# How to Create an Account In ALECS

1. Got to https://alecs.occc.texas.gov/

2. Click on "Create Online Account?" (under login button)



3. Enter information requested and click "submit"
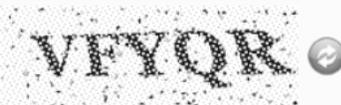
4. Check your email. Click on the "Activate" link to activate your account.

5. Log in and click on the bubble next to "Pawn Employee License". A text box will appear for you to enter your social security number.
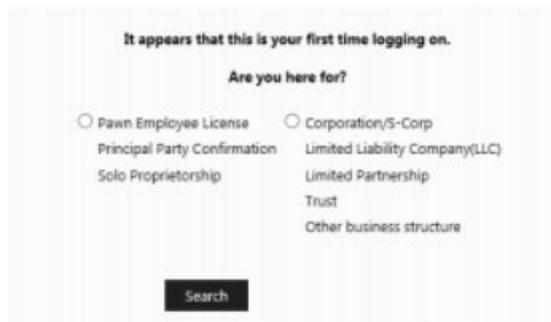
It appears that this is your first time logging on.

Are you here for?

○ Pawn Employee License     ○ Corporation/S-Corp
Principal Party Confirmation     Limited Liability Company(LLC)
Solo Proprietorship     Limited Partnership
Trust
Other business structure

Search

6. Enter your social security number and click search.

<u>If your name shows after search</u>, select it to link to the information OCCC has on file with your new account.

<u>If your name does not show after a search</u>, the OCCC has no information on file for you. Your account is ready to use as needed. The next step does not apply to you.

7. Log out. You will be emailed as soon as your link has been approved. The approval may take three business days. AFTER you get an email saying your link is approved, you can use your account as needed.