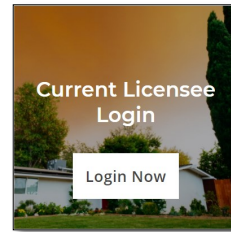




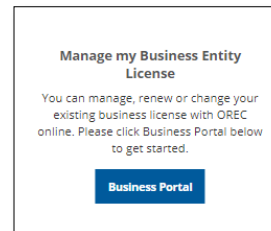
**STEP ONE**

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



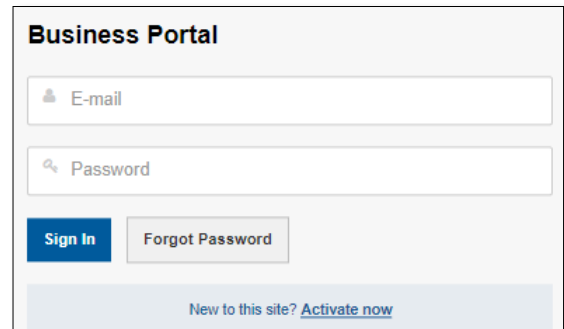
**STEP TWO**

Select the **Business Portal**



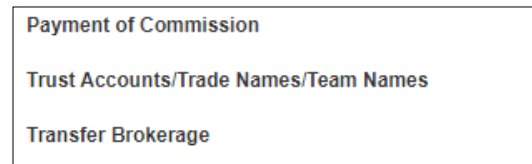
**STEP THREE**

Login to the **Business Portal**



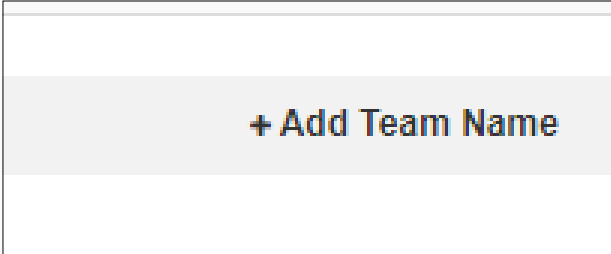
**STEP FOUR**

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



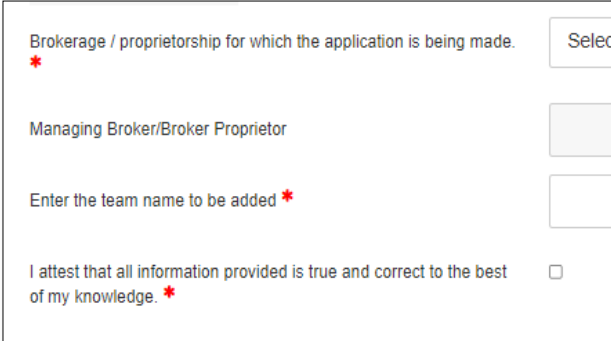
## STEP FIVE

Click **+Add Team Name**

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

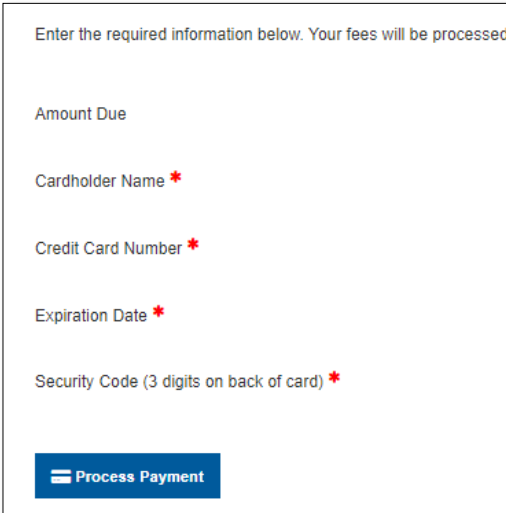
## STEP SIX

Fill in all required team name information

A form with several fields and a checkbox. The first field is labeled "Brokerage / proprietorship for which the application is being made." with a red asterisk and a "Select" dropdown menu. The second field is labeled "Managing Broker/Broker Proprietor" with a gray input box. The third field is labeled "Enter the team name to be added" with a red asterisk and a white input box. The fourth field is a checkbox labeled "I attest that all information provided is true and correct to the best of my knowledge." with a red asterisk.

## STEP SEVEN

Submit payment and click **Process Payment**

A form titled "Enter the required information below. Your fees will be processed". It contains five fields: "Amount Due", "Cardholder Name" with a red asterisk, "Credit Card Number" with a red asterisk, "Expiration Date" with a red asterisk, and "Security Code (3 digits on back of card)" with a red asterisk. At the bottom is a blue button labeled "Process Payment".

## STEP EIGHT

Once your team 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 Team Name request through the OREC [License Portal](#) .The request changes will now be reflected in your [License Portal](#) .  
Please e-mail [help@orec.ok.gov](mailto:help@orec.ok.gov) for any further questions.