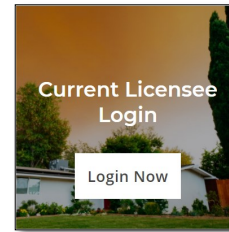




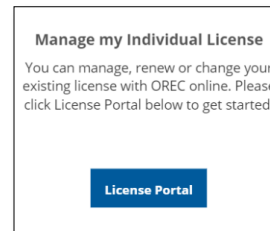
STEP ONE

Go to www.orec.ok.gov and click **Login Now**



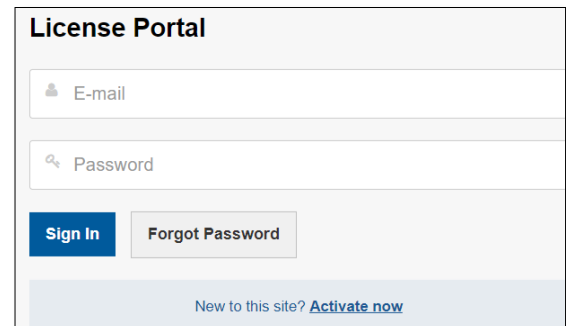
STEP TWO

Select the **License Portal**



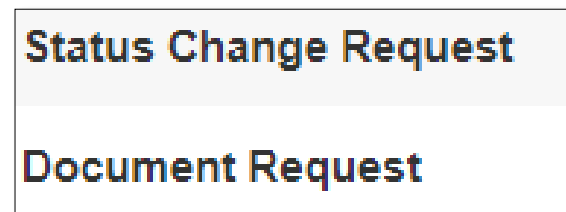
STEP THREE

Login to the **License Portal**



STEP FOUR

Select **Document Request**



STEP FIVE

Fill in required document information

Document Information

Requested Document *

Document Format * Digital Hard Copy

What specific information do you require in the letter? *

STEP SIX

Fill in required recipient information

Recipient Information

Organization Name *

Mailing Address Line 1 *

Mailing Address Line 2

City *

Country *

State / Province *

ZIP / Postal Code *

Telephone *

STEP SEVEN

Submit payment and click
Complete Request

Your document request will be
processed within five business days
and be sent to the requested recipient

Cardholder Information

Enter the required information below. Your fees will be processed immediately and securely online.

Amount Due

Cardholder Name *

Credit Card Number *

Expiration Date *

Security Code (3 digits on back of card) *