

## Online renewal for Credit Access Business (CAB) is NOW OPEN IN ALECS.

**Due to current mailing delays, we strongly encourage all licensees to complete their renewal in ALECS.** The renewal period for CAB is open now and **will close on December 31, 2021. Licenses not renewed by 12/31/2021 will expire.**

To renew your CAB license(s), please follow the steps below:

1. Log in to [ALECS](#)
2. Click on Manage My Business (left hand column)
3. Click on "Renew License" under the License heading
4. Select Credit Access Business from the drop-down menu at the top
5. Click the box(es) of the license(s) you need to renew
6. Check the "By checking this box, I confirm that I would like to renew the selected licenses." Box
7. Click License Renewal and complete the payment information (**Accepted forms of payment include check and card**)

**If your license(s) does not come up when following steps 1-7, click on "Dashboard" and then on the "My business Transactions" tab to see if there are not any initiated transactions there. If there are, you will need to delete these initiated transactions in order to be able to complete the renewal.**

### **2021 RENEWAL RATES**

Credit Access Business Licensed Location: \$710

Inactive\* Credit Access Business License: \$450

(\*Inactive – License is not in use and business is NOT conducting activity pertaining to the license. Licenses not inactivated before 11/1/2021 will pay the *Credit Access Business Licensed Location Amount of \$710*. Inactivating a license while the business is still conducting activity covered under Texas Finance Code 342 could subject a business to unlicensed activity penalties.)

*If your CAB license was approved on or before November 30, 2021 you will need to **renew before December 31, 2021 to avoid cancellation** of your license.*

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### ***Frequently Asked Questions***

**How Do I Print My License?** Click on Manage My Business, click "Print License". Select "Credit Access Business" from the "Select License" drop down at the top and then select the box next to the license you want to print and click on "PDF to Print". (**OCCC CAB licenses do not display an expiration date. You do not need to print a new one unless you do not already have it on display at the place of business.**)

**How Do I Confirm My 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 11/01/2021 or after you are renewed for the 2021-2022 fiscal year.

**I have ceased all activity pertaining to the license and will not be renewing, how do I proceed? IF** the business has ceased **ALL** activity covered under the applicable chapter of the Texas Finance Code, the business may submit a surrender request in ALECS under Manage My Business. The request will be reviewed and is not automatically approved. A business that surrenders an OCCC license while the still conducting activity covered under the applicable chapter of the Texas Finance Code could be subject to unlicensed activity penalties.

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

Thank you!

### **Licensing Department**

**Office of the Consumer Credit Commissioner**

<https://alecs.occc.texas.gov>

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

[occc.texas.gov](http://occc.texas.gov)