

MyWeb User Guide

June 25, 2026

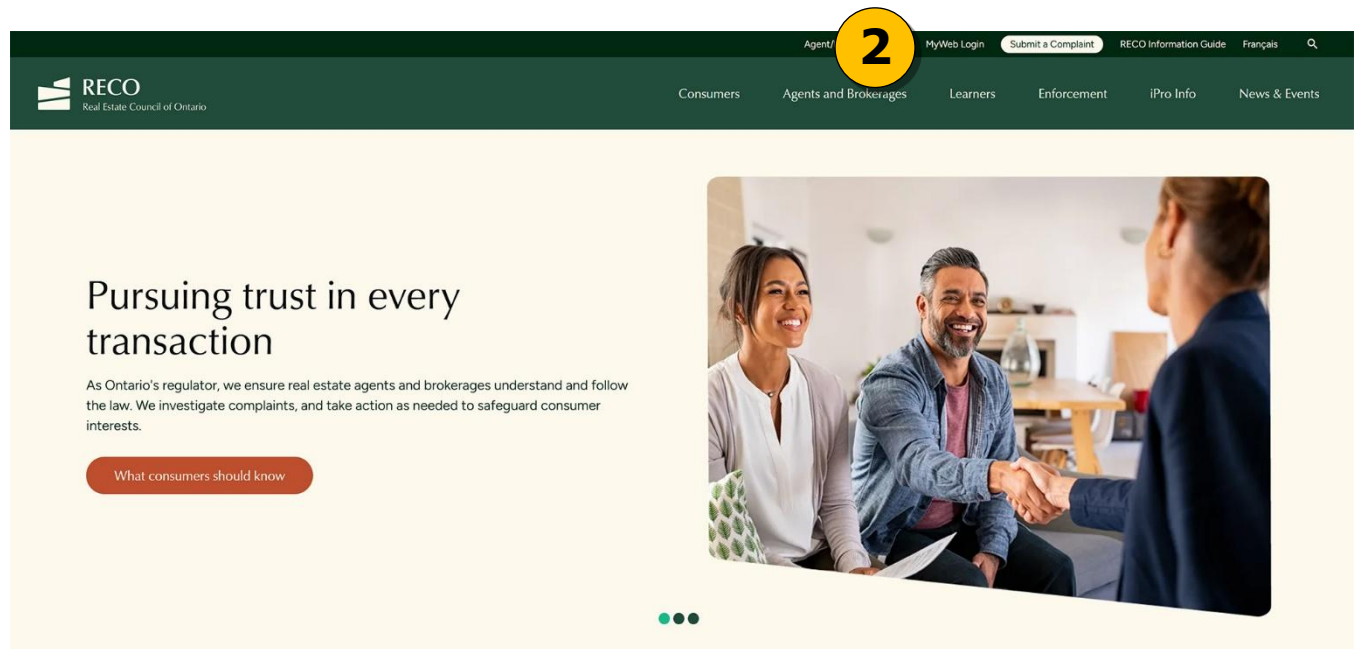
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Making a Payment

Step 1: Navigating to MyWeb

1. In your browser's address bar, enter the website address: <https://www.reco.on.ca>
2. On RECO's website, click on **MyWeb Login** at the top of the page. This will open a new browser tab.



Step 2: Logging into MyWeb

1. In the "E-mail or Registration #" field, enter your RECO registration number or the email address that you used to sign up for your account. Your RECO registration number can be found in registration renewal reminders, payment responses or other automated emails from RECO. For new applicants, your File Reference Number will be your registration number. After your application is reviewed, an email is sent to the email address on your application regarding an outstanding insurance amount. This email has your file reference number in it. If you have not received this email, please check your Junk or Spam folders.
2. In the "Password" field, enter the password that you chose when you created your account. If you cannot remember your password, refer to the password reset section on page 7.
3. When you have entered your username and password, click the green **Login** button.

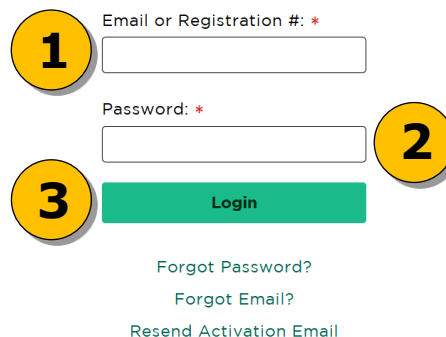
Welcome to MyWeb

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, registration
- Access Continuing Education

Login



1 Email or Registration #: *

2 Password: *

3 [Login](#)

[Forgot Password?](#)

[Forgot Email?](#)

[Resend Activation Email](#)

First time users

Step 3: Paying your insurance

1. Upon logging into MyWeb, you will be brought to your “Dashboard”. Here you will find information regarding your registration, insurance, and education statuses.
2. Your insurance invoice is available for download in the “Insurance” section of the Dashboard. Please save a copy of the invoice for your own record.
3. Make sure you are viewing Insurance payments within the “Outstanding Payments” section of the Dashboard.
4. Click the green **Pay Now** button to make your insurance payment.



[Home / Dashboard](#)
RECO ID: XXXXXXXXXX
[My Profile \(MyWeb User\)](#) [Log off](#)

1

[Dashboard](#)
[Registration](#)
[Online Applications](#)
[Education](#)

3

Outstanding Payments

Insurance 1

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.

4

Registration

Trade Name	Category	Status	Registration Number
	Provisional	REGISTERED	XXXXXXXXXX

Brokerage Name

EXAMPLE BROKERAGE

Effective Date : 28-Jan-2025

Expiry Date : 28-Jan-2027

Transfer

Paid Jun 16, 2025

Registration Receipt

New Salesperson

Paid Jan 24, 2025

Registration Receipt

View Certificate

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

2

Insurance

You have an outstanding insurance amount of \$500.00 due August 14, 2026 for coverage from September 01, 2026 to August 31, 2027. 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-2025

End Date : 31-Aug-2026

Sep 1, 2025 to Aug 31, 2026

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 that insurance payments are non-refundable.
- Once confirmed, a credit card payment pop-up will appear. Enter the required information completely to make your payment.
- Once you have filled out your credit card information, click the **Pay Now** button.
- If you click the **Pay Now** button without correctly filling out all the fields, a red icon will appear in sections that require correction.

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, 2026 - Aug
31, 2027

\$500.00

Only VISA and
MasterCard accepted

Name

Credit Card Number

4111 1111 1111 1111

Expiration Date

MM / YY

CVV

123

 **Pay Now**

8

7

9. If the payment is successful, a payment confirmation screen will appear, and a confirmation email will be sent out.
Press the green **Dashboard** button to return to your Dashboard. Here, you can check the status of your insurance payment and view any other outstanding payments. Please note that you may see a payment in progress if immediately returning to your Dashboard. Refresh the page or log out and back in if the payment information doesn't update. Once the payment updates, you can select and download your insurance receipt and certificate.
10. If you do not receive a payment confirmation email, please check your Junk or Spam folders.
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: 1782411134811

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, 2026 - Aug 31, 2027.

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 is not successful, one of the following messages will appear after you press the **Pay Now** button:

a. **Your payment has failed.** – This message occurs when your payment could not be processed. An email will be sent to your email address on file with RECO. To attempt another payment, click the green **Dashboard** button. This will direct you back to your MyWeb Dashboard. If you continue to experience failed payments, please contact your bank or credit card provider for more information.

b. **MyWeb Error** – This message occurs when our systems are communicating with too many registrants at the same time. You may 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

Resetting your password

1. On the MyWeb login page, click the **Forgot Password?** button.

 MyWeb

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, registration
- Access Continuing Education

Login

Email or Registration #: *

Password: *

Login

1

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

First time users

2. Enter the email address you used to register your MyWeb account in the “Email” field, then click the green **Reset** button. An email will 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:

2

Reset

[Forgot Email ?](#)

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

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3. In the email sent to you, click the green **Reset your password** button.
4. You will then be redirected to a web page where you can reset your password. Your new 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 @.





Reset your password?

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

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

5. Once you have selected an appropriate password, you will see a password reset confirmation. 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:
registration@reco.on.ca

Retrieving your email address

1. If you have forgotten the email address that you registered your MyWeb account with, click the **Forgot Email?** button on the MyWeb login page.


[Home / Login](#)

Welcome to MyWeb

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 - Receipts: Continuing Education, insurance, registration
- Access Continuing Education

Login

Email or Registration #: *

Password: *

Login

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

1

First time users

2. Once redirected to the Forgot your Email? page, enter your RECO registration number in the "Registration ID" field and press the green **Reset** button. You will be directed to a new page that displays a portion of your email address to remind you of the email that is associated with your MyWeb account. Press the **Login** button and use that email to log in or reset your password.



Forgot your Email?

2a

Registration ID:

Reset

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



The email address registered to your account is

s*****r@gmail.com

2b

Login

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

Retrieving your insurance documents

MyWeb allows you to download a copy of your insurance certificate and receipt for income tax purposes after your payment has been made. To access copies of your insurance certificates and receipts, follow these steps:

1. From your MyWeb Dashboard, scroll down to the Insurance section, where your insurance receipt and certificate will be displayed as clickable document links. Clicking them will open PDF versions of your insurance receipt and certificate in new tabs.

1a

Insurance

Paid \$500.00 by Credit Card processed on June 25, 2026. Your insurance certificate and receipt are available to download.

Insurance Policy Period

 Start Date : 01-Sep-2025
 End Date : 31-Aug-2026

Sep 1, 2026 to Aug 31, 2027		Insurance Receipt		Insurance Certificate
Sep 1, 2025 to Aug 31, 2026		Insurance Receipt		Insurance Certificate
Jan 27, 2025 to Aug 31, 2025		Insurance Receipt		Insurance Certificate

 [Paid Insurance Invoice](#)

1b

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2. You may print copies of your insurance certificate and receipt for your own record.



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: June 25, 2026

Insurance Program Coverage Period Start Date: September 01, 2026

Insurance Program Coverage Period End Date: August 31, 2027

Registration/Certificate No.: [REDACTED]

Insured Registrant: MYWEB USER

Insurance Premium.....	\$431.00
Program Stability Fund	\$34.24
Program Expenses	\$0.25
PST (8%) Charged on Insurance Premium	\$34.48
HST (13%) Charged on Program Expenses (RECO HST# 89037 5165 RT 0001).....	\$0.03
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.: RECO092026-01

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. RECO092026-01, 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, 2026
To: August 31, 2027 - Both days inclusive, Standard Time at the address of the Named Insured

Updating your profile

1. Log into your MyWeb account.
2. Click the **My Profile** button in the top-right corner of the page.
3. Any information on your profile may be updated, excluding your name, birthdate, province, and election region.
4. Click the green **Update Profile** button when you are finished making changes.



[Home](#) / [My Profile](#)
RECO ID: XXXXXXXXXX
[My Profile \(MyWeb User\)](#) [Log off](#)
[Dashboard](#) [Registration](#) [Online Applications](#) [Education](#)

My Profile

Personal Information

First Name	Middle Name	Last Name
MyWeb	Middle Name	User
Email *	Birthdate	Fax
mail@mail.com	1/1/1990 	Fax
Primary Phone *	Cell Phone	Residential Phone
Business Phone	Cell Phone	Residential Phone

Residential Address

Street 1 *	Suite No	
123 Example Street	Enter your suite no	
Street 2		
Enter your street 2		
City *	Province *	Postal Code *
Toronto	Ontario	M1A1A1

Update Profile