How to Create an Account and Update Employment in ALECS

1. Got to https://alecs.occc.texas.gov/
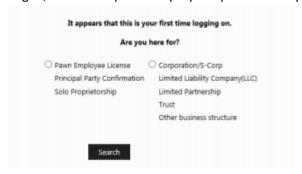2. Select Create Online Account (under login button)

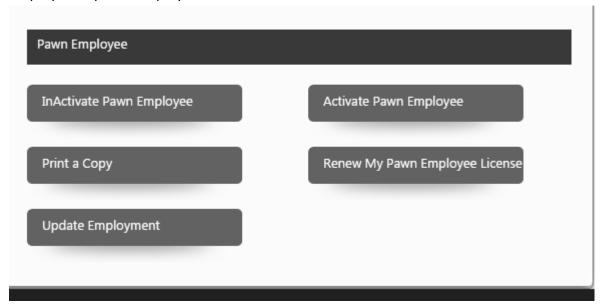3. Enter information to create account and click "submit":

4. Check email to activate account. Make sure you check your spam filter if the email is not received.

5. Log in, and select pawn employee option. Enter your social security number and click search:

6. If your name shows after search, select it to link to your license information.
7. Log out and allow up to three business days for the link to be approved. Until approved, when you log in the dashboard will show a link request received.
8. Log in, select manage my business on the left, and then choose the option under pawn employee "Update Employment".

9. Provide information requested to update employment and click save.
10. Print copy of license if needed.