

Online renewal for **MOTOR VEHICLE SALES FINANCE** (MVSF) 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 MVSF is open now and will close on October 31, 2021. Licenses not renewed by 10/31/2021 will expire.

To renew your Motor Vehicle Sales Finance license, 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 Motor Vehicle Sales Finance 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

If your license(s) does not come up when following the steps above, click on "Dashboard" and then on the "My business Transactions" tab. If you see anything that references an INITIATED APPLICATION you will need to delete these in order to be able to complete the renewal.

2021 RENEWAL RATES

MVSF Licensed Location: \$276 | MVSF Registered Office: \$258

(Registered Office - Additional locations/licenses under the same entity or under the same Sole Proprietor)

MVSF LICENSES NOT RENEWED BY OCTOBER 31, 2021 WILL EXPIRE***

***The fee to reinstate an expired license is \$1,000.

The reinstatement period opens on 11/1/21 and closes 180 days after 10/31/21

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

***The maximum rate that can be charged is up to \$460 for licensed locations and \$430 for registered offices for annual renewal pursuant to Texas Administrative Code, Title 7, Rule 84.611.*

Frequently Asked Questions

- **How Do I Print My License?** Click on Manage My Business, click "Print License". Select "Motor Vehicle Sales Finance" 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". **(OCCCC MVSF 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.)**
- **Is my license renewed?** 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 09/01/2021 or after you are renewed for the 2021-2022 fiscal year.
- 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 send us a screen shot of the error at licensing@occc.texas.gov.