

## **MSC Real Estate Division - On-Line User Manual**

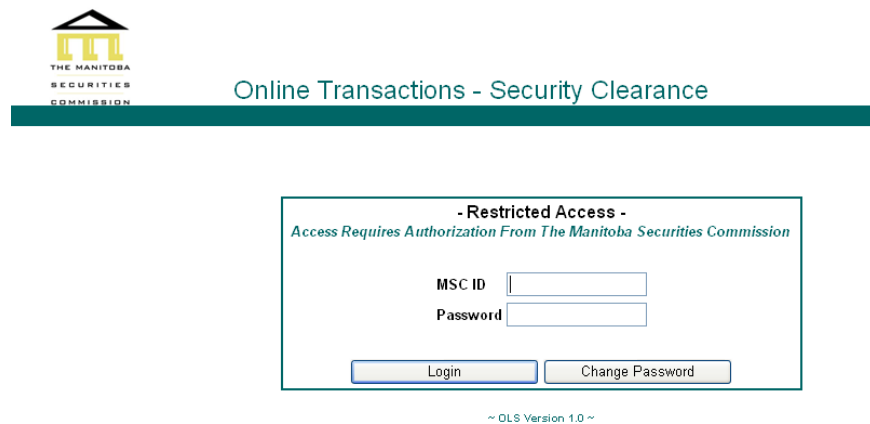
The Real Estate Online Licensing System (“ROLS”) allows you to process registration renewals, check education history, and personal address information, or print additional copies of various certificates of registration.

### **Logging onto ROLS**

ROLS can be accessed in two ways:

- 1) By going to the site itself at [rols.mb.ca](http://rols.mb.ca), (Note: you don't need to ender “www”); or;
- 2) Through the Commission's website at [www.msc.gov.mb.ca](http://www.msc.gov.mb.ca). From the home page select Real Estate, then Registration to access a link to the site.

Once you have accessed the site the following screen appears:



- 1) Enter your MSC ID number and password.
- 2) Click on Login.

Your individual screen will appear and you are ready to go.

To obtain your MSC ID contact our office.

The first time you login to ROLS the system will prompt you to change your password (a password change is also required on a yearly basis). Any characters and numbers are acceptable (upper or lower case) but you must use a minimum of five characters/numbers. Please ensure that you keep your RW number and password in a secure location at all times. If you lose or forget your password, contact our office and we will reset it for you.

### **Registration Renewal Process**

You will be able to process renewals up to one month prior to the renewal date.


We recommend that you login and process your registration renewal prior to the last week before your renewal is due. If you wait until the last week, you may encounter technical problems such as computer system difficulties or Internet accessibility issues. Please make every effort to process your renewal earlier rather than later.

If your registration has not been processed online or submitted to our office for processing prior to your renewal date, you will no longer be eligible to trade in real estate. It is a violation of The Real Estate Brokers Act to trade in real estate without being registered with the MSC.

## Renewal Process

Access the ROLS site and login to the system by entering your RW number and password.

Once you are logged in you will see the following screen:









### Broker Details


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**ABC Realty Inc.**


**Status Legend**

-  Unregistered
-  Registration is current
-  Registration is due for renewal
-  Registration renewal is overdue
-  Registration has special circumstance, contact MSC at 1-204-945-2562 or Toll Free 1-800-655-5244 (MB only)
-  Registration has been terminated. Follow up with MSC required

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Broker Transactions				
Broker	Status	Expiry Date	Action	
ABC Realty Inc. Manitoba Rep. RW-0910915 Joe Jones		11/24/2009	Renew Registration	<input type="button" value="GO"/>

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Authorized Official (Mgr) Transactions				
Broker	Authorized Official (Mgr)	Status	Expiry Date	Action
ABC Realty Inc.	Joe Jones RW-0910915		11/24/2009	Modify Personal Information <input type="button" value="GO"/>

In the menu bar, you have the ability, through the “Action” drop down box on the right-hand side, to select a variety of menu items. At any time during the registration year you may log into the system and view education, personal information, or reprint various certificates of registration.

Please select Renew Registration in the drop down box located under the heading “Action” and click on GO.

The first screen to appear outlines the registration renewal fees applicable for the renewal:



### MSC Transaction Fees

Insufficient money on account. Payment with a credit card required.

#### RW014 - Renew Salesperson Registration

Fee Description	Fee Amount
Salesperson Renewal Fee	\$125.00
<b>Total</b>	<b>\$125.00</b>

#### Method of Payment

Credit Card  

Choose Accept and the next screen contains your registration renewal application form:



## Application to Renew Salesperson Registration The Real Estate Brokers Act

ALL QUESTIONS MUST BE ANSWERED COMPLETELY AND TRUTHFULLY. IT IS A SERIOUS OFFENCE TO MAKE A FALSE STATEMENT IN ANY APPLICATION SUBMITTED TO THE REGISTRAR UNDER THE REAL ESTATE BROKERS ACT.

APPLICANT INFORMATION	
First Name	Ms <input type="text" value="Jane"/> Second Name <input type="text"/>
Last Name	<input type="text" value="Jones"/>
Nickname	<input type="text"/>
Date of Birth	May <input type="text" value="24"/> 1967
Residential Address	<input type="text" value="123 Anywhere Place"/>
City/Province/Postal Code	Winnipeg <input type="text" value="MANITOBA"/> <input type="text" value="R2H 2C7"/>
Telephone/Cell Phone	<input type="text" value="204-995-1111"/> <input type="text"/>
Email Address	<input type="text" value="janejones@abc Realty.com"/>

Review the information contained on your renewal form and correct any errors (i.e. address, telephone numbers, e-mail addresses, etc.). Please note that it is important that you have an e-mail address on file with the MSC and that the e-mail address is correct.

Once you have completed the application form scroll to the bottom and click on Submit Application.

A second page comes up confirming the information that you have entered. Print this screen and sign the form, then select "I have printed and signed the Application. Save Application. Click on Proceed.

You will be directed to a secure pay page to enter your credit card information to process the payment of the registration renewal fees. Upon completion, the system automatically provides you with a receipt for your credit card payment.

The next screen provides you with the ability to print the Certificate of Registration:

EFFECTIVE DATE **November 30, 2009**  
DATE D'ENTRÉE EN VIGUEUR



The Real Estate Brokers Act  
*Loi sur les courtiers en immeubles*

### **CERTIFICATE OF REGISTRATION - REAL ESTATE SALESMAN** **CERTIFICAT D'INSCRIPTION - VENDEUR IMMOBILIER**

This is to certify that **Jane Jones**  
*Le présent certificat atteste que*

Employed by **ABC Realty Inc.**  
*travaillant pour*

is registered as a Real Estate Salesman under the The Real Estate Brokers Act in Manitoba commencing on the effective date shown above.  
*est inscrit(e) à titre de vendeur immobilier en vertu de la Loi sur les courtiers en immeubles, au Manitoba, à compter de la date d'entrée en vigueur précisée ci-dessus.*

This registration is valid only while the salesman is employed by:  
1. the broker named above, if it has not been transferred to another broker, or  
2. the broker named in the salesman's most recent Certificate of Transfer, if it has been transferred.

Followed by a screen providing you with a receipt for the registration fees paid through the renewal process:



**MANITOBA SECURITIES COMMISSION**  
500 - 400 St. Mary Avenue, Winnipeg, Manitoba R3C 4K5  
Bus: (204)945-2562, Fax: (204)948-4627  
Toll Free 1-800-655-5244 (MB only)  
Email: [realestate@gov.mb.ca](mailto:realestate@gov.mb.ca) Website: [www.msc.gov.mb.ca](http://www.msc.gov.mb.ca)

JANE JONES  
ABC Realty Inc.  
245 Lessing Avenue  
Winnipeg, MANITOBA  
R3G 1V9

RECEIPT #: 124  
DATE: 11/18/2009

Order ID: 926-45  
Credit Card Type: Mastercard  
Name on Card: Jane Jones  
Credit Card #: 5454\*\*\*5454  
Reference #: 660021730015183120  
Response/ISO Code: 27/01

Fee Description	Amount
Salesperson Renewal Fee	\$125.00
<b>Total Amount Paid</b>	<b>\$125.00</b>

### Broker Renewal Notes

If there have been changes to any of the following items in the past year, you should contact our office prior to processing your broker renewal:

- 1) The Broker's address for service;
- 2) The Broker's Manitoba Representative;
- 3) The Broker's trust account(s);
- 4) The Broker's Directors, Officers, or Shareholders (if applicable);
- 5) The Broker's roster of salespeople & authorized officials.

If any of the individuals listed on the broker's roster of salespeople and/or authorized officials are no longer with the broker, you must provide written notice to the Registrar of this fact.

**Important Note:** If you have an authorized official who will not be renewing their license you must notify our office of this in writing prior to renewing the broker's license online.

Broker's who are not members of The Manitoba Real Estate Association are required to confirm that they have sufficient surety bond coverage prior to being allowed to renew online. If this applies to you, please contact our office for more information.

For a broker's registration renewal to be complete, you must process the renewals for the broker and all authorized officials registered with the broker. The broker's registration renewal must be completed first, followed by the authorized officials. Please note that authorized officials do not receive separate Registration Certificates as they are listed on the certificate of the broker.

## **Other Functions available through ROLS**

Along with processing registration renewals, ROLS will allow you to do the following through the “Action” drop down box:

### Broker Transactions

- Broker Statement: view/print a monthly statement of fees paid to the MSC
- Modify Broker Information: modify the broker’s civic address, phone, etc.
- Reprint Certificate/Confirmation: reprint various certificates pertaining to your registration
- View Broker Registrants: displays all salespeople and authorized officials registered with the broker

### Authorized Official/Salesperson Transactions

- Transfer Within Broker: move an individual to another branch within the broker (written notice to the MSC is required if this also changes the individual’s address for service)
- Modify Personal Information: modify a registrants personal address information
- Education: displays the courses completed by the individual
- Reprint Certificate/Confirmation: reprint various certificates pertaining to your registration

### Search Options

Found at the bottom of the Broker Details screen, this section will allow you to search for individuals currently registered with the broker by name or MCS ID.

### Reporting

Found at the bottom of the Broker Details screen, this section provides two options:

- 1) Registered Member Listing - provides a list of all salespeople and authorized officials registered with the broker including their MSC ID, Classification (i.e. authorized official, salesperson), and Expiry Date;
- 2) Query Education for Broker - provides a list all individuals registered with the broker and shows whether or not they have completed the current year of MCE (if applicable).

## **On-Line Help Desk**

If you are experiencing difficulty and the information contained in this ROLS User Manual does not explain how to correct and complete it, please contact us:

By phone: (204) 945-2562  
(800) 655-5244 (toll free in Manitoba only)

By e-mail: [realestate@gov.mb.ca](mailto:realestate@gov.mb.ca)