Insurance Payments on MyWeb

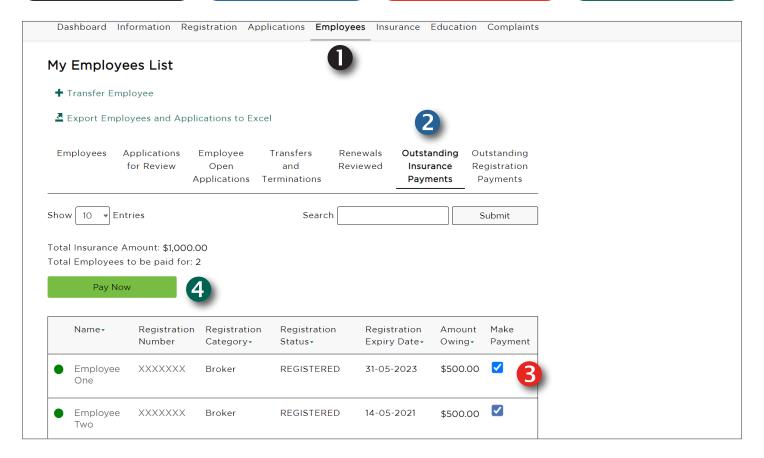
Broker of Record Instructions

1. Click the Employees tab upon logging in to MyWeb.

2. Select Outstanding **Insurance Payments.**

3. Select the registrants for which you would like to make a payment by credit card.

4. Click Pay Now when you are ready to complete the payment.



Upon clicking Pay Now, you will be asked to confirm the registrants for whom you will be making a payment, and to confirm that you understand insurance payments made on behalf of RECO registrants are not refundable in whole or in part and may not be transferred to another registrant. You may export this list to Excel by clicking on that button.

Once you have confirmed that you wish to make the payment, you will be taken to the credit card payment screen. Registrants included in the payment will be notified of the payment at their email address on file with RECO. Insurance certificates and receipts are not issued to brokerages. Brokerages (as corporate entities) are not required to make insurance payments; however the insurance policy does extend to cover brokerage firms subject to the terms and conditions of the insurance policy.







