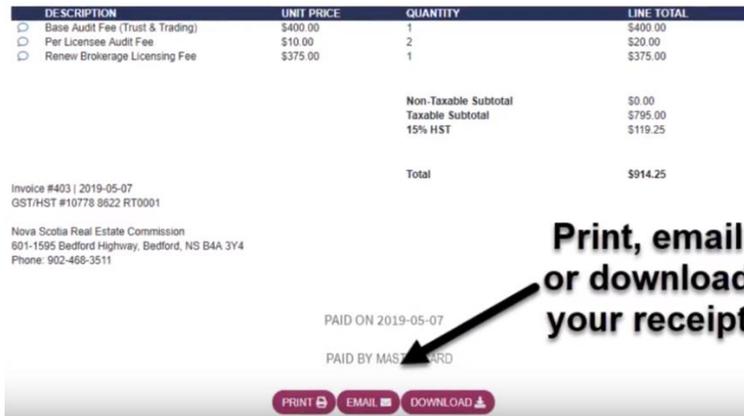
Click on Invoices

NSREC Online Renewal Manual

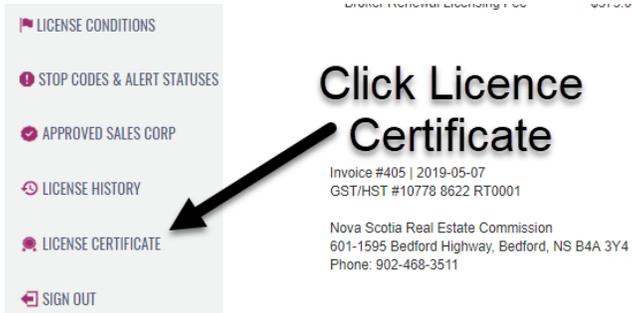
- On the **Invoices** page, click on the **ID number** of the invoice.



- On the **Invoice** page, print, email, or download your invoice.

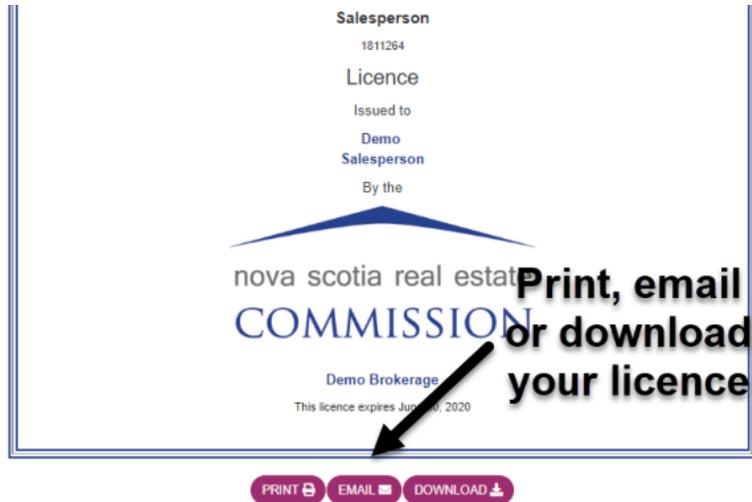


- To print your licence certificate, click on **Licence Certificate**.



- On the **Licence Certificate** page, print, email, or download your licence certificate.

NSREC Online Renewal Manual



11. Your brokerage licence renewal is complete. If you chose to renew branch offices individually, click on **Branches** in the left pane to renew the branch offices.

NSREC Online Renewal Manual

Renewing your broker licence

Use this procedure to renew your licence on NSREC Online.

[Watch the renewing your real estate licence video](#)

Prerequisites

- Reset your password if you have not already done so. See [Resetting your NSREC Online password](#).
- Review the payment methods. See [Important information about payment methods](#).

Procedure

1. Go to www.licensees.nsrec.ns.ca or click on the link in the NSREC Invoice email.
2. Click **Sign In** and enter your email address and password.

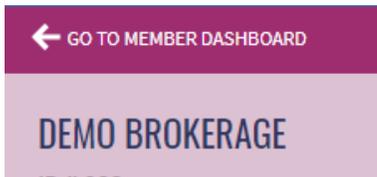
Sign in to start your session

Email

Password

[I forgot my password](#) **SIGN IN**

3. On the **Brokerage Dashboard**, click **Member Dashboard** at the top left of the page.



4. On the **Member Dashboard** click the **Renew** button.



RENEW LICENSE

NSREC Online Renewal Manual

5. On the **Renew Licence** dialog box, respond to the questions. If you answer **Yes** to any of the questions, you must provide details in the space provided.

Have you had any license or registration of any kind refused, suspended, or revoked? Yes No

Will you be employed in any other business, occupation or profession? Yes No

Are there currently any unpaid judgments against you or any lawsuits or judgments pending (including Canada Revenue Agency)? Yes No

Are you a discharged bankrupt, awaiting discharge or presently a party to bankruptcy proceedings? Yes No

Have you ever been involved as an officer, director or majority shareholder with a corporation that is bankrupt or presently a party to bankruptcy proceedings? Yes No

6. Click **Renew Now**.

RENEW NOW!

7. On the **Invoice** page, enter your credit card information and click **Submit**. If you wish to pay by cheque, mail or deliver the cheque to the Commission office. If you wish to pay by cash or debit, you must pay in person at the Commission office. You will receive an email when your payment has been processed and can complete the remaining steps.

MAKE PAYMENT

Credit Card Cheque Debit Cash

Credit card number: CVC:

VISA MASTERCARD AMERICAN EXPRESS

Your CVC (or CVV) number is a 3 or 4-digit number found on the back of your credit card.

Expiry Month/Year: 01 2019

SUBMIT

PRINT EMAIL DOWNLOAD

[← Back to Member Dashboard](#)

8. On the **Payment Received** page, click on **Invoices**.

COMMISSION

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PAYMENT RECEIVED

Thank you for your submission. Your credit card payment in the amount of \$431.25 was submitted successfully.

Click on Invoices

NSREC Online Renewal Manual

9. On the **Invoices** page, click on the **ID number** of the invoice.

Show 10 entries

| ID | DATE CHARGED | AMOUNT |
|-----|--------------|----------|
| 440 | 2019-05-08 | \$431.25 |

10. On the **Invoice** page, print, email, or download your invoice.

PAID ON 2019-05-07

DEMO BROKER
601-1595 Bedford Hwy
Bedford, NS B4A 3Y1

nova scotia real estate
COMMISSION

| DESCRIPTION | UNIT PRICE | QUANTITY | LINE TOTAL |
|------------------------------|------------|----------|------------|
| Broker Renewal Licensing Fee | \$375.00 | 1 | \$375.00 |
| Non-Taxable Subtotal | | | \$0.00 |
| Taxable Subtotal | | | \$375.00 |
| 15% HST | | | \$66.25 |
| Total | | | \$431.25 |

Invoice #405 | 2019-05-07
GST/HST #10778 8622 RT0001

Nova Scotia Real Estate Commission
601-1595 Bedford Highway, Bedford, NS B4A 3Y4
Phone: 902-468-3511

PAID ON 2019-05-07
PAID BY AMERICAN EXPRESS

PRINT EMAIL DOWNLOAD

← Back to Member Dashboard

Print, email, or download your receipt

11. To print your licence certificate, click on **Licence Certificate**.

LICENCE CONDITIONS

STOP CODES & ALERT STATUSES

APPROVED SALES CORP

LICENCE HISTORY

LICENCE CERTIFICATE

SIGN OUT

Broker Renewal Licensing Fee \$375.00

Invoice #405 | 2019-05-07
GST/HST #10778 8622 RT0001

Nova Scotia Real Estate Commission
601-1595 Bedford Highway, Bedford, NS B4A 3Y4
Phone: 902-468-3511

Click Licence Certificate

12. On the **Licence Certificate** page, print, email, or download your licence certificate.

NSREC Online Renewal Manual

Issued to
**Demo
Broker**

By the

nova scotia real estate
COMMISSION

Demo Brokerage

This licence expires June 30, 2020

Print, email, or
download your
licence certificate

PRINT EMAIL DOWNLOAD

← Back to Member Dashboard

13. Your brokerage licence renewal is complete. If you have an approved sales corporation, renew it now.