

MyWeb User Guide

July 17, 2025

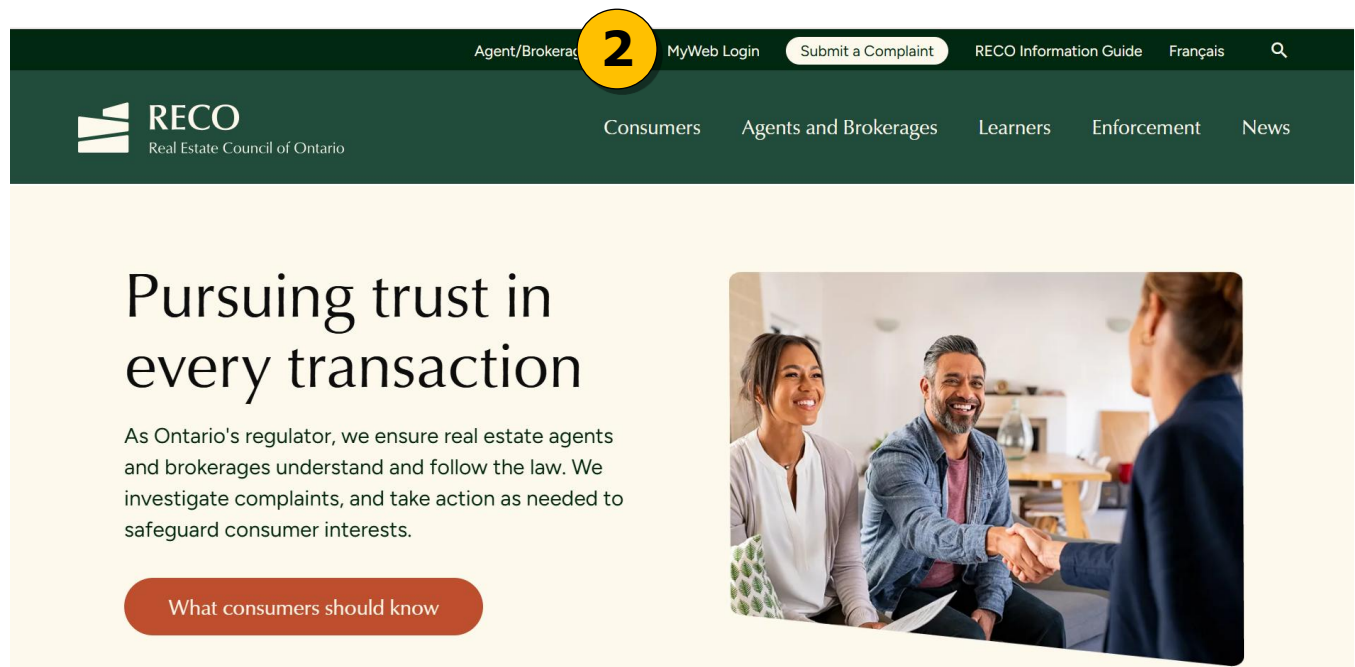
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Making a Payment

Step 1: How to get to MyWeb

1. In the URL bar of your browser enter the website address: www.reco.on.ca
2. Once on RECO's website click the "MyWeb Login" on the top-right side of the page. This will open a new browser window.



Step 2: Logging in to MyWeb

1. Under "E-mail or Registration #", type in either your registration number or the email address that you used to sign up for your account. Your Registration Number could be found in registration renewal reminders, payment response or other automated emails. For new applicants, your File Reference Number will be your Registration Number. After your application is reviewed, an email is sent to the address on your application regarding an outstanding insurance amount. This email has your file reference number in it. If you have not received the email, please check your Junk or Spam folders.
2. Under "Password", type in the password that you chose when you made your account. If you cannot remember your password, refer to the "Forgot your Password?" section on page 9.
3. Once you have typed in your username and password click the green "Login" button.

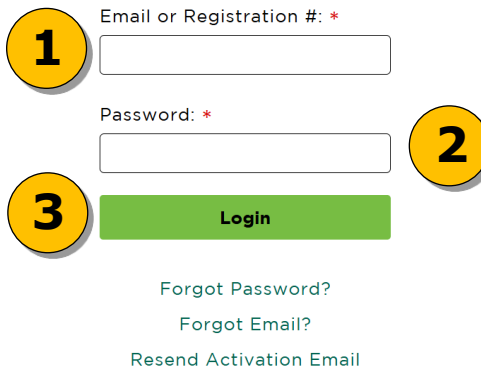
Welcome to MyWeb

RECO's portal for registrants

Use this site to:

- Create a RECO account/RECO ID
- Access authorized education providers for the:
 - Pre-registration education program
 - Post-registration education program
 - Broker education program
- Complete applications
- Make payments to RECO:
 - insurance, application fees, Continuing Education fees, fines
- Obtain copies of your:
 - Certificates: registration, insurance
 - Receipts: Continuing Education, insurance
- Access Continuing Education

Login



1 Email or Registration #: *

Password: *

2

3 **Login**


[Forgot Password?](#)


[Forgot Email?](#)

[Resend Activation Email](#)

Step 3: Paying your insurance

1. Once you have logged in to MyWeb, you will be brought to the “Dashboard” page. Here you will find information specific to your personal registration, insurance, and education statuses. At the top there is a payment function area which lists outstanding amounts from these statuses.
2. Please download and save your insurance invoice for your records. The document is located in the insurance section of the Dashboard which can be found by scrolling down the page.
3. Within the “Outstanding Payments” section on the Dashboard, make sure “Insurance” is selected.
4. Click the green “Pay now” button to make your insurance payment.







[Home / Dashboard](#)
[My Profile \(MyWeb User\)](#)
[Log off](#)


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[Registration](#)
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Outstanding Payments



Insurance 



Annual Insurance Payment of \$500.00



Pay Now

Are you receiving emails from RECO? If not, please update your email address on file by clicking on the "My Profile" link at the top of the page.

Registration

Trade Name	Category	Status	Registration Number
	Employee	REGISTERED	

Effective Date : 13-May-2024

Expiry Date : 13-May-2026

View Certificate

Please click this button to download or print your RECO Registration Certificate.





Insurance

You have an outstanding insurance amount of \$500.00 due August 22, 2025 for coverage from September 01, 2025 to August 31, 2026. Please navigate to the payment function at the top of your dashboard to make your payment. Payments may be made with VISA and MasterCard.

Insurance Policy Period

Start Date : 01-Sep-2024

End Date : 31-Aug-2025

Sep 1, 2024 to Aug 31, 2025	 Insurance Receipt	 Insurance Certificate
Aug 31, 2023 to Aug 31, 2024	 Insurance Receipt	 Insurance Certificate

- Once you have clicked the pay now button, a pop-up message will appear requesting you to confirm that you understand insurance payments are non-refundable.
- Once confirmed, a credit card payment pop-up will appear. Complete the required information in order to make your payment.
- Once you have filled out your credit card information, click "Pay Now".
- If you click "Pay Now" without correctly filling out all of the sections, a red icon will appear in the section that requires further attention.

5 I understand that payments for participation in the professional liability insurance program administered by RECO are not refundable in whole or in part.

CONFIRM CANCEL


6 Real Estate Council of Ontario
Insurance Coverage for Sep 01, 2025 - Aug 31, 2026
\$500.00
Only VISA and MasterCard accepted

8

Name 1

Credit Card Number
4111 1111 1111 1111

Expiration Date MM / YY CVV 123

7 

9. If the payment was successful, a payment confirmation screen will appear. A confirmation email will also be sent to your email address that is on file with RECO. Press the Return to Dashboard button to check the status of your insurance payment in the insurance section, and to view any other outstanding payments in the payment function section. Note that sometimes, returning to the dashboard quickly will show the payment as being in process in the insurance section. Refresh the page periodically or log out and back in to see when the information updates to 'Paid'. Once the payment shows as complete, you can select and download the respective receipt and certificate.
10. Make sure to check your Junk or Spam folders, as the email may be redirected. **Congratulations, your insurance is now paid!**



Your payment was successful.

PLEASE DO NOT HIT THE BROWSER BACK BUTTON

Registrant name: MyWeb User

Registration number: XXXXXXXXXX

Your credit card authorization confirmation number is: 1752519501549

Payment type: Insurance

Amount Paid: \$500.00

Your payment was successful for participation in the professional liability insurance program administered by RECO for the period of Sep 1, 2025 - Aug 31, 2026.

An email will be sent to the email address on file with RECO confirming payment status.

Note that insurance certificates and receipts are available to individual registrants on the MyWeb dashboard. Insurance certificates and receipts are not issued to brokerages, however receipt of payment will be confirmed.

Thank you for making your payment online.

[Dashboard](#)

11. If the payment was not successful, one of the following messages will appear after you press 'Pay Now':

a. **"Your payment failed"** – This means that there was an error with your payment. An email will be sent to your email address on file with RECO. To attempt to make the payment again, click Dashboard. This will direct you back to your MyWeb Dashboard.

b. **"MyWeb Error"** – This message occurs when our systems are communicating with too many registrants at the same time. Log out and check back later, or check your email for a message from RECO about the status of your payment. Make sure to check your Junk or Spam folders, as the email may be redirected.



Your payment has failed.

In order for RECO to continue with your application, you must submit a valid credit card payment.

Please go back to the Dashboard and make the outstanding payment.

PLEASE DO NOT HIT THE BROWSER BACK BUTTON

Dashboard

Have a question? Contact us:
registration@reco.on.ca

Creating an account

1. Click the green “Sign Up” Button near the bottom of the page. A new page will open.
2. Fill out the sections identified.
 - a. First and Last Name: Enter your first and last name
 - b. Email: Enter the email address provided on your registration application.
 - c. Password: Your password must contain at least 8 characters, and must have a combination of uppercase and lowercase letters, numbers and a special character, such as ! or @.
 - d. Click “I’m not a robot” and follow the instructions in the window that pops up.
3. When you have completed filling in the information, click the green “Sign Up” button.
4. If there are no problems with your account creation, you will be informed that an activation email will be sent to the email address you provided. Make sure you check your Junk or Spam folders, as the email may be redirected.
5. Click on the link within the email sent to you by RECO. This will activate your account and direct you to MyWeb’s login screen.
6. You can now log in to your MyWeb account! See page 2 if you require assistance with logging in.

Please note: If you have not received an activation email within 30 minutes, you may request for it to be resent by clicking the green “Resend Activation Email” on the MyWeb login screen.

Sign Up

First Name *

Last Name *

Email Address *

Password *

Confirm Password *

An activation link has been sent to the email address you associated with your account.


Please click the link in the email to verify your email address and complete the sign up process.

Login

Have a question? Contact us:
registration@reco.on.ca

If you forgot your password

1. From the MyWeb login page, click “Forgot Password?”.

Home / Login

Welcome to MyWeb

RECO's portal for registrants

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- Obtain copies of your:
 - Certificates: registration, insurance
 - Receipts: Continuing Education, insurance
- Access Continuing Education

Login

Email or Registration #: *

Password: *


Login

1 [Forgot Password?](#)

[Forgot Email?](#)

[Resend Activation Email](#)

2. Type in the email address you have registered with your MyWeb account in the space that says “Email”. Then press the **green** “Reset” button. An email will then be sent to the email address provided. Make sure to check your Junk or Spam folders, as the email may be redirected.




Forgot your password?

Email:

Reset

[Forgot Email ?](#)

Have a question? Contact us:
myweb@reco.on.ca





Password reset instructions will be sent to the email address on file. Please allow up to 30 minutes for the email to be delivered. If you haven't received the email within 30 minutes, please check your spam, trash or junk mail folder.

Login


Have a question? Contact us:
myweb@reco.on.ca

3. In the email sent to you, click on the green “Reset your password” button.
4. You will then be redirected to a web page where you can reset your password. Your password must contain at least 8 characters, and must have a combination of uppercase and lowercase letters, numbers, and a special character, such as ! or @.

MyWeb Password Reset

You have requested a reset of your MyWeb password



MyWeb User,

This email has been sent to you because of your request at 7/18/2025 10:52:00 AM

Please click the button below to reset your password for MyWeb. You will need to input your email address, and a new password.

Notice:
This reset will not be valid if you made another request after 7/18/2025 10:52:00 AM


Your password must contain at least 8 characters, and must have a combination of uppercase and lowercase letters, numbers and a special character like ! or @.

If you have not requested a password reset, ignore this email. Your password will not change unless you reset it.

If you have any questions or experience difficulties, please contact registration@reco.on.ca for more information.

Reset your password

Thank you for signing up with MyWeb!



Reset your password?

Reset

Have a question? Contact us:
myweb@reco.on.ca

MyWeb User Guide

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- Once you have selected an appropriate password, you will see the reset password confirmation image. Click on the **green** “Login” button to be redirected to the MyWeb login page where you can use your new password to log into your account.



Your password has been successfully reset.

Login

Have a question? Contact us:
myweb@reco.on.ca

Retrieving your email address

- If you have forgotten the email address that you registered your account with, click “Forgot Email?” on the MyWeb login page.


Home / Login

Welcome to MyWeb

RECO's portal for registrants

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 - insurance, application fees, Continuing Education fees, fines
- Obtain copies of your:
 - Certificates: registration, insurance
 - Receipts: Continuing Education, insurance
- Access Continuing Education

Login

Email or Registration #: *

Password: *

Login

1

[Forgot Password?](#)
[Forgot Email?](#)
[Resend Activation Email](#)

- Once redirected to the Forgot your Email? page, type in your registration number in the space that says "Registration ID". Then press the green "Reset" button. You will be directed to a new page that displays your email address with some of the information redacted in order to remind you what email is associated with your MyWeb account. Press "Login" and use that email to either login or to reset your password.

2a

Forgot your Email?

Registration ID:

Reset

Have a question? Contact us:
registration@reco.on.ca

2b

The email address registered to your account is
a*****1@gmail.com

Login

Have a question? Contact us:
registration@reco.on.ca

Retrieving your insurance certificate and receipt

MyWeb allows you to download a copy of your insurance certificate and receipt for income tax between one and ten business days after your payment has been made. To access copies of your insurance certificates and receipts, follow the steps below.

- From MyWeb's home page scroll down to Insurance, where your insurance receipt and certificate will be displayed as the hyperlinks visible below. Clicking the links will open a PDF version of your insurance receipt and certificate.

1a













Insurance


Paid \$500.00 by Credit Card processed on July 14, 2025. Your insurance certificate and receipt are available to download.

Insurance Policy Period

Start Date : 01-Sep-2024 End Date : 31-Aug-2025

1b

Sep 1, 2025 to Aug 31, 2026	 Insurance Receipt	 Insurance Certificate
Sep 1, 2024 to Aug 31, 2025	 Insurance Receipt	 Insurance Certificate
Aug 31, 2023 to Aug 31, 2024	 Insurance Receipt	 Insurance Certificate
Aug 31, 2022 to Aug 31, 2023	 Insurance Receipt	 Insurance Certificate
Aug 31, 2021 to Aug 31, 2022	 Insurance Receipt	 Insurance Certificate
Jun 4, 2021 to Aug 30, 2021	 Insurance Receipt	 Insurance Certificate

 Paid Insurance Invoice



2. You may print this copy of your insurance certificate and official receipt for your records.



3300 Bloor Street West
Suite 1400, West Tower
Toronto, Ontario M8X 2X2
T: 416-207-4800
TF: 1-800-245-6910
F: 416-207-4820
cs@reco.on.ca
reco.on.ca

Official Receipt

Professional Liability Insurance Program Payment

Date Payment Received: July 14, 2025

Insurance Program Coverage Period Start Date: September 01, 2025

Insurance Program Coverage Period End Date: August 31, 2026

Registration/Certificate No. [REDACTED]

Insured Registrant: MYWEB USER

Insurance Premium.....	\$431.00
Program Stability Fund	\$29.01
Program Expenses	\$4.88
PST (8%) Charged on Insurance Premium	\$34.48
HST (13%) Charged on Program Expenses (RECO HST# 89037 5165 RT 0001).....	\$0.63
TOTAL PAID	\$500.00

This is not an invoice.



CERTIFICATE OF INSURANCE (THIS IS NOT AN INVOICE) Professional Liability Insurance

3303128 Canada Inc. T/A Alternative Risk Services
Berkeley Castle, 250 The Esplanade, Suite 302, Toronto, ON, M5A 1J2

Insured Registrant: MYWEB USER

Registration/Certificate Number [REDACTED]

Master Policy No.: RECO092025-01


THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE.

This document is subject to all agreements, conditions, exclusions and provisions of Master Policy No. RECO092025-01, as well as any amendments thereto during the policy period, issued on behalf of the **Insurers** to the Real Estate Council of Ontario. A copy of the Master Policy form issued to RECO is available at <https://myweb.reco.on.ca> and <https://reco-claims.ca>.

- Name of Canadian Intermediary:** Alternative Risk Services
- Policy Form:** Claims Made
- Named Insured:** Real Estate Council of Ontario
- Policy Period:**
From: September 01, 2025
To: August 31, 2026 - Both days inclusive, Standard Time at the address of the Named Insured
- Limits of Liability:**
Coverage A: Errors and Omissions Insurance
Limits: \$2,000,000 each **Claim**/\$4,000,000 Annual Aggregate
Coverage B: Commission Protection Insurance Extension
Limits: \$200,000 each **Claim**/\$4,000,000 Aggregate each **Occurrence**
Coverage C: Consumer Deposit Insurance Extension
Limits: \$200,000 each **Claim**/\$4,000,000 Aggregate each **Occurrence**
Sub-Limit: **Claims** arising out of **Social Engineering Fraud** under Coverage (B) and (C) are covered up to \$25,000 each **Claim**
- Deductible:**
Coverage A: Errors and Omissions Insurance
(a) \$2,500 for each **Claim** that resulted in a payment for settlement or judgment plus, if applicable:
(b) a further \$2,500 for each additional **Claim** against the same **Insured Member** reported within the current and prior three Policy Periods which results in a payment for settlement or judgment under this or a prior Policy.
Coverage B: Commission Protection Insurance Extension \$250 each **Claim**
Coverage C: Consumer Deposit Insurance Extension \$Nil

Updating your profile

1. Login
2. Click “My Profile” at the top right
3. Any information on your profile may be updated, excluding your name, birthdate and region.
4. Click the **green** “Update Profile” button when you are done
5. You may also change your password under the “Password Update” function at the bottom of your profile screen by entering your current password to verify your identity, and then by entering a new password. Your password must contain at least 8 characters, and must have a combination of uppercase and lowercase letters, numbers, and a special character, such as ! or @.



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[My Profile \(MyWeb User\)](#) [Log off](#)

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My Profile

Personal Information

First Name <input type="text" value="MyWeb"/>	Middle Name <input type="text" value="Middle Name"/>	Last Name <input type="text" value="User"/>
Email * <input type="text" value="test@testmail.ca"/>	Birthdate <input type="text" value="9/30/1964"/>	Fax <input type="text" value="Fax"/>
Primary Phone * <input type="text" value="1234-567-8900"/>	Cell Phone <input type="text" value="Cell Phone"/>	Residential Phone <input type="text" value="Residential Phone"/>

Residential Address

Street 1 * <input type="text" value="Enter your street 1"/>	Suite No <input type="text" value="Enter your suite no"/>
Street 2 <input type="text" value="Enter your street 2"/>	
City * <input type="text" value="Enter city"/>	Province * <input type="text" value="Ontario"/>
Postal Code * <input type="text" value="Enter post code"/>	

Update Profile