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.occc.texas.gov](https://alecs.occc.texas.gov)

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

You may also visit the OCCC home page and select the ALECS icon. [www.occc.state.tx.us](http://www.occc.state.tx.us)
STEP 2: On the ALECS welcome page click on “Create Online Account”

- 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.

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

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.
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.
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.
Need more Information?

• Contact the OCCC Licensing & Registration Department

  By Phone: 512-936-7600
  By Email: licensing@occc.state.tx.us