

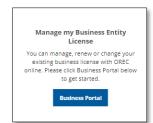
### **STEP ONE**

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



### **STEP TWO**

## Select the Business Portal



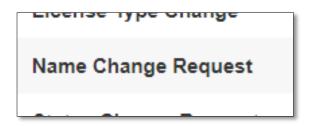
### **STEP THREE**

Login to the Business Portal



### **STEP FOUR**

Select Name Change Request



#### **STEP FIVE**

Provide new name being requested



### **STEP SIX**

Upload amended copy of the registration and amended certificate of good standing furnished by the Secretary of State

Click <u>here</u> to obtain the amended documents from Secretary of State



### **STEP SEVEN**

# Submit payment

Once your name change request has been approved you will receive an automated e-mail from the Commission notifying you of the approved change. Your licensure documents will be updated automatically upon approval.

