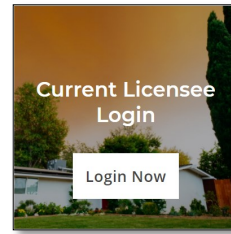




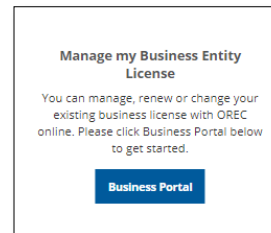
**STEP ONE**

Go to [www.orec.ok.gov](http://www.orec.ok.gov) and click **Login Now**



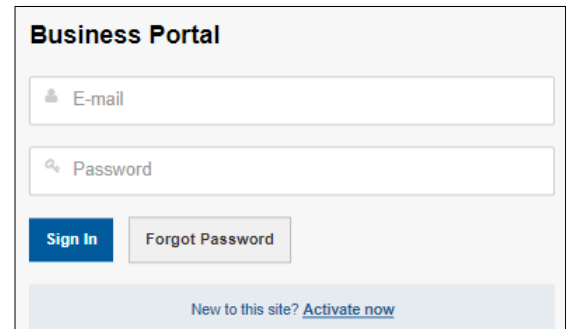
**STEP TWO**

Select the **Business Portal**



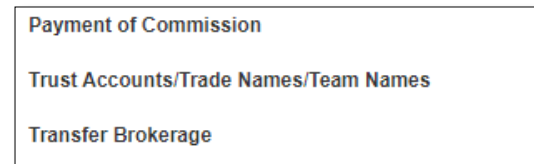
**STEP THREE**

Login to the **Business Portal**



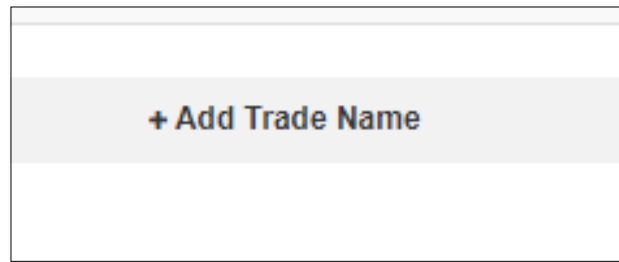
**STEP FOUR**

Select **Trust Accounts / Trade Names/ Team Names**



## STEP FIVE

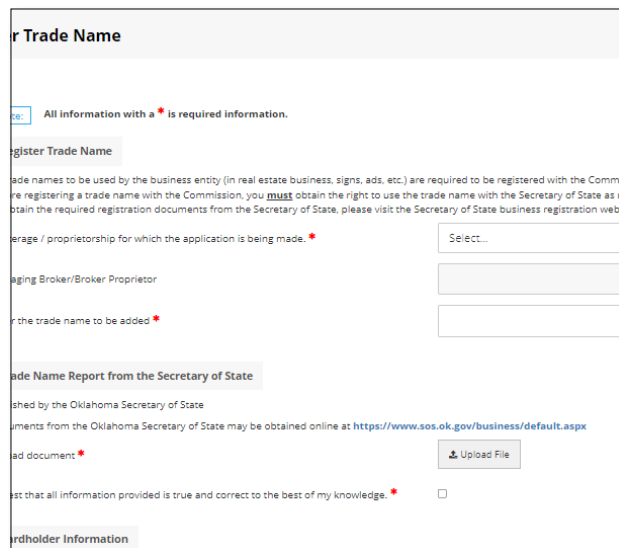
Click **+Add Trade Name**



## STEP SIX

Fill in all required trade name information, upload the Trade Name Report from the [Secretary of State website](#), and click **Submit Payment**.

**Please note:** all trade names must be filed with the Secretary of State under the name of the Brokerage requesting trade name registration.

A screenshot of a web form titled "Trade Name". The form contains several sections: "Trade Name" with a text input field; "All information with a \* is required information."; "Register Trade Name" with a text input field; "Trade names to be used by the business entity (in real estate business, signs, ads, etc.) are required to be registered with the Commission. When registering a trade name with the Commission, you must obtain the right to use the trade name with the Secretary of State as required by law. To obtain the required registration documents from the Secretary of State, please visit the Secretary of State business registration website."; "Brokerage / proprietorship for which the application is being made." with a dropdown menu; "Managing Broker/Broker Proprietor" with a text input field; "Trade name to be added" with a text input field; "Trade Name Report from the Secretary of State" with a text input field; "Documents from the Oklahoma Secretary of State" with a text input field; "Documents from the Oklahoma Secretary of State may be obtained online at https://www.sos.ok.gov/business/default.aspx"; "Upload document" with an "Upload File" button; "I certify that all information provided is true and correct to the best of my knowledge." with a checkbox; and "Proprietor Information" with a text input field.

## STEP SEVEN

Once your trade name registration has been processed you will receive an automated e-mail message confirming the approval

This e-mail is to confirm the approval of your Trade Name request through the OREC [License Portal](#). [The request changes will now be reflected in your [License Portal](#)].  
Please e-mail [help@orec.ok.gov](mailto:help@orec.ok.gov) for any further questions.