

**Online renewal for pawn employees is now open.**

In many cases pawn shop managers/owners renew licenses for their pawn employees. Ask your pawn manager or supervisor if this is the case for your pawn shop. If you are required to renew your own license see the instructions below.

**To renew your pawn employee license(s) online, please follow the steps below:**

1. Log in to your [ALECS](#) account (each master file can only have ONE account)
2. Click on Manage My Business (left hand column)
3. Select Renew Pawn Employees under the License heading then follow the prompts.

### **2021 RENEWAL RATES**

PAWN EMPLOYEE LICENSE: \$25

**Pawnshop licenses not renewed by June 30, 2021\* will expire.**

**Pawn Employee licenses not renewed by June 30, 2021\*\* will cancel non-renewable and will need to reapply.**

*The maximum rate that can be charged is up to \$625 for annual renewal for active pawn shop licenses pursuant to Texas Administrative Code, Title 7, Rule 85.211(e)(1)(A). The discounted rate does not apply to inactive licenses, volume fees or renewal for pawn employees.*

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Pawn shops may opt in/opt out of licensing their pawn employees through the OCCC **during the renewal period**. To see your current selection click on your Masterfile. To change your selection, click on Manage My Business and then on **Pawn Employee OptIn/OptOut** under the Pawn Shop Business Options section.

If a Pawn Employee does not appear under the list of your employees, the Pawn Employee should log in to their account and verify that their employer is up to date.

To **print your license**, click on "Manage my Business" then click "Print License." Select "Pawn Shop" from the drop down at the top and then select the box next to the license you want to print and follow the prompts.

To **confirm renewal** click on "Dashboard" from the menu on the left, and from the "My Business Tab" you can view the Renewed Date. If the date is 05/24/21 or later you are renewed.

Please note that **pawn employees MUST log in to their own accounts to print their pawn employee licenses**.

If you are creating an ALECS account for the first time and receive the red message that states, "The SSN/FEIN is found in our System and already claimed by an OCCC User", the system is alerting you that an account has already been created/exists. ***A license can only be accessed and renewed from the original account the license was approved from.***

If you are unable to complete the renewal after following the steps above, please email us at [pawnemployee@occc.texas.gov](mailto:pawnemployee@occc.texas.gov). Thank you!