

**Objective:** This quick reference guide details how dealers can add new users to their OkCARS account and assign the appropriate access to each user.

## **STEP 1** Navigate to the OkCARS webpage, login and select "Manage My Profile".

<b>™OKCARS</b>	HELP
Q Search our online services	
TIFFANY AUTO SALES	Welcome, TIFFANY DOANE
**-***8988	You last logged in on Tuesdar to the second state
6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815 OKLAHOMA CITY OK 73118-5815	Manages Ay Profile

## STEP 2 Select the "More..." tab and click the "Add Additional Logon" link.



## **STEP 3** Enter the **email address information** then proceed to Customer Access.

Email Customer Ac	cess Account Access	Summary	
Email Address * Required	Additional Logon: • Perform work on your behal May only have access to the	If e customers and accounts that you provide access to	
Confirm Email Address *	Can have their access mana An email invite will be sent t	ged for all customers and accounts to the email address provided	

**STEP 4** Click the **"None"** link and enter the **Access Type** from the dropdown menu. Then proceed to the Account Access section.

Email	Customer /	Access Account Access	Summary	
Access Types: Administrator - ( Administrator - ) Account Manag User: Run vehicl Customer Infor	Customer: Add/remove web logo Account: Specific account access, er: Update demographic informa le lookup mation	ns (and the below) Add/remove web logons (and the below) tion (and the below)		Ŧ
Access Type	Customer Type	Customer Name	Customer Address	
None	Business	TIFFANY AUTO SALES	6015 N CLASSEN BLVD OKLAHOMA CI	TY OK 73118-5815 OKLAH

## **STEP 5** Click the **asterisk "\*"** dropdown menu and select **"Yes"** to allow access.

		Em	ail	Custor	er Access	Account Access	Summary		
	Acco	ount Inf	orma	tion				Ŧ	Show Errors
1	Allow	Access	L.	Туре	ID	Account Name		Address	
	*		~8	aler Number	UD00089	TIFFANY AUTO SALES		6015 N CLASSEN BLVD OKLAHOMA	CITY OK 73118-
	No Yes	ance						< Previous	Next >

**STEP 6** Review the Summary screen and click **"Submit"**. A new user has been added.

Email	Custom	er Access	Account Access	Summary		
New Logon In Email Address	formation : samie.harley@servic	:e.ok.gov				
Customer Info	rmation				Ŧ	
Access Type Customer Type		Customer Name			Customer Address	
Admin- Account Business		TIFFANY	AUTO SALES	15 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815 OKLA		
Account Infor	mation					
Allow Access	ID Type	ID	Account Name		Address	
Yes	Dealer Number	UD00089	TIFFANY AUTO SALES		6015 N CLASSEN BLVD OKLAHOMA CITY OK 7311	
					C Previe us Submit	

If you have any questions on this process, reach out to **dealersupport@service.ok.gov**