GUIDE TO RENEWING REGISTERED CREDITORS ONLINE

1. Visit our website at alecs.occc.texas.gov and login:

![Login Screen]

2. From the menu on the left, select “Manage My Business” then “Registration Renewal”

![Menu Screen]

3. From the drop-down menu at the top select “Registered Creditor”

4. Your registrations will display and you may select which ones to renew. Click the box to the left of the registration numbers for renewal, then click the box to accept the terms and conditions. Finally, when you are ready click “Registration Renewal” at the bottom:
5. Choose the payment type, check the box to swear or affirm execution of the application and then click “Pay Now.”

6. You will then be redirected to the Texas Payment Engine for your payment. **BE SURE TO PRINT A COPY OF YOUR RECEIPT FOR YOUR RECORDS**

7. Once that is complete you will get a confirmation page like the one below. Again, be sure to print a copy for your records.
8. Your registered creditor renewal is complete. To check the status of your renewal, you may click on “Dashboard” in the left menu and select the “My Recent Activity” tab which should appear like the image below.