

# Name/Contact Info Change- Citizen Access

Login to the **Public Portal** then click **MY RECORDS**



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**Please Login**  
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

**New Users**  
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >>](#)

**Sign In**

**USERNAME OR EMAIL:\***  
doe.test

**PASSWORD:\***  
\*\*\*\*\*

[Forgot Password?](#)

**SIGN IN**

Remember me on this device

Not Registered?  
[CREATE AN ACCOUNT](#)

Click **UPDATE RECORD** next to your license record then select **NAME OR CONTACT INFO CHANGE** and click **CONTINUE**

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## ▼ KREC Licenses

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<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	06/27/2024	00251277	Salesperson License	DOE TEST	06/01/2026	Active	<a href="#">Update Record</a>

## Kansas Real Estate Commission

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[Apply for License or Submit Request](#) [Search for a Licensee or Applicant](#)

### Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

[Search](#)

- Salesperson Add Affiliation
- Salesperson Move License
- Salesperson Name or Contact Info Change
- Salesperson Remove Affiliation

[Continue >>](#)

Follow on-screen instructions. Enter your new name, phone or email in the appropriate field. To change your address, click ACTIONS>Edit. When you're done, click CONTINUE.

**Step 1: Update Contact Info > Contact Information**

To update your name, phone number or email address, double click in the corresponding field below to highlight the existing data then enter the new information in the box. To change your address, check the box next to the existing address then click Edit Selected to update the information. Click Continue when you're done.

\* indicates a required field.

**Name Details**

**NAME INFORMATION**

* First Name:	<input type="text" value="DOE"/>
Middle Name:	<input type="text" value="INSTRUCTIONS"/>
* Last Name:	<input type="text" value="TEST"/>
Suffix:	<input type="text"/>
* Primary Phone:	<input type="text" value="1234560000"/>
* E-mail:	<input type="text" value="TEST@ks.gov"/>

**Address Details**

**ADDRESS DETAILS**

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<input type="checkbox"/>	Address Type	Address Line 1	Address Line 2	City	State	ZIP Code	Actions
<input type="checkbox"/>	Home	120 SE 6TH ST	STE 200	TOPEKA	KS	66603	

[Edit Selected](#)

[Save and resume later](#)

[Continue »](#)

Review your changes then click CONTINUE.

1 Update Contact Info

2 Review

3 Record Submission

**Step 2: Review**

[Save and resume later](#)

[Continue »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue" to move on.

**Record Type**

Salesperson Name or Contact Info Change

**Name Details**

**NAME INFORMATION**

First Name:	DOE	<a href="#">Edit</a>
Middle Name:	INSTRUCTIONS	
Last Name:	TEST	
Suffix:		
Primary Phone:	1234560000	
E-mail:	TEST@ks.gov	

**Address Details**

**ADDRESS DETAILS**

<input type="checkbox"/>	Address Type	Address Line 1	Address Line 2	City	State	ZIP Code	Actions
<input type="checkbox"/>	Home	120 SE 6TH ST	STE 200	TOPEKA	KS	66603	

[Save and resume later](#)

[Continue »](#)

Request submitted; if you changed your name, we'll email you a new pocket card.

1 Update Contact Info

2 Review

3 Record Submission

**Step 3: Record Submission**



Thank you for using our online services. Your application has been successfully submitted. You will be notified if additional information is needed.