



REQUESTING SPONSORSHIP TREC Online Instructions

1. Log in <http://www.trec.texas.gov>
2. Under 'Change your license information and manage relationships'
 - a. 'Choose a Function' **MANGE MY SPONSORSHIP (SALES)**
3. Review Information in Introduction screen. Click **NEXT**
4. Click **REQUEST SPONSORSHIP**
 - a. Search License Type "Real Estate Company"
 - b. Enter City "Kyle"
 - c. Select **STEPSTONE REALTY, LLC**
Be sure to select StepStone Realty, LLC NOT Angela Francis as your new Broker
 - c. Verify you have selected the correct Brokerage and Broker name appears
 - d. 'Compose Request' You may customize a message to your Broker here
 - e. Click **REQUEST**
5. Review StepStone Realty Sponsor status as "Request (fee pending)"
6. Click **NEXT**
7. In Application Summary click **SUBMIT** to confirm Sponsorship Request
8. Review Information. Select **YES** and click **NEXT** to finalize and Pay fee
9. Your Broker will receive an email notification and respond
Occasionally TREC has technical difficulties. We recommend you also email Angie@StepStoneTexas.com to alert her of your request