

Due to current mailing delays, we strongly encourage all registrants to complete their renewal in ALECS. The renewal period for Registered Creditor is open now and will close on December 1, 2021. Registrations not renewed by 12/1/2021 will expire.

Online renewal for [Registered Creditor](#) is NOW OPEN IN [ALECS](#).

To renew your Registered Creditor registration, please follow the steps below:

1. Log in to [ALECS](#)
 2. Click on Manage My Business (left hand column)
 3. Click on "Renew Registration" under the Registration heading
 4. Select Registered Creditor from the drop-down menu at the top
 5. Click the box(es) of the registration(s) you need to renew
 6. Check the "I accept the terms and conditions." box
 7. Click Registration Renewal and complete the payment information (**Accepted forms of payment include check and card**)
- If your registration does not come up when following the steps above, click on "Dashboard" "My business Transactions" tab to see if there are any initiated transactions there. If there are, you will need to delete these initiated transactions in order to be able to complete the renewal.

RENEWAL RATES

[Manufactured Housing](#): \$15 | [Goods and Services](#): \$10

REGISTERED CREDITOR REGISTRATIONS NOT RENEWED BY DECEMBER 1, 2021 WILL EXPIRE

All registered creditor **registrations** acquired/**approved before to September 7, 2021 must be renewed to avoid cancellation.** (Ex: If you acquired your registration on September 3, 2021 you will need to renew before December 1, 2021 to avoid cancellation of your registration(s).)

Frequently Asked Questions

How I print my registration? Click on Manage My Business, click "Print Registration". Select "Registered Creditor" from the "Registration Type" drop down at the top and then select the box next to the registration you want to print and click on "PDF to Print". (**OCCC Registered Creditor certificates 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 09/07/2021 or after you are renewed for the 2021-2022 fiscal year.

If you are creating an ALECS account for the first time and receive a 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 registration 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.