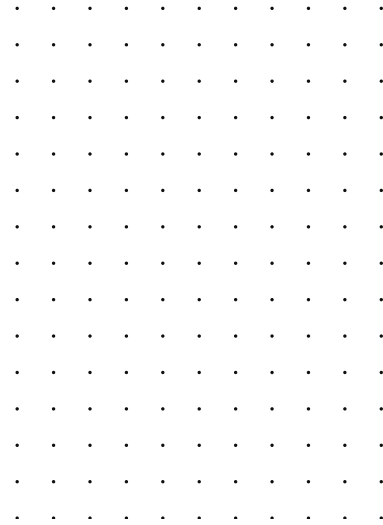
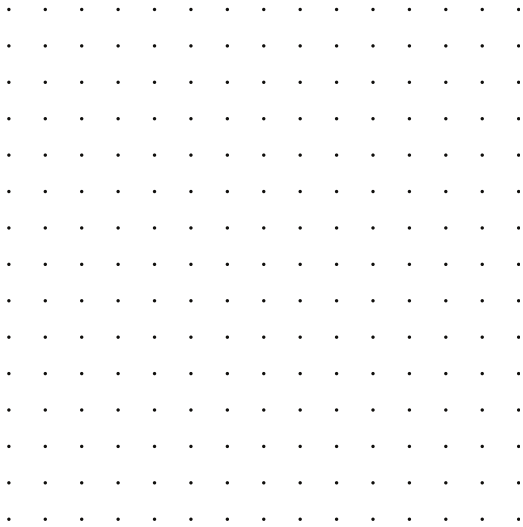




REALM Portal Quick Guide

Your One-Stop Hub for
Managing Your License



Get Started in 3 Steps



01 CREATE YOUR ACCOUNT

Set up your REALM Portal account to get started. Click to watch how and follow step-by-step instructions: <https://www.trec.texas.gov/forms/how-create-realm-portal-account-0>

02 LINK YOUR LICENSE


You must link your license to your account before you can start managing it online. Tasks like renewing are not available if you skip this step.

Click to watch how to link a license or view instructions: <https://www.trec.texas.gov/forms/how-link-license-your-realm-portal-account>

03 RENEW YOUR LICENSE

Once your license is linked, you can renew when eligible.

- ✓ Complete your continuing education (CE).
- ✓ Submit your renewal in the REALM Portal.
- ✓ Pay your renewal fee.

 Your renewal button will appear within three months of expiration.



Common Mistakes To Avoid



- Starting a **new application** instead of renewing.
- Not linking your license before trying to renew.
- Completing CE but **not submitting the renewal** in the REALM Portal.
- Missing the renewal button because your license isn't linked.
 - Below is where your renewal button will appear when it's time.

Home Licenses Complaints

Dashboard My Records My Account

▼ Licenses

Showing 1-3 of 3 | [Add to collection](#)

| Date | Record Number | Record Type | Application Name | Expiration Date | Status | Action |
|------------|----------------------------|---------------------------------|------------------------------------|-----------------|--------|--|
| 12/02/2025 | [REDACTED] | Course - Real Estate CE License | Drafting and Negotiating Contracts | 03/31/2026 | Active | Renew License Amendment |
| 11/25/2025 | [REDACTED] | Course - Real Estate CE License | Real Estate Investing | 11/30/2027 | Active | Amendment |
| 11/02/2004 | [REDACTED] | Provider - CE License | Texas Real Estate Commission | 03/31/2026 | Active | Renew License Amendment |

Helpful Tips

- Watch for emails from no-reply@notices.trec.texas.gov.
 - Add this email to your safe sender list.
- The timing of the CE deferral charge has changed. CE deferral is an option to renew active on time if you have not yet completed your CE. This charge will be applied automatically after your expiration date if you have submitted for a renewal without completing CE.

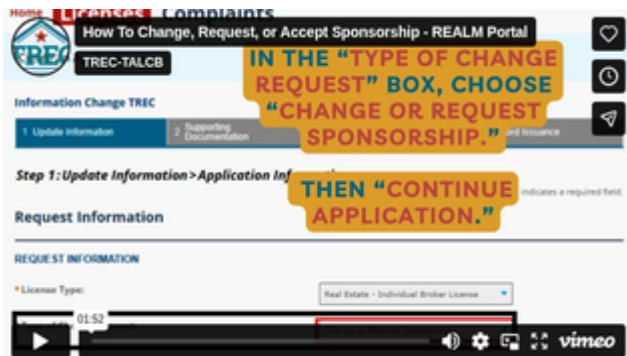
More You Can Do in the REALM Portal



UPDATE YOUR CONTACT INFO OR LEGAL NAME

1. Log in to your REALM Portal account.
2. Navigate to the Licenses tab.
3. Select Amendment.
4. From the Type of Change Request dropdown menu, choose Update Contact Info/Legal Name Change.

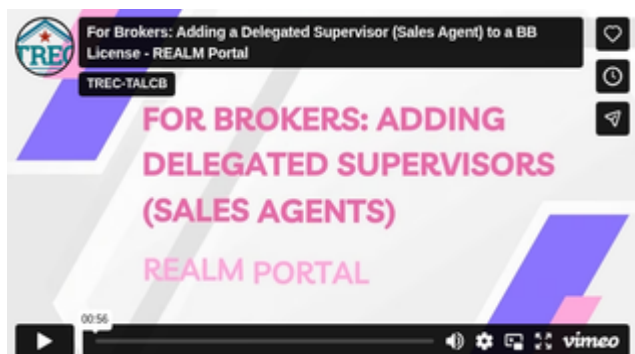
CHANGE SPONSORSHIP



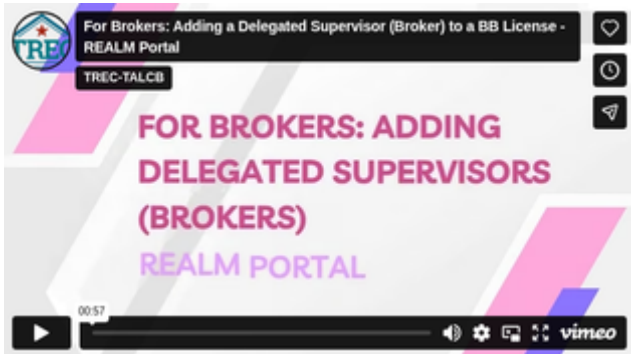
BROKERS

Add or manage a team name:
<https://www.trec.texas.gov/forms/how-add-or-update-team-names-realm-portal>

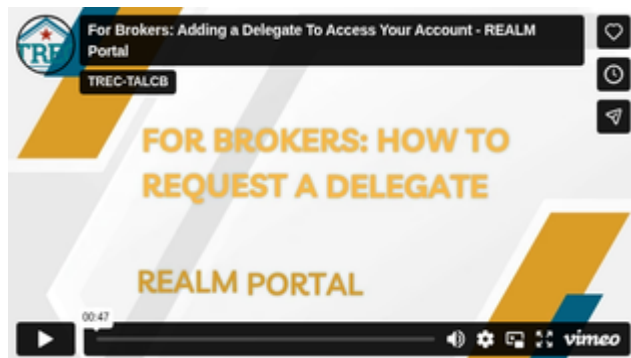
Add a delegated supervisor (sales agent):



Add a delegated supervisor (broker):



Request a delegate:



Download sponsorship history:



Sponsorship information can also be found using the License Holder Search: trec.texas.gov/license-search/