Manage My Business

How to make changes to a License or Masterfile
• Update Master Details
  o Update Mailing Details
  o Update Statement of Record
  o Update Compliance Details
  o Principal Transaction – Entity
  o Principal Transaction - Person
  o Update Statutory Agent
  o Update Entity Name
  o Withdraw Application
• Update License Details
  o Activate License
  o Renew License
  o Surrender License
  o Update License DBA
  o Update Location Contact
  o Print License
  o Inactivate License
  o Reinstate License
  o Modify License Location
  o Change Registered Office to Licensed Location
  o Doc Fee Filing
  o License Transfer
• Update Registration Details
  o **Surrender Registration**
  o **Renew Registration**
  o **Modify Location**
  o **Reinstate Registration**
  o **Print Registration**
  o **Update Registration DBA**
• Log in to ALECS
• Select Manage My Business from left side of the screen.
Update mailing details and statement of record

- Enter in new mailing address and phone number if applicable.

![Main Office Contact Information]

- **Mandatory Fields**
  - Mailing Address Line 1: 2601 N. LAMAR BLVD.
  - Mailing Address Line 2: SUITE 200
  - Zip: 78705
  - City: AUSTIN
  - State: TX
  - County: TRAVIS
  - Country: US
  - Phone Number: 123-456-8790
  - Fax Number
Provide a statement as to where records of transactions subject to regulation by the State of Texas will be maintained. If these records will be maintained at a location outside the state of Texas, the applicant must acknowledge responsibility for payment of all travel costs associated with examinations in addition to the assessment fee, or make all records available for examination within the state of Texas.

Statement of Record *

Records will be kept at 2601 N. Lamar Blvd., Austin, TX 78705. OCCC Auto Sales acknowledges responsibility for travel costs.
• Enter new compliance officer and contact information.

**Compliance Officer Information**

**Mandatory Field**

**Compliance Officer**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name *</td>
<td>John</td>
</tr>
<tr>
<td>Last Name *</td>
<td>Smith</td>
</tr>
<tr>
<td>Phone Number *</td>
<td>123-456-7899</td>
</tr>
<tr>
<td>Extension (If any)</td>
<td>1234</td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Email *</td>
<td><a href="mailto:OCCCautosales@gmail.com">OCCCautosales@gmail.com</a></td>
</tr>
<tr>
<td>Confirm Email *</td>
<td></td>
</tr>
</tbody>
</table>

**Save**  **Cancel**
Select principal type > select entity > select add principal > enter principal information > select save > select submit if there are no more principals to add > select submit again.

Upload a diagram showing the ownership structure up to a natural person owning up to 10% or more. (If applying for a pawn shop license the requirement is 5% or more). If the entity is publicly traded Upload the most recent 10K Financials.
Select principal type > select person > select either SSN or VISA/EAD from next drop down > if SSN is selected, select who will be completing the principal party information > select add principal.
• Select title of principal > enter SSN > if principal is an owner, enter in their percentage of ownership > select submit.
Principal Transaction – Adding a Person

- Enter principal’s personal information > select next.

Prefix *
Mr

Legal First Name *
John

Legal Last Name *
Smith

DOB *
01/01/1960

Marital Status *
Married

Home Mailing Address
Address Line 1 *
123 25th Ave

Address Line 2

Zip *
78705

Only enter the first 5 digits of the zip code

City *
AUSTIN

State *
TX

County *
TRAVIS

Country *
US

Phone Number *
123-456-8790

Email Address *
johnsmith@gmail.com

Percentage *
50.00 %

Next Reset SSN Cancel
• Add 10 years of Principal’s employment history with no gaps > select submit > select next.
Answer personal questionnaire, if you answer yes to questions 2-8, you must upload a statement at the bottom of the page regarding the yes answer(s) > select files > select upload > select save.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Have you:</td>
<td></td>
</tr>
<tr>
<td>(1) held any professional or occupational license within the last ten years? *</td>
<td>○ ○</td>
</tr>
<tr>
<td>(2) ever had a professional or occupational license denied, suspended, cancelled or revoked? *</td>
<td>○ ○</td>
</tr>
<tr>
<td>6. Have you ever been a defendant in a civil court action or administrative proceeding other than divorce or personal injury? *</td>
<td>○ ○</td>
</tr>
<tr>
<td>7. Have you ever made a compromise with creditors, taken bankruptcy, or pleaded the Statute of Limitations? *</td>
<td>○ ○</td>
</tr>
<tr>
<td>8. Are there any unpaid judgments outstanding against you? *</td>
<td>○ ○</td>
</tr>
</tbody>
</table>

**Attach Document**: Select files > Upload

**Document Details**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>○</td>
</tr>
</tbody>
</table>

No items to display
• Once you have made all necessary changes, select submit > select submit again. All human principals will need to create a personal ALECS account and enter the confirmation code sent to their email address listed in ALECS.
The address provided for the statutory (registered) agent MUST be an address within the state of Texas. If the statutory (registered) agent is a natural person, the physical address provided for that individual must be different than that of the licensed location.
Entity name changes for LLC’s, INC’s, Limited Partnerships, Corporations & Trusts. Select update entity name > enter new entity name > select files (SOS Certificate of Filing & IRS FEIN document required) > check box to confirm changes > update entity name. Sole Proprietors must email Licensing@occc.state.gov with a copy of GDN license and request a name change.
• From here you can withdraw a submitted application if it has not been approved or denied. Select withdraw application > select license number > select withdraw application.
Select activate license > select license type from dropdown > select license(s) to be activated > check box to confirm license activation > select activate license > select OK > make payment.
Select renew license > select license type from dropdown > select license(s) to be renewed > check box to confirm you would like to renew the selected license(s) > select license renewal > make payment. Once payment has been made the license has been renewed.
Select surrender license > select license type from dropdown > select license number > check box to accept terms and conditions > select surrender license.

By requesting to surrender the license you are indicating that you have ceased conducting business and all accounts are closed. You understand that the license will be canceled.

I accept the above terms and conditions.

Note: If you are unable to select any of the registrations and licenses that are displayed, please contact the OCCC for further information.
• Select update license DBA > select license type from drop down > select license > enter new DBA name > select file (upload assumed name certificate from Secretary of State or County Clerk’s Office) > check box to confirm changes > select license DBA change > make payment.
• Select update location contact > enter license # of location you would like to update > select search > enter new contact details > select update location contact.
• Select print license > select license type from the drop down near the top of the screen > select the license > select print to PDF > select OK on the pop-up screen. Depending on the internet browser you are using, the PDF may pop up near the bottom of the screen.
• Select inactive license > select license type from drop down > select license to inactivate > check box to confirm inactivating selected license > select inactivate license > select OK > make payment.

Inactivate License

Select License *

<table>
<thead>
<tr>
<th>Select</th>
<th>License Number</th>
<th>DBA Operating Name</th>
<th>First Name</th>
<th>License Status</th>
<th>Last Renewal Date</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>166881</td>
<td>John Smith</td>
<td>Active</td>
<td></td>
<td>AUSTIN</td>
<td>TX</td>
<td>78705</td>
<td></td>
</tr>
</tbody>
</table>

Payment Preview

<table>
<thead>
<tr>
<th>Business Details</th>
<th>Fee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Number: 166881</td>
<td></td>
</tr>
<tr>
<td>MV License Location Inactivation fee</td>
<td>$25</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$25</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Please confirm to In Activate the selected licenses.

Note: If you are unable to select any of the registrations and licenses that are displayed, please contact the OCCC for further information.
• Select reinstate license > select license type from drop down > select license number > select confirm to reinstate license> select reinstate license > make payment. Once payment has been processed, your license will be reinstated.
• Select modify license location > select license type > select license > enter new address details > check box to confirm changes > select modify license location > make payment.
Select change RO to LL. Select license type from the drop down > select license number > check box to confirm you want to change the selected license from RO to LL > change RO Status. Once changed, check the license to ensure change was effective. You can verify the license has been changed by clicking on dashboard > select license number > view location type. This should say Licensed Location.
Select doc fee filing > select license > enter in new documentary fee, contact information, implementation date and received date > select submit new doc fee. For step by step guide, click here: https://occc.texas.gov/sites/default/files/uploads/disclosures/b16-5-mvsf-doc-fee-filing-instructions-9-5-17.pdf
For a step by step guide on how to do a license transfer, please visit this link: https://occc.texas.gov/sites/default/files/uploads/licensing/alecs_transfer.pdf
Update Registration Details

Registration

- Surrender Registration
- Renew Registration
- Modify Location
- Reinstatement Registration
- Print Registration
- Update Registration DBA
Select surrender registration > select registration type > select registration number > accept terms and conditions > select surrender.

By requesting to surrender the registration you are indicating that you have ceased conducting business and all accounts are closed. You understand that the registration will be canceled.

I accept the terms and conditions.

Note: If you are unable to select any of the registrations and licenses that are displayed, please contact the OCCC for further information.
Select renew registration > select registration type from the dropdown > select registration(s) being renewed > check box to accept terms and conditions > select registration renewal > proceed with payment.
Select modify location > select registration type from drop down > select registration number > enter in new location details > check box to accepts terms and conditions > select modify location > make payment.
• Select reinstate registration > select registration type from drop down > select registration number > check box to accept the terms and conditions > select confirm to reinstate registration > select reinstate registration > make payment. Once payment has been processed, your registration will be reinstated.
Select print registration located near the bottom of the screen > select registration type from the drop down > select the registration number > select print to PDF then select OK on the pop-up screen. Depending on the internet browser you are using, the PDF may pop up near the bottom of the screen.

**Print a Copy of Registration**

- **Registration Type**: Registered Creditor

**Select** | **Registration Number** | **DBA Operating Name** | **Registration Status** | **Address 1** | **City** | **State** | **Zip**
---|---|---|---|---|---|---|---
1 | 220088 | OCCC Retail | Active | 2601 N. LAMAR BLVD. | AUSTIN | TX | 78705

Note: If you are unable to select any of the registrations and licenses that are displayed, please contact the OCCC for further information.

**PDF To Print**  **Cancel**
• Select update registration DBA > select registration type from drop down > select registration > enter new DBA name > select file (assumed name certificate from Secretary of State or County Clerk’s Office) > check box to confirm change > select registration DBA Change > make payment.
Need more Information?

• Contact the OCCC Licensing & Registration Department

Email: licensing@occc.texas.gov