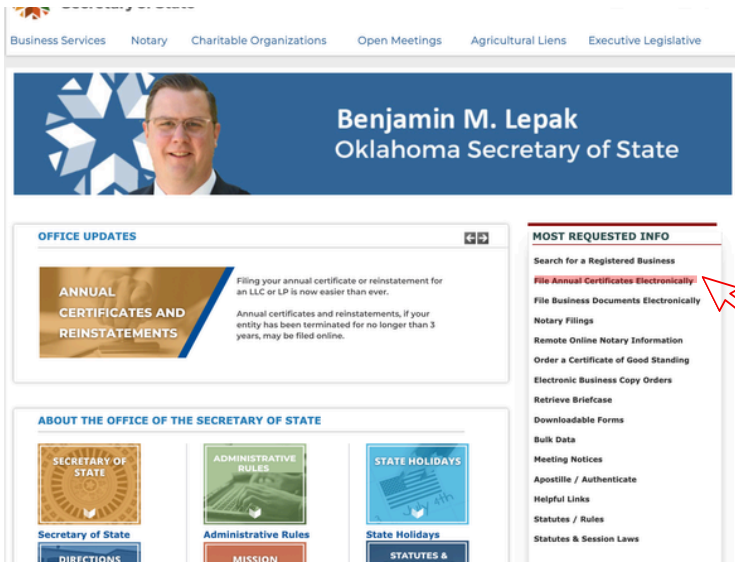


HOW TO REGISTER YOUR LLC WITH THE SECRETARY OF STATE

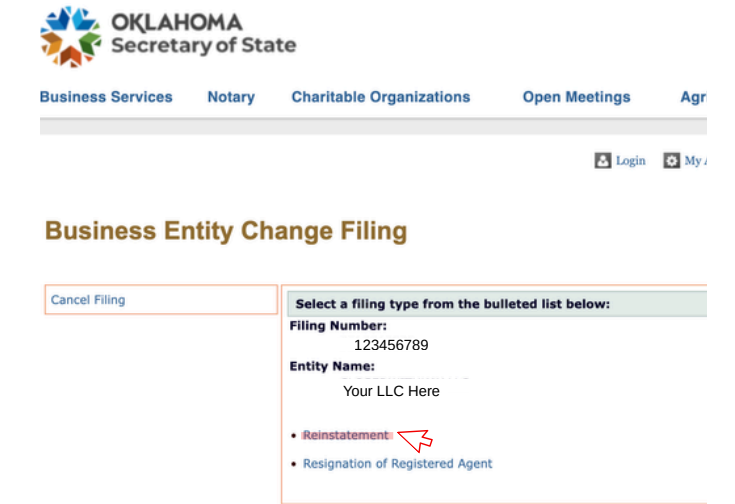


Step #1

- Go to the Oklahoma SOS filing portal
- Visit the official Secretary of State site
- Click “File Annual Certificates Electronically”

Link :

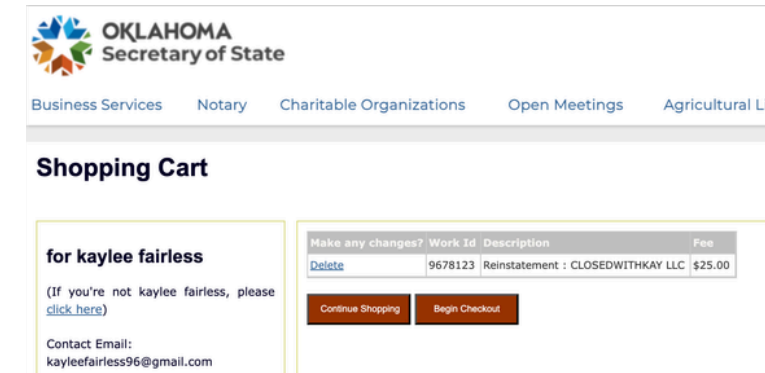
<https://www.sos.ok.gov/default.aspx>



Step #2

Look up your LLC

- Enter your LLC filing number or business name
- Confirm your business details
- Update your info
- Business address
- Email/contact info
- Click on “reinstatement” under your LLC name



Step #4

Submit and pay

- Filing fee: \$25
- Pay online with card (or mail a check if filing by paper) Get confirmation
- You'll receive an email when it's processed
- Download your Letter of Good Standing

If you miss it

After 60 days late → you lose good standing After 3 years → your LLC can be canceled
You can fix it later, but it requires reinstatement + catching up on filings.

File: Annual Certificate

Cost: \$25

Frequency: **Every year**

Deadline: **Anniversary date**

After you register with the Secretary of State you will also need to register your LLC with the Real Estate Commission

HOW TO REGISTER YOUR LLC WITH OREC

Step #1

Make sure your LLC is properly formed first

Before OREC will touch it, your LLC must already be active with the Oklahoma Secretary of State.

- Articles of Organization (filed)
- Certificate of Good Standing
- Federal EIN

OREC specifically requires proof your entity is authorized and in good standing in Oklahoma



- Welcome
- Account Settings
- Personal Information
- Certificate & Pocket Card
- Contract Forms
- Invoices & Receipts
- License Renewal
- Continuing Education
- Payment of Commission
- Transfer Brokerage
- License Type Change
- Name Change Request
- Status Change Request
- License History Request
- Examinee Data Reports
- Licensee Data Reports



Step #2

Log on to OREC License portal. On the left hand side of the screen select the tab for Payment of Commission

The screenshot shows the OREC License portal interface. On the left is a navigation menu. The main content area is titled "Business Entity Registration" and includes sections for "Certificate of the business entity's registration from the Oklahoma Secretary of State" and "Certificate of Good Standing", each with an "Upload File" button. Below this is a "Payment Summary" table:

Invoice Item	Amount
Payment of Commission Request Fee	\$50.00
Merchant Service Charge	\$1.25
Total	\$51.25

Below the table is a "Credit Card Payment Option" section with a "Process Payment" button. The form fields include:

- Amount Due: \$51.25
- Cardholder Name
- Credit Card Number
- Expiration Date: January 2026
- Security Code (3 digits on back of card)

An important note states: "Please make sure to click the Process Payment button only once. It may take up to several minutes to process your credit card payment. Thank you for your patience."

Step #3 submit the Business Entity Application to OREC

- "Application for Real Estate License – Business Entity"

This includes:

- LLC legal name + address
- Managing broker info
- All members/owners and officers
- Trade names (if you're branding your LLC)
- Federal Tax ID

You must also attach:

- Certificate of LLC (from Secretary of State)
- Certificate of Good Standing

Step #4

Pay licensing fees & wait for approval

- OREC reviews the application
- They can request additional ownership or compliance documentation
- Once approved, your LLC is issued a real estate license
You cannot conduct real estate business under the LLC until approval is complete