

How to Create an Account and Update Employment in ALECS

1. Got to <https://alecs.occc.texas.gov/>
2. Select Create Online Account (under login button)



3. Enter information to create account and click "submit":

The screenshot shows the "Sign up - OCCC Account" form. At the top, it states: "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." A note indicates that fields with an asterisk are mandatory. The form includes input fields for "User Name *", "Email Address *", "Confirm Email *", "Password *", and "Confirm Password *". Below these are "Security Questions *", which consist of three dropdown menus and three text input fields. At the bottom of the form, there is a CAPTCHA area with the "BEYSC" logo and the instruction "Enter above text *". At the very bottom, there are three buttons: "Submit", "Cancel", and "Reset".

4. Check email to activate account. Make sure you check your spam filter if the email is not received.

5. Log in, and select pawn employee option. Enter your social security number and click search:

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

6. If your name shows after search, select it to link to your license information.
7. Log out and allow up to three business days for the link to be approved. Until approved, when you log in the dashboard will show a link request received.
8. Log in, select manage my business on the left, and then choose the option under pawn employee "Update Employment".

Pawn Employee

9. Provide information requested to update employment and click save.
10. Print copy of license if needed.