

ANNUAL REPORTING (now in ALECS)

Due Dates (2017 as reference)



It is important that you register in ALECS and have up to date information on file. Before your reporting due date, we will send an email reminder that you may have a report due and you can file that report now.

You cannot file a report before the end of your reporting term (e.g. before the year ends for that report).

How to File

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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.

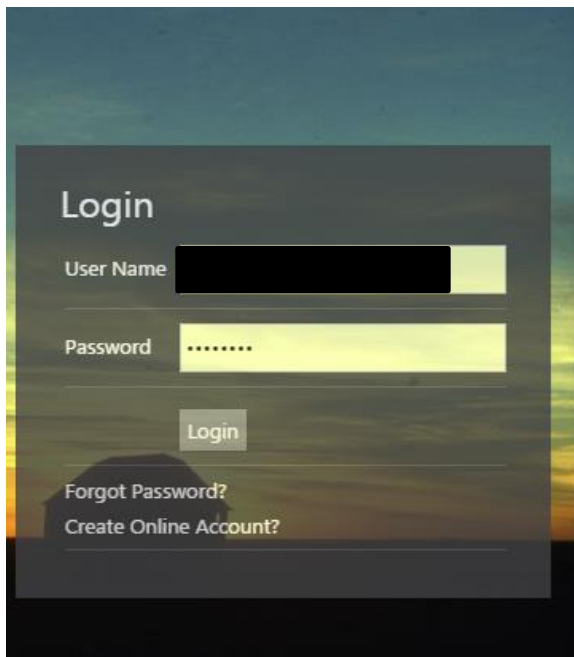
ALECS

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.

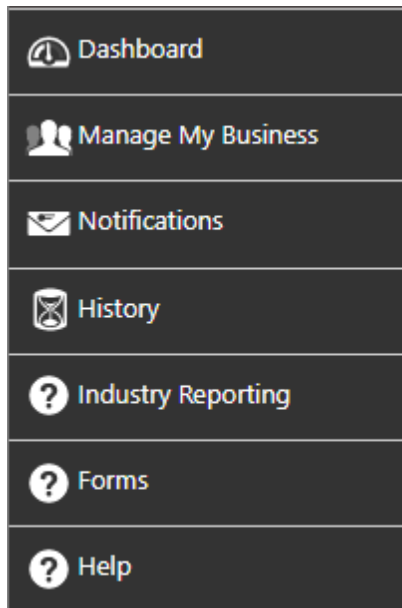
Begin by navigating to the OCCC website at www.occc.texas.gov. Either follow the instructions to create an ALECS account or login to your established account by choosing the ALECS menu button.



The screenshot shows a login interface with a dark background and a light-colored login box. The box contains the title "Login", a "User Name" field with a blacked-out input, a "Password" field with masked characters, a "Login" button, and links for "Forgot Password?" and "Create Online Account?".

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

Navigate in your ALECS Account

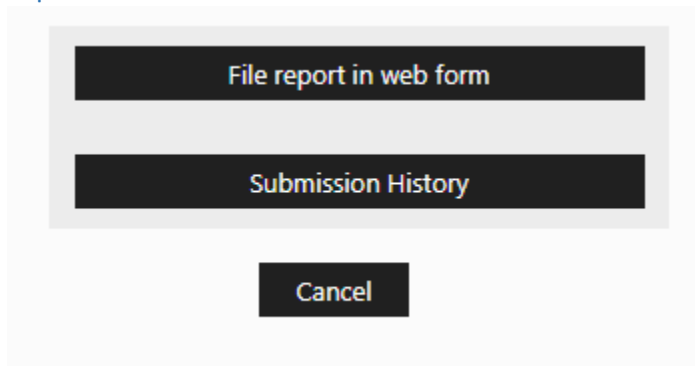


The Industry Reporting Tab is the new location for all things reporting related. You can file reports or view the submission history of past reports here.

Industry Reporting Options

Depending on the type of license, you may be presented one or two options.

Option 1 Webforms:



This is the only option for Property Tax, Regulated Lenders, and Debt Management Providers who file by Master License

Complete the relevant information for the report you are trying to file and choose next

Choose License and Report Type

Lic/Reg Type *

Report Type *

Report Period *

Person to contact for report *

Phone Number *

Email *

Confirm Email *

Previous

Next

Cancel

Option to bypass

Do you have any loans or Retail Installment Receivables for the state of Texas to Report ?

☒ Yes ☐ No

Previous

Next

Cancel

If you don't have any relevant transactions or information for a specific section you may have the option to bypass the section.

Depending on the type of report, there may be "Tool Tips" that provide more information

Schedule C.2: Loans Serviced			
		No. of Loans Serviced	Amount Serviced
Wholly owned loans serviced		Installment or Revolving Personal Loans Greater than 10%	
1.	Personal Installment Loans(Ch 342E,Ch342F,Ch346)	?	
2.	Real Estate Loans(Ch 342G,HE 1st&2nd)	?	
3.	Retail Installment Accounts(Ch345,Ch347,Ch348)	?	

Completing the form

Webforms are to be completed directly from the webpage. Be on the lookout for mistakes that you will need to correct before moving to the next page

		No. of Loans Serviced	Amount Serviced
Wholly owned loans serviced			
1.	Personal Instalment Loans(Ch 342E,Ch342F,Ch346)	? 500	Please Enter Value

Additional Information to Upload

Certain reports have questions that may require a free text answer or a specific document upload. You must upload documents for these questions to move on.

Annual/Quarterly Report- Regulated Lender		
Licensee question		
During the report year, has the licensee or any affiliate had any type of license denied, suspended or revoked?	☒ Yes ☐ No	Select files...
During the report year, has the licensee or any affiliate, or any agent thereof made a financial settlement with any person as a result of any claim relating to any extension of credit or collection agency?	☐ Yes ☒ No	
During the report year, has the licensee, any affiliate, or any agent thereof been subject to binding arbitration or been the subject of civil litigation with relation to any loan, extension of credit, or collection activity?	☐ Yes ☒ No	
Previous Next Cancel		

Electronically Sign

Contact Information	
Person to contact for report*	
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.	
Previous Next Cancel	

Download a pdf of Your Submission

After you have submitted your report, you have the option to download a pdf version for your records. You can also always review your submission history for additional report records.

Report Submission

Thank you. You have successfully submitted the report with master File Number on 12/10/2019 03:12 PM. You may download a pdf copy of the report for your records.

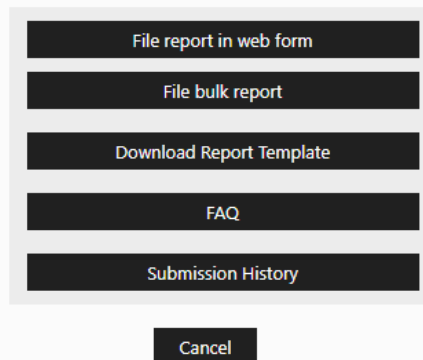


[Return to Dashboard](#)

Option 2: Webforms or Bulk submissions

Pawnshops and Credit Access Businesses who file by licensed location have the option of either filing by webform or filing a bulk report (all licensees at the same time)

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.



A vertical menu of buttons for report submission options. The buttons are stacked vertically and have a dark background with light text. From top to bottom, the buttons are: 'File report in web form', 'File bulk report', 'Download Report Template', 'FAQ', 'Submission History', and 'Cancel'.

- File report in web form
- File bulk report
- Download Report Template
- FAQ
- Submission History
- Cancel

Only pawnshops should download a report template for bulk filings.

CABs must create a csv in this specific format to upload a bulk report:

<https://occc.texas.gov/sites/default/files/uploads/misc/cab-reporting-bulk-upload-format.pdf>

Other Resources

Additional information about each report is available under the FAQs section in Alecs or the specific regulated industry tab on our website (<http://occc.texas.gov/industry>), in the reporting sections.

You may also contact annualreport@occc.texas.gov or Karl Hubenthal at 512-936-7652 or Karl.Hubenthal@occc.texas.gov.