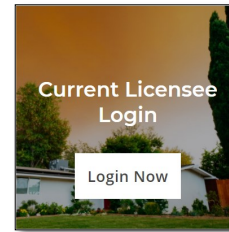




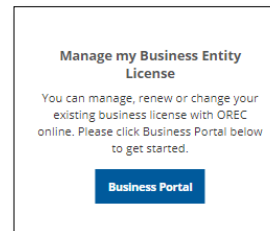
**STEP ONE**

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



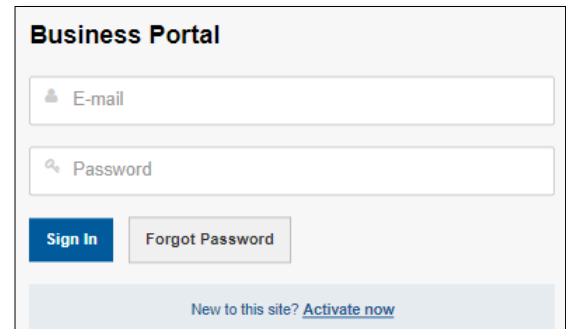
**STEP TWO**

Select the **Business Portal**



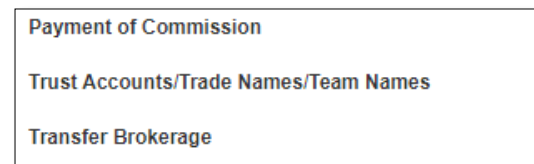
**STEP THREE**

Login to the **Business Portal**



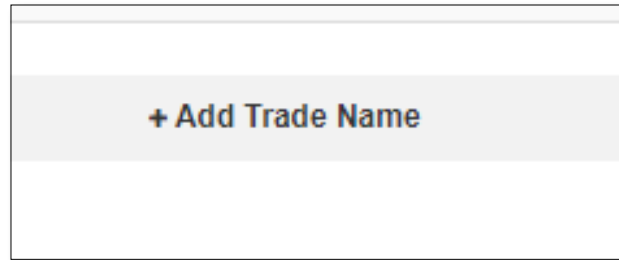
**STEP FOUR**

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



## STEP FIVE

Click **+Add Trade Name**



## STEP SIX

Fill in all required trade name information. If available, upload the Trade Name Report from the [Secretary of State website](#), and click **Submit Payment**.

The Commission recommends all trade names registered with our office also be registered with the Secretary of State to ensure legal ownership.

A screenshot of a web form titled "Trade Name". The form contains several sections: a note that all information with a red asterisk is required; a text input field for "Register Trade Name"; a dropdown menu for "Enterprise / proprietorship for which the application is being made"; a text input field for "Managing Broker/Broker Proprietor"; a text input field for "Trade name to be added"; a section for "Trade Name Report from the Secretary of State" with a link to the Oklahoma Secretary of State website and an "Upload File" button; and a checkbox for "I certify that all information provided is true and correct to the best of my knowledge". The form also includes a "Proprietor Information" section at the bottom.

## 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](#). [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.