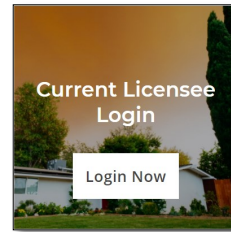




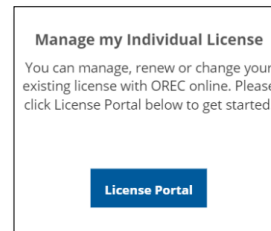
**STEP ONE**

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



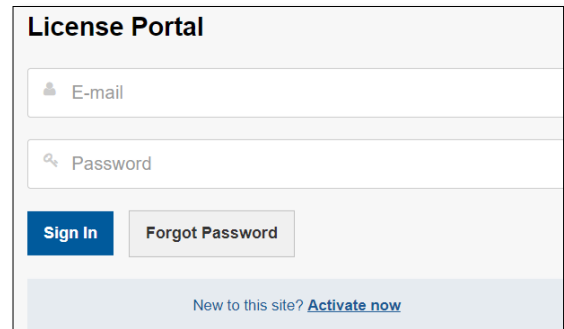
**STEP TWO**

Select the **License Portal**



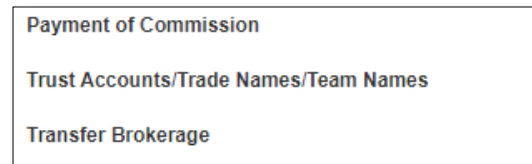
**STEP THREE**

Login to the **License Portal**



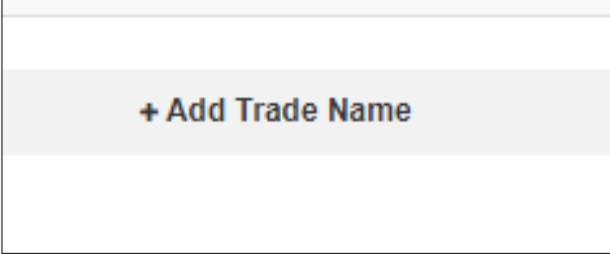
**STEP FOUR**

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



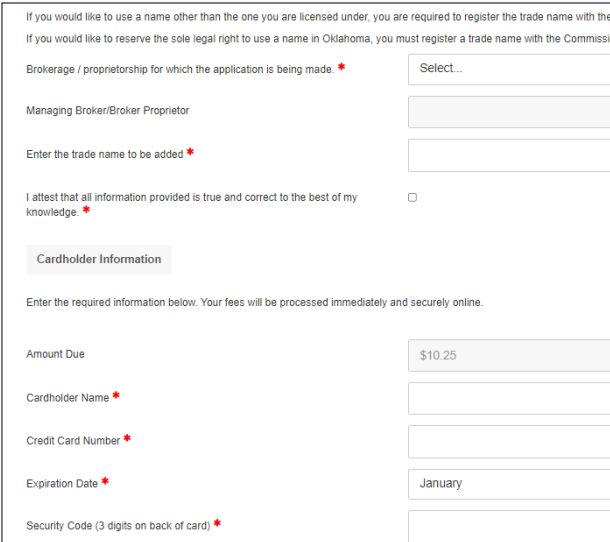
## STEP FIVE

Click **+Add Trade Name**

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.

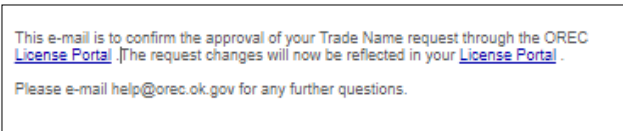
## STEP SIX

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

A screenshot of a web form for trade name registration. The form includes several fields and sections: a dropdown menu for "Brokerage / proprietorship for which the application is being made", a text field for "Managing Broker/Broker Proprietor", a text field for "Enter the trade name to be added", a checkbox for "I attest that all information provided is true and correct to the best of my knowledge", a section titled "Cardholder Information" with a sub-header "Enter the required information below. Your fees will be processed immediately and securely online.", and several input fields for "Amount Due" (pre-filled with "\$10.25"), "Cardholder Name", "Credit Card Number", "Expiration Date" (pre-filled with "January"), and "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

A screenshot of an automated e-mail confirmation message. The text reads: "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." The "License Portal" is underlined and appears to be a link.