Ken Miller
Oklahoma State Treasurer
2300 North Lincoln Blvd, Room 217
Oklahoma City, OK 73105

Procedures for Agency Security Administrators
**Warrant Image View System**

1. System Requirements:
    a. The web site and applications are accessible via the internet using either Netscape 4.0 and higher or Microsoft browsers 4.0 and higher

2. Signing on to the Web site:
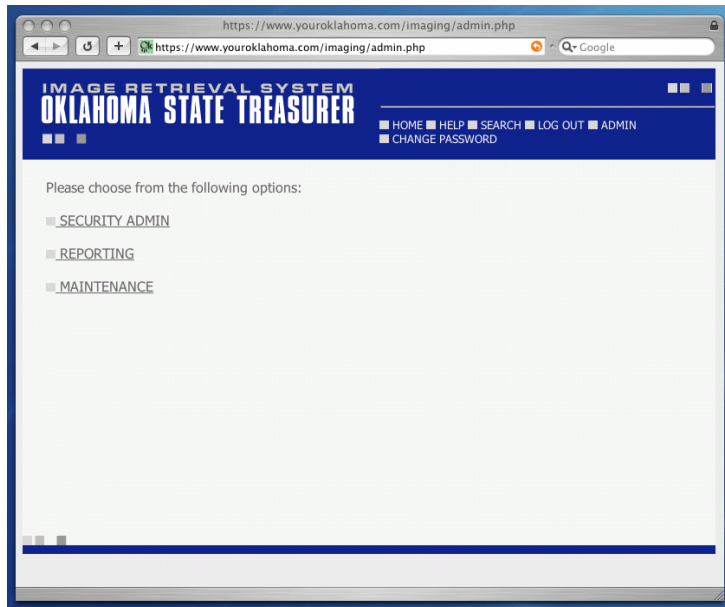   a. The web address for the Treasurer=s Warrant Image View Site is

        https://www.ok.gov/imaging/ost/index.php
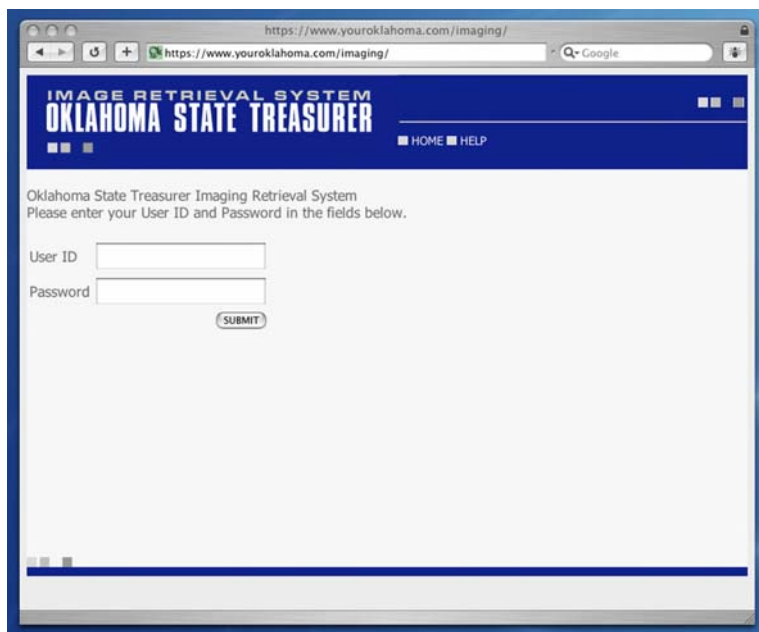
    b. Enter your ID and password where indicated & click on submit.

3.   After logging in, the following web page will be shown:
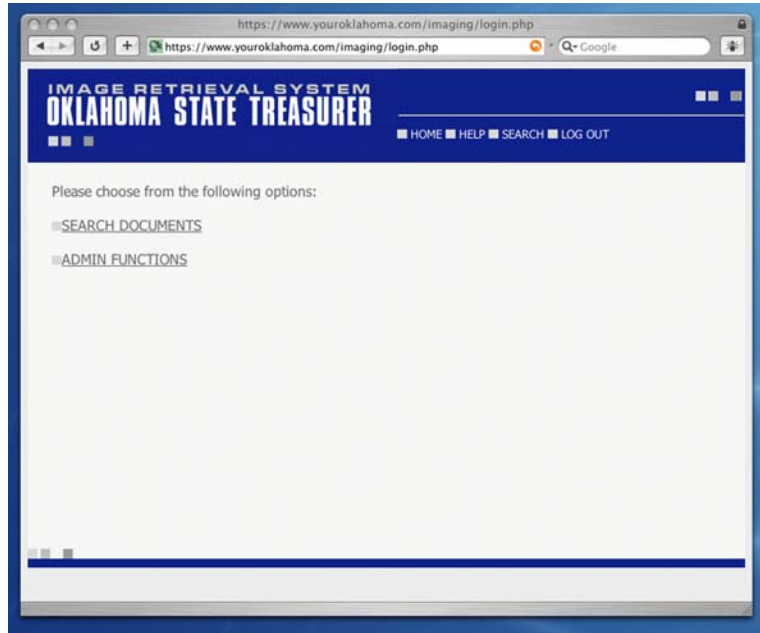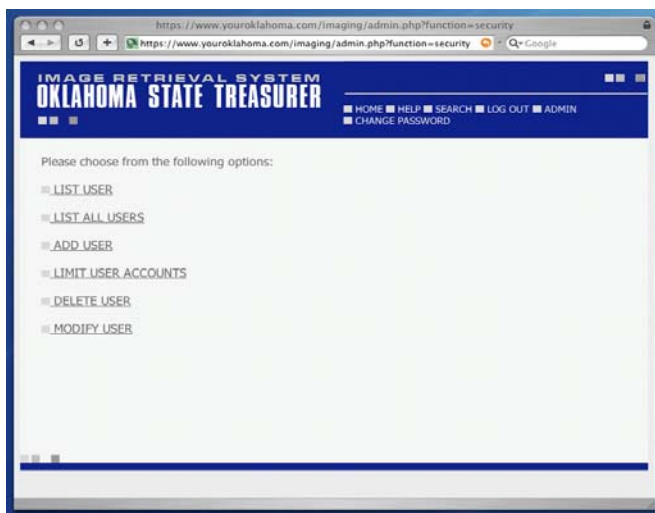

        a.   Choose ADMIN FUNCTIONS and click.
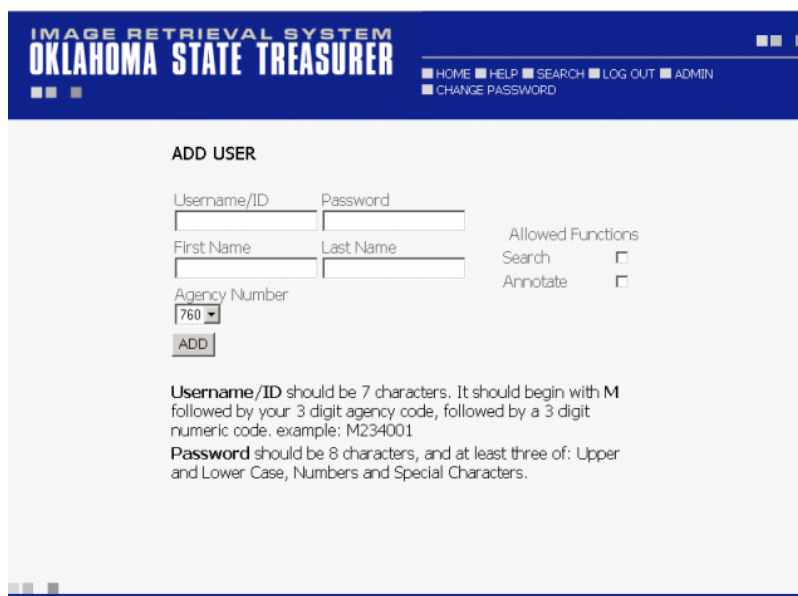
4.   The following screen will appear:

     a.   Click on SECURITY ADMIN.

5.   The following Screen will appear:

     a.   Click on ADD USER.

6.   The following Screen will appear:


     a.   Type in the user ID in the box titled (User Name /ID).
     b.   Next type in a start up password in the password box.
     c.   Type the user's first name in the First Name Box.
     d.   Type the user's last in the last name box.

e.   Check Search under the allowed functions.
           (You will not able to authorize anything except search.)

f.   Click on ADD.

g.   The screen shown below will appear
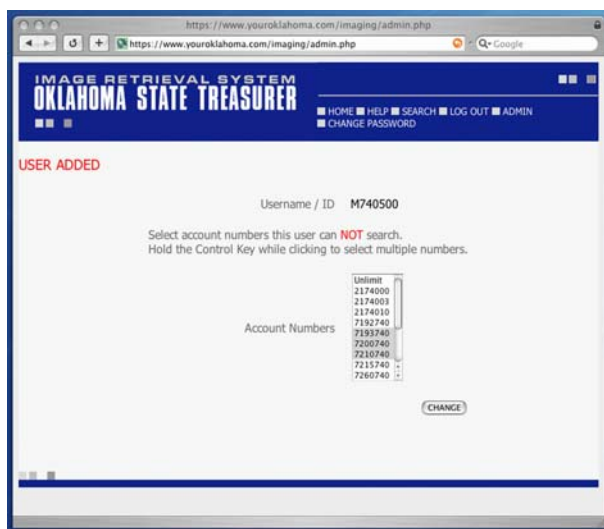
(The numbers shown are for demonstration purposes only. You agency numbers will be shown.)

h.   At this point, if you want to limit access on certain accounts scroll down and click on the appropriate account or accounts. Then click on change.

i.   The screen shown below will appear:
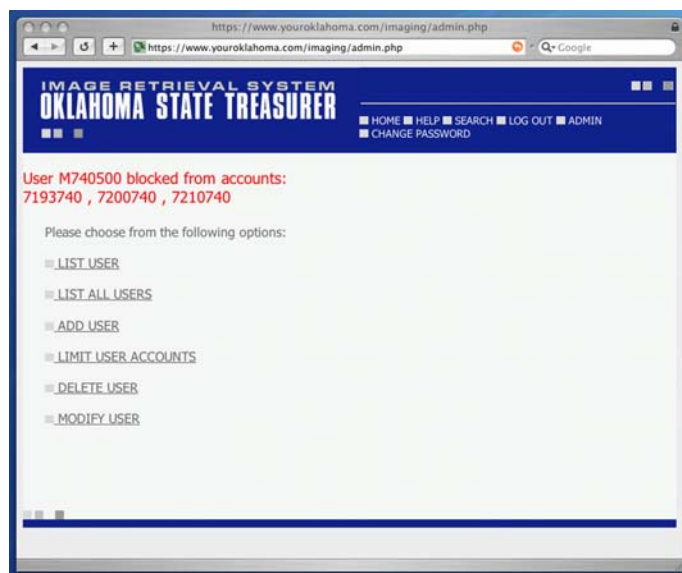
j.   If you are through with this person, you can click on log out to end session or click on back to start another set-up.

k.   If you want to add a limited account back to where the user can view that account you will click on (Limit User Accounts) and you will get the screen shown below.
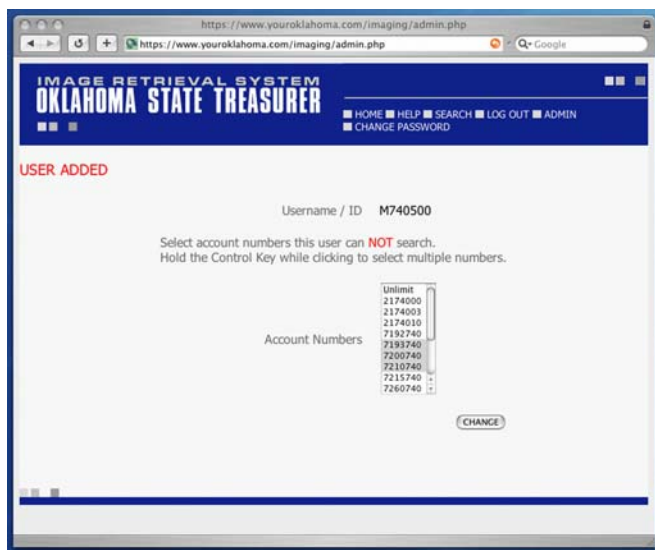
l.   You will click on unlimit to add the account back to the active list. If you have more than one account limited the unlimit will release all accounts and it will be necessary to reset the limit on the accounts you want to leave limited.

Contact Information

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