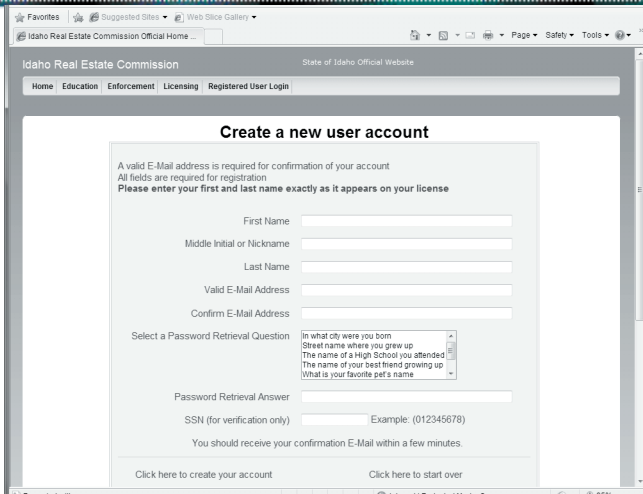


The Real Estate

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Special Online Services Issue!



To register for IREC's Online Services go to www.irec.idaho.gov. On the left hand side of the home page, click on the fourth button down that says "Register a User Name and Password". Fill out the registration page and submit it, by clicking the "Submit" button at the bottom of the page. You will shortly receive an e-mail with your password. Once you have your password you will be able to log in to IREC's online services.

To log in to IREC's online services, go to www.irec.idaho.gov. Click the button on the top of the home page that says "Log In". This will take you to the log-in page where you will enter your user name (e-mail address) and password. Passwords are case sensitive. Once logged in, you will see your personal information. You can check your fingerprint status, continuing education, errors and omissions insurance records, and license history. You can also change your address and contact information, renew your license and print a license certificate for free. You may also wish to change your password.

If you have problems registering, go to www.irec.idaho.gov. On the left hand side you will see a column; click the fifth link down that says "Forgot Your User Name or Password". Read through tips for resolving registration problems. If you still need assistance, call IREC at 208-334-3285 and one of our friendly staff will assist you.

IREC continues to update and improve its website to provide licensees the ability to manage many licensing functions online. No registration is required to view the public licensee or education search pages. With the search engine, you can find a salesperson, broker, time share, course, provider or instructor. Completed searches can be downloaded and saved in MS Excel.

Any Idaho real estate licensee or license applicant, regardless of license status, may register to use IREC's online services. The online services allow brokers to manage their own companies and licenses as well as view information on their associates. Salespersons can keep track of their own education history and E&O.

In addition to renewing licenses online, brokers and salespersons can update addresses, e-mails, and phone numbers online. Brokers have the ability to instantly add or remove an associate without submitting any paperwork.

To use IREC's online services, you must register a user name. Creating a new user account is easy, just follow the steps below. Once you have completed the registration process, you will receive an e-mail with your password. Remember, a valid e-mail address is required for confirmation of your account.

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See inside for complete details on IREC's Online Services!



We Make Sure Your Personal Information Is Protected

In today's world, protecting personal information is important. IREC strives to ensure information collected from you is safeguarded. IREC uses encrypted files, firewalls, database access controls, and passwords to protect your information. IREC monitors its system for viruses and hackers and uses secure channels when moving or storing back-up tapes. These preventative measures are taken every day to protect sensitive data from unlawful use.

Renewing Online is Easy and Efficient!

The Commission has changed the license renewal notice and no longer sends out renewal forms. Instead we request you renew your license online. Renewing online puts your name in a drawing to win a refund of your license fee. It's fast and easy. Just follow these **5** simple steps.

1. Login in at www.irec.idaho.gov and enter your username and password.
2. Click the "Renew Lic." tab. (If you are a broker, go to "Manage My Company" and then choose "Renew Lic." tab.)
3. Fill out renewal form completely. (The page will not let you progress if you skip a question.)
 - a. To navigate page, you may use a scroll bar, tab key or arrow keys.
 - b. If you are unable to navigate page make sure your page is the normal size. Resizing a page or zooming in can cause difficulties.
4. When prompted, make your payment either by credit card, debit card or e-check.
5. Press the "Submit" button at the bottom of the page.

Online renewals must be completed by 5:00 p.m. MST/MDT on the last day of the renewal period.

Please allow 15 minutes for your license record to be updated on IREC's webpage. Payment receipts are e-mailed by Access Idaho shortly after completion of renewal.

Changing Your Contact Information

The best way to change an address, password or e-mail is through IREC's Online Services. Why hassle with mailing in paperwork when you can complete the whole process online quickly. To change or update your personal contact information go to www.irec.idaho.gov and log in by entering your user name and password. Once you are logged in, click the tab that says "Contact Info" to change your password or e-mail address. To change mailing address, click "Addr Info" tab. Then highlight the incorrect information and type in the new information. Click "Submit" to save new information to your records.



Just Checking



You can check your CE credits, license history, and E&O information twenty-four hours a day, seven days a week on IREC's website. Go to www.irec.idaho.gov and log in. Click the "Lic. Hist." tab and click the last date shown. A window will pop up with your current license status, license number, issue date and expiration date. To check CE click the Education tab. Courses noted with an asterisk count for your current renewal period. To see the status of E&O insurance, click on the "E&O Ins." tab.



Need to Find a Course, Provider or Instructor?

Searching for Courses, Providers, and Instructors is easy when you know how. Go to www.irec.idaho.gov and follow these easy steps to find a class, provider or instructor near you!

1. Click “Find a Licensee or Class” link on IREC’s home page.
2. Click “Find a Course”, “Find a Provider”, or “Find an Instructor” tab.
3. Each tab will take you to a screen to choose your search criteria. Select as many search criteria as you want. For example, to find CORE and an Elective course, search both at the same time by holding the Control Key (Ctrl) on your keyboard and clicking both the “CORE” and the “Electives” options in the “Course Type” box. Search for live or online courses in the “Course Delivery” box. You can even find free or reduced cost courses offered with civil penalty fine money by clicking the “Course Delivered with CP Fine Money” radio button.
4. When searching for a course you will have two options. To find an available course offering, click the “Search Course Schedules” button. If you want to see if a course is certified by IREC for CE credit, then click the “Search All Certified Courses” button.
5. Click on the name of the course, instructor, or provider on the search results to bring up more information about your selection. Selecting a course will show a window with information on the course, such as the fee and how to contact the provider to register.

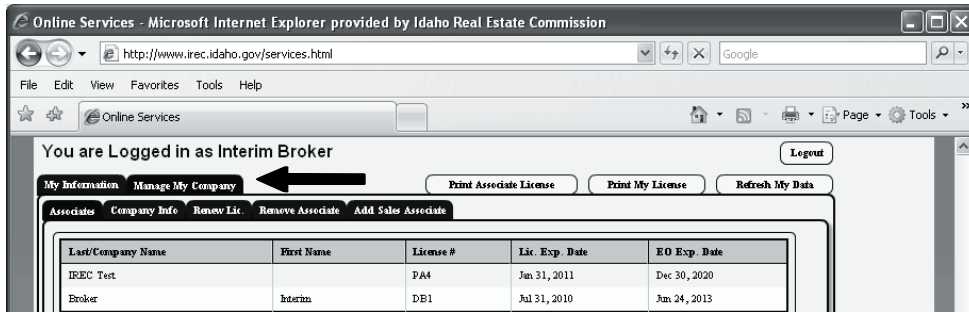
How to Submit a Non-Certified Class for CE Credit

If you have taken a course that is not certified by IREC, you may submit it to the Education department for consideration by filling out a “Licensee Request for Continuing Education Credit” form. Send it to the IREC Education department with all required attachments listed on form at least sixty (60) days prior to the license renewal date. To download The “Licensee Request for Continuing Education Credit” form go to: www.irec.idaho.gov/forms/ree153.

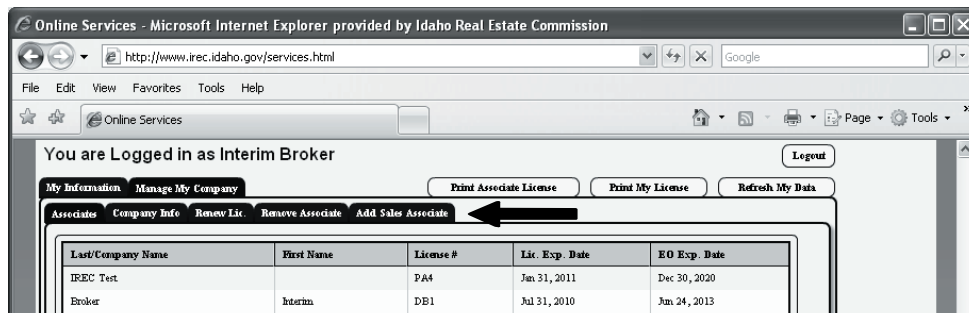
Designated Brokers - Manage Your Company

A designated broker has authority to add or remove an agent from his/her company. To add or remove a licensee:

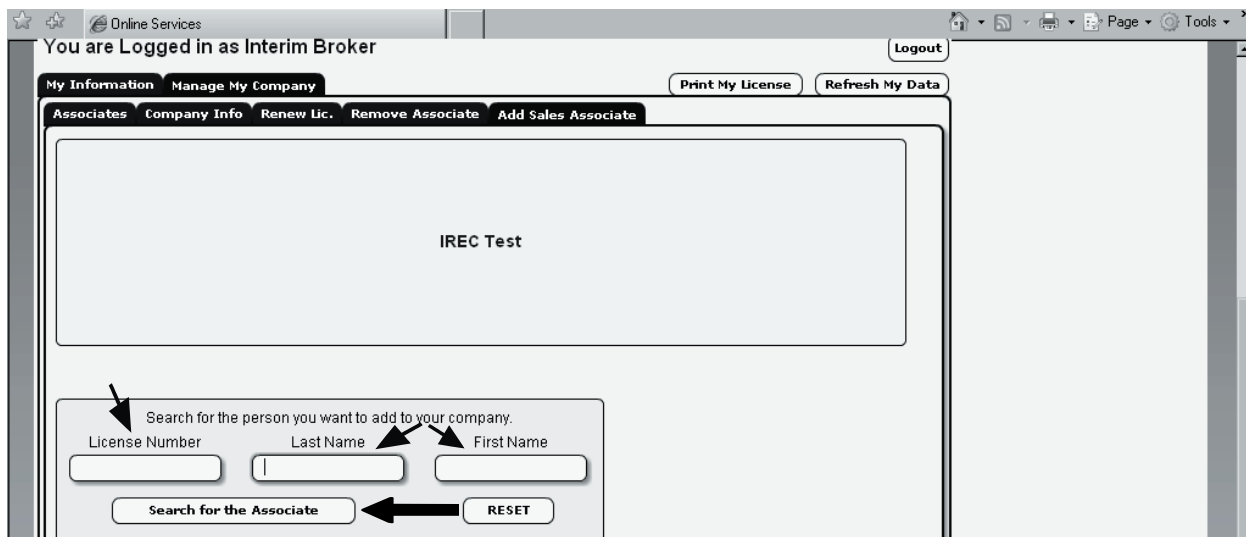
A. Log in and click the “Manage My Company” tab.



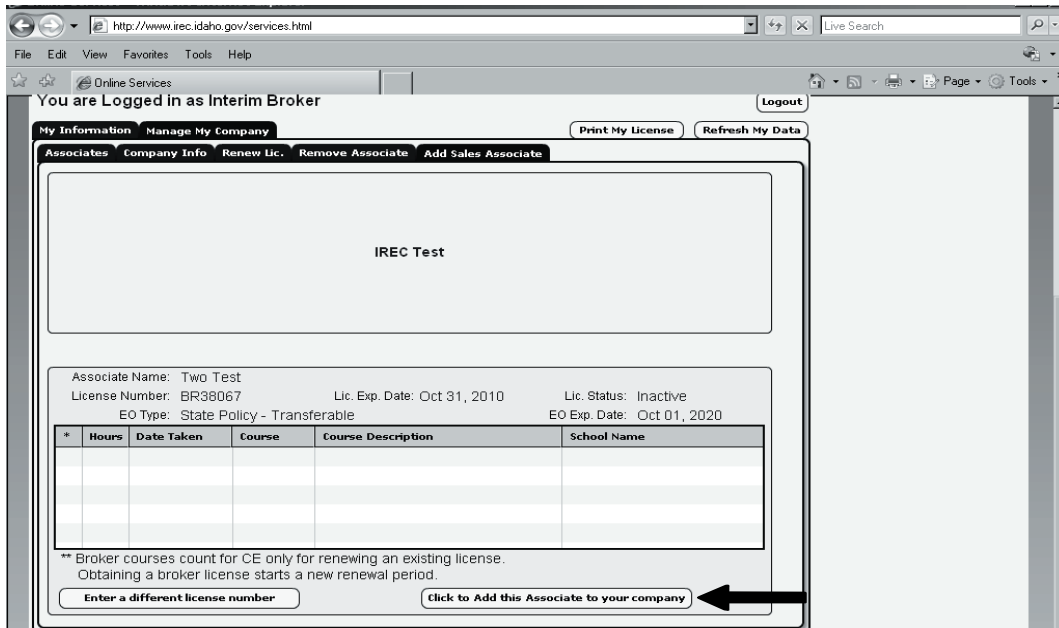
B. Choose “Add Sales Associate” or “Remove Associate” tab.



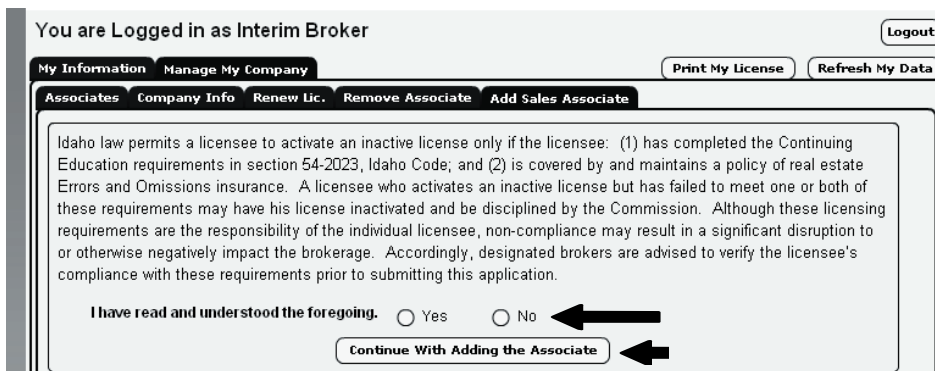
C. To add an associate, Click “Add Associate” tab. In the space provided, either add the associate’s license number, or enter the name and click the “Search for the Associate” tab to find the associate in the database.



D. Once you have found the associate you want to add, click the button to add the associate to your company.



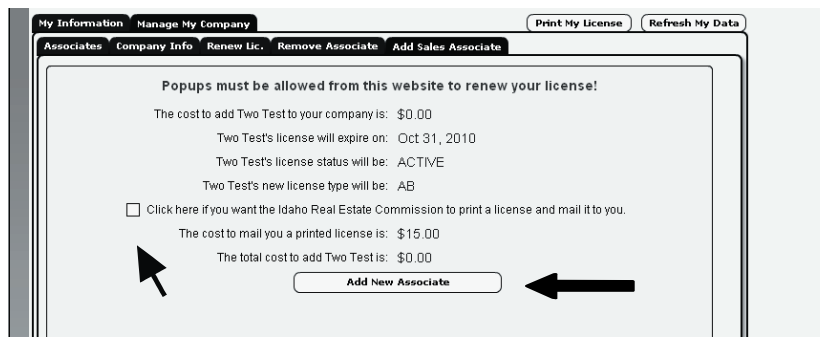
E. Answer the yes/no question and click “Continue With Adding the Associate”.



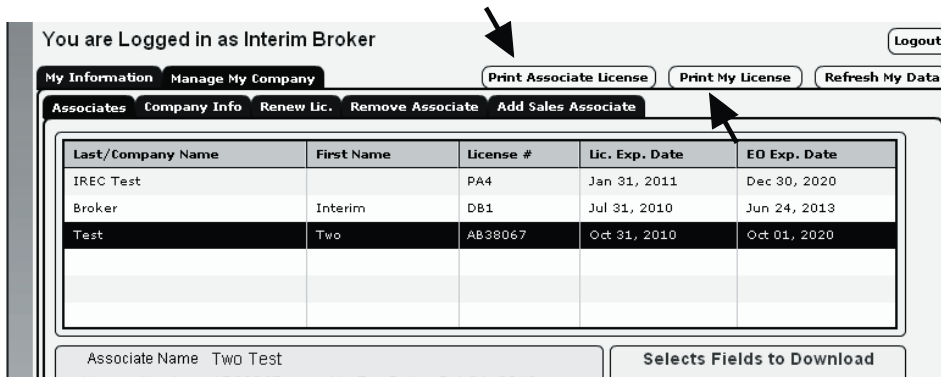
****Note: Brokers, make sure the licensee you intend to add to your company has completed any CE requirements necessary to activate and has obtained Errors and Omissions insurance before you activate the license.***

F. The last window will give an option to purchase a license certificate. License certificates are not required. You can order a certificate from the Commission office for \$15, or you can print one free through the online services. Continue by clicking “Add New Associate”.

Once you have completed the process you will see a note that says, “*Your change request has been submitted for processing. You will be notified via e-mail when your changes have been processed by our systems.*”.

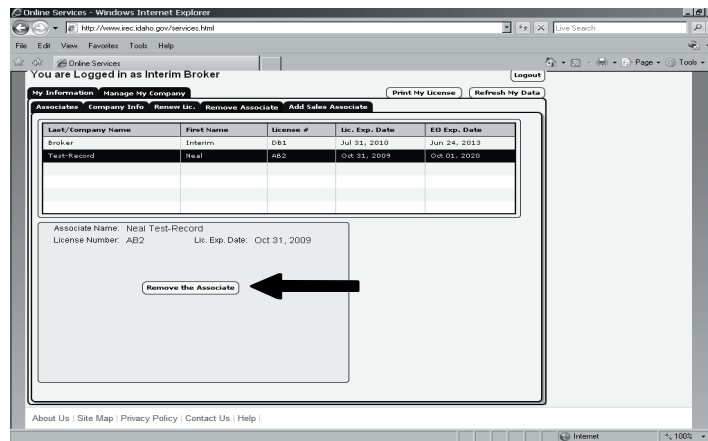


G. You can print a license for associates in your office for free of charge. Click on the “Associates” tab and click on the name of the licensee for whom you want a license. Then click the “Print Associate License” button.



Designated Brokers can also verify CE and E&O Insurance information for their associates under the “Associates” tab.

H. To remove an associate under the “Manage My Company” tab, highlight the associate you want to remove from your company and then click “Remove Associate”. This will immediately place the license on inactive status.



Effective Dates on Changes and Applications

IREC cannot pre-or post-date applications. Changes and license applications are effective on the date processed.

* Inactivating - If an agent wants to place his/her license on inactive status, the broker must make the change online. Online changes are effective immediately.

* Online renewals must be completed, including payment, by 5:00 p.m. MST/MDT.

* Paper renewals are still accepted and must be received at the IREC office by 5:00 p.m. MST/MDT.

Fingerprinting Through Pearson VUE

* Fingerprints- The Commission no longer accepts fingerprint cards and has transitioned to electronic fingerprinting through Pearson VUE, IREC’s exam provider. Please see our website for more information. An applicant can take the license exam and be fingerprinted at the same time, at the same location. **An applicant must make a separate fingerprint appointment when scheduling a licensing exam with Pearson VUE.**

Signup Solutions and Online Services Help

If you have not received your welcome e-mail, are having difficulties navigating pages or forgot your user name then try the following solutions:

Reregister: Make sure you enter all parts of your name exactly as it appears on your license. For example, you may not receive an e-mail if your middle name is on your license but you didn't enter it on the sign-up page.

Check junk or bulk e-mail folders: Search your junk or bulk e-mail folders for the e-mail from IREC. The user name will be "IREC Licensing", and the e-mail address is "licensing@irec.idaho.gov". Sometimes these folders are automatically set up for you by your mail administrator or mail program. For more information, check with your mail administrator or e-mail help files.

Turn off SPAM blockers: If you are using anti-spam software that employs auto-response or challenge methods to block unwanted e-mail, this may prevent you from receiving e-mails from IREC. Our e-mail system does not work with these methods of blocking spam. Temporarily disable the software and wait for our e-mail to arrive.

Add us to your address book: This will allow delivery of e-mails from IREC. Our e-mail address is licensing@irec.idaho.gov, or add our domain which is irec.idaho.gov.

Check your e-mail security settings: A High security setting in your e-mail properties may block mail from IREC. Adjust your setting to Medium or Medium-High.

Wait for the e-mail to arrive: Most e-mail delays are resolved within 24 hours.

Check with your mail administrator: If you have not received the e-mail, your mail administrator may need to add licensing@irec.idaho.gov to a whitelist.

If you cannot view the licensee search and online renewal application, try the following: Go to Tools/Internet Options and click the Empty your Temporary Internet Files button. Reset your Browser settings to the default settings. Delete cookies.

Firewall: Make sure your firewall is allowing access to secure sites.

Install Adobe Flash Player: Our online licensing application needs Adobe Flash Player to work properly (get.adobe.com/flashplayer/ for a free download).

Adobe Flash Player not loading? Try this link to see if Adobe Flash is working properly (www.adobe.com/software/flash/about/)

Can't scroll inside the licensing application? Try using the arrow keys on the keyboard to navigate through the application. If this does not work, check to see if you have enlarged, stretched or zoomed in or out of page. If you have, you must restore page to normal size to navigate through the page.

Encryption: Your browser must support 128-bit encryption. Go to www.irec.idaho.gov/browser_info.html for directions on how to check your browser encryption strength.

Forgot your Username? Go to www.irec.idaho.gov and click the "Register a User Name" link to reregister with IREC.

Forgot your Password? Go to www.irec.idaho.gov/signup-solution.cfm. Fill out the webpage form and click "Send Password" tab.

Which browsers are supported? Microsoft Internet Explorer 6, 7 or 8 are supported. Firefox and others may work but are not guaranteed.

For assistance call IREC at: (208) 334-3285 or Toll Free in Idaho (866) 447-5411.



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