

The logo for the Real Estate Council of Alberta (RECA) is displayed within a blue square. The text "Real Estate Council Alberta" is written in white, stacked vertically. In the bottom left corner of the square, the website address "reca.ca" is written in white. The square has a folded corner effect at the bottom right, revealing a light grey background.

Real
Estate
Council
Alberta

reca.ca

Filing Accounting Reports online – accountant (CPA)

- Create myRECA user account
- Legal first/last name, email
- Username and Password
- Security Questions and Answers
- Practice Review department review
- Accountant Tab – Search for Forms
- What if I make an entry error?

Create a myRECA user account

myRECA Log In

[Forgot username](#)

[Forgot password](#)

Passwords must be at least eight characters long, with one number, one upper and one lower case letter.

[Log In](#)

New myRECA Users

If you do not have a username or are a former licensee, please create an account.

[Create an Account](#)

- New myRECA Users
- Create an Account

Legal first/last name, email

Tell us about yourself.

The Real Estate Council of Alberta only collects, uses and discloses any of your personal information in compliance with the *Personal Information Protection Act*.

Legal First Name: You must complete this field.

Legal Middle Name:

Legal Last Name: You must complete this field.

Email Address: You must complete this field.

Confirm Email Address: You must complete this field.

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Next

- Complete required fields
- Individual creating account must have a CPA designation. RECA does a search on the name here to confirm credentials prior to approving user account to complete Form 3's on behalf of a brokerage.

Username and Password

Create a username and password

Create a username 8 to 20 characters long. Your username cannot be the same as your email address, and can only contain letters, numbers and underscores.

Create a password at least 8 characters long, with at least one number, one upper case letter and one lower case letter.

Username:

Password:

Confirm Password:

Back

Next

- Select a Username
- Create a Password

Security Questions and Answers

Select three security questions and provide answers.

The answers will help us confirm your identity if you forget your password.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

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Next

- In case of lost username and/or password, security questions and answers are designed to help you retrieve you login info

Type of user – brokerage accountant

What type of user are you?

Licensee: you want to become a real estate, property management, condominium management or mortgage licensee.

Brokerage Administrator: you need access to your brokerage's online account.

Brokerage's Accountant: you file online audit reports for a brokerage.

I want to set up an account as a:

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Next

- First time login will prompt you to select what type of user you are.
- Select “Brokerage Accountant”

Practice Review department review

New Brokerage Accountant



Audit

To



11/28/2022

Good morning



Your MyRECA account has been updated & approved.

Please reference attached instructions for guide to online filing.

Should you require any further info or have other questions, please do not hesitate to contact me, I'd be happy to help.

Sincerely,

Lee Ann Chiu

Practice Review Administrator



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- Practice Review Administrator receives an automated notification out of myRECA of a new brokerage accountant user
- Credentials of brokerage accountant reviewed to ensure the individual is a registered CPA
- After confirmation, CPA user account is granted approval to proceed to have access to complete Form 3 reports on behalf of licensed brokerages

Accountant tab – Search for Forms

Trust Accounting Forms

To find a form, a broker must give you a unique Application ID. Search for the application by entering the ID after clicking **Search for Forms**.

When you find the form, you can complete a Form 3 by clicking Add to my List, then **Complete** under Actions.

Application ID	Brokerage	Status	Date Submitted	Actions
APP-00407194	morttest1111	New	10-Feb-22	Complete
APP-00398606	CompuGlobalHyperMegaNet	New	13-Dec-21	Complete
APP-00344346	Test Real Estate Test09	Under Review	10-Feb-21	View
APP-00262617	realrenewal1801namechanged	New	30-Jul-19	Complete
APP-00119439	Test - Keep It Realty (TEST)	Approved	16-Feb-16	View
APP-00088068	Test - Keep It Realty (TEST)	Approved	6-Aug-15	View

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- New tab available, “Accountant”.
- Click on “Accountant” tab, then click on blue tab in right hand corner labeled “Search for Forms”
- Enter in Form 3 Application ID provided to you by your client.

Search for an Application

Application ID: [Search](#)

What if I make an entry error?

Application Responses

Response ID ↑	Question	Question (Question)	Response	Created On ↑
	FYE - F2/F4 - Confirm FYE...	Fiscal Year End Date:		8/22/2022 10:58 AM
	FYE - F2 - 1 RE	Are the financial books and records located at the bro...		8/22/2022 11:08 AM
	FYE - F2 - 1a RE	Is the brokerage trust account information up-to-date?		8/22/2022 11:08 AM
	FYE - F2 - 1b	Are you filing another Form 2 for this reporting period...		8/22/2022 11:08 AM
	FYE - F2 - 2 RE	What is the total of all trust liabilities to clients, as of t...		8/22/2022 11:08 AM
	FYE - F2 - 3 RE	I have kept and maintained on a current basis trust re...		8/22/2022 11:08 AM
	FYE - F2 - 4 RE	I have received/held trust funds from real estate sales/...		8/22/2022 11:08 AM
	FYE - F2 - 5 RE	I have received/held trust funds for the administration...		8/22/2022 11:08 AM
	FYE - F2 - 6 RE	I have received/held trust funds from property manag...		8/22/2022 11:08 AM
	FYE - F2 - 7 RE	I have received/held trust funds from guaranteed sales		8/22/2022 11:08 AM

- Mistakes happen, we can help!
- myRECA does not allow for changes to responses after completion.
- To have amendment made, email audit@reca.ca and reference question number with corrected response. Administrator will make amendment in myRECA on your behalf.