



Principal Party Transactions

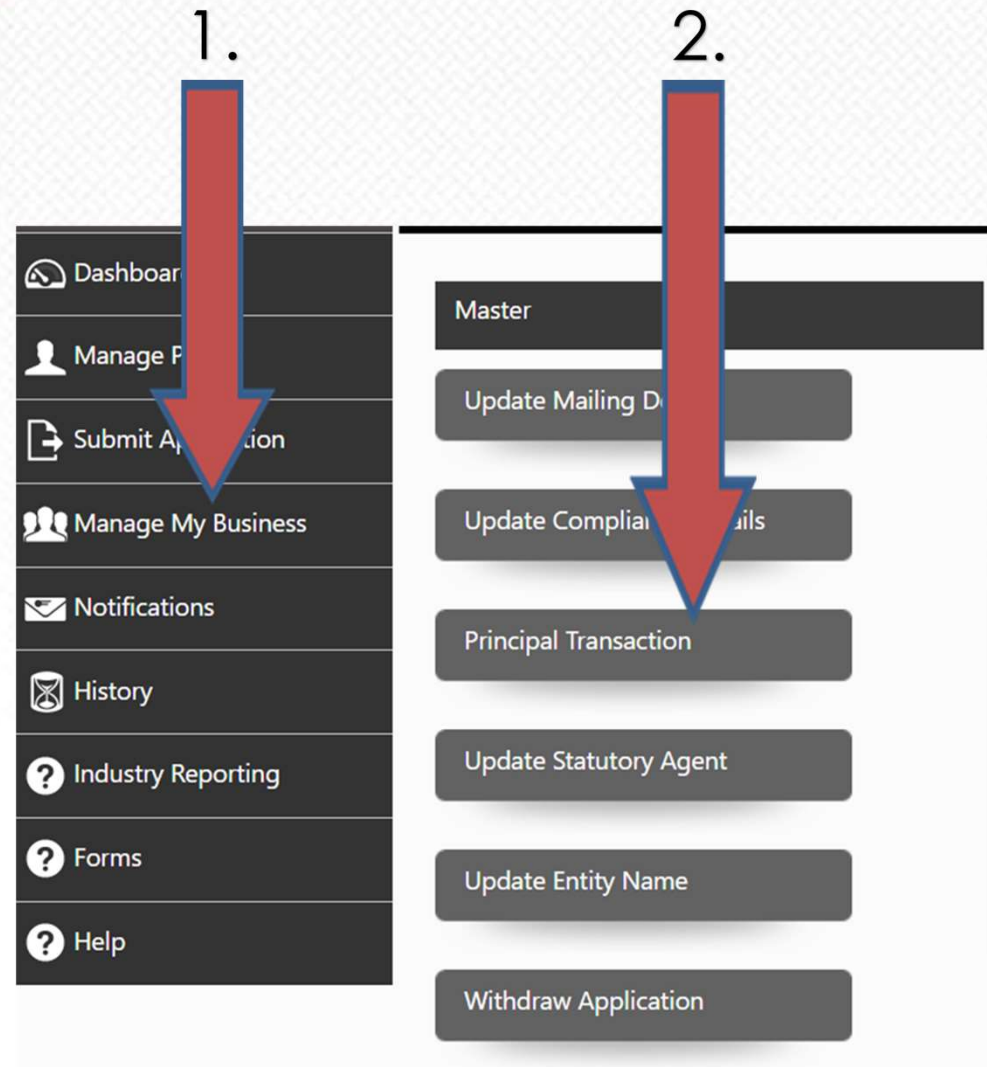
HOW TO ADD, REVISE AND
REMOVE PRINCIPAL PARTIES IN
ALECS

Step 1:

1. Log into ALECS at
<https://alecs.occc.texas.gov/>

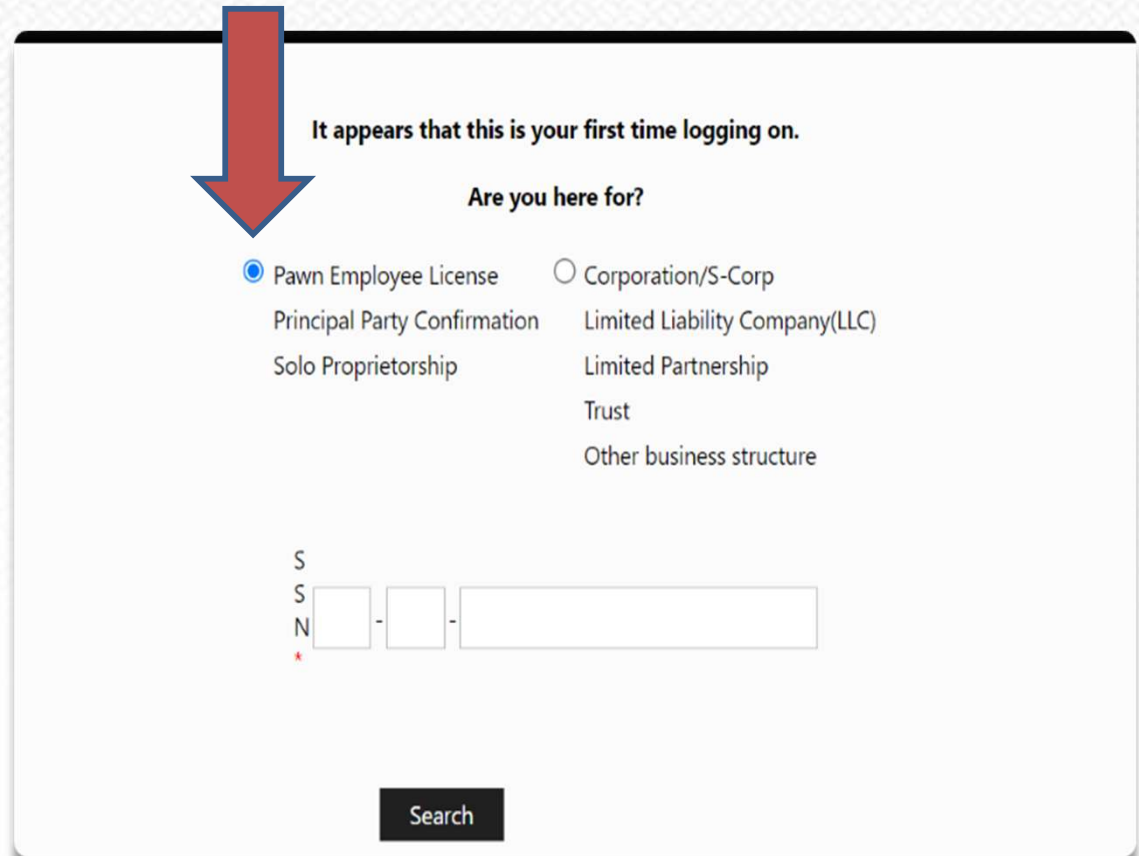
*If you are having trouble logging into ALECS please contact Licensing at 512-936-7605 or you may attempt to reset your password on the ALECS homepage under “forgot user password.”

2. Once logged into ALECS, please select “manage my business” and select “principal transaction.”



Step 2:

- ▶ Principal party confirmations – added principals/spouses listed under business license applications must create a new personal account in ALECS at <http://alecs.occc.Texas.gov> (each new principal will have their own username and password in ALECS created with their SSN).
- ▶ Each principal will select “principal party confirmation” and proceed by entering their SSN.
- ▶ Next, select “skip.” (please see next slide for next steps)



A red arrow points to the top of the login page. The page has a white background with a black border. At the top, it says "It appears that this is your first time logging on." Below that, it asks "Are you here for?" and lists several options with radio buttons. The first option, "Pawn Employee License", is selected. Below the options, there is a section for the Social Security Number (SSN) with the label "SSN" and a red asterisk. The SSN is entered in three boxes: the first box contains "5", the second box contains "5", and the third box contains "N". At the bottom right, there is a black "Search" button.

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

SSN * 5 - 5 - N

Search

Step 3:

TO ADD/EDIT PRINCIPALS:

1. Scroll to the bottom of the principal transaction information page and select from the dropdown options (see image):

2. Select Person(s) or Entity (select if direct parent company is changing ownership).

3. Select SSN to enter individuals SSN (A separate personal account under the added principals SSN will be required in order to complete the principal party confirmation). ***A visa/EAD may also be used for this step.***

4. Select either principal party information will be completed by "principal party" or "applicant."

5. Next, select "add principal."

List Of Modified principal(s)

Principal parties are required to create an account and enter a confirmation code. The confirmation code was sent in an email to the principal party from admin.alecs@occc.texas.gov. Please check spam or junk folder if an email is not received.

Title	Name	Type	Percentage	Modification Type	
<div> <div>⏪</div> <div>⏩</div> <div>0</div> <div>⏪</div> <div>⏩</div> </div>					No items to display

Select below filters to add Principal Information

Principal Type *

Enter individuals SSN *

Principal Party Information will be completed by *

Step 4:

- ▶ First select at least one “title” for the added principal.
- ▶ Complete the information fields: prefix, first/last name, active email address and percentage of ownership (this is required if selecting the title “owner” and cannot total more or less than 100% under the already existing principal party section found in Master Details).
- ▶ Next click on “save.”
- ▶ Repeat Steps 1 and 2 to add additional principals.
- ▶ **Click “submit” only when all changes are complete.**
- ▶ Principal transactions are subject to review once submitted – review timelines take up to 30 days to complete this process.

Select Title. You must select at least one.

Title	
Owner	<input type="checkbox"/>
Members and Managers	<input type="checkbox"/>
Officers of Entity - President	<input type="checkbox"/>
Officers of Entity - Vice President	<input type="checkbox"/>
Officers of Entity - Secretary	<input type="checkbox"/>
Officers of Entity - Treasurer	<input type="checkbox"/>
Officers of Entity - Other	<input type="checkbox"/>
Other Principal Parties	<input type="checkbox"/>

Principal Type *

Person

Type Of ID you hold *

SSN

Entry Type *

Principal Party

Prefix *

---Select--- ▼

Legal First Name *

Legal Middle Name

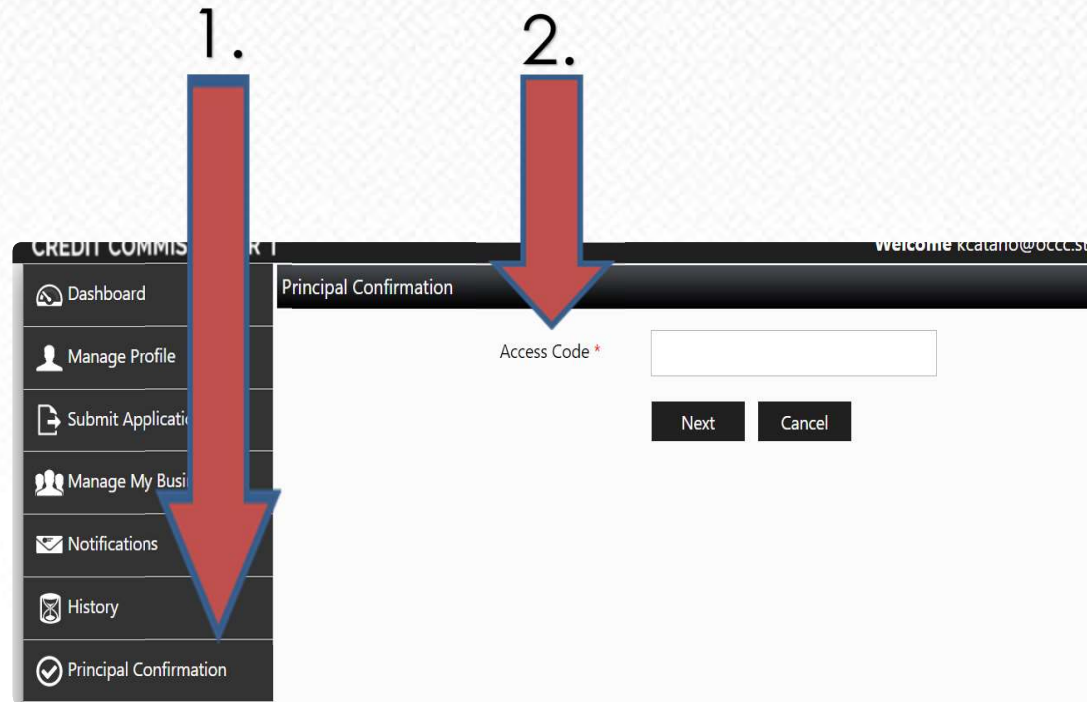
Legl Last Name *

Email Address *

Step 5: (principal party confirmations cont.)

- ▶ This will direct you to the personal account's main page. Please select “principal confirmation/spouse confirmation” located on the left side of the page. (arrow 1)
- ▶ Please enter your unique access code received via email. (arrow 2/codes are time sensitive)
- ▶ Next, follow the prompts on each page completing personal information for each added/revised principals.
- ▶ Once complete, please sign back into the Master file account where the initiated principal change is pending and click on the initiated principal change found on dashboard.
- ▶ Click on “submit” on the principal transaction information page and “submit” on the principal modification page. Once “**submit**” is selected the second time, your principal change has been submitted and received to Licensing.

* If you are having trouble locating the initiated principal change – please refer to slide 8

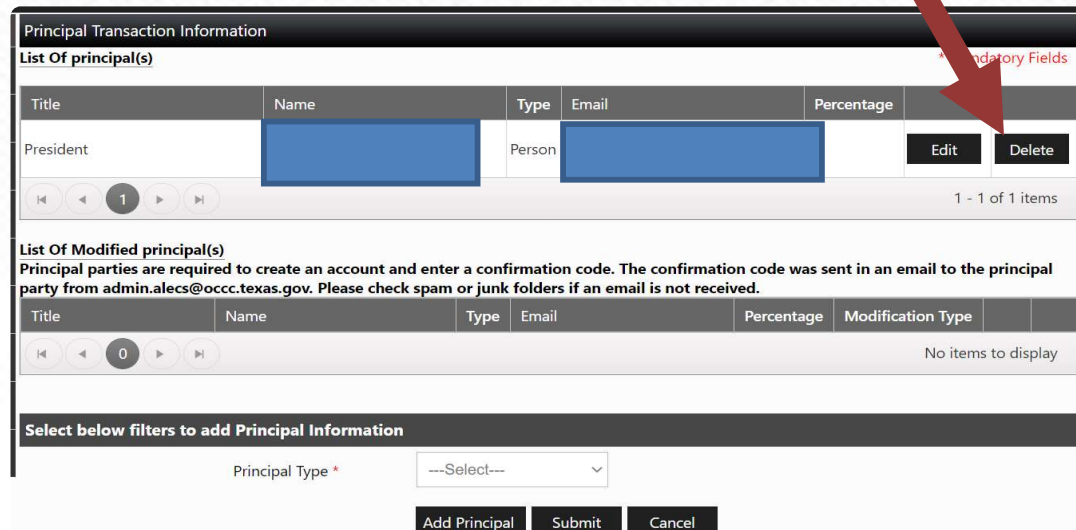


The screenshot shows the 'Principal Confirmation' page. On the left is a sidebar menu with options: Dashboard, Manage Profile, Submit Application, Manage My Business, Notifications, History, and Principal Confirmation (highlighted with a checkmark). A large red arrow labeled '1.' points to the 'Principal Confirmation' menu item. The main content area has a header 'Principal Confirmation' and a welcome message 'welcome kcatano@occc.s'. Below the header is a form with a label 'Access Code *' and an input field. A second large red arrow labeled '2.' points to the input field. At the bottom of the form are 'Next' and 'Cancel' buttons.

Removing assigned principals:

- ▶ Please select “manage my business” and select “principal transaction” under master details section.
- ▶ Click “delete” on any existing principal parties (located on the far right of each principal party on the principal transaction information page.
- ▶ Only select “submit” once you are finished with all principal changes. Please click on “submit” on the principal transaction information page and “submit” on the principal modification page. Once “**submit**” is selected the second time, your principal change has been submitted and received to Licensing.

*You may REMOVE and ADD several principal parties in one transaction, however, ALECS will not allow you to delete ALL principal parties at one time.



Principal Transaction Information

List Of principal(s)

Title	Name	Type	Email	Percentage	
President		Person			<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 - 1 of 1 items

List Of Modified principal(s)

Principal parties are required to create an account and enter a confirmation code. The confirmation code was sent in an email to the principal party from admin.alecs@occc.texas.gov. Please check spam or junk folders if an email is not received.

Title	Name	Type	Email	Percentage	Modification Type
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No items to display

Select below filters to add Principal Information

Principal Type *

Locating saved/initiated principal transaction in ALECS:

1. Log into ALECS account.
2. Click on dashboard, select "my business transactions."
3. Any initiated principal change will display here. Please click on the initiated principal change with your cursor.
4. You may complete the principal change and make any edits required. Once changes have been made, select "submit" to proceed with principal party confirmation page or select "submit" again to send the transaction for review to Licensing.



[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
Application ID	Application Sub Type	Application Status	Transaction Name		
7552		Initiated	Principal(s) Change	Delete	
<div> ⏪ ⏴ 1 ⏵ ⏩ </div>				1 - 1 of 1 items	



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CREDIT COMMISSIONER

Need more help?

- ▶ Please send an email to licensing@occc.texas.gov or please call Licensing at 512-936-7605 for further assistance Monday through Friday, 10 am to 5 pm CST. Thank you.



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