

Registration for Online Services

The Oklahoma Real Estate Commission has a new database system. If you have registered on line with the Commission prior to November 2014, that registration is no longer valid. You must re-register using the **PIN** number that is attached to this e-mail.

****Please disregard this notice if you have already registered using a **PIN** number.**

Instructions for Registration

You must login to the Oklahoma Real Estate Commission at www.orec.ok.gov

When you open the OREC website, click on the link that says **“CLICK HERE FOR ONLINE SERVICES.”**

Another page will open and you must click on **“MY SERVICES,”** which is located on the left side of that page. **Do NOT select “First Time Applicant!”**

This will open a page that looks like the page below.

The screenshot shows a web browser window displaying the Oklahoma Real Estate Commission's online services page. The page has a green header with the Oklahoma state seal and the text "OKLAHOMA www.orec.ok.gov" and "Oklahoma Real Estate Commission". On the left, there is a sidebar menu with links: "PUBLIC", "Find Associate/Entity", "Find Course/School", "File a Complaint", "First Time Applicant? Enroll here to create a user name and password", "REGISTERED USER", "My Services", "My Profile", and "Login". The main content area is titled "Enroll in Online Services" and contains two sections: "Returning User" and "Enroll in Online Services". The "Returning User" section has a note: "Note: please enroll prior to attempting your first login to the new online service." and a form with "Username:" (with a sample email "example.jahnmith@mon.com") and "Password:" fields, a "Forgot Password?" link, and a "Login" button. The "Enroll in Online Services" section has a note: "To register for Oklahoma Real Estate Commission Services, please enter your Personal Identification Number (PIN) and name below. Your PIN, name OR Entity name must be entered exactly as they appear on the registration letter that you have received. If you have not received or have lost your registration letter please [Email Us](#)." and a form with "PIN Number:" (4-7 digit), "First Name:", "Middle:", "Last Name:", "Organizational Name:", "Email:", "Password:", and "Confirm Password:" fields, and a "SUBMIT" button. The footer contains copyright information: "Copyright © 2014 State of Oklahoma. OK.gov Help Desk | OK.gov Policies | About Oklahoma's Web Portal | Feedback".

When this page opens **DO NOT** fill out anything under “**Returning User.**” You must fill out the information under the “**Enroll in Online Services**” section. You will record the **PIN** number that has been sent to you by the OREC, fill out your name as it appears on your license, e-mail, password (twice) and click on “**Submit.**” **DO NOT RECORD ANYTHING UNDER THE ORGANIZATIONAL NAME for an individual license, as this is only used when registering on-line an already licensed Corporation, Association or Branch Office.**

The message “**This Email Address Has Now Been Registered in the Online Service**” will indicate success, and the page will refresh itself. Now under “**RETURNING USER**” you can login using your “**Username,**” which is your e-mail address and “**Password.**”

Once you successfully log in you will see a page that has your license number in blue, and when you click on your license number your record will open.

When you login it is recommended that you take a moment and select “**My Profile**” on the left side of the page and complete the **Password Reminder Question and Answer**, which will enable you to access Online Services if you forget your password.

Also, please input or update your personal address and phone numbers on this page.

NOTE: Be advised that the password you use with the OREC may affect other state agencies’ online license database records that you already have – such as The Nursing Home Administrator or Certified Public Accountant etc. If you already have a password with another state agency, you can try it on the login page without following the above steps.

If you need assistance with the enrollment process, you may send us an e-mail at orec.help@orec.ok.gov.