

# REACTIVATION

Click **STATUS CHANGE** on the menu

Menu
Name/Contact Info Change
Renew License
Affiliation Change
<b>Status Change</b>
License Certification
Branch Address Change
Payment History
Remove Affiliated Licensees
Logon As...
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.

Name: Michelle - Test J Doe                      Address: 123 main  
Topeka, KS 66611

Salesperson	Documents
License Number: 00241177	License Status: Inactive
Issue Date: 6/29/2018	Expiration Date: 12/31/2021

Click **CONTINUE** on the blue bar above your license

## License Status Change

Select the license you would like to change the status of from the list below. Click "Continue" to proceed.

### Current Licenses

Salesperson	<b>Continue</b>
License Number: 00241177	License Status: Inactive
Issue Date: 6/29/2018	Expiration Date: 12/31/2021

Choose the reactivation option in the drop down menu, click **START** then click **NEXT STEP**

## Status Change

Select the option that best describes your situation from the drop down menu below.

**NOTE:** Expired Renewable licenses can only be reactivated via RENEWAL.

I want to:

Update contact info if needed or make no changes, click **UPDATE** to continue

Menu
<input type="checkbox"/> Contact Info
<input type="checkbox"/> Attach Documents
<input type="checkbox"/> <b>AFFILIATION*</b>
<input type="checkbox"/> Finish
Licensing 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:

ZipCode:    
ex. 02705 or 027051234

Read instructions on the ATTACH DOCUMENTS page- if you need to submit any documents, click **CHOOSE FILE** to select, then click **UPLOAD DOCUMENT**. Click **NEXT STEP**.

If you do **NOT** need to submit any documents, simply click **NEXT STEP** to continue

### Attach Documents

- In order to reactivate your license, the continuing education requirement for your immediate past license renewal must be met.
- If your license has been inactive for TWO FULL YEARS or more, 6 hours of CE for each full year of inactivity must be on record.
- If your license has been inactive for FIVE FULL YEARS or more, you must also re-pass the licensure exam (state and national).
- If you hold a RESTRICTED license and the terms require it, your new broker must provide a letter/email to the Commission stating they have read the restriction order and agree to supervise you.

If applicable, you may upload certificates of completion for CE's not on file. Pearson Vue Exam Score Sheets and/or Broker Letters of Acknowledgement below. Failure to provide necessary documentation will result in processing delays.

No file chosen

Document Name	View	Delete	Type
sig.PNG	<a href="#">View</a>	<a href="#">Delete</a>	Reporting Info ▼

**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.

Click **ADD**, select **OFFICE TYPE** from the drop down then enter the **Company/Branch Number** and click **SEARCH**. Click the **COMPANY NAME** then click **COMPLETE**

### Add New Affiliation

Select the office type and enter the company number below. Click "Search". Once you've found the new company/branch, click on the name to proceed.

Note: you must enter the entire company number including the prefix and all digits.  
Ex:BO00001234

Kansas State Agency: KREC-Real Estate ▼  
Office Type: Company ▼   
Company Number: CO00003011 Search for a Company/Branch

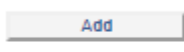
 Search Cancel

Name	Status
 KREC Realty	Open

**Important:** A Salesperson may only be affiliated with multiple companies/branches if the offices all have the same SUPERVISING BROKER.

### Affiliation Information

I would like to:

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

Action	Name	Company Number	Office Type	Status
Undo	KREC Realty	CO00003011	Company	Pending Submission

 Complete

Click **SUBMIT** on the summary page to proceed to payment. Choose your payment method on the FEES page, click **PAY ONLINE**

Application Fees

License Number	Description	Fee Amount
	Activation	\$15.00

Fee Totals

Total Amount: \$15.00

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.

Pay By Checking Account  Pay by Credit Card

[Pay Online](#)

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

**Kansas KanPay The Payment Portal**

**Payment Information for Test Application**

\* Indicates a required field

**Name and Address**

\* Name: TEST USER  
(S) MUST BE CONFIRMED

\* Address: 123 456 JACKSON

Secondary Address:

\* City: TOPEKA

\* State/Province: Kansas

\* Zip Code: 66606  
(+ 4800-2000)

\* Country: United States

**Account Information**

**Payment Type**

Credit Card  Debit Card  Discover  American Express

\* Card Number: 4011000100000000

\* Expiration Date: 01/2015 - 12/2015

**Contact Information**

\* Phone Number: 7857943000  
(+ 800-600-6000)

\* E-mail Address: [afra.sand@ks.gov](mailto:afra.sand@ks.gov)

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: 7852962950  
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 KartPay Prod". 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 90 seconds before your order is completed. Upon completion you will be returned to the "Test Application".

#### NOTICE:

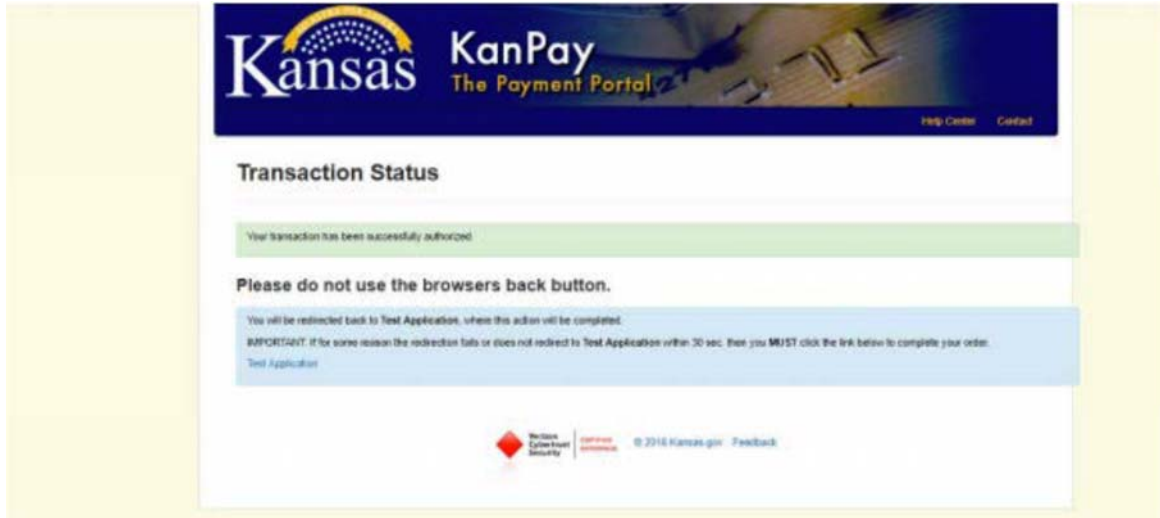
For Customers with Debit Blocks: Please note our Originator ID has changed. Please contact your financial institution and ask them to allow debits from Originator ID 1523077581. Failure to allow debits by this Originator ID could cause your ACH debit to fail. Please contact our Help Center with any questions: [helpcenter@ok.gov](mailto:helpcenter@ok.gov)

Your reference number is a0115b993ba2d32

[I Agree / Submit Payment](#)

[I Disagree / Cancel Order](#)

Review Transaction Status to ensure payment was successful; print your receipt for the records. An email will be sent to the new company to approve your affiliation request; once the company approves, your request will be sent to KREC for processing. If additional information is needed to move forward, KREC staff will contact you. Otherwise, you will receive a new pocket via email once your license has been reactivated.



Dear KREC REALTY,

Re: Company, Number: CO00003044

Broker Little - Test Doe, 00243582 has requested a change to the Affiliated Licensee relationship that requires your approval.

Please login to [MyLicense E-Gov](#) and click APPROVE CHANGES to review and approve/deny pending requests. Follow the [Instructions for E-Gov Approvals](#) to complete this request.

Please note: You may review your company roster at any time using the [Company Search](#) on our website. If you have questions, please contact our office.

Kansas Real Estate Commission  
Jayhawk Tower  
700 SW Jackson Street, Suite 404