

Getting Started

Fast, Self-Service Licensing

ALECS is an online licensing portal for the OCCC's regulated industries. Click the button below to log in or create an account.

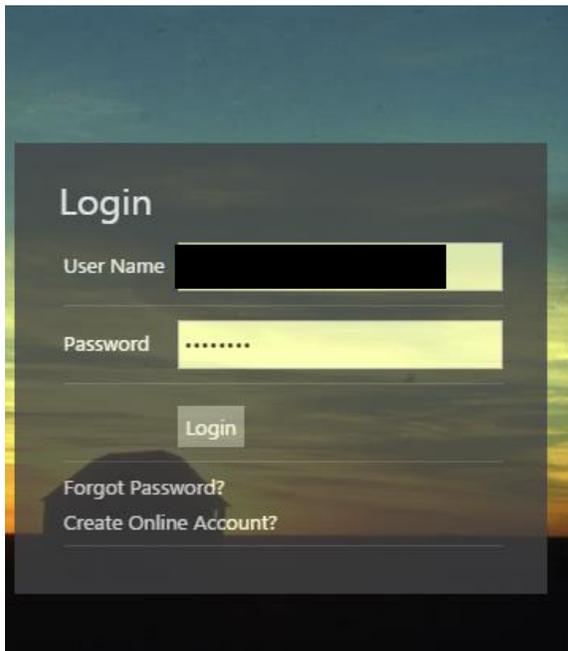
ALECS

Step by step screen shot guide:

How to-Create ALECS Account

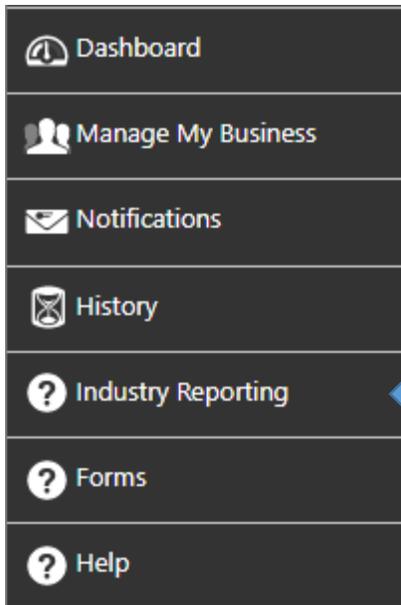
After you have received an email notification that the report is open, you may follow these steps.

Begin by navigating to the OCCC website at www.occc.texas.gov. Either follow the instructions to create an ALECS account or login to your established account by choosing the ALECS menu button.



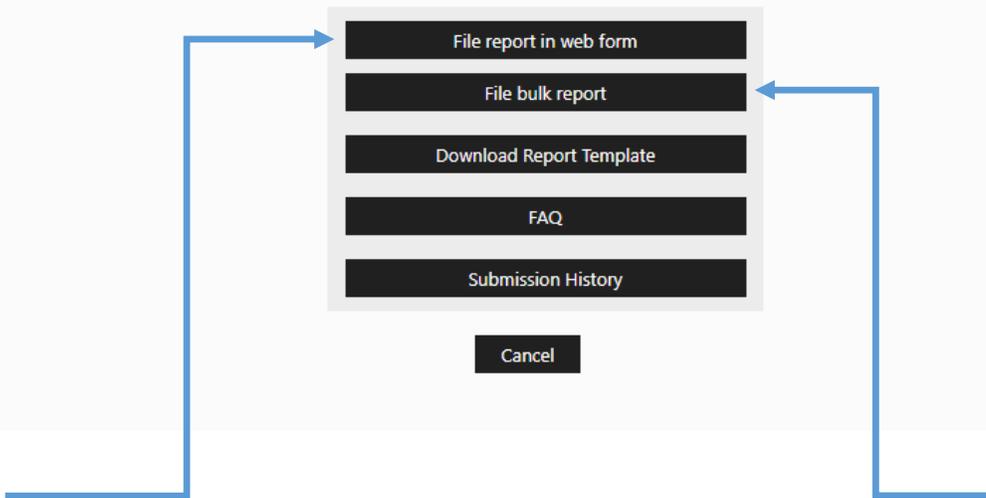
The screenshot shows a login interface with a dark background and a light-colored text box. The text box contains the following elements: the word "Login" in a large font, a "User Name" label followed by a blacked-out input field, a "Password" label followed by a masked input field (dots), a "Login" button, a "Forgot Password?" link, and a "Create Online Account?" link.

Once your business is "claimed" with an ALECS account you can login to manage your business. You can also retrieve a forgotten password here.



You will submit the report via web form under the “Industry Reporting” tab.

You can either choose to upload a file using the bulk submission method or complete your report using a webform. Once you start with one method then all licenses for your masterfile must be completed using the same method. Bulk submissions are helpful for large companies with many individual licenses. Everyone else should use webforms.



Next, you should click on the “File report in web form” or “File bulk report” button. Bulk report submissions utilize the same process as before, with a .csv file that can be used to report for multiple licenses. If you have multiple licenses, it should be easier to use the bulk report option if you can correctly format your file. If you only have one license, use the web form submission option. ***All licenses under the Masterfile must be completed the same way***

CAB Quarterly Web Form Submissions

Lic/Reg Type *

Report Type *

Report Period *

Person to contact for report *

Phone Number *

Email *

Confirm Email *

If you choose the web form option, you will be taken to this screen. Choose your license type and fill out the rest of the information before hitting Next.

After you have entered your license information on the previous screen, you will be taken to a screen that allows you to choose the license that you are submitting a report for. If you only have one license, the screen will look similar to this. If you have more than one license, there will be multiple "Select" buttons that you can click. Again, if you have multiple licenses, you can submit individual web form reports for each one. Once you select the license that you're reporting for, click Next.

Choose License and Report Type

Lic/Reg Type *

Select	License Number	DBA	Address
<input type="radio"/>	<input type="text"/>	<input type="text" value="TITLE LOANS"/>	<input type="text" value="ABILENE, TX"/>

Once you find yourself on this screen, you can select the types of transactions that you will be reporting. You can select up to 4 of the transaction types that are listed at the top, or you can select that you have no business to report. If you have business to report, make sure to select ANY transaction type that applies to that license. The transactions that you select here will populate in columns on the following screens.

Select the type of transactions you will be reporting:		
1	Single Payment Deferred Presentment	<input type="checkbox"/>
2	Installment Deferred Presentment	<input type="checkbox"/>
3	Single Payment Title	<input type="checkbox"/>
4	Installment Payment Title	<input type="checkbox"/>
Or, select this option:		
	I have no business to report	<input type="checkbox"/>

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The following screens ask questions about the business that the license was involved in. Every field on these screens must be completed. If there was no business to report for a specific field, enter a 0.

Item No.	Description	Single Payment Deferred Presentment Transactions	Installment Deferred Presentment Transactions
1.	Number of consumers for whom the CAB obtained or assisted in obtaining an extension of consumer credit during the reporting period. (This is the number of distinct consumers for whom the CAB facilitated new cash advances during the quarter.)*	<input type="text"/>	<input type="text"/>
2.	Number of extensions of consumer credit obtained by the CAB or that the CAB assisted consumers in obtaining during the reporting period. (This is the number of new cash advances facilitated during the quarter.)*	<input type="text"/>	<input type="text"/>
3.	Number of refinancing transactions of the extensions of consumer credit described in #2. (This is the total number of refinances facilitated during the quarter that relate to the loans listed in #2).*	<input type="text"/>	<input type="text"/>
4.	Number of consumers refinancing the extensions of consumer credit described in #2.*	<input type="text"/>	<input type="text"/>
5.	Number of consumers refinancing more than once the extensions of consumer credit described in #2.*	<input type="text"/>	<input type="text"/>

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Item No.	Description	Single Payment Deferred Presentment Transactions	Installment Deferred Presentment Transactions
6.	Average Amount of the extensions of consumer credit described in #2 (This is the cash portion paid to the consumer. Do not include any CAB fees financed within the loans.)*	<input type="text"/>	<input type="text"/>
7.	Total amount of CAB fees charged by the CAB for the activities described in #2 and #3. (This is the total fees charged for the facilitation of loans described in #2 and the refinances described in #3.)*	<input type="text"/>	<input type="text"/>
8.	Number of vehicles surrendered or repossessed during the reporting period under the terms of a motor vehicle title loan obtained by the CAB or that the CAB assisted consumers in obtaining. *		
9.	Mean, Median and Mode of the number of refinances obtained by the CAB or that CAB assisted consumers in obtaining during the reporting period for the loans listed in #2.		
A.	Mean (Total number of refinances divided by the number of consumers)*	<input type="text"/>	<input type="text"/>
B.	Median (Total number of refinances at the midpoint of the sequence when the number of refinances is arranged in order by frequency)*	<input type="text"/>	<input type="text"/>
C.	Mode (number of refinances per consumer that occurs most often)*	<input type="text"/>	<input type="text"/>

Item No.	Description	Single Payment Deferred Presentment Transactions	Installment Deferred Presentment Transactions
10.	Other CAB Transaction Information		
<u>CAB Fees Charged</u>			
A.	Minimum fee charged per transaction (\$ per \$100)*	<input type="text"/>	<input type="text"/>
B.	Average fee charged per transaction (\$ per \$100)*	<input type="text"/>	<input type="text"/>
C.	Maximum CAB fee charged per transaction (\$ per \$100)*	<input type="text"/>	<input type="text"/>
<u>Average Term of Transactions</u>			
D.	Average original term (in days) of an extension of consumer credit and refinances obtained by the CAB or that the CAB assisted consumers in obtaining during the reporting period.*	<input type="text"/>	<input type="text"/>

Item No.	Description	Single Payment Deferred Presentment Transactions	Installment Deferred Presentment Transactions
<i>Outstanding CAB contracts</i>			
E.	Number of outstanding extensions of consumer credit and refinances (CAB contracts) at beginning of the reporting period.*	<input type="text"/>	<input type="text"/>
F.	Number of extensions of consumer credit and refinances (CAB contracts) entered into during the reporting period.*	<input type="text"/>	<input type="text"/>
G.	Number of extensions of consumer credit refinances (CAB contracts) paid in full or otherwise closed for reduced payoff during the reporting period. (This is the number of accounts in E and F that are paid in full or otherwise closed for reduced payoff during the quarter).*	<input type="text"/>	<input type="text"/>
H.	Total dollar amount of extensions of consumer credit obtained by the CAB or that the CAB assisted consumers in obtaining that were paid in full or otherwise closed for reduced payoff during reporting period.*	<input type="text"/>	<input type="text"/>
I.	Number of outstanding extensions of consumer credit and refinances (CAB contracts) at the end of the reporting period. *	<input type="text"/>	<input type="text"/>

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Attestation

Name*

Phone Number*

Email*

- I swear or affirm** that all answer on this annual or quarterly report and any attachments are true and complete. **Warning:** TEX. PENAL. CODE, Sec 37.10 provides that providing false information to a government agency may be a third degree felony offense punishable by not more than ten years in prison or not more than one year in a community correctional facility. In addition to imprisonment, a fine of up to \$10,000 may also be imposed.

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Submit

Cancel

Once you have reviewed your report, you will be taken to the attestation screen, where you must read the statement and click the checkbox to affirm that you read it. Once the Submit button is clicked, the report will be entered into ALECS. **If you want to submit a revised report before the submission deadline has passed, you must go through these same steps to submit a completely new report for your license.**

The next screen will allow you to download a PDF copy of your report. By clicking on the PDF icon, you will download a report for your personal records.

Thank you. You have successfully submitted the report for license# [REDACTED] at 09/30/2019 03:39 PM.
You may download a pdf copy of the report for your records.



[Return to Dashboard](#)