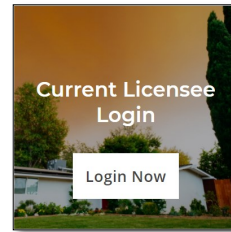




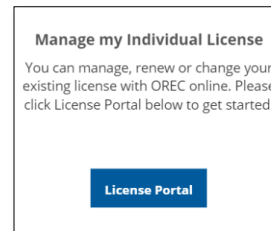
**STEP ONE**

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



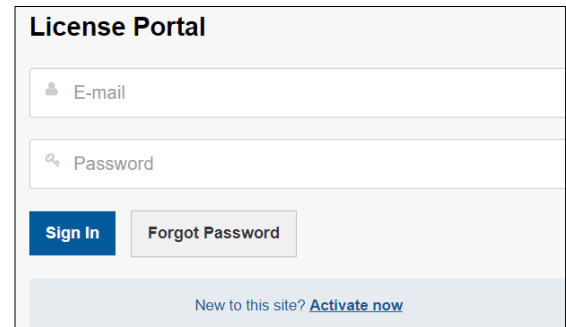
**STEP TWO**

Select the **License Portal**



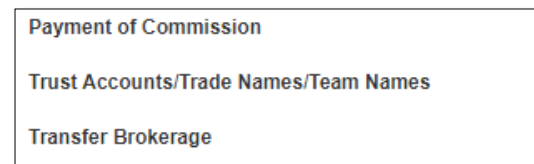
**STEP THREE**

Login to the **License Portal**



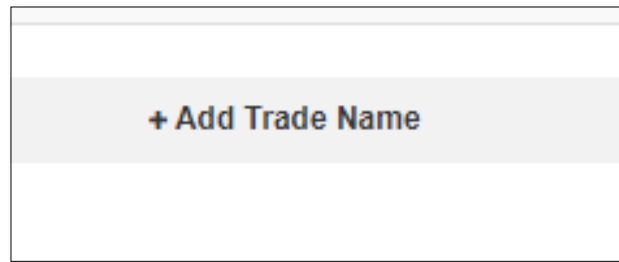
**STEP FOUR**

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



## STEP FIVE

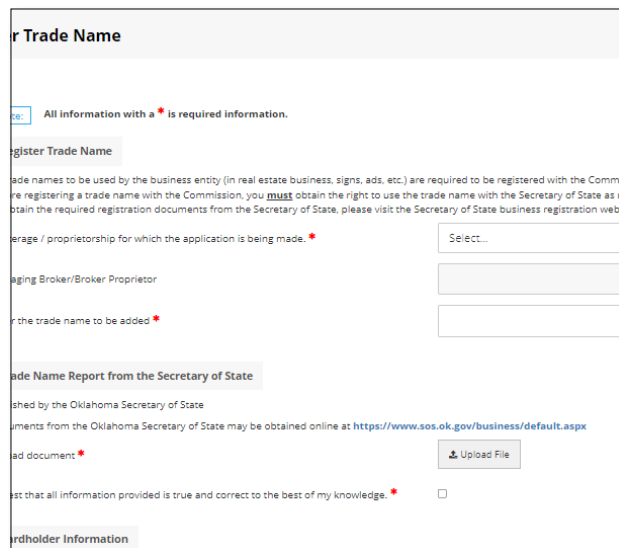
Click **+Add Trade Name**



## 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: a header "Trade Name", a note "All information with a \* is required information.", a "Register Trade Name" section with a text input field, a "Brokerage / proprietorship for which the application is being made" section with a dropdown menu, a "Sponsoring Broker/Broker Proprietor" section with a text input field, a "Trade Name to be added" section with a text input field, a "Trade Name Report from the Secretary of State" section with a text input field, a "Documents from the Oklahoma Secretary of State" section with a link to "https://www.sos.ok.gov/business/default.aspx", an "Upload document" section with an "Upload File" button, a "I certify that all information provided is true and correct to the best of my knowledge" section with a checkbox, and a "Proprietor Information" section.

## STEP SEVEN

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

