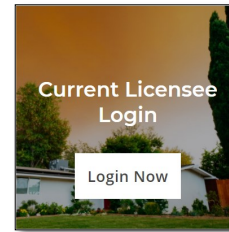




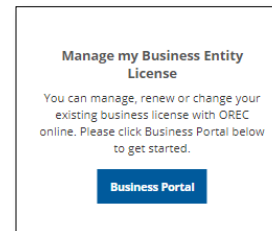
STEP ONE

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



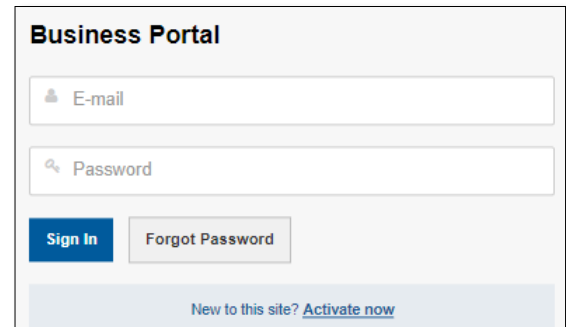
STEP TWO

Select the **Business Portal**



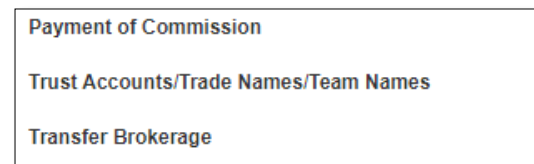
STEP THREE

Login to the **Business Portal**



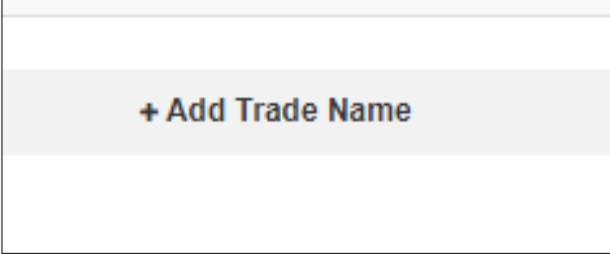
STEP FOUR

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



STEP FIVE

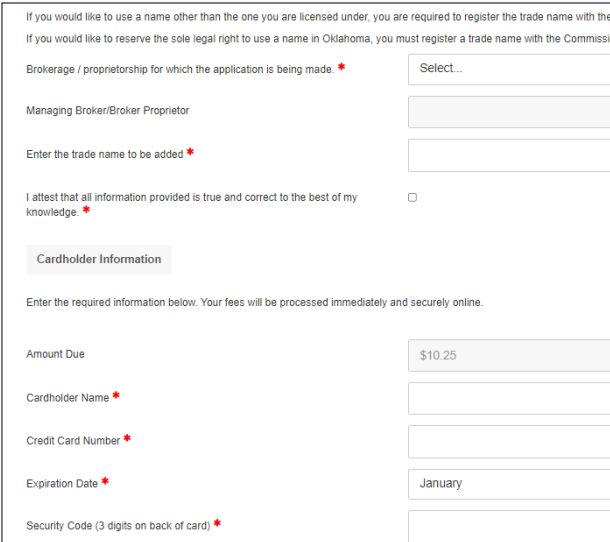
Click **+Add Trade Name**



A rectangular button with a light gray background and a dark gray border. The text "+ Add Trade Name" is centered in a bold, dark font.

STEP SIX

Fill in all required trade name information and click **Submit Payment**

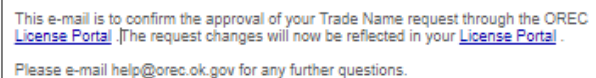


A screenshot of a web form for trade name registration. The form includes the following fields and sections:

- Text: "If you would like to use a name other than the one you are licensed under, you are required to register the trade name with the Commission. If you would like to reserve the sole legal right to use a name in Oklahoma, you must register a trade name with the Commission."
- Field: "Brokerage / proprietorship for which the application is being made" with a dropdown menu showing "Select...".
- Field: "Managing Broker/Broker Proprietor" with a text input field.
- Field: "Enter the trade name to be added".
- Text: "I attest that all information provided is true and correct to the best of my knowledge." with a checkbox.
- Section: "Cardholder Information" with a sub-header.
- Text: "Enter the required information below. Your fees will be processed immediately and securely online."
- Field: "Amount Due" with a value of "\$10.25".
- Field: "Cardholder Name".
- Field: "Credit Card Number".
- Field: "Expiration Date" with a dropdown menu showing "January".
- Field: "Security Code (3 digits on back of card)".

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](#). If the request changes will now be reflected in your [License Portal](#).

Please e-mail help@orec.ok.gov for any further questions.