

## To Submit a Documentary Fee Increase

Step 1: Go to **ALECS.OCCC.TEXAS.GOV** and log into ALECS with your user ID and password. If you do not have an ALECS account, please click **SIGN UP** on the top right corner and follow the directions to link your business.

The screenshot shows a web browser window with the URL <https://alecs.occc.texas.gov/>. The page features the OCCC logo (Texas Office of Consumer Credit Commissioner) and a navigation bar with links for 'Sign Up', 'Advanced Search', and contact information. The main content area has a background image of a beach and includes a 'Welcome to ALECS' message, a 'Login' form with fields for 'User Name' and 'Password', and a list of services ALECS allows users to perform. The footer contains a list of links, a 'COMODO SECURE' badge, and a build number.

**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

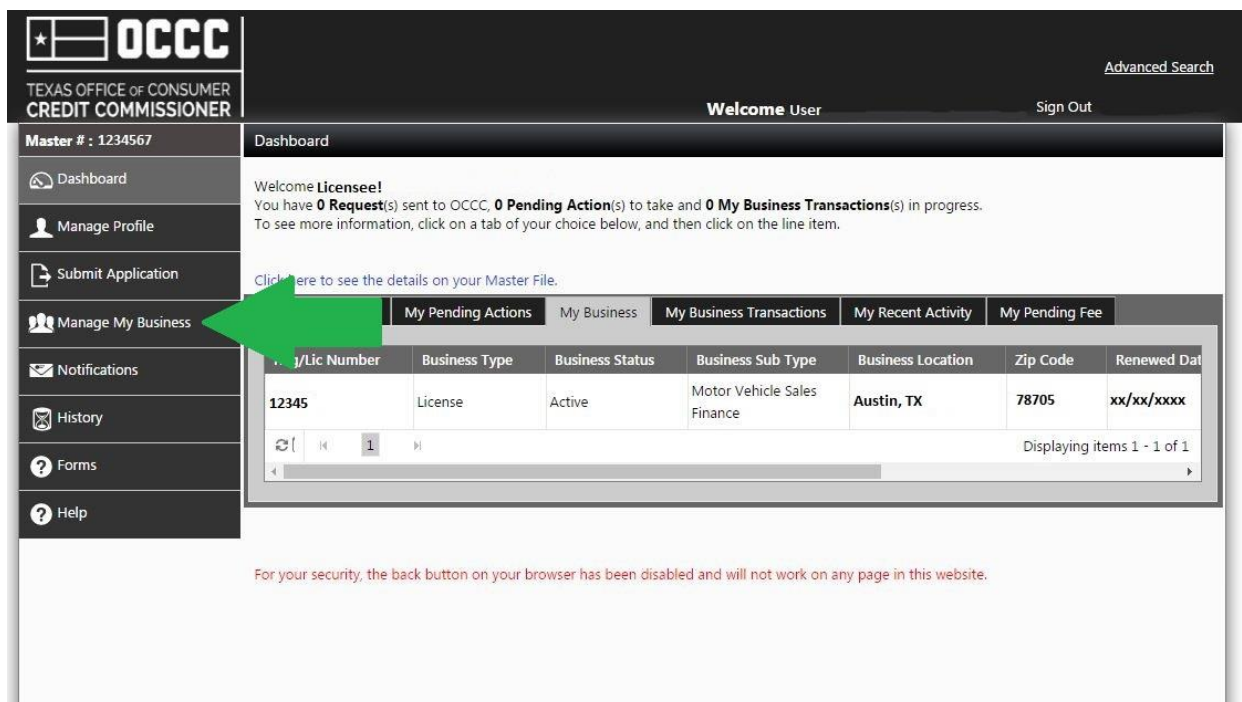
Login

Forgot Password?  
Create Online Account?

OCCC Home / State of Texas / TRAIL (Texas Records and Information Locator) / Texas Finance Commission / Department of Information Resources / Sunset Advisory Commission / Privacy Policy / Fraud Policy / Accessibility Policy / Open Records Requests  
Build Number: 11142015.01

COMODO SECURE

Step 2: Click on **MANAGE MY BUSINESS** on the left hand column.



**OCCC**  
TEXAS OFFICE OF CONSUMER CREDIT COMMISSIONER

Advanced Search

Welcome User Sign Out

Master # : 1234567

Dashboard

Welcome **Licensee!**  
You have **0 Request(s)** sent to OCCC, **0 Pending Action(s)** to take and **0 My Business Transactions(s)** in progress.  
To see more information, click on a tab of your choice below, and then click on the line item.

Click here to see the details on your Master File.

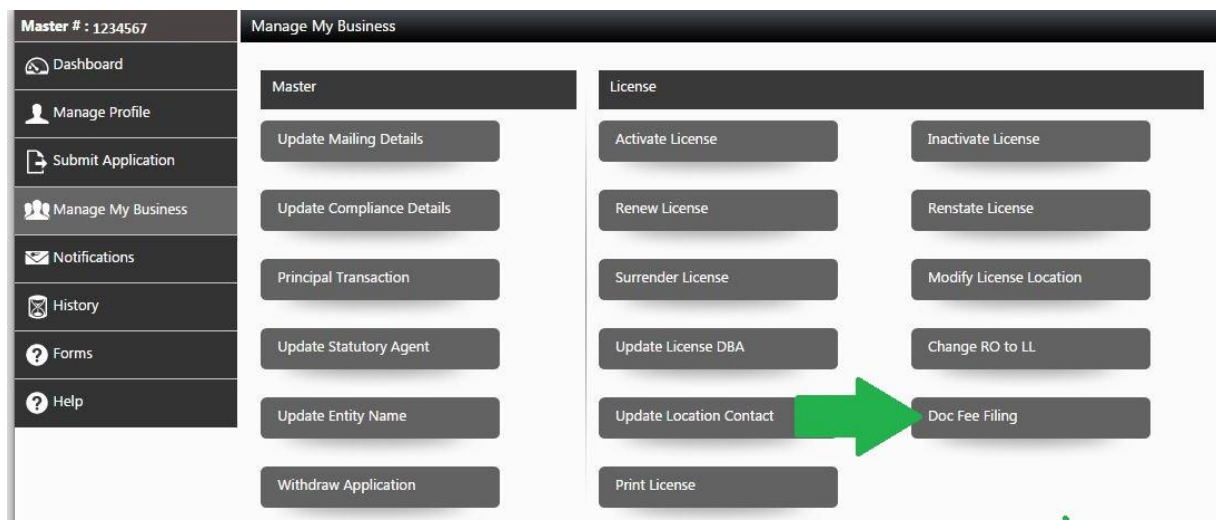
My Pending Actions My Business My Business Transactions My Recent Activity My Pending Fee

Lic Number	Business Type	Business Status	Business Sub Type	Business Location	Zip Code	Renewed Date
12345	License	Active	Motor Vehicle Sales Finance	Austin, TX	78705	xx/xx/xxxx

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.

Step 3: Click the **DOC FEE FILING** button.



Master # : 1234567

Manage My Business

Master

Update Mailing Details

Update Compliance Details

Principal Transaction

Update Statutory Agent

Update Entity Name

Withdraw Application

License

Activate License

Inactivate License

Renew License

Renstate License

Surrender License

Modify License Location

Update License DBA

Change RO to LL

Update Location Contact

Doc Fee Filing

Print License

Step 4: Select the license(s) for which you want to apply the new documentary fee. Enter the required information in the fields below and click **SUBMIT NEW DOC FEE**. *Note: The Implementation Date is the date when you intend to start charging the new documentary fee. Tex. Fin. Code §348.006(e) requires a retail seller to file first before charging the new documentary fee.*

**Master # : 1234567**

**New Doc Fee Filing** \* Mandatory Fields

Select	Lic Num	DBA	Street Address	City	Doc Fee	Filing Date	Imp Date	Reasonable Amount	Status
<input type="checkbox"/>	12345		123 Lamar Blvd	Austin					

First

Second

Displaying items 1 - 1 of 1

Imp Date = Implementation Date

Please enter the new documentary fee for the selected list of licenses:

New Documentary Fee (\$) \*

Contact Name \*

Contact Email

Re-enter Contact Email

Contact Phone Number \*

Implementation Date \*

Received Date \*

Submit New Doc Fee Third

If your filing was submitted successfully, you will receive an email notification and you should see the following screen:

**Master # : 1234567**

**Your Doc Fee filing has been submitted successfully**

[Go Back to Doc Fee Filing](#) [Go To Dashboard](#)

## To View Documentary Filing History

Step 1: Click on **MY BUSINESS** tab on the welcome screen.

**OCCC**  
TEXAS OFFICE OF CONSUMER CREDIT COMMISSIONER

Advanced Search

Welcome User Sign Out

Master #: 1234567

Dashboard

Welcome **Licensee!**  
You have **0 Request(s)** sent to OCCC, **0 Pending Actions** to take and **0 My Business Transactions(s)** in progress.  
To see more information, click on a tab of your choice below, and then click on the line item.

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

Reg/Lic Number	Business Type	Business Status	Business Sub Type	Business Location	Zip Code	Renewed Date
12345	License	Active	Motor Vehicle Sales Finance	Austin, TX	78705	xx/xx/xxxx

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.

Step 2: Click anywhere on the license information above to proceed. The cursor should look like this

*Note: If there is more than one license under the master file, you will have to repeat these steps from the beginning for each license to view its filing history.*

Step 3: Click on the **Doc Fee** tab to go to the filing history.

Master #: 1234567

License Details

License Info Documents Info Doc Fee

License Information		Business Location Information	
License #	12345	License Status	Active
Type Of License	Motor Vehicle Sales Finance	Canceled Date	
Location Type	License Location	Revoked Date	
Original License Date	xx/xx/xxxx	Surrendered Date	
Last Renewal Date	xx/xx/xxxx	Address Line 1	123 Lamar

The filing history will look like the following:

Master #: 1234567

License Details

License Info Documents Info Doc Fee

Export To Excel

Doc Fee	Filing Date	Implementation Date	Reasonable Amount	Status
\$150.00	06/27/2016	06/27/2016		Reasonable

## To Reprint the E-mailed Notification

Step 1: Click on **Notifications** on the left hand column of the welcome screen.

**OCCC**  
TEXAS OFFICE OF CONSUMER CREDIT COMMISSIONER

Advanced Search

Welcome User Sign Out

Master #: 1234567

Dashboard

Welcome Licensee!  
You have **0 Request(s)** sent to OCCC, **0 Pending Action(s)** to take and **0 My Business Transactions(s)** in progress.  
To see more information, click on a tab of your choice below, and then click on the line item.

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	
License Number	Business Type	Business Status	Business Sub Type	Business Location	Zip Code	Renewed Date
12345	License	Active	Motor Vehicle Sales Finance	Austin, TX	78705	xx/xx/xxxx



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.

Step 2: Locate the document fee filing transaction you want and click **VIEW** under the action column.

Master #: 1234567	Mail Notifications					
Dashboard	Ref ID	Reg/Lic Number	Self Transaction	Subject	Received	Action
Manage Profile	79	12345	Documentary Fee Filing	Document Fee Submission	xx/xx/xxxx	View

Step 3: Click the **PRINT** button.

Master # : 1234567	Mail Content
<b>Dashboard</b>	<b>Subject</b>
<b>Manage Profile</b>	<b>Body</b>
<b>Submit Application</b>	Document Fee Submission
<b>Manage My Business</b>	
<b>Notifications</b>	
<b>History</b>	
<b>Forms</b>	
<b>Help</b>	
	<p>xx/xx/xxxx [License Number(s): 12345 ] [Doc Fee: \$150.00] We have received the submission of your notice with the maximum amount of documentary fee that you intend to charge.  Thank you for your submission.  If you believe that you have received this email in error, please contact OCCC by email at <a href="mailto:info@occc.state.tx.us">info@occc.state.tx.us</a>; or by phone at 512-936-7600. Please do not reply to this email, as this mailbox is not monitored.  Thank you, Administrator, OCCC e-Governance</p>
	<div><a href="#">Back</a> <a href="#">Print</a> </div>

## [How to respond to a Request for Information \(RFI\)](#)

If you filed for a documentary fee greater than \$150, you will need to provide us with cost justification materials. You will receive an email asking you to log into ALECS to respond to the request for information (RFI). The requested information will be cost justification materials to support your filing.

To respond to an RFI, please see the following instructions:

Step 1: To check for an RFI, click **MY PENDING ACTIONS** tab on the welcome screen.



**Master # : 1234567**

**Dashboard**


Welcome **Licensee!**  
You have **0 Request(s)** sent to take and **1 Pending Action(s)** to take and **0 My Business Transactions(s)** in progress.  
To see more information, click on a tab of your choice below, and then click on the line item.

[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**

Ref ID	Application Type	Lic Type	Assigned To	Remarks
93	Documentary Fee Filing	Motor Vehicle Sales Finance		Please read the attached letter.

Displaying items 1 - 1 of 1

Step 2: Click anywhere on the filing information above to proceed. The cursor should look like this .

Step 3: Review information under the following headings: **ACTION NOTES**, **DESCRIPTION**, and **DOCUMENT DETAILS**.

**Master # : 1234567**

**New Doc Fee Filing - Request For More Information**

**Doc Fee Filing Details**

**Business Name:** ABC Cars **Filing Date:** 6/20/2016  
**MF Num:** 1234567 **Implementation Date:** 6/27/2016  
**Due Date:** 7/11/2016

**License Numbers:** [Export To Excel](#)

License DBA	Lic Num	License status	Doc Fee
	12345	Active	\$151.00

Displaying items 1 - 1 of 1

**Action Notes:**

Please read the attached letter.

**Description:** [Export To Excel](#)

Deficiency Heading	Deficiency Description	Action By	Action Date
Need More Information	Cost Materials Required.		6/27/2016 2:34:36 PM

Displaying items 1 - 1 of 1

**Document Details:** [Export To Excel](#)

Document Name	Uploaded	Date
6_27_2016 2_34_36 PM_Letter.docx		6/27/2016 2:34:36 PM

Displaying items 1 - 1 of 1

[Download All](#)

**User Response**

User Comments\*

(Maximum of 500 characters)

Supporting Documents

Select...

Submit

Under **DOCUMENT DETAILS**, you can click the **DOWNLOAD ALL** button to download all files listed or you can click on each item to download them individually.

To provide the requested information, enter comments into the **USER COMMENTS** section then click the **SELECT** button to upload documents. When done uploading documents, click the **SUBMIT** button. If your response was submitted successfully, you should see the following screen:

