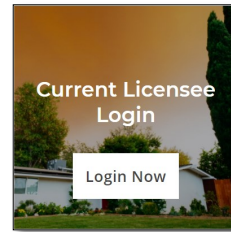




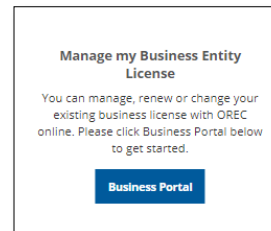
STEP ONE

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



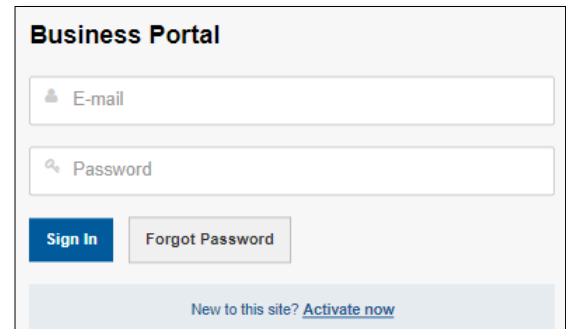
STEP TWO

Select the **Business Portal**



STEP THREE

Login to the **Business Portal**



STEP FOUR

Select **Notification of Cessation Request**



STEP FIVE

Fill in required contact information for document retention

Address where records will be stored

Street Address *

City *

Country *

State / Province *

ZIP / Postal Code *

Name of person responsible for records *

Phone number of person responsible for records *

STEP SIX

Confirm relevant documents have been destroyed and all associates have been released or have transferred to another office.

Have all license certificates been destroyed? * Yes No

Have you submitted release forms for all licensees affiliated with your business entity? * Yes No

[Complete Request](#)

To review how to release an associate, please click [here](#).
To review how an associate may request to transfer, please click [here](#).

Click **Complete Request**

STEP SEVEN

Once the notification of cessation request has been processed you will receive an automated e-mail message confirming the approval.

This e-mail is to confirm the completion of the cessation request through the OREC [License Portal](#). Your cessation request has been completed and will be reflected on all licensing information and has been updated on the Public Registry.

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