



# Manage My Business

How to make changes to a License or  
Masterfile



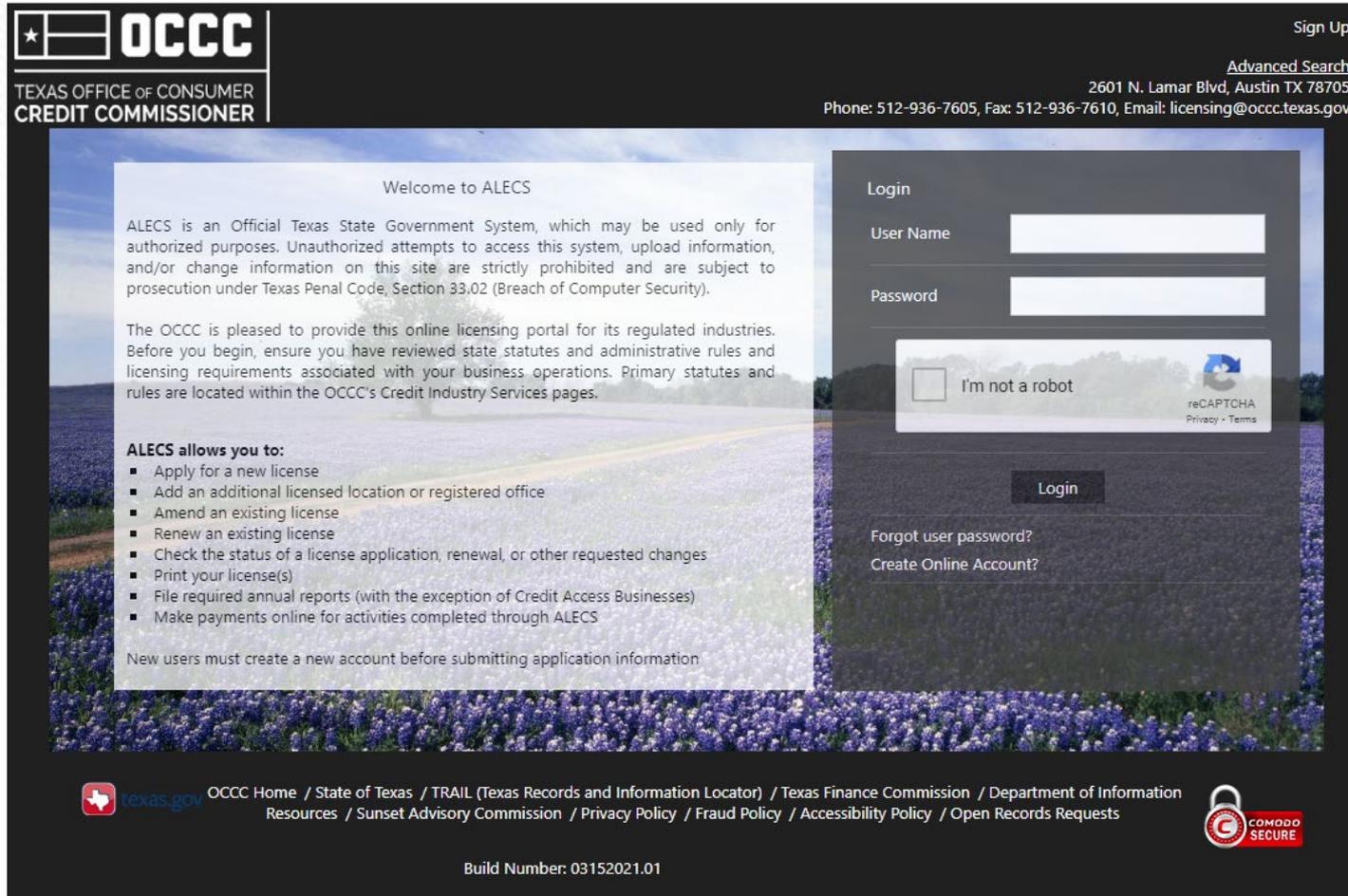
TEXAS OFFICE OF CONSUMER  
CREDIT COMMISSIONER

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- Log in to ALECS



The screenshot shows the ALECS login interface. On the left, there is a welcome message and a list of services. On the right, there is a login form with fields for User Name and Password, a reCAPTCHA widget, and a Login button. Below the login form are links for 'Forgot user password?' and 'Create Online Account?'. The page header includes the OCCC logo and contact information.

**OCCC**  
TEXAS OFFICE OF CONSUMER  
CREDIT COMMISSIONER

Sign Up  
[Advanced Search](#)  
2601 N. Lamar Blvd, Austin TX 78705  
Phone: 512-936-7605, Fax: 512-936-7610, Email: [licensing@occc.texas.gov](mailto:licensing@occc.texas.gov)

Welcome to ALECS

ALECS is an Official Texas State Government System, which may be used only for authorized purposes. Unauthorized attempts to access this system, upload information, and/or change information on this site are strictly prohibited and are subject to prosecution under Texas Penal Code, Section 33.02 (Breach of Computer Security).

The OCCC is pleased to provide this online licensing portal for its regulated industries. Before you begin, ensure you have reviewed state statutes and administrative rules and licensing requirements associated with your business operations. Primary statutes and rules are located within the OCCC's Credit Industry Services pages.

**ALECS allows you to:**

- Apply for a new license
- Add an additional licensed location or registered office
- Amend an existing license
- Renew an existing license
- Check the status of a license application, renewal, or other requested changes
- Print your license(s)
- File required annual reports (with the exception of Credit Access Businesses)
- Make payments online for activities completed through ALECS

New users must create a new account before submitting application information

reCAPTCHA  
I'm not a robot  
reCAPTCHA  
Privacy - Terms

Login

[Forgot user password?](#)  
[Create Online Account?](#)

 [OCCC Home](#) / [State of Texas](#) / [TRAIL \(Texas Records and Information Locator\)](#) / [Texas Finance Commission](#) / [Department of Information Resources](#) / [Sunset Advisory Commission](#) / [Privacy Policy](#) / [Fraud Policy](#) / [Accessibility Policy](#) / [Open Records Requests](#)



Build Number: 03152021.01

- Select Manage My Business from left side of the screen.

Master # : 2100069935
Dashboard

Welcome **OCCC Auto Sales!**  
 You have **0 Request** Request(s) sent to OCCC, **0 Pending Action**(s) to take and **0 My Business Transaction**(s) in progress.  
 To see more information, click on a tab of your choice below, and then click on the line item.

[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

Reg/Lic Number	Business Type	Business Status	Business Sub Type	Business Location	Zip Code	Renewed Date	Canceled Date
166881	License	Active	Motor Vehicle Sales Finance	AUSTIN,TX	78705		

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1
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1 - 1 of 1 items

 Dashboard

 Manage Profile

 Submit Application

 Manage My Business

 Notifications

 History

 Industry Reporting

 Forms

 Help

 Dashboard Manage Profile Submit Application Manage My Business Notifications History Industry Reporting Forms Help

Master

Update Mailing Details

Update Compliance Details

Principal Transaction

Update Statutory Agent

Update Entity Name

Withdraw Application

## Update mailing details and statement of record

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

### Main Office Contact Information

\* Mandatory Fields

#### Contact Information

Mailing Address Line 1 \*

2601 N. LAMAR BLVD.

Mailing Address Line 2

SUITE 200

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

Fax Number



TEXAS OFFICE OF CONSUMER  
CREDIT COMMISSIONER

## Update mailing details and statement of record

- 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.

**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.

Remaining Characters 176

- Enter new compliance officer and contact information.

## Compliance Officer Information

\* Mandatory Field

### Compliance Officer

First Name \*

John

Last Name \*

Smith

Phone Number \*

123-456-7899

Extension(If any)

1234

Fax Number

Email \*

OCCCAutosales@gmail.com

Confirm Email \*

Save

Cancel

## Principal Transaction – Adding an Entity

- 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.

Principal Information

**\* Mandatory Fields**

Principal parties are required to create an account and enter a confirmation code. A confirmation code will be sent in an email to the principal party from [admin.alecs@occc.texas.gov](mailto:admin.alecs@occc.texas.gov). Please check spam or junk folders if an email is not received.

Title	Name	Principal Type	Email	Percentage
No items to display				

Select below filters to add Principal Information

Principal Type \*  Entity

**Add Principal** **Next** **Cancel**

**\* Mandatory Fields**

Upload a diagram showing the ownership structure up to a natural person owning upto 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.

Title \* Owner

Principal Type \* Entity

Entity Name \* OCCC Auto Wholesale LLC

Ownership of Entity **Select files...**

Percentage \* 50.00 %

**Save** **Cancel**

## Principal Transaction – Adding a Person

- 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.

Principal Transaction Information

**List Of principal(s)** \* Mandatory Fields

Title	Name	Type	Email	Percentage		
Owner	OCCC Auto Wholesale LLC	Entity		50	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Owner	John Smith	Person	johnsmith@gmail.com	50	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

1 - 2 of 2 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.alects@occc.texas.gov](mailto:admin.alects@occc.texas.gov). Please check spam or junk folders if an email is not received.

Title	Name	Type	Email	Percentage	Modification Type	
No items to display						

---

Select below filters to add Principal Information

Principal Type \*

Enter individuals SSN \*

Principal Party Information will be completed by \*

## Principal Transaction – Adding a Person

- Select title of principal > enter SSN > if principal is an owner, enter in their percentage of ownership > select submit.

Select Title. You must select at least one.

Title	
Owner	<input checked="" 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 \*

Applicant

SSN \*

... - .. - 1111

Confirm SSN \*

... - .. - 1111

Percentage \*

50.00 %

Submit

Cancel

## Principal Transaction – Adding a Person

- Enter principal's personal information > select next.

<b>Prefix *</b>	<input type="text" value="Mr"/>	<b>Home Mailing Address</b>	
<b>Legal First Name *</b>	<input type="text" value="John"/>	<b>Address Line 1 *</b>	<input type="text" value="123 25th Ave"/>
<b>Legal Middle Name</b>	<input type="text"/>	<b>Address Line 2</b>	<input type="text"/>
<b>Legl Last Name *</b>	<input type="text" value="Smith"/>	<b>Zip *</b>	<input type="text" value="78705"/>
<b>DOB *</b>	<input type="text" value="01/01/1960"/> 	<b>Only enter the first 5 digits of the zip code</b>	
<b>Marital Status *</b>	<input type="text" value="Married"/>	<b>City *</b>	<input type="text" value="AUSTIN"/>
<b>Alias First Name</b>	<input type="text"/>	<b>State *</b>	<input type="text" value="TX"/>
<b>Alias Last Name</b>	<input type="text"/>	<b>County *</b>	<input type="text" value="TRAVIS"/>
<b>If this principal party is associated to any other Master Files, list them:</b>	<input type="text"/>	<b>Country *</b>	<input type="text" value="US"/>
		<b>Phone Number *</b>	<input type="text" value="123-456-8790"/>
		<b>Email Address *</b>	<input type="text" value="johnsmith@gmail.com"/>
		<b>Percentage *</b>	<input type="text" value="50.00 %"/>
			<input type="button" value="Next"/> <input type="button" value="Reset SSN"/> <input type="button" value="Cancel"/>

## Principal Transaction – Adding a Person

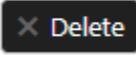
- Add 10 years of Principal's employment history with no gaps > select submit > select next.

### Principal Employer Information

#### List Of Employer(s)

Provide a continuous record of employment for the last ten (10) years, beginning with the present date. Account for time spent as a student, unemployed, retired etc;

#### Add Employer

From	To	Employer	Job Title	Comments		Delete
01/01/2020		OCCC Auto Sales			Edi t	



1 - 1 of 1 items

Next

Cancel

- 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.

**5. Have you:**

(1) held any professional or occupational license within the last ten years? *	<input type="radio"/>	<input type="radio"/>
(2) ever had a professional or occupational license denied, suspended, cancelled or revoked? *	<input type="radio"/>	<input type="radio"/>
6. Have you ever been a defendant in a civil court action or administrative proceeding other than divorce or personal injury? *	<input type="radio"/>	<input type="radio"/>
7. Have you ever made a compromise with creditors, taken bankruptcy, or pleaded the Statute of Limitations? *	<input type="radio"/>	<input type="radio"/>
8. Are there any unpaid judgements outstanding against you? *	<input type="radio"/>	<input type="radio"/>

Attach Document \*

Select files...

Upload

**Document Details**

Name

◀ ◁ 0 ▷ ▶ No items to display

Save Cancel

- 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.

**Principal Transaction Information**

**List Of principal(s)** \* Mandatory Fields

Title	Name	Type	Email	Percentage		
Owner	OCCC Auto Wholesale LLC	Entity		50	<a href="#">Edit</a>	<a href="#">Delete</a>
Owner	John Smith	Person	johnsmith@gmail.com	50	<a href="#">Edit</a>	<a href="#">Delete</a>

1 - 2 of 2 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	
No items to display						

**Select below filters to add Principal Information**

Principal Type \*

Add Principal
Submit
Cancel

- 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.

Statutory Agent Details \* Mar

**Statutory Agent** i

Name/Business *	<input type="text" value="John Smith"/>
Address Line 1 *	<input type="text" value="123 Jackson"/>
Address Line 2	<input type="text"/>
Zip *	<input type="text" value="78705"/>
	<small>Only enter the first 5 digits of the zip code</small>
City *	<input type="text" value="AUSTIN"/>
State *	<input type="text" value="TX"/>
County*	<input type="text" value="TRAVIS"/>
Email *	<input type="text" value="JohnSmith@gmail.com"/>
Phone Number *	<input type="text" value="123-456-7890"/>

- 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](mailto:Licensing@occc.state.gov) with a copy of GDN license and request a name change.

### Update Entity Name

\* Mandatory Fields

Old Entity Name

New Entity Name \*

Proof of filing\*

Payment Preview	
Business Details	Fee Details
Entity Name Change Fee	\$25
<b>Sub Total</b>	<b>\$25</b>
<b>Total Amount</b>	<b>\$25.00</b>

Please confirm you want to update entity name.

- 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.

Withdraw Application					
Select	Application Id	Master File Number	Application Type	Application Sub Type	Application Status
<input checked="" type="checkbox"/>	73561	2100069935	License	Motor Vehicle Sales Finance	In-Review

Navigation: [Previous] [1] [Next] [End] | 1 - 1 of 1 items

**Withdraw Application**



TEXAS OFFICE OF CONSUMER  
CREDIT COMMISSIONER

## Update License Details

### License

Activate License

Inactivate License

Renew License

Reinstate License

Surrender License

Modify License Location

Update License DBA

Change RO to LL

Update Location Contact

Doc Fee Filing

Print License

- 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.

Activate License
 \* Mandatory Fields

Select License \*

Motor Vehicle Sales Finance
 ▼

Select	License Number	DBA Operating Name	Contact Person Name	License Status	City	State	Zip
<input checked="" type="radio"/>	166881		John Smith	InActive	AUSTIN	TX	78705

1 - 1 of 1 items

Payment Preview

Business Details	Fee Details
License Number: 166881	
MV RO activation fee	\$10
<b>Sub Total</b>	<b>\$10</b>
<b>Total Amount</b>	<b>\$10.00</b>

Please confirm to Activate the selected the licenses.

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

Activate License



TEXAS OFFICE OF CONSUMER CREDIT COMMISSIONER

# Renew License

- 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.

**License Renewal**

\* Mandatory Fields

Select License \*

Motor Vehicle Sales Finance ▼

Select All	License Number	DBA Operating Name	License Status	Last Renewal Date
<input type="checkbox"/>	166881		Active	
<input checked="" type="checkbox"/>	166882	OCCC Auto Max	Active	

◀ ◁ 1 ▷ ▶ 1 - 2 of 2 items

**Payment Preview**

Business Details	Fee Details
License Number: 166882	
Assessment Fee	\$360
<b>Sub Total</b>	<b>\$360</b>
<b>Total Amount</b>	<b>\$360.00</b>

By checking this box, I confirm that I would like to renew 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.

License Renewal

- Select surrender license > select license type from dropdown > select license number > check box to accept terms and conditions > select surrender license.

### Surrender License

\* Mandatory Fields

Select License \*

Select	License Number	DBA Operating Name	First Name	License Status	Last Renewal Date	City	State	Zip
<input checked="" type="checkbox"/>	166881		John Smith	Active		AUSTIN	TX	78705

1 - 1 of 1 items

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.

**Change the DBA**

\* Mandatory Fields

Select License \* Motor Vehicle Sales Finance

Select	License Number	DBA Operating Name	Contact Person Name	License Status	City	State	Zip
<input checked="" type="radio"/>	166881		John Smith	Active	AUSTIN	TX	78705

1 - 1 of 1 items

**Change DBA Details**

DBA Operating Name OCCC Sales and Services

Assumed Named Certificate \* Select files...

**Payment Preview**

Business Details	Fee Details
License Number: 166881	
MV License Location DBA change fee	\$25
<b>Sub Total</b>	<b>\$25</b>
<b>Total Amount</b>	<b>\$25.00</b>

Please confirm to change 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.

License DBA Change

- Select update location contact > enter license # of location you would like to update > select search > enter new contact details > select update location contact.

## Update Location Contact

License # \*

Name \*

Phone Number \*

Email \*

- 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.

**Print a Copy of License**

\* Mandatory Fields

Select License \*

Motor Vehicle Sales Finance

Select	License Number	DBA Operating Name	Contact Person Name	License Status	City	State	Zip
<input checked="" type="radio"/>	166881		John Smith	Active	AUSTIN	TX	78705

Navigation: [Previous] [1] [Next] 1 - 1 of 1 items

[PDF To Print](#)[Cancel](#)

- 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

\* Mandatory Fields

Select License \*

Motor Vehicle Sales Finance

Select	License Number	DBA Operating Name	First Name	License Status	Last Renewal Date	City	State	Zip
<input checked="" type="checkbox"/>	166881		John Smith	Active		AUSTIN	TX	78705

1 - 1 of 1 items

### Payment Preview

#### Business Details

License Number: 166881

MV License Location Inactivation fee

**Sub Total**

**Total Amount**

#### Fee Details

\$25

**\$25**

**\$25.00**

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.**

Inactivate License



TEXAS OFFICE OF CONSUMER  
CREDIT COMMISSIONER

## Reinstate License

- 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.

change the address

\* Mandatory Fields

Select License \*

Motor Vehicle Sales Finance

Select	License Number	DBA Operating Name	Contact Person Name	License Status	City	State	Zip
<input checked="" type="radio"/>	166881		John Smith	Active	AUSTIN	TX	78705

1 - 1 of 1 items

**Modify Location Details**

Address Line 1 \*

Address Line 2

Zip \*  City \*

Only enter the first 5 digits of the zip code

State \*

County\*

Country \*

Phone Number \*

**Payment Preview**

Business Details	Fee Details
License Number: 166881	
MV License Location address change fee	\$25
<b>Sub Total</b>	<b>\$25</b>
<b>Total Amount</b>	<b>\$25.00</b>

Please confirm to Modify 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.

Modify License Location

## Change Registered Office (RO) to Licensed Location (LL)

- 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.

### RO Details

\* Mandatory Fields

Select License \*

Motor Vehicle Sales Finance

Select	License Number	DBA Operating Name	Contact Person Name	License Status	City	State	Zip
<input checked="" type="radio"/>	166881		John Smith	Active	AUSTIN	TX	78705

1 - 1 of 1 items

Please confirm you want to change select RO to LL.

Change RO Status

Cancel

- 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>

New Doc Fee Filing
\* Mandatory Fields

Select	Lic Num	Type	DBA	Street Addr...	City	Doc Fee	Filing ...	Imp D...	Reasonable ...
<input checked="" type="checkbox"/>	166881	Motor Vehicle Sales Finance		2601 N. LAMAR BLVD.	AUSTIN				

1 - 1 of 1 items

Imp Date = Implementation Date

As of September 1, 2017, retail sellers are no longer required to file for a notification with the OCCC to charge a documentary fee of \$150 or less. Please enter the new documentary fee for the selected list of licenses:

New Documentary Fee \*

Contact Name \*

Contact Email

Re-enter Contact Email

Contact Phone Number \*

Implementation Date \*

Received Date \*

- 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](https://occc.texas.gov/sites/default/files/uploads/licensing/alecs_transfer.pdf)

### License Transfer

1) Request Transfer (Buyer)

2) Accept (Seller)

3) Details (Buyer)



TEXAS OFFICE OF CONSUMER  
CREDIT COMMISSIONER

## Update Registration Details

Registration

Surrender Registration

Renew Registration

Modify Location

Reinstate Registration

Print Registration

Update Registration DBA

- Select surrender registration > select registration type > select registration number > accept terms and conditions > select surrender.

### Surrender Registration

\* Mandatory Fields

Registration Type \*

Registered Creditor

Select	Registration Number	DBA Operating Name	Registration Status	Address 1	City	State	Zip	Location Type
<input checked="" type="checkbox"/>	220088	OCCC Retail	Active	2601 N. LAMAR BLVD.	AUSTIN	TX	78705	

1 - 1 of 1 items

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.

Surrender

Cancel



TEXAS OFFICE OF CONSUMER CREDIT COMMISSIONER

# Renew Registration

- 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.

Registration Renewal \* Mandatory Fields

Registration Type \*

Select All	Registration Number	DBA Operating Name	Registration Status	City	State	Zip
<input checked="" type="checkbox"/>	220088	OCCC Retail	Active	AUSTIN	TX	78705

1 - 1 of 1 items

**Payment Preview**

Business Details	Fee Details
Registration Number: 220088	
RC renewal fee	\$10
<b>Sub Total</b>	<b>\$10</b>
<b>Total Amount</b>	<b>\$10.00</b>

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.**

[Registration Renewal](#)

- 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.

Registration Type \*

Select	Registration Number	DBA Operating Name	Registration Status	Address 1	City	State	Zip
<input checked="" type="radio"/>	220088	OCCC Retail	Active	2601 N. LAMAR BLVD.	AUSTIN	TX	78705

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**Modify Location Details**

Address Line 1 \*

Address Line 2

Zip \*  City \*

Only enter the first 5 digits of the zip code

State \*

County\*

Country \*

Phone Number \*

Payment Preview	
Business Details	Fee Details
Registration Number: 220088	
RC address change fee	\$10
<b>Sub Total</b>	<b>\$10</b>
<b>Total Amount</b>	<b>\$10.00</b>

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.**

[Modify Location](#)



TEXAS OFFICE OF CONSUMER  
CREDIT COMMISSIONER

## Reinstate Registration

- 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**

\* Mandatory Fields

Registration Type \*

Registered Creditor

Select	Registration Number	DBA Operating Name	Registration Status	Address 1	City	State	Zip
<input checked="" type="radio"/>	220088	OCCC Retail	Active	2601 N. LAMAR BLVD.	AUSTIN	TX	78705

◀ ◁ 1 ▷ ▶

1 - 1 of 1 items

**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.

**Change the DBA**

\* Mandatory Fields

Select Registration \* Registered Creditor

Select	Registration Number	DBA Operating Name	Registration Status	Address 1	City	State	Zip
<input checked="" type="radio"/>	220088	OCCC Retail	Active	2601 N. LAMAR BLVD.	AUSTIN	TX	78705

1 - 1 of 1 items

**Change DBA Details**

DBA Operating Name OCCC Retail

Assumed Named Certificate Select files...

**Payment Preview**

Business Details	Fee Details
Registration Number: 220088	
RC DBA change fee	\$10
<b>Sub Total</b>	<b>\$10</b>
<b>Total Amount</b>	<b>\$10.00</b>

Please check this box for confirmation to change the selected registration.

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

Registration DBA Change



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Need more Information?

- Contact the OCCC Licensing & Registration Department

Email: [licensing@occc.texas.gov](mailto:licensing@occc.texas.gov)



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