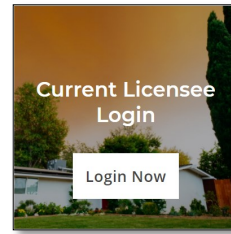




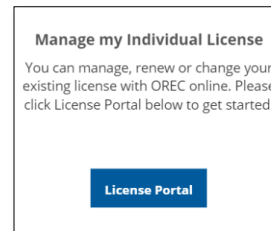
STEP ONE

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



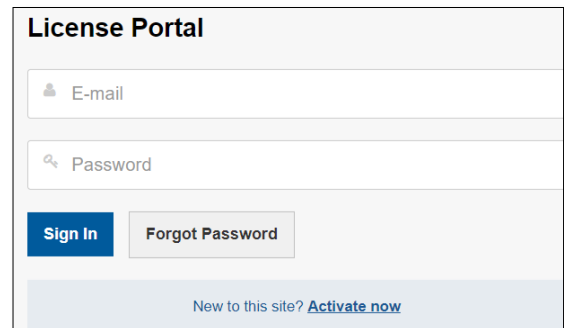
STEP TWO

Select the **License Portal**



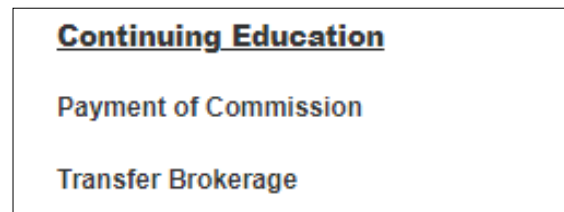
STEP THREE

Login to the **License Portal**



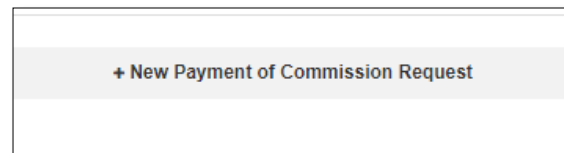
STEP FOUR

Select **Payment of Commission**



STEP FIVE

Select **New Payment of Commission Request**



STEP SIX

Fill in required information regarding the payment of commission entity

Information

Type of business entity formed for payment of commissions *

Name of business entity receiving commission payments *

Brokerage / proprietorship for which the application is being made. *

Managing Broker/Broker Proprietor *

List all individuals connected to this entity listed below who are either blood related or a spouse. For each individual include their name, and their relationship to the licensee. *

STEP SEVEN

Review and confirm the required declarations for the payment of commission entity.

I hereby understand that I am the majority stockholder and majority member of this association or corporation may not perform any act requiring a real estate license and may not be subject to disciplinary action for non compliance with this requirement. *

I certify that my sponsoring broker has approved of this corporation or association. *

I certify my answers on this form and accompanying documents are true, correct, and complete. I understand that a materially false or fraudulent statement in an application for a license is a violation of the rules of the Oklahoma Real Estate Commission which may include but is not limited to, denial, license suspension or revocation. *

I certify that ownership of this entity is limited to spouses and blood relatives only. I acknowledge that I may be subject to disciplinary action for non compliance with this requirement. *

I certify that ownership of this entity is limited to spouses and blood relatives only. I acknowledge that I may be subject to disciplinary action for non compliance with this requirement. *

STEP EIGHT

Upload the required registration and good standing certificate provided by the Secretary of State. Enter payment information and click **Process Payment.**

To obtain both documents from the Secretary of State, please click [here](#).

Business Entity Registration

Certificate of the business entity's registration from the Oklahoma Secretary of State *

Certificate of Good Standing

Current Certificate of Good Standing from the Oklahoma Secretary of State *

Payment Summary

| Invoice Item | Amount |
|-----------------------------------|----------------|
| Payment of Commission Request Fee | \$40.00 |
| Merchant Service Charge | \$1.00 |
| Total | \$41.00 |

STEP NINE

Once your Payment of Commission request has been approved by your Managing Broker and the Oklahoma Real Estate Commission you will receive an automated e-mail message confirming the approval.

This e-mail is to confirm the approval of your payment of commission request through the OREC [License Portal](#) .

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