

ONLINE RENEWAL INSTRUCTIONS

- Select **RENEW LICENSE** from Navigation Menu

Menu
Name/Contact Info Change
Renew License
Affiliation Change
Reactivation
License Certification
Branch Address Change
Pay Invoices
Payment History
Remove Affiliated Licensees
Logout

Licensing Home Page

The current license and any being applied for are displayed below.

To renew a license, click the **Renew License** link on the left. License renewal is *due by the Expiration Date* to avoid the \$100 late fee.

Pursuant to Executive Order 20-49, any license showing an expiration date of 4/30/2020, 6/30/2020 or 8/31/2020 is in good standing until 9/15/2020. See Notice Regarding Extension of Licenses Pursuant to Executive Order 20-49.

Name: Jonathon - Test Doe Address: Topeka, KS 66603

Salesperson	View Checklist	Documents	Print License
License Number:	00243	License Status:	Active
Issue Date:	12/17/2019	Expiration Date:	12/1/2021
Course Category		Credits Taken	
Appraisal (Optional)		0.00	
Commission Meeting Attendance (Optional)		0.00	
Elective		0.00	
Mandatory Kansas Required Core		0.00	
YOU NEED 12 HOURS OF EDUCATION TO MEET THE CE REQUIREMENT with at least 3 hours of Mandatory Kansas Core			

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

Menu
License Home Page
Logout

Application for License Renewal

Select the **“Continue”** link to begin the renewal.

If there are "No licenses for renewal", bear in mind that **THE EARLIEST YOU CAN RENEW IS 45 DAYS PRIOR TO EXPIRATION**. Or it is possible that there was an error in the registration process. In which case, you may want to log out and complete the registration process again ensuring that your license number, birth date and last 4 of your ssn are accurate.

Renewable Licenses

Salesperson
Kansas State Agency: KREC-Real Estate License Number: 00240403 License Status: Active
Issued: 2/7/2018 Expiration Date: 4/30/2019 Renewed To: Active
Req. CE Credits: 12

Click continue to start the renewal process → **Continue**

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

Menu	
<input type="checkbox"/>	License Status
<input type="checkbox"/>	CONTACT INFO*
<input type="checkbox"/>	QUESTIONS*
<input type="checkbox"/>	Attach Documents
<input type="checkbox"/>	Affiliation
<input type="checkbox"/>	ELECTRONIC SERVICE CONSENT*
<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.



- 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 type="checkbox"/>	License Status
<input type="checkbox"/>	ADDRESS*
<input type="checkbox"/>	QUESTIONS*
<input type="checkbox"/>	Attach Documents
<input type="checkbox"/>	ELECTRONIC SERVICE CONSENT*
<input type="checkbox"/>	Finish
License Home Page	
Logout	

Select License Status

12 hours of continuing education is required to renew on **ACTIVE** status. Affiliation with a referral company is considered "Active" per KREC standards. If the continuing education requirement cannot be met by the expiration date, the licensee may choose to either renew late (and pay a \$100 late fee) once the hours have been completed or renew on **INACTIVE** status by the expiration 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:



- 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"/> Contact Info
<input type="checkbox"/> QUESTIONS*
<input type="checkbox"/> Attach Documents
<input type="checkbox"/> Affiliation
<input type="checkbox"/> ELECTRONIC SERVICE CONSENT*
<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: Phone:
ex. 3015551212

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

Line 2: Email:
ex. Apt. 100 ex. username@domain.com

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

County:

State:

Zip Code:
ex. 02705 or 027051234

- 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"/>	CONTACT INFO*
<input type="checkbox"/>	Questions
<input type="checkbox"/>	Attach Documents
<input type="checkbox"/>	Affiliation
<input type="checkbox"/>	ELECTRONIC SERVICE CONSENT*
<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 <input type="button" value="v"/>
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? This includes misdemeanors and felonies.	Please Choose <input type="button" value="v"/>

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, 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 type="checkbox"/>	ADDRESS*
<input type="checkbox"/>	QUESTIONS*
<input type="checkbox"/>	Attach Documents
<input type="checkbox"/>	ELECTRONIC SERVICE CONSENT*
<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 AND the case was not previously reported to KREC, attach a letter explaining the circumstances that led to the charge or conviction. The Commission may request you provide court documentation.

 No file chosen

Document Name	View	Delete	Type
---------------	------	--------	------

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.

- If you are transferring or reactivating, you can do so on the AFFILIATION INFORMATION page. If no changes, click **NEXT STEP**. Click [here](#) to view instructions for changing/adding an affiliation. **A \$15 activation fee is applicable.**

Menu	
<input checked="" type="checkbox"/>	License Status
<input checked="" type="checkbox"/>	CONTACT INFO*
<input checked="" type="checkbox"/>	QUESTIONS*
<input type="checkbox"/>	Attach Documents
<input type="checkbox"/>	Affiliation
<input type="checkbox"/>	ELECTRONIC SERVICE CONSENT*
<input type="checkbox"/>	Finish
License Home Page	
Logout	

Affiliation Information

I would like to:

Move my license from the current company/branch to another one.

Add an affiliation with a new company/branch while maintaining existing affiliation(s).

Action	Name	Company Number	Office Type	Status
	Doe - Test Realty	CO00003038	Company	On File

- Review Electronic Service information. Click the check box if you agree, then click **CONTINUE**.

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"/>	Electronic Service Consent
<input type="checkbox"/>	Finish
License Home Page	
Logout	

CONSENT TO ELECTRONIC SERVICE | REL-X

INSTRUCTIONS

Complete this form if you prefer to have any and all documents related to formal licensure and disciplinary proceedings sent to you via email instead of by mail. This includes orders restricting or conditioning a license; orders amending or lifting a restriction or condition on a license; audit and disciplinary orders; warning letters; and Commission Directives. Electronic service is offered as a convenience to applicants and licensees, and participation is completely voluntary.

I hereby agree and consent to service by electronic means in all matters before the Kansas Real Estate Commission as stated below.

1. I agree that all notices, pleadings, objections, motions, orders, directives and warnings shall be served upon me at the email address specified in my application for licensure as a Kansas real estate salesperson or broker license, and that I will not receive paper copies of these documents unless and until I submit a written withdrawal of consent to the Kansas Real Estate Commission.
2. I agree and affirm that I have access to the electronic notification address designated in my application and agree to check regularly for communication from the Kansas Real Estate Commission. I also understand and agree that it is my responsibility to monitor that address for communications and that the Kansas Real Estate Commission will not provide any additional notifications to me when a document is served at that address.
3. I understand and agree that service by the electronic notification address I have designated in my application shall be complete upon transmission.
4. I hereby agree to notify the Kansas Real Estate Commission in advance before I deactivate or change the electronic notification address designated in my application. I further understand and agree that my failure to comply with this paragraph will not invalidate any service that was made to the electronic notification address I designated in my application prior to receipt by the Kansas Real Estate Commission of the updated electronic notification address.
5. I also agree that my consent to electronic service shall continue to be effective unless and until I submit a written withdrawal of consent to the Kansas Real Estate Commission.



- Please check the box to acknowledge consent to electronic service.

- 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 checked="" type="checkbox"/>	ELECTRONIC SERVICE CONSENT*
<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:	0000*	License Status:	Expired Renewable - Inactive
Issued:	1/1/1974	Expiration Date:	6/30/2019	Renewed To:	Active
Req. CE Credits: 12					
Click continue to start the renewal process →					

Name: LARRY

Address

Licensee Address:
716 E 5TH ST
alycia.smith@ks.gov 7858908944

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? This includes misdemeanors and felonies.	N

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

Submit

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

Application Fees

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.

License Number	Description	Fee Amount
00241093	Renewal Fee	\$125.00



Pay By Checking Account 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:

Account Information

Payment Types:



* Card Number:

* Expiration Date:

Contact Information

* Phone Number:

(i.e. 000-000-0000)

* E-mail Address:

- 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

[/ Make changes](#)

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:

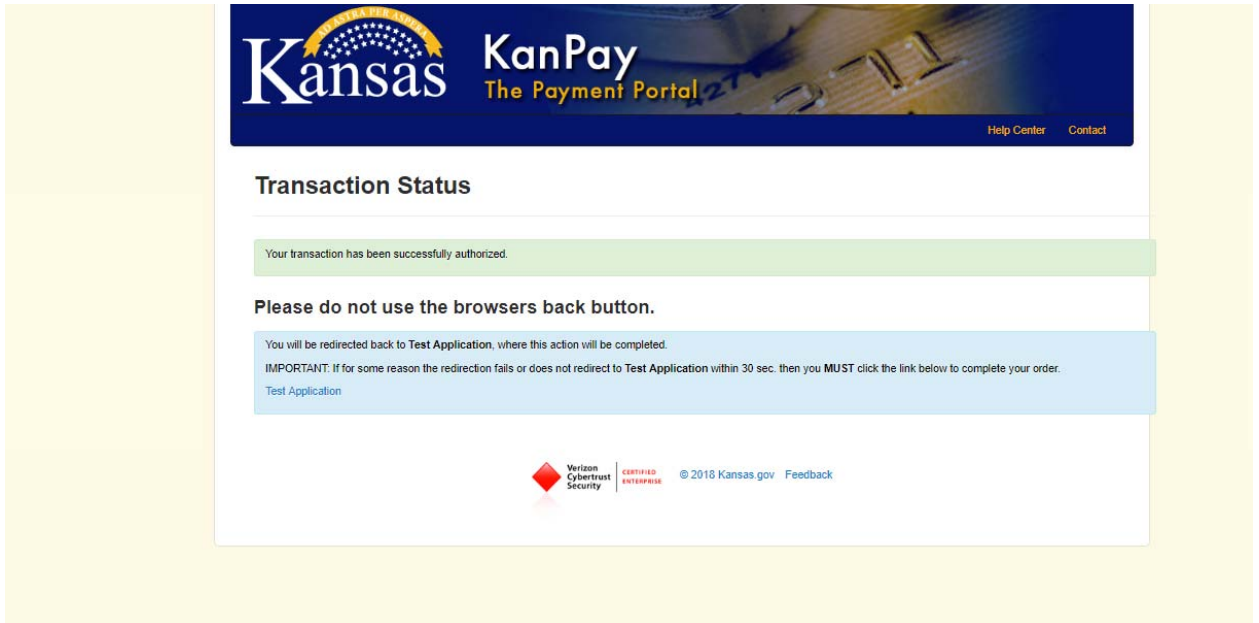
For Customers with Debit Blocks: Please note our Originator ID has changed. Please contact your financial institution and ask them to allow debits from Originator ID 1522077581. Failure to allow debits by this Originator ID could cause your ACH debit to fail. Please contact our Help Center with any questions: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

Your reference number is a0115b993ba2d32

[✓ I Agree / Submit Payment](#)

[✗ I Disagree / Cancel Order](#)

- 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 KanPay The Payment Portal interface. At the top, there is a dark blue header with the Kansas state logo and the text "KanPay The Payment Portal". To the right of the header are links for "Help Center" and "Contact". Below the header, the page title "Transaction Status" is displayed. A green notification bar states "Your transaction has been successfully authorized." Below this, a blue instruction box reads "Please do not use the browsers back button." and "You will be redirected back to Test Application, where this action will be completed." An important note follows: "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 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" and a "Feedback" link.