



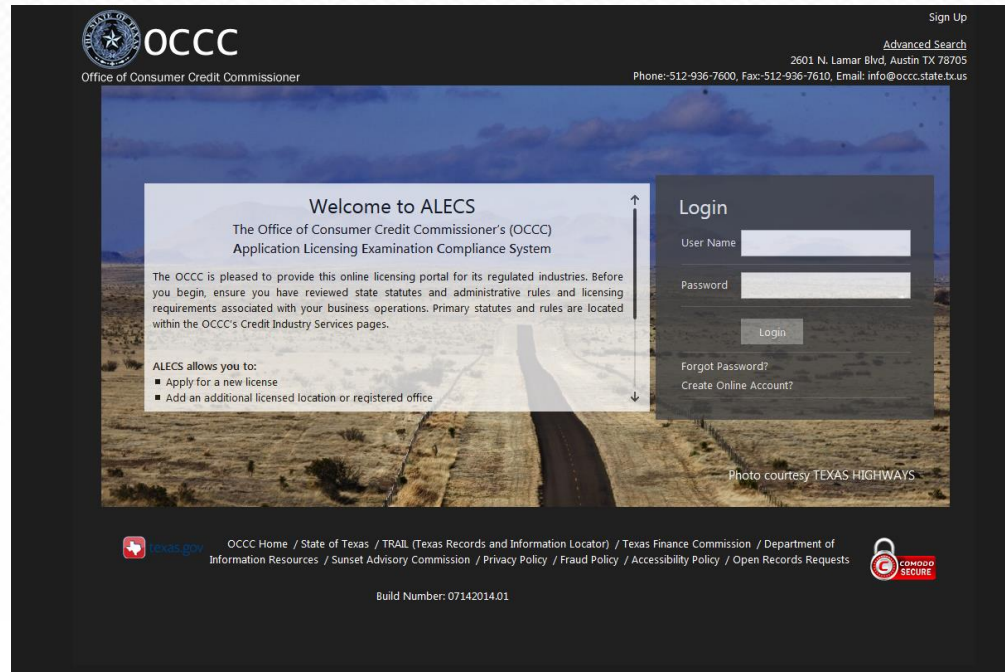
ALECS

Setting Up Your Account

- ❑ Submit a License or Registration Application
- ❑ View Your License, Registration, and Application Status
- ❑ Upload Supporting Documentation
- ❑ Renew Licenses
- ❑ Perform Various Self-Service Functions – address change, update contact info, print license
- ❑ Pay Fees Online

STEP 1: Log in to ALECS by visiting <https://alecs.occ.texas.gov>

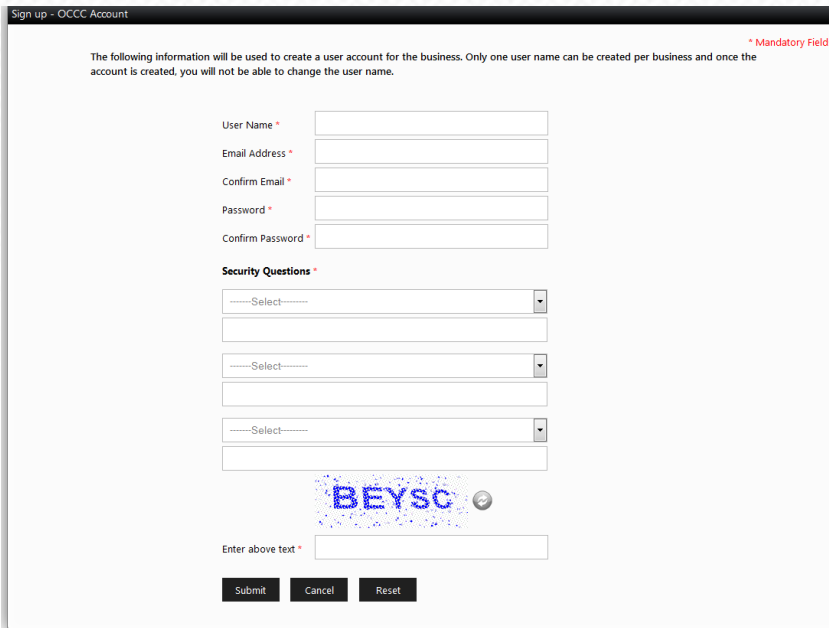
A user account must be created and linked to your business before processing any online transactions.



The screenshot shows the ALECS login interface. At the top left is the OCCC logo and name. The main content area features a 'Welcome to ALECS' message from the Office of Consumer Credit Commissioner's (OCCC) Application Licensing Examination Compliance System. Below this, a list of services is provided: 'ALECS allows you to:' followed by 'Apply for a new license' and 'Add an additional licensed location or registered office'. To the right is a 'Login' form with fields for 'User Name' and 'Password', a 'Login' button, and links for 'Forgot Password?' and 'Create Online Account?'. The footer contains navigation links, a 'COMODO SECURE' badge, and the build number '07142014.01'.

You may also visit the OCCC home page and select the ALECS icon. www.occ.texas.gov

STEP 2: On the ALECS welcome page click on “Create Online Account”



Sign up - OCCC Account

The following information will be used to create a user account for the business. Only one user name can be created per business and once the account is created, you will not be able to change the user name. * Mandatory Fields

User Name *


Email Address *

Confirm Email *

Password *

Confirm Password *

Security Questions *

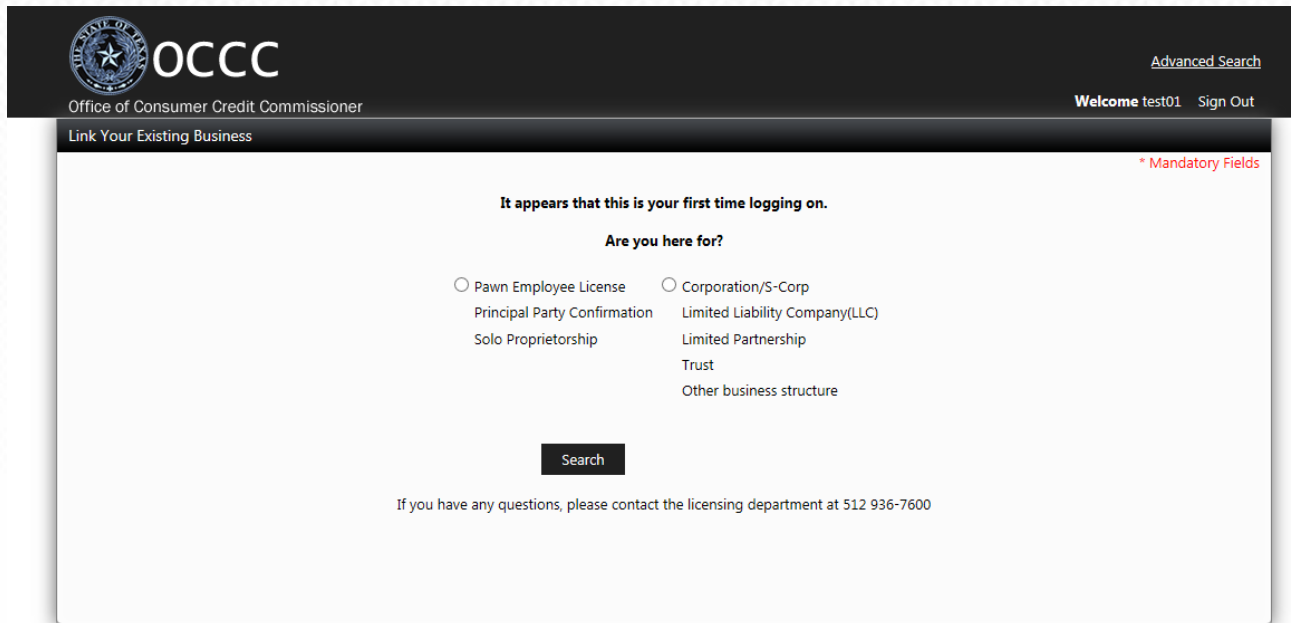


Enter above text *

- Create a User Name – **Only one user name can be created per business and once the account is created you will not be able to change the user name.** Select a unique name that refers to the business rather than a person.
- You must provide a valid email address.

STEP 3: Once you click the Submit button, an email will be sent to the address with an activation link. You have to activate the account before continuing. Make sure you check your spam filter if the email is not received.

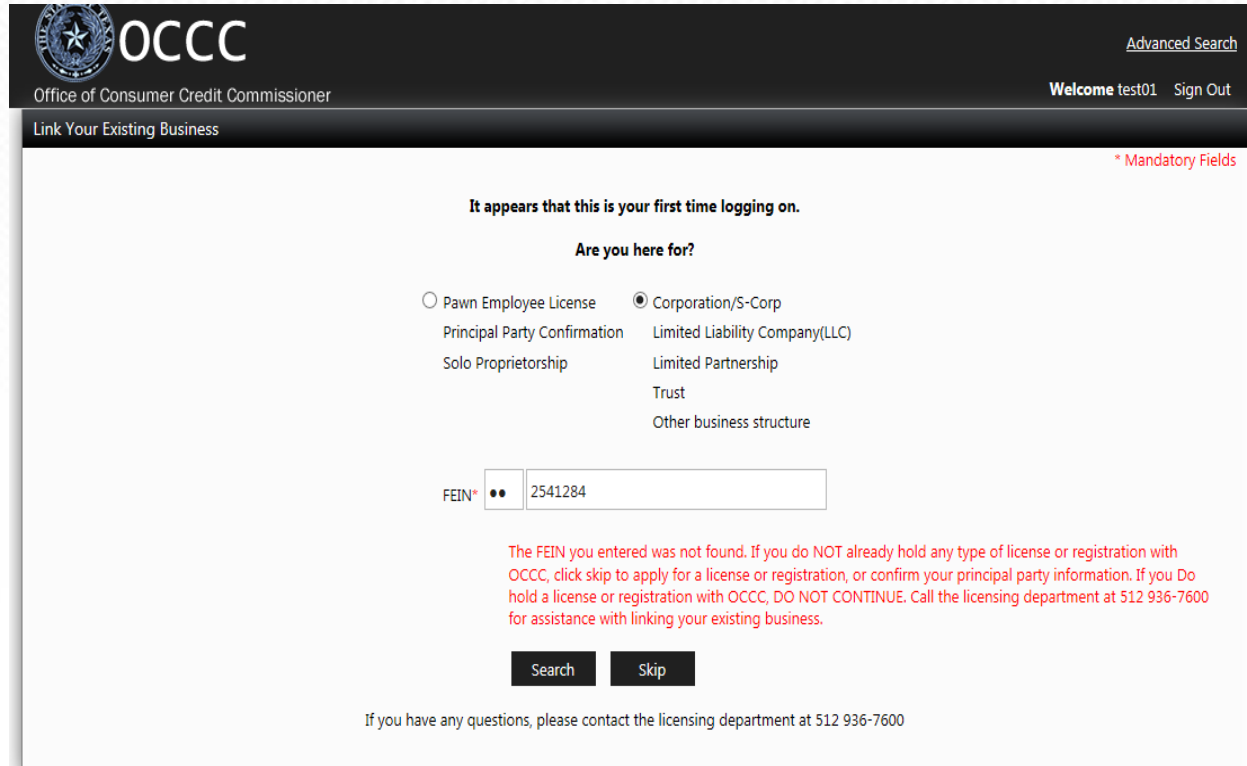
STEP 4: After you activate the account and log in with your user name and password you will need to select the appropriate form of business structure.




The screenshot shows the OCCC website interface for linking an existing business. The header includes the OCCC logo and name, a navigation link for 'Advanced Search', and a user greeting 'Welcome test01' with a 'Sign Out' link. The main heading is 'Link Your Existing Business'. A red asterisk indicates that certain fields are mandatory. The form asks 'Are you here for?' and provides two columns of radio button options: 'Pawn Employee License', 'Principal Party Confirmation', and 'Solo Proprietorship' on the left; 'Corporation/S-Corp', 'Limited Liability Company(LLC)', 'Limited Partnership', 'Trust', and 'Other business structure' on the right. A 'Search' button is located below the options. At the bottom, a note states: 'If you have any questions, please contact the licensing department at 512 936-7600'.

- Sole Proprietors will select the first option and enter their Social Security number. Entities (LLPs, Corporations, etc) will select the second option and enter a Federal Employer Identification Number (FEIN).

If you enter a SS# or FEIN and get an error message that the number was not found, and you currently hold a license or registration, **DO NOT CONTINUE**. Call the licensing department at 512-936-7600.



 **OCCC** [Advanced Search](#)

Office of Consumer Credit Commissioner **Welcome test01** [Sign Out](#)

Link Your Existing Business * Mandatory Fields

It appears that this is your first time logging on.

Are you here for?

Pawn Employee License Corporation/S-Corp

Principal Party Confirmation Limited Liability Company(LLC)

Solo Proprietorship Limited Partnership

Trust


Other business structure

FEIN*

The FEIN you entered was not found. If you do NOT already hold any type of license or registration with OCCC, click skip to apply for a license or registration, or confirm your principal party information. If you Do hold a license or registration with OCCC, DO NOT CONTINUE. Call the licensing department at 512 936-7600 for assistance with linking your existing business.

If you have any questions, please contact the licensing department at 512 936-7600

When the correct SS# or FEIN is entered it will show all the licenses or registrations for that account.


OCCC
Office of Consumer Credit Commissioner

[Advanced Search](#)
 Welcome test01 Sign Out

Link Your Existing Business

* Mandatory Fields

It appears that this is your first time logging on.

Are you here for?

Pawn Employee License
 Principal Party Confirmation
 Solo Proprietorship

Corporation/S-Corp
 Limited Liability Company(LLC)
 Limited Partnership
 Trust
 Other business structure

FEIN*

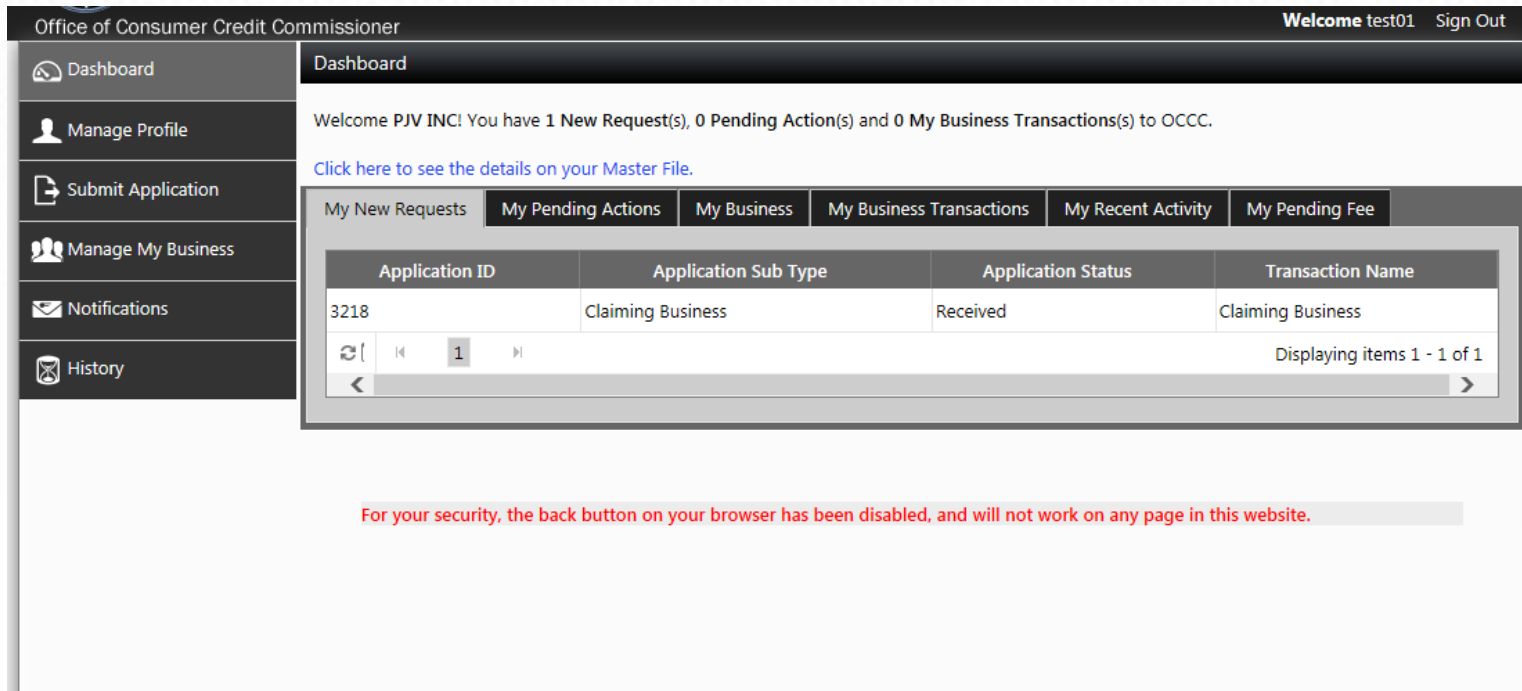
We have located a record with that SSN or Fein. Click next to link your existing license or registration to your user account.

Search

RegLicID	RegLicDBA	AddressLine1	AddressLine2	State	City	County	Zip	Application Type
169	ABC LOAN	64 E CROSSTIMBERS STE A		TX	HOUSTON	Harris	77022	License
492	ABC LOAN	3934 OST STE C		TX	HOUSTON	Harris	77021	License
493	XYZ LOAN	2211 SPENCER HWY STE C		TX	PASADENA	Harris	77504	License
495	EFG LOAN	4701 AYERS ST STE 600-4		TX	CORPUS CHRISTI	Nueces	78415	License

If the correct information is listed, click on linking.

STEP 5: The link request must be approved by the OCCC before any transactions can be done on the account. The link request will be in “received” status until it is approved. Please allow 3-4 business days for the approval.



Office of Consumer Credit Commissioner Welcome test01 Sign Out

Dashboard

Welcome PJV INC! You have 1 New Request(s), 0 Pending Action(s) and 0 My Business Transactions(s) to OCCC.

[Click here to see the details on your Master File.](#)

My New Requests | **My Pending Actions** | My Business | My Business Transactions | My Recent Activity | My Pending Fee

Application ID	Application Sub Type	Application Status	Transaction Name
3218	Claiming Business	Received	Claiming Business

1 | Displaying items 1 - 1 of 1

For your security, the back button on your browser has been disabled, and will not work on any page in this website.

When the link request is approved you will receive an email. The status will change from “received” to “approved”. You may now conduct self-service transactions in your account.

Office of Consumer Credit Commissioner Welcome test01 Sign Out

Master # : 339 | Dashboard

Welcome PJV INC! You have 0 Request(s), 0 Pending Action(s) and 0 My Business Transactions(s) to OCCC.
[Click here to see the details on your Master File.](#)

My New Requests | My Pending Actions | My Business | **My Business Transactions** | My Recent Activity | My Pending Fee

Application ID	Application Sub Type	Application Status	Transaction Name	Approval / Denied Date
2334	Pawn Shop	Approved	Bulk Renewal	07/08/2014
3218	Claiming Business	Approved	Claiming Business	08/04/2014

Displaying items 1 - 2 of 2

For your security, the back button on your browser has been disabled, and will not work on any page in this website.



TEXAS OFFICE OF CONSUMER
CREDIT COMMISSIONER

Summary

- 1) Go to <https://alecs.occc.texas.gov>
- 2) Click on “Create Online Account” – Enter the required information and click submit. IMPORTANT: Only one user name can be created per business or pawn employee. Once the account is created, you will not be able to change the user name.
- 3) Once you click Submit, ALECS will send an activation email to the address you entered. Follow instructions in email to Activate. Login with your user name and password
- 4) The next screen will ask if you are an individual or a business organization. Select the applicable category. You will then be asked to enter the applicant’s Social Security Number if you are a sole proprietor, principal party or pawn employee, or the Federal Employer Identification Number if you are a business.
- 5) If you currently hold a license or registration with the OCCC the information will be linked to your account. If you are not able to link existing licenses/registrations, **DO NOT CONTINUE**. Call the licensing department at 512-936-7600
- 6) Once you have linked your license/registration the OCCC must approve the link request before you can continue. **Please allow for 3-4 business days for the link business approval.**



TEXAS OFFICE OF CONSUMER
CREDIT COMMISSIONER

Need more Information?

- Contact the OCCC Licensing & Registration Department

By Phone: 512-936-7600

By Email: licensing@occc.state.tx.us