

New Online Services System

The **New Online Services System** allows each individual to register a new account and gain access to his or her Firm and/or School records. New accounts are granted to individuals and will allow for the access of multiple Firm and/or School records with a single login. Eventually, each licensee's individual record will also be accessed via this account. This means, if you hold multiple licenses, all of your records will be accessed from this single login. **For this reason, login information should NOT be shared.**

To access a Firm's record, the Qualifying Broker of the Firm will need to first establish an account in the new system. Once established, the QB will have access to all Firms for which he or she is the QB. Similarly, a School Director will need to first establish an account in the new system before having access to any School(s) for which he or she is the Director.

Others who may require access to a Firm and/or School record, such as administrative support personnel, may request access only after establishing an account in the new system. Permission for access can then be either granted or denied by the Qualifying Broker of the Firm, or Director of the School.

Instructions for Qualifying Brokers

If you are the Qualifying Broker of a Firm, and you have NOT already established an account in the new Online Services System, you will need to create a new account. To do so, follow the instructions below:

1. Go to the GREC homepage www.grec.state.ga.us
2. Select the **Login to Online Services** link on the left-hand side of the homepage.
3. Click on the **"Real Estate Firm"** button. You will be re-directed to the new Log In page.
4. Click on the **"Register"** link to set up a new account.
5. Enter your information in the fields provided and click on **"Register"** button.

If you have previously established an account in the new Online Services System, and require access to an additional Firm, go to the section below titled **"Instructions for Adding a Firm or School"**.

Instructions for School Directors

If you are the Director of a School, and you have not already established an account in the new Online Services System, you will need to create a new account. To do so, follow the instructions below:

1. Go to the GREC homepage www.grec.state.ga.us
2. Select the **Login to Online Services** link on the left-hand side of the homepage.
3. Click on the **"Schools"** button. You will be re-directed to the new Log In page.
4. Click on the **"Register"** link to set up a new account.
5. Enter your information in the fields provided and click on **"Register"** button.
6. If you have previously established an account in the new Online Services System, and require access to an additional Firm, go to the section below titled **"Instructions for Adding a Firm or School"**.
7. If you have previously established an account in the new Online Services System, and require access to an additional Firm, go to the section below titled **"Instructions for Adding a Firm or School"**.

If you have previously established an account in the new Online Services System, and require access to an additional School, go to the section below titled **"Instructions for Adding a Firm or School"**.

Instructions for Others

If you are not the Qualifying Broker or School Director, but require access to a Firm or School record, you will be able to request access after establishing an account. The Broker or Director may then approve or deny your request.

1. Go to the GREC homepage www.grec.state.ga.us
2. Select the **Login to Online Services** link on the left-hand side of the homepage.
3. Click on the **Firms** button, if you wish to request access to a Firm, or the **Schools** button, if you wish to request access to a School. You will be re-directed to the new Log In page.
4. Click on the **“Register”** link to set up a new account.
5. Enter your information in the fields provided and click on **“Register”**.
6. The Broker or Director will then be able to accept or deny access via the **“Online Users”** tab in the Firm or School menu.
7. Once accepted, you will have access to that entity the next time you log in.

Instructions for Adding a Firm or School

If you have **PREVIOUSLY ESTABLISHED** an account in the New Online Services System and require access to an additional Firm or School, you will need to ADD access to the additional Firm or School.

1. Go to the GREC homepage www.grec.state.ga.us
2. Select the **Login to Online Services** link on the left-hand side of the homepage.
3. Click on the either the **FIRMS** or **SCHOOLS** button. You will be re-directed to the new Log In page.
4. Enter your current User Name and Password.
5. Once logged into your account, click on **“Manage Account”** at the top of the page.
6. Select the button to add a Firm, Real Estate School or Appraiser School.
7. Enter the Firm or School number.

Individuals who require access to any of your Firm or School records, may request access by establishing an account (see Instructions for Others, above) and entering your Firm or School number during the account setup. The Broker/Director may then approve or deny the request by logging in and using the **“Online Users”** feature.