



Guide to Renewing Motor Vehicle Finance Licenses through ALECS

June 2015

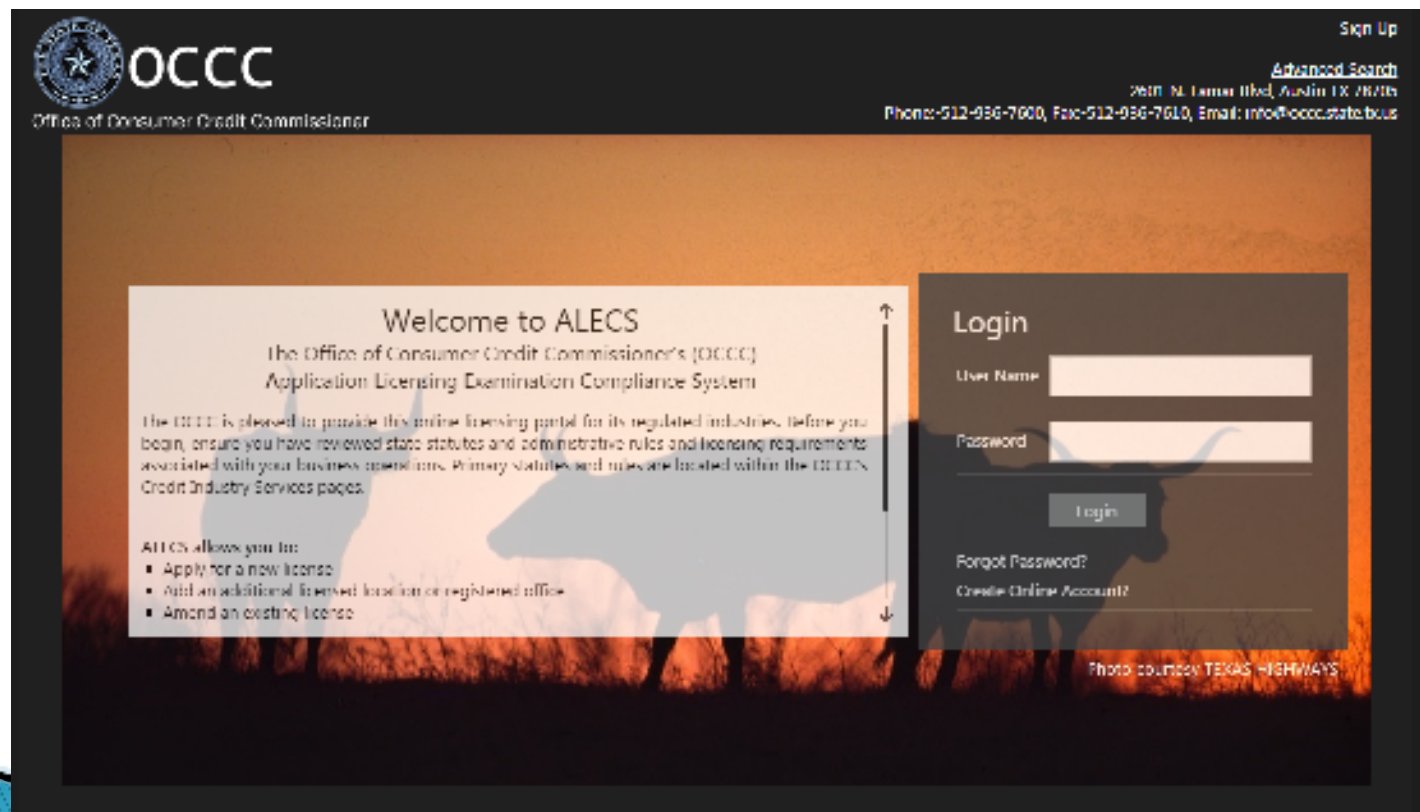
BENEFITS

- ▶ Licenses available for you to print in ALECS once payment is processed
- ▶ Quicker and more efficient than paper renewal
- ▶ ACH and credit card payment options
- ▶ Immediate access to transaction receipt



Login to ALECS or Create an Account

Go to alecs.occc.texas.gov

A screenshot of the ALECS (Application Licensing Examination Compliance System) login page. The page has a dark header with the OCCC logo and name on the left, and links for 'Sign Up', 'Advanced Search', and contact information on the right. The background features a silhouette of a longhorn against a sunset. The main content area is divided into two sections: a 'Welcome to ALECS' message on the left and a 'Login' form on the right. The welcome message explains the system's purpose and lists the services it provides. The login form includes fields for 'User Name' and 'Password', a 'Login' button, and links for 'Forgot Password?' and 'Create Online Account?'. A vertical scrollbar is visible on the right side of the welcome message box.

OCCC
Office of Consumer Credit Commissioner

[Sign Up](#)
[Advanced Search](#)
2601 N. Lamar Blvd, Austin TX 78705
Phone: 512-936-7000, Fax: 512-936-7610, Email: info@occc.state.tx.us

Welcome to ALECS

The Office of Consumer Credit Commissioner's (OCCC) Application Licensing Examination Compliance System

The OCCC is pleased to provide this online licensing portal for its regulated industries. Before you begin, ensure you have reviewed state statutes and administrative rules and licensing requirements associated with your business operations. Primary statutes and rules are located within the OCCC's Credit Industry Services pages.

ALECS allows you to:

- Apply for a new license
- Add an additional licensed location or registered office
- Amend an existing license

Login

User Name

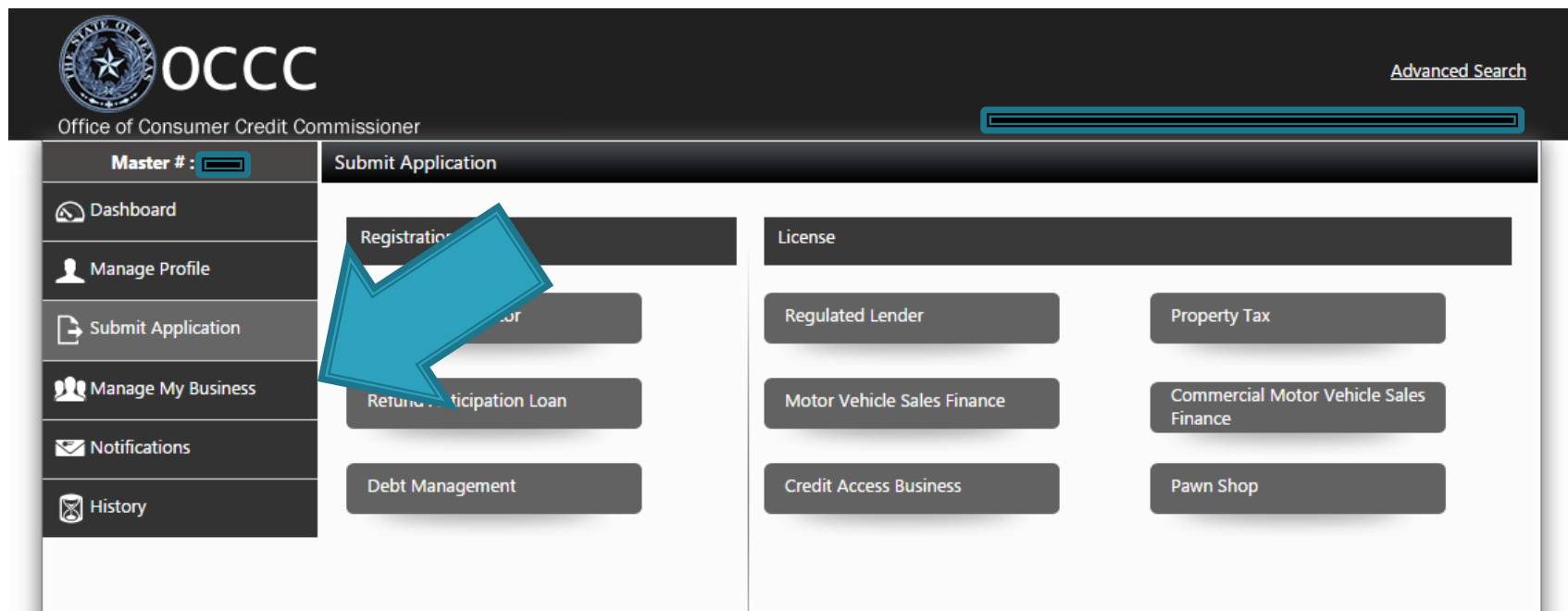
Password

[Forgot Password?](#)
[Create Online Account?](#)

Photo courtesy TEXAS HIGHWAYS

Click on Manage My Business

- ▶ From menu on left



Click on “License Renewal”

OCCC
Office of Consumer Credit Commissioner

[Advanced Search](#)

Master # :

Manage My Businesses

Registration

- Surrender Registration
- Registration Renewal
- Modify Location
- Reinstate Registration
- Print a Copy Of Registration
- Change Registration DBA

License

- Surrender License
- Activate License
- Modify License Location
- Inactivate License
- ReInstate License
- Request For License Transfer
- Change License DBA
- Requested License History
- Print a Copy of License
- License Transfer
- License Renewal**
- Change RO to LL

Making Selections

- ▶ 1. Select “Motor Vehicle Sales Finance” from the dropdown menu
- ▶ 2. Select which licenses you wish to renew
- ▶ 3. Check the box at the bottom to confirm you would like to renew, then click “License Renewal”

The screenshot shows the OCCC (Office of Consumer Credit Commissioner) website. The header includes the OCCC logo and the text "Office of Consumer Credit Commissioner". A sidebar on the left contains navigation links: Master #, Dashboard, Manage Profile, Submit Application, Manage My Business, Notifications, and History. The main content area is titled "License Renewal". A dropdown menu labeled "Select License *" is set to "Motor Vehicle Sales Finance". Below this is a table with columns: Select All, License Number, DBA Operating Name, License Status, and Last Renewal Date. The first row has a checked checkbox in the "Select All" column and "Active" in the "License Status" column. A "Payment Preview" section is visible, showing a table with "Business Details" and "Fee Details". The "Business Details" section includes "License Number:", "Assessment Fee", "Sub Total", and "Total Amount". The "Fee Details" section shows "Assessment Fee" as \$368, "Sub Total" as \$368, and "Total Amount" as \$368.00. At the bottom, there is a checkbox with the text "By checking this box, I confirm that I would like to renew the selected licenses." and a "License Renewal" button.

OCCC
Office of Consumer Credit Commissioner

Advanced Search

Master # : [input field]

License renewal

Select License * Motor Vehicle Sales Finance

* Mandatory Fields

Select All	License Number	DBA Operating Name	License Status	Last Renewal Date
<input checked="" type="checkbox"/>	[input field]		Active	

Displaying items 1 - 1 of 1

Payment Preview

Business Details	Fee Details
License Number: [input field]	
Assessment Fee	\$368
Sub Total	\$368
Total Amount	\$368.00

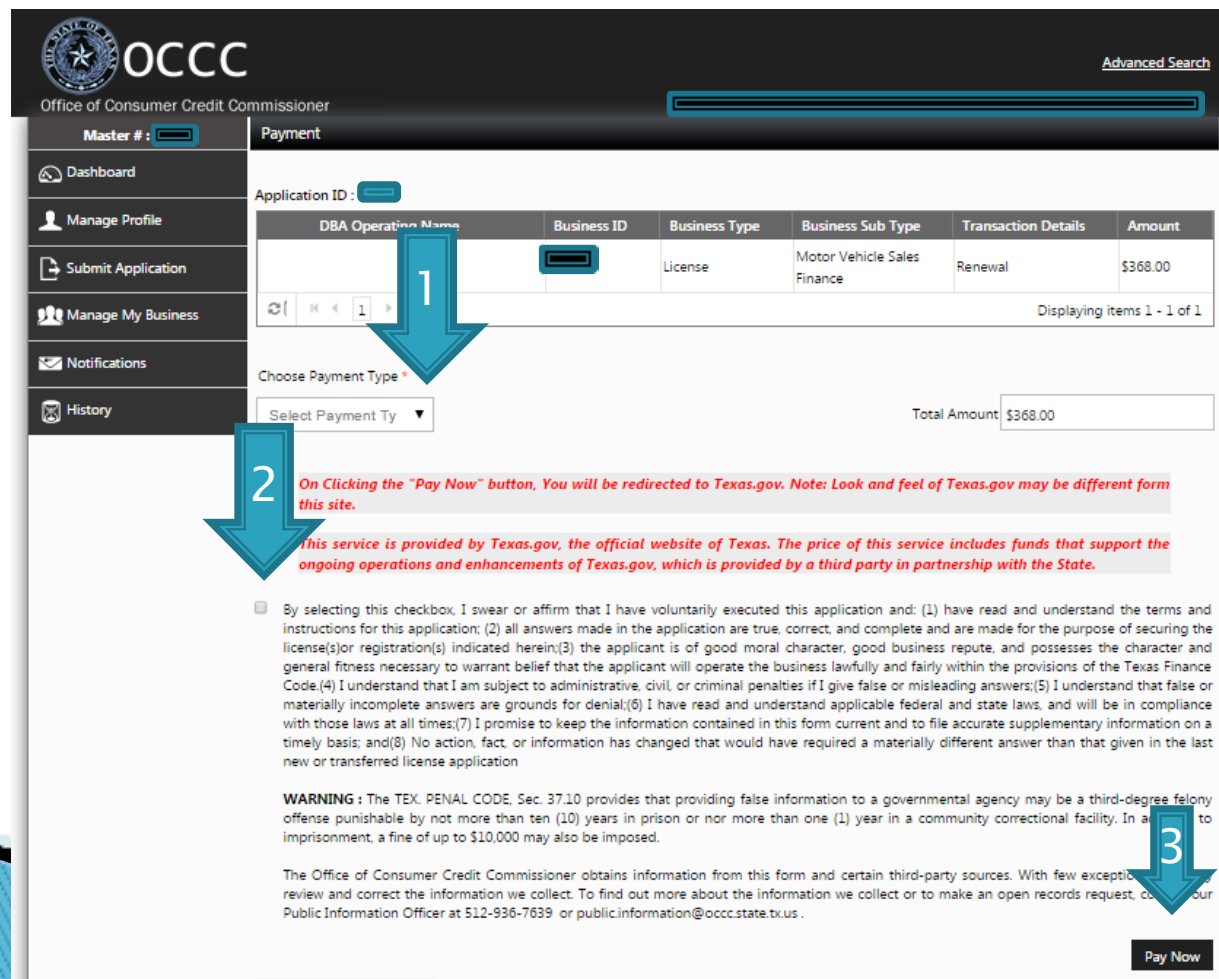
☒ By checking this box, I confirm that I would like to renew the selected licenses.

Note : In case you are unable to select any of the registrations and licenses that are displayed please contact OCCC for further information

License Renewal

Making Payment

1. Choose payment type
2. Click the check box to confirm
3. Click “Pay Now” and you will be redirected (details on next page)



OCCC
Office of Consumer Credit Commissioner

Master #:

Payment

Application ID:

DBA Operation Name	Business ID	Business Type	Business Sub Type	Transaction Details	Amount
	<input type="text"/>	License	Motor Vehicle Sales Finance	Renewal	\$368.00

Displaying items 1 - 1 of 1

Choose Payment Type *

Select Payment Ty

Total Amount: \$368.00

2 On Clicking the "Pay Now" button, You will be redirected to Texas.gov. Note: Look and feel of Texas.gov may be different from this site.

3 This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

☐ By selecting this checkbox, I swear or affirm that I have voluntarily executed this application and: (1) have read and understand the terms and instructions for this application; (2) all answers made in the application are true, correct, and complete and are made for the purpose of securing the license(s) or registration(s) indicated herein; (3) the applicant is of good moral character, good business repute, and possesses the character and general fitness necessary to warrant belief that the applicant will operate the business lawfully and fairly within the provisions of the Texas Finance Code; (4) I understand that I am subject to administrative, civil, or criminal penalties if I give false or misleading answers; (5) I understand that false or materially incomplete answers are grounds for denial; (6) I have read and understand applicable federal and state laws, and will be in compliance with those laws at all times; (7) I promise to keep the information contained in this form current and to file accurate supplementary information on a timely basis; and (8) No action, fact, or information has changed that would have required a materially different answer than that given in the last new or transferred license application.

WARNING: The TEX. PENAL CODE, Sec. 37.10 provides that providing false information to a governmental agency may be a third-degree felony offense punishable by not more than ten (10) years in prison or not more than one (1) year in a community correctional facility. In addition, to imprisonment, a fine of up to \$10,000 may also be imposed.

The Office of Consumer Credit Commissioner obtains information from this form and certain third-party sources. With few exceptions, we review and correct the information we collect. To find out more about the information we collect or to make an open records request, contact our Public Information Officer at 512-936-7639 or public.information@occc.state.tx.us.

Pay Now

Redirected to TPE

- ▶ You will be redirected to Texas Payment Engine (TPE)
- ▶ This is a third party payment processor for the State
- ▶ Download TPE payment receipt for accounting purposes
- ▶ If you immediately get an error message stating “Please wait, try again later” call the OCCC at 512-936-7605.
- ▶ Generally, TPE payment failures occur because your credit card has not been pre-authorized by your accounting department for this purpose
- ▶ Once your payment has been successfully processed by TPE you will be redirected back to ALECS where you can download your ALECS receipt
- ▶ You will be able to view license numbers renewed.
- ▶ **Download ALECS receipt for proof of renewal**



TROUBLESHOOTING

- ▶ If you select licenses for renewal and confirm you would like to renew, but do not proceed to payment, the license has not been renewed
- ▶ Solution: Select Dashboard from the left hand menu, then select the tab “My Business Transactions”. The Renewal Transaction will show as “initiated”. Click on the line item, to see the option “Pay Now”.

The screenshot displays the OCCC web application interface. At the top, the OCCC logo and name are visible, along with an 'Advanced Search' link. The left sidebar contains a 'Master #' field and a menu with options: Dashboard, Manage Profile, Submit Application, Manage My Business, Notifications, and History. The main content area shows a welcome message and a summary of user activity: 0 Requests, 0 Pending Actions, and 1 My Business Transaction. Below this, a tabbed interface allows switching between 'My New Requests', 'My Pending Actions', 'My Business', 'My Business Transactions' (selected), 'My Recent Activity', and 'My Pending Fee'. The 'My Business Transactions' tab displays a table with one transaction:

Application ID	Application Sub Type	Application Status	Transaction Name	
[Redacted]	Motor Vehicle Sales Finance	Initiated	Renewal	Delete

Below the table, a pagination bar shows '1' and 'Displaying items 1 - 1 of 1'. At the bottom of the page, a red security message states: 'For your security, the back button on your browser has been disabled, and will not work on any page in this website.'

Renewals submitted via ALECS will be available to print as soon as payment is processed in the system.



FAQs

- ▶ How much does it cost?
 - Licensed locations are \$368.
 - Registered Offices are \$344.
- ▶ Do I have to renew Licensed Locations and Registered Offices?
 - Yes.



Questions?

- ▶ Contact us
 - OCCC Licensing Department– 512–936–7605 or email licensing@occc.texas.gov

