

E-Gov is the online licensing system implemented to enhance the online offerings of the Kansas Real Estate Commission. Schools are now uploading education information online, allowing licensees to renew their license as soon as the commission receives their education data. KREC removed convenience fees to make E-Gov even better.

The following actions can be completed online using E-Gov:

- Renew a license
- Request a duplicate pocket card
- Change contact information
- Verify licensure for another state
- Check continuing education credit

All licensees must create a username and password to access the online features. To register with the new licensing system, visit: [https://licensing.ks.gov/EGOV\\_KREC](https://licensing.ks.gov/EGOV_KREC).

If you've already registered, just enter your user name and password in the fields User Id and Password fields and press the **Login** button to continue.

If you've forgotten your user name or password, click the **Register a Person** link on the left to re-register.

## ONLINE RENEWAL

- Select **“RENEW LICENSE”** from Navigation Menu

Course Category	Credits Taken
Appraisal	0.00
Elective	0.00
Mandatory Broker Core	0.00
Mandatory Salesperson/Broker Core	0.00

All **Salespersons** are required to have a total of 12 hours of continuing education taken prior to renewal, with at least 3 credit hours under the category of **mandatory Salesperson/Broker Core**. All **Brokers** are required to have a total of 12 hours of continuing education taken prior to renewal, with at least 3 credit hours under the category of **mandatory Broker Core**, and at least 3 credit hours under the category of **mandatory Broker Core**. Click here to view a [directory of approved continuing education providers](#).

- Click **CONTINUE** in the “Renewable Licenses” panel

Menu
License Home Page
Logout

### Application for License Renewal

Click the “Continue” link in the section with the license you wish to renew.

**Renewable Licenses**

Salesperson		
Kansas State Agency: KREC-Real Estate	License Number: 00241093	License Status: Active
Issued: 9/12/2018	Expiration Date: 10/31/2018	Renewed To:
Req. CE Credits: 0	Click continue to start the renewal process → <b>Continue</b>	

- Review the information on the License Renewal Application page and click **NEXT STEP**.

Menu
<input type="checkbox"/> License Status
<input type="checkbox"/> ADDRESS*
<input type="checkbox"/> QUESTIONS*
<input type="checkbox"/> Attach Documents
<input type="checkbox"/> Finish
License Home Page
Logout

### License Renewal Application

To submit your License Renewal you must complete each step listed in the Menu on the left side of the screen.

Use the Next Step and Previous Step buttons on each page to navigate through the renewal process or you may click on each step in the menu to begin that part of the renewal. You may return to any step if you need to make changes to the application.

**Next Step**

- Choose the appropriate License Status (*active or inactive*) then click **NEXT STEP**. *Note: checkmarks will appear in each box on the Menu as you navigate through the renewal process. If you need to go back, simply click the appropriate section/category on the Menu to return to that page.*

Menu
<input checked="" type="checkbox"/> License Status
<input type="checkbox"/> ADDRESS*
<input type="checkbox"/> QUESTIONS*
<input type="checkbox"/> Attach Documents
<input type="checkbox"/> Finish
License Home Page
Logout

### Select License Status

Renewal of a license on **active** status requires 12 hours of continuing education. Affiliation with a referral company is considered "Active" for KREC purposes. There is one exception to the 12 hours of continuing education. A new salesperson whose license expires less than six months from the issue date is not required to complete the 12 hours for the first renewal of their license. If the continuing education requirement cannot be met by the renewal due date, the licensee may choose to either renew late (and pay a \$50 late fee) once the hours have been completed, or renew on **inactive** status by the renewal due date. An inactive licensee must make up the 12 hours for renewal before the license can be reinstated to active status.

Select the license status to renew to. Status: Active ▼

**Next Step**

- Review Personal information, updating address/phone if necessary. Click **UPDATE** even if no information was changed.

Menu
<input checked="" type="checkbox"/> License Status
<input type="checkbox"/> Address
<input type="checkbox"/> QUESTIONS*
<input type="checkbox"/> Attach Documents
<input type="checkbox"/> Finish
License Home Page
Logout

### Update Personal Information

Update your personal information in the form below and press the **Update** button to save the changes.

**Name**

Name Prefix:  ex. Mr. | Mrs. | Dr.

First Name:

Middle Name:

Last Name:

Name Suffix:  ex. Sr. | Jr. | III

Birth Date:  MM/DD/YYYY

### Address

Country: United States ▼ Phone:  ex. 3015551212

Address:  ex. 123 Fourth St. Fax:  ex. 3015551212

Line 2:  Email:

ex. Apt. 100 ex. username@domain.com

City:  Foreign Addresses: Enter city, region, postal code

County:

State: KS ▼

ZipCode:  ex. 02705 or 027051234 Get City, County and State from Zip

**Update**

- Carefully review **Application Questions** and select appropriate response from the drop down. Click **SUBMIT**.

Menu	
<input checked="" type="checkbox"/>	License Status
<input checked="" type="checkbox"/>	ADDRESS*
<input type="checkbox"/>	Questions
<input type="checkbox"/>	Attach Documents
<input type="checkbox"/>	Finish
License Home Page	
Logout	

### Application Questions

Please answer the following questions by choosing the respective answers from the drop-down menus. Click the **Submit** button when you have answered the questions.

All questions must be answered and submitted to complete this step.

Question	Answer
Since the issuance of your license or your last renewal, whichever is most recent, except for disciplinary action against your license by KREC, has there been a denial, revocation, suspension, voluntary surrender, or any other disciplinary action taken by the State of Kansas or any other jurisdiction against any professional or occupational licenses held by you?	Please Choose ▼
Since the issuance of your license or your last renewal, whichever is most recent, have you been convicted of a criminal offense, received a diversion or suspended imposition of sentence for a criminal offense, or are there any criminal charges now pending against you (other than minor traffic violations)? This includes misdemeanors.	Please Choose ▼

**Attestation**

By clicking the **Submit** button you hereby swear or affirm under the penalties of perjury that you understand and have answered the questions truthfully to the best of your knowledge.

- If you answered NO to both questions, simply click **NEXT STEP** to continue without uploading any documents. If you answered **YES** to either question on the previous page **OR** you want to renew your **INACTIVE** license (*expired or not*) on **ACTIVE** status, attach the required documentation as indicated by selecting **CHOOSE FILE**, then **UPLOAD DOCUMENT**. Click **NEXT STEP** to continue.

Menu	
<input checked="" type="checkbox"/>	License Status
<input checked="" type="checkbox"/>	ADDRESS*
<input checked="" type="checkbox"/>	QUESTIONS*
<input type="checkbox"/>	Attach Documents
<input type="checkbox"/>	Finish
License Home Page	
Logout	

### Attach Documents

If you answered 'Yes' to the disciplinary action question on the previous page, please attach documents that indicate the name of the jurisdiction, discipline dates, and reasons for the actions on a separate page. Attach a copy of the order and an explanation of the circumstances that led to the disciplinary action.

If you answered 'Yes' to the criminal charges question on the previous page, please attach documents that indicate the offense or pending charge, offense dates, court location and case number on a separate page. And if the case was not previously reported to KREC, attach **all** of the following:

- a copy of the charges, ticket, citation, or complaint;
- any order of conviction, sentencing or diversion agreement;
- any release from probation, parole or diversion; and
- a letter explaining the circumstances that led to the charge or conviction.

If you indicated you wish to renew your license on **ACTIVE** or **EXPIRED RENEWABLE-ACTIVE** status, additional documentation is needed to process your request. You must submit an Online Renewal Status Change form signed by yourself and the broker who will hold your license; a \$15 reactivation fee will apply- **this must be paid by filling out the payment form that is attached to the document** and is in addition to the renewal fee and if applicable, the late fee. The completed form may be uploaded below or sent to KREC via email or fax; your renewal **will not be processed** if this information is not submitted.

  No file chosen

Document Name	View	Delete	Type
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*Don't forget to select the document type in the dropdown list next to the document name after uploading.*

If you do not have the ability to upload documents, you may email, fax or mail them to our office at the address located at the bottom of this page.

Please make reference to your license number and the renewal process on the cover sheet.

- Review Renewal Summary to ensure information is correct; click **SUBMIT** to move onto payment.

Menu	
<input checked="" type="checkbox"/>	License Status
<input checked="" type="checkbox"/>	ADDRESS*
<input checked="" type="checkbox"/>	QUESTIONS*
<input checked="" type="checkbox"/>	Attach Documents
<input type="checkbox"/>	Finish
License Home Page	
Logout	

### Application Summary

The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link on the left.

When you have verified all information, click the **Submit** button to pay all applicable fees and submit your application.

#### License

Salesperson		
Kansas State Agency:	KREC-Real Estate	License Number: 00241093
License Status:	Active	
Issued:	9/12/2018	Expiration Date: 10/31/2018
Renewed To:	Active	
Req. CE Credits:	0	
Click continue to start the renewal process →		

Name: TEST WXYZA

#### Address

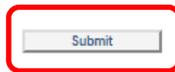
Licensee Address:	
700 SW JACKSON ST	
Topeka, KS 66603	
alycia.smith@ks.gov	

#### Related Licenses

#### Question Responses

Question	Answer
Since the issuance of your license or your last renewal, whichever is most recent, except for disciplinary action against your license by KREC, has there been a denial, revocation, suspension, voluntary surrender, or any other disciplinary action taken by the State of Kansas or any other jurisdiction against any professional or occupational licenses held by you?	N
Since the issuance of your license or your last renewal, whichever is most recent, have you been convicted of a criminal offense, received a diversion or suspended imposition of sentence for a criminal offense, or are there any criminal charges now pending against you (other than minor traffic violations)? This includes misdemeanors.	N

If all the above information is correct please press the **Submit** button. Otherwise please go back and correct any information that is necessary.



- Choose appropriate payment method in the Payment Type Selection field, then click PAY ONLINE to be redirected to the KanPay Payment Portal.

#### Application Fees

Application Fees		
License Number	Description	Fee Amount
00241093	Renewal Fee	\$125.00

#### Fee Totals

Total Amount: \$125.00

#### Payment Type Selection

The accepted payment method is electronic check or credit/debit card (VISA, MasterCard, Discover or American Express.) Upon completion of the online submission process, you will receive a confirmation screen. Without the confirmation number, it is possible the online submission did not complete. You may contact Kansas.gov at 1-800-452-6727 for assistance.



<input checked="" type="radio"/>	Pay By Checking Account
<input type="radio"/>	Pay by Credit Card



- Complete all required fields, then click **CONTINUE**



### Payment Information for Test Application

\* Indicates a required field.

#### Name and Address

\* Name:   
(as shown on credit card)

\* Address:

Secondary Address:

\* City:

\* State/Province:

\* Zip Code:   
(i.e. 00000-0000)

\* Country:



Payment Types:



\* Card Number:

\* Expiration Date:

#### Contact Information

\* Phone Number:   
(i.e. 000-000-0000)

\* E-mail Address:

#### Account Information

- Review payment information, making changes if necessary. Click **I AGREE/SUBMIT PAYMENT**

Payment is NOT complete until you select "I Agree/Submit Payment" at the bottom of this page.

Please review the information below. If there are changes you need to make, select the "Make Changes" button to edit the information. After verifying all the information is correct, select the "I Agree / Submit Payment" button to proceed.

Your reference number is a0115b993ba2d32

#### Name and Address

Name: TEST WXYZA  
(as shown on credit card)

Address: 700 SW JACKSON  
 City: TOPEKA  
 State/Province: Kansas  
 Zip Code: 66603  
 Country: United States

#### Account Information

Card Type: Visa Card  
 Card Number: \*\*\*\*\*1111  
 Expiration Date: 01/2019

#### Contact Information

Phone Number: 7852963950  
 E-mail Address: alycia.smith@ks.gov

#### Cost Information

SKU	ID	Description	Quantity
RENEWAL FEE	00241093	Renewal Fee	1

Total Order Amount: \$125.00

I understand that the above amount will be charged to my credit card, and that my credit card billing statement will show this amount as paid to "Kansas.gov KanPay Pmt". Kansas.gov reserves the right to assess you a \$15 service fee for all chargebacks and returns.

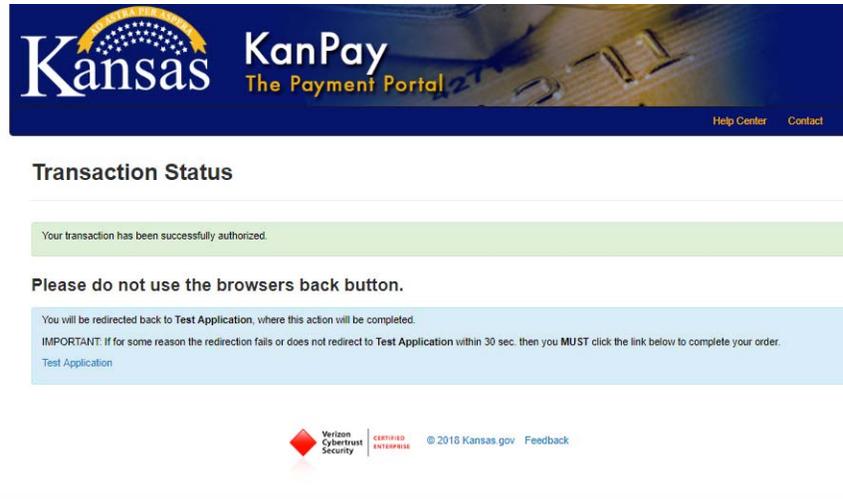
Please be patient once you have hit the "I Agree / Submit Payment" button, it may take up to 60 seconds before your order is completed. Upon completion you will be returned to the "Test Application".

#### NOTICE:

For Customers with Debit Blocks: Please note our Originator ID has changed. Please contact your financial institution and ask them to allow debits from Originator ID 1522077581. Failure to allow debits by this Originator ID could cause your ACH debit to fail. Please contact our Help Center with any questions: helpcenter@ink.org

Your reference number is a0115b993ba2d32

- Review Transaction Status to ensure payment was successful. Renewal process is complete- notification of successful renewal will be emailed to Licensee.



The screenshot shows the 'Transaction Status' page of the Kansas KanPay portal. At the top, there is a header with the Kansas state logo and the text 'KanPay The Payment Portal'. Below the header, the page title 'Transaction Status' is displayed. A green message box states: 'Your transaction has been successfully authorized.' Below this, a blue message box contains the instruction: 'Please do not use the browsers back button.' and a warning: 'You will be redirected back to Test Application, where this action will be completed. IMPORTANT: If for some reason the redirection fails or does not redirect to Test Application within 30 sec. then you MUST click the link below to complete your order.' A blue link labeled 'Test Application' is provided. At the bottom of the page, there are logos for 'Verizon CyberTrust Security' and 'CERTIFIED ENTERPRISE', along with the text '© 2018 Kansas.gov Feedback'.