



Nebraska Real Estate Commission

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ONLINE SERVICES FAQ'S

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Questions & Answers

- What file formats are acceptable for submitting documents through the licensee portal?

The [Licensee Portal](#) accepts the following file formats:

- **PDF (.pdf)** (preferred)
- **Microsoft Word (.doc, .docx)**
- **JPEG (.jpg, .jpeg)**
- **PNG (.png)**

To help avoid processing delays:

- Ensure all documents are **clear, legible, and complete** before uploading.
- Upload each document in the appropriate section of the [Licensee Portal](#).
- If submitting multiple pages, combine them into a **single PDF** whenever possible.

- What online services does the Commission have available?

The Nebraska Real Estate Commission offers a variety of online services to assist licensees, applicants, education providers, and the public. Available services include:

- *Licensee Portal* – View your license information, renew your license, transfer your license, update your contact information, and review your education history. Designated brokers can also monitor the license status of their affiliated licensees and branch offices.

- *Online Applications and Filings* – Submit many applications and forms electronically, including licensing applications and other Commission filings.
- *Licensee and Applicant Search* – Verify the status of Nebraska real estate licensees and applicants through the Commission's online database.
- *ARELLO International Licensee Search* – Search participating jurisdictions to verify the status of real estate licensees outside Nebraska.
- *Electronic Notification Service* – Subscribe to receive Commission news, regulatory updates, hearing notices, scam alerts, newsletters, and other important announcements by email or RSS.
- *Forms Library* – Download Commission forms, applications, and informational publications.
- *Password Management* – Change or reset your Licensee Portal password online if you have forgotten it or wish to update it.

The Commission continues to expand its online services to make it easier for licensees and the public to access information and conduct business electronically. Visit the [Online Services page](#) on the Nebraska Real Estate Commission website for the most current list of available services.

- **When I click on a “download form”, I am unable to view it. What do I need to do?**

The Nebraska Real Estate Commission has various forms that are retrievable in PDF format. To view these documents, you will need a PDF viewer such as [Acrobat Reader](#).

- **I just submitted a form online and clicked the submit button multiple times. Will I get charged multiple times?**

When you click on the submit button multiple times, the form typically is only received once. If we receive multiple copies of a form and payment, we will only "capture" the payment once. The fee associated with the form will be "authorized", which means that the amount will be set aside on your card for three to five business days. For Example: If you tried to submit a ten-dollar payment three times, the card will show that there is thirty dollars held by the Nebraska Real Estate Commission. The Real Estate Commission CANNOT remove the authorization.

- **I forgot my username and password, how can I get this information?**

On the login page for the NREC Portal, <https://nrec.igovsolution.net/online/Login> you have an option to select “Forgot Username” or “Forgot Password”. If you continue to have issues, please contact the Commission office.

- **Why won't you give me my husband, wife, boss or co-worker's username and password?**

While a portion of this data is available to the public, some of the data may be accessed only by the individual licensee using a username and password. The username and password are also considered the licensee's digital signature, therefore, we keep it confidential.

