



# 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.

Dashboard Information Registration Applications **Employees** Insurance Education Complaints

### My Employees List

+ Transfer Employee

Export Employees and Applications to Excel

Employees Applications for Review Employee Open Applications Transfers and Terminations Renewals Reviewed **Outstanding Insurance Payments** Outstanding Registration Payments

Show 10 Entries Search Submit

Total Insurance Amount: \$1,000.00  
Total Employees to be paid for: 2

Pay Now

Name	Registration Number	Registration Category	Registration Status	Registration Expiry Date	Amount Owing	Make Payment
Employee One	XXXXXXX	Broker	REGISTERED	31-05-2023	\$500.00	<input checked="" type="checkbox"/>
Employee Two	XXXXXXX	Broker	REGISTERED	14-05-2021	\$500.00	<input checked="" type="checkbox"/>

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.

Confirm!

**Multiple Insurance Payment List**

Export list to Excel

Name	Registration Number	Amount Owing
Employee One	XXXXXXX	\$500.00
Employee Two	XXXXXXX	\$500.00

I understand that insurance payments made on behalf of RECO registrants are not refundable in whole or in part and may not be transferred to another registrant.

CONFIRM CANCEL