

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, (Note: you don't need to enter “www”) or;
- 2) Through the Real Estate Division's website at mbrealestate.ca (Note: you don't need to enter “www”). From the home page select Registration, then Renewal to access a link to the site.

Once you have accessed the site the following screen appears:



Online Transactions - Security Clearance...

- Restricted Access -
Access Requires Authorization From The Manitoba Securities Commission

MSC ID

Password

~ OLS Version 1.0 ~

- 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). Your password must use a minimum of six (6) characters/numbers and contain at least two (2) letters (A-Z) and two (2) numbers (0-9). Please ensure that you keep your MSC ID 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 provide real estate services or engage in mortgage transactions. It is a violation of *The Real Estate Services Act* to trade in real estate and of *The Mortgage Brokers Act* to engage in mortgage transactions without being registered with the MSC.

Renewal Process

Access the ROLS site and login to the system by entering your MSC ID and password.

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

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

Real Estate Brokerage Transactions			
Real Estate Brokerage	Status	Expiry Date	Action
ABC Realty Inc.		8/14/2023	Renew Registration <input type="button" value="GO"/>

Real Estate Broker Transactions				
Real Estate Brokerage	Real Estate Broker	Status	Expiry Date	Action
ABC Realty Inc.	Joe Jones RW-2310948		8/14/2023	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 Real Estate Salesperson Registration

Fee Description	Fee Amount
Renew Salesperson	\$400.00
Total	\$400.00

Method of Payment

Credit Card  

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



Application to Renew Real Estate Salesperson Registration
The Real Estate Services 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 SERVICES 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"/> 1980
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@abcrealty.com"/>
Working From:	<input type="text" value="MAIN OFFICE"/>
Address for Service in Manitoba	
Address	<input type="text" value="123 Anywhere Place"/>

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.

The next page will direct you to enter your credit card information to process the payment for 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
DATE D'ENTRÉE EN VIGUEUR

August 15, 2023



The Real Estate Services Act
Loi sur les services immobiliers

CERTIFICATE OF REGISTRATION - REAL ESTATE SALESPERSON
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 Salesperson under the The Real Estate Services Act in Manitoba commencing on the effective date shown above.
est inscrit(e) à titre de vendeur immobilier en vertu de la Loi sur services immobiliers, au Manitoba, à compter de la date d'entrée en vigueur précisée ci-dessus.

This registration is valid only while the real estate salesperson is employed by:
1. the brokerage named above, if it has not been transferred to another brokerage, or
2. the brokerage named in the real estate salesperson'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 Website: www.msc.gov.mb.ca

JANE JONES
ABC Realty Inc.
123 Anywhere Place
Winnipeg, MANITOBA
R2H 2C7

RECEIPT #: 18739
DATE: 7/26/2023 11:00:04 AM

Order ID: 1328-18562
Credit Card Type: Mastercard
Name on Card: Jane Jones
Credit Card #: 5454
Reference #: 660144080017839960
Response/ISO Code: 27/01

Fee Description	Amount
Renew Salesperson	\$400.00
Total Amount Paid	\$400.00

Registration effective August 15, 2023 to August 14, 2024

Brokerage Renewal Notes

A note on terminology, in ROLS the term brokerage is used to refer to an entity or person registered as real estate or property management brokerage while the term broker is used to refer to an entity or person registered as a restricted mortgage broker. In the next sections, the term brokerage is used to refer to a real estate or property management brokerage and to a restricted mortgage broker.

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

- 1) The brokerage's address for service;
- 2) The brokerage's broker (or manager for a property management brokerage, or authorized official (mgr.) for a restricted mortgage broker);
- 3) The brokerage's trust account(s);
- 4) The brokerage's directors, officers, or shareholders (if applicable);
- 5) The brokerage's roster of salespeople and associate brokers (or representatives and supervisors for a property management brokerage, or authorized officials for a restricted mortgage broker).
- 6) The brokerage's errors and omission insurance (this applies only to restricted mortgage brokers).

If any of the individuals listed on the brokerage's roster of individual registrants (i.e. salespeople, associate brokers, representatives, supervisors, and/or authorized officials) are no longer with the brokerage, you must provide written notice to the Registrar of this fact.

Important Note: If you have an associate broker (or supervisor for a property management brokerage, or authorized official for a restricted mortgage broker) who will not be renewing their license you must notify our office of this in writing prior to renewing the brokerage's license online.

Brokerage'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. Note that this requirement does not apply to restricted mortgage brokers.

For a brokerage's registration renewal to be complete, you must process the renewals for the brokerage, the broker, and all associate brokers (or the manager and supervisors for a property management brokerage, or authorized officials for a restricted mortgage broker) registered with the brokerage. The brokerage's registration renewal must be completed first, followed by the broker, associate broker(s), manager, supervisor(s), or authorized official(s) as the case may be. Please note that brokers, associate brokers, managers, supervisors, and authorized officials do not receive separate Registration Certificates as they are listed on the certificate of the brokerage.

Other Functions available through ROLS

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

Brokerage Transactions

- Financial Statement: view/print a monthly statement of fees paid to the MSC
- Modify Brokerage Information: modify the brokerage's civic address, phone, etc.
- Reprint Certificate/Confirmation: reprint various certificates pertaining to your registration
- View Brokerage Registrants: displays all individual registrants registered with the brokerage
- Reprint Financial Receipts: reprint receipts for credit card payments made within the previous 12 months

Individual Registrant Transactions

The following transactions are available for individual registrants, i.e. brokers, associate brokers, salespeople, managers, supervisors, representatives and authorized officials:

- Transfer Within Brokerage: move an individual to another branch within the brokerage (written notice to the MSC is required if this also changes the individual's address for service)
- Modify Personal Information: modify a registrant's 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 Brokerage Details screen, this section will allow you to search for individuals currently registered with the brokerage by name or MCS ID.

Reporting

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

- 1) Registered Member Listing - provides a list of all individual registrants registered with the brokerage including their MSC ID, Classification (i.e. broker, associate broker, salesperson, manager, supervisor, representative, and/or authorized official), and Expiry Date;
- 2) Query Education for Brokerage - provides a list all individuals registered with the brokerage and shows whether or not they have completed the current year of RLE (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/or complete the function you are trying to use, please contact us:

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

By e-mail: realestate@gov.mb.ca