

NAVIGATE

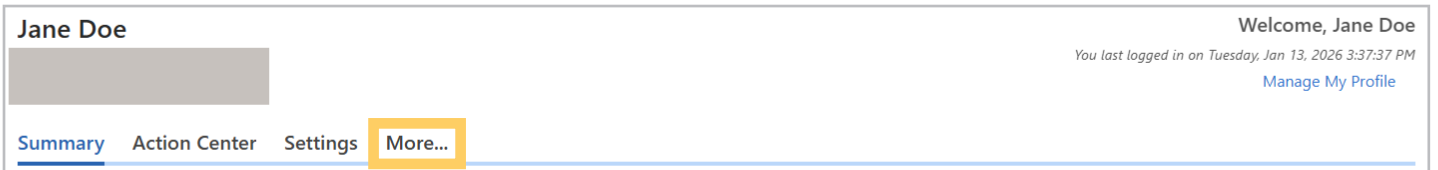
Request a Title

STEP BY STEP GUIDE

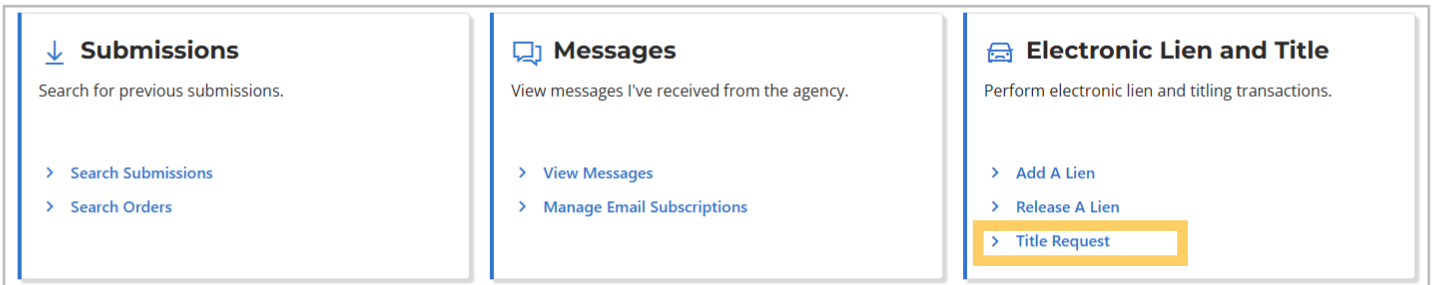
STEP 1 Log in to your **Navigate for Business** account.



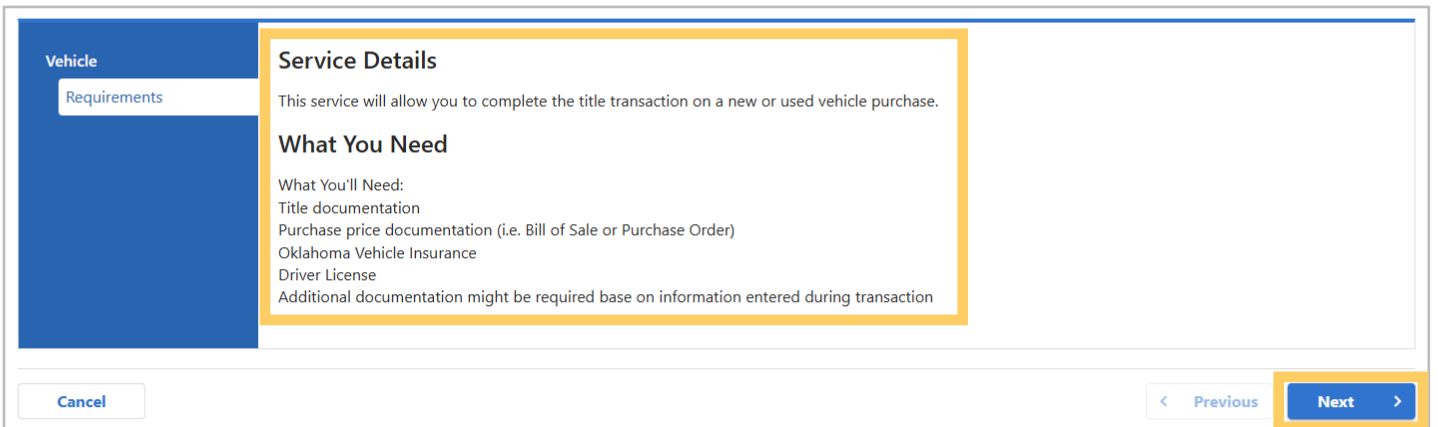
STEP 2 On the main menu, click **"More..."**.



STEP 3 Under **"Electronic Title & Registration Request"**, click **"Title Request"**.



STEP 4 Review the **"Service Details"** to ensure you have everything before you begin. Click **"Next"**.



STEP 5 Use the dropdown menu to select the **“Vehicle Type”** and **“Registration Class”**. Input the **VIN** and re-enter it to confirm. Click **“Next”**.

The screenshot shows the 'Vehicle Identifiers' form. On the left, a blue sidebar contains a menu with 'Vehicle' (selected), 'Requirements', 'Vehicle Information', and 'Vehicle Identification'. The main content area has a title 'Vehicle Identifiers' and a yellow-bordered box containing four input fields: 'Vehicle Type' (a dropdown menu with 'Required' selected), 'Registration Class' (an empty text field), 'Vehicle Identification Number (VIN)' (with a red asterisk), and 'Re-Enter VIN' (with a red asterisk). Both VIN fields have 'Required' written below them. At the bottom, there are three buttons: 'Cancel', '< Previous', and 'Next >' (which is highlighted with a yellow border).

STEP 6 Enter the **Street Number** or **PO Box Number** on record. Click **“Next”**.

The screenshot shows the 'Address Confirmation' form. The left sidebar menu includes 'Vehicle', 'Requirements', 'Vehicle Details', and 'Address Confirmation' (selected). The main content area is titled 'Vehicle Identifiers' and contains instructions: 'Enter your current street address number or PO Box number on record (the address shown on your renewal notice or most recent receipt). If applicable, entering a unit number may also be required.' Below this is a yellow-bordered box with a 'Street Number or PO Box Number' input field (marked with a red asterisk) and the word 'Required' underneath. An 'Example' section follows, stating 'Below are examples of addresses. The address number(s) to be entered are bolded.' and listing three addresses: '123 Main Street Oklahoma City, OK', 'PO Box 1234 Oklahoma City, OK', and '123 Main Street Unit #456 Oklahoma City, OK'. At the bottom, the buttons are 'Cancel', '< Previous', and 'Next >' (highlighted with a yellow border).

STEP 7 Confirm the vehicle details are correct. If not, please contact Service Oklahoma. **Enter the email address twice** to confirm. Click the **checkbox** to confirm. Click **“Next”**.

The screenshot shows the 'Vehicle Detail' form. The left sidebar menu includes 'Vehicle', 'Requirements', 'Vehicle Details', 'Address Confirmation', and 'Confirmation' (selected). The main content area is titled 'Vehicle Detail' and features a red warning message: 'Record shows an active lien; title will be mailed to the lienholder.' Below this is a list of vehicle details, each with a label and a value in a gray box: VIN, Vehicle Classification (Automobile), Year/Make/Model (2010 NISS), Vehicle Color (Gray), Plate Number, Title Type (Electronic Standard Title), Title Number, and Registration Expiration (31-Mar-2026). A yellow-bordered box at the bottom is titled 'Additional Information' and contains two 'Enter Email' input fields (both marked with red asterisks and 'Required' below them), a 'Confirm Email' input field, and a checkbox followed by the text: 'By checking this box, I hereby affirm that I am the owner, or legal representative of the owner, and authorized to complete this request.' (marked with a red asterisk). At the bottom, the buttons are 'Cancel', '< Previous', and 'Next >' (highlighted with a yellow border).

STEP 8 Enter the **mailing address**. Click **“Verify Address”**. Click **“Next”**.

Vehicle

Requirements

Vehicle Details

Address Confirmation

Confirmation

Address

Mailing Address

Please provide your address.

Street ^{*}

Required

Unit Type

Unit

City ^{*}

State ^{*}

Zip Code ^{*}

Required

Required

Required

Verify Address

Cancel

Previous

Next

STEP 9 Upload the completed **Form 701-7, Application for Replacement Certificate for Title**. Click **“Next”**.

Vehicle

Requirements

Vehicle Details

Address Confirmation

Confirmation

Address

Attachments

Attachments

Type	Name	Description	Size
There are no attachments.			
<div>Add Attachment</div>			

Cancel

Previous

Next

STEP 10 Select the **Licensed Operator** of your choice and use the **“County”** filter drop-down menu if needed. Click **“Next”**.

Licensed Operator

Use the county filter below to select a Licensed Operator to process your transaction.

Licensed Operator selection is dependent on the preferences of the user. The state is unable to recommend a selection.

County Filter

Page 1 of 3

Select	Agency Name	Address	Phone
<input type="radio"/>	SAPULPA TAG OFFICE	713 S MISSION ST SAPULPA OK 74066-4659	(918) 224-0264
<input type="radio"/>	MID-TOWN TAG AGENCY	5800 S LEWIS AVE STE 125 TULSA OK 74105-7	(918) 747-6599
<input type="radio"/>	OTTAWA COUNTY TAG OFFICE	20 1ST AVE NE MIAMI OK 74354-6303	(918) 542-7006
<input type="radio"/>	THE GLEASON AGENCY	115 W ORIENT ST THOMAS OK 73669-7403	(580) 661-2979

Page 1 of 3

Cancel

Previous

Next

STEP 11 Review the Fee Breakdown. Click **“Next”**.

Fee Breakdown

Title		
	Title Fee	\$11.00
Total		\$11.00

Cancel

< Previous

Next >

STEP 12 Review the summary. Click **“Submit”**.

Summary

Attention: Record shows an active lien; title will be mailed to the lienholder.

Lienholder :

Vehicle ID :

Email :

Fee Total : 11.00

Cancel

< Previous

Submit

STEP 13 Click **“Checkout”**.

Cart

1 item

Amount Due

\$11.00

Items

Paper Title Request:

Delete

\$11.00

< I have more to do before I checkout

Checkout

STEP 14 Select **ACH Payment** or **Credit Card**. Click **“Next”**.

Payment Options

How do you want to pay? *

ACH Payment

Use your bank Account to Pay/Pay with a Check

Credit Card

Use your credit card to make a payment

Cancel

< Previous

Next >

STEP 15 Fill in the billing information. Click **“Next”**.

Billing Information

Name

FAKE COMPANY

Country

USA

Street

123 E MAIN ST

Street 2

Unit Type

Unit

City

OKLAHOMA CITY

State

OKLAHOMA

Zip

73104-2407

County

OKLAHOMA

Attention

Address has been verified

Cancel

< Previous

Next >

STEP 16 Confirm the amount due. Click **“Submit”**.

Cart

1 item

Amount Due

\$11.00

Confirm Order

Are you sure you want to submit this payment for **\$11.00**?

Cancel

< Previous

Submit

STEP 17 Click **“Printable View”** for a receipt. Click **“OK”** to return to the menu.

Thank you for using Navigate!

We have received the following submissions:

Paper Title Request:

Confirmation Number:

Amount:

\$11.00

If you have any questions, please contact [Service Oklahoma](#) regarding your submission.

Printable View

OK