



How to Create a Logon OkCARS

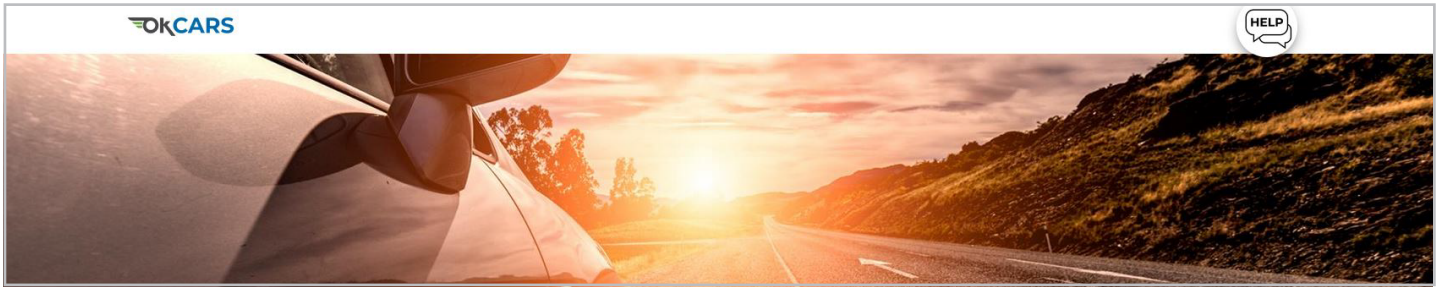
STEP BY STEP GUIDE



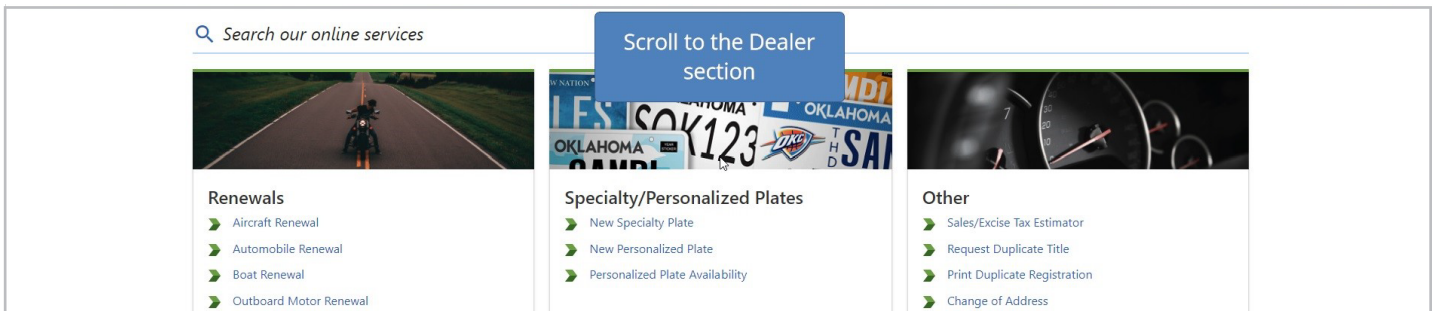
Ready, Set, Tag!

Objective: This quick reference guide details how dealers can submit a request for a new OkCARS registration letter, create a new account, and login for the first time.

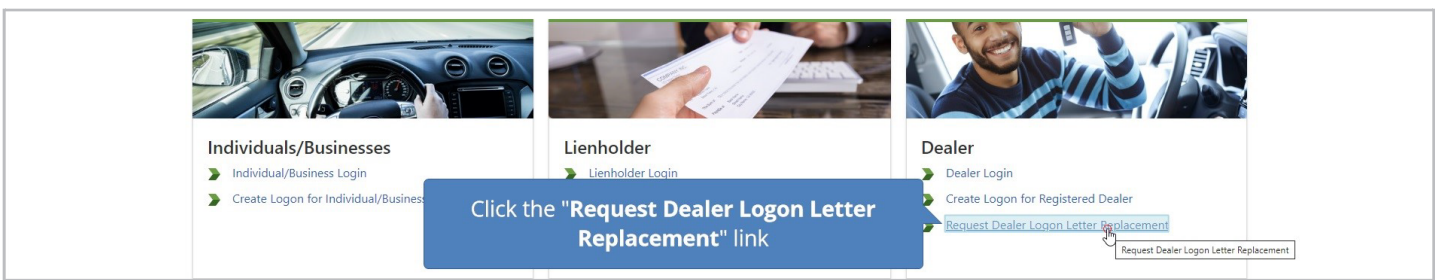
STEP 1 Navigate to okcars.service.ok.gov



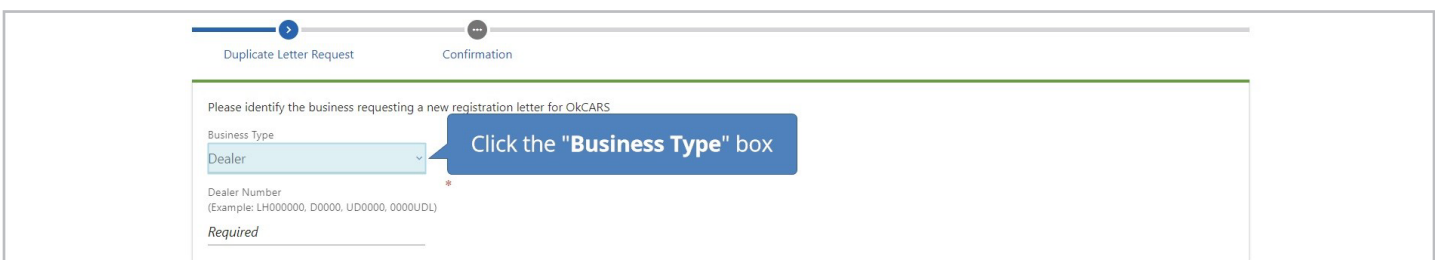
STEP 2 Scroll to the Dealer section.



STEP 3 Click the "Request Dealer Logon Letter Replacement" link.



STEP 4 Click the "Business Type" box.



STEP 5 Make selection. This could be Dealer or Lienholder.

Please identify the business requesting a new registration letter for OkCARS

Business Type

Dealer

Dealer

Lienholder

Make selection

STEP 6 Click the Dealer Number box.

Please identify the business requesting a new registration letter for OkCARS

Business Type

Dealer

Dealer Number
(Example: LH000000, D0000, UD0000, 0000UDL)

Required

Click the Dealer Number box

STEP 7 Type the "Dealer Number".

Please identify the business requesting a new registration letter for OkCARS

Business Type

Dealer

Dealer Number
(Example: LH000000, D0000, UD0000, 0000UDL)

Required

Type the Dealer Number

STEP 8 Click "Next" to continue.

Duplicate Letter Request Confirmation

Please identify the business requesting a new registration letter for OkCARS

Business Type

Dealer

Dealer Number
(Example: LH000000, D0000, UD0000, 0000UDL)

UD08913

Cancel

Click "Next"

Next

STEP 9 Click "Submit".

Upon submitting this web request, a new OkCARS logon letter will be sent to the mailing address that we have on file for the Dealer Number UD08913. Please allow up to 20 business days to receive your letter.

Cancel

Click "Submit"

Submit

STEP 10 Click "OK".



Confirmation


Your request has been submitted and your confirmation number is 0-852-501-760.

Printable View

OK

Click "OK"

STEP 11 Click "Create Logon for Registered Dealer" link.



Individuals/Businesses

- Individual/Business Login
- Create Logon for Individual/Business

Lienholder

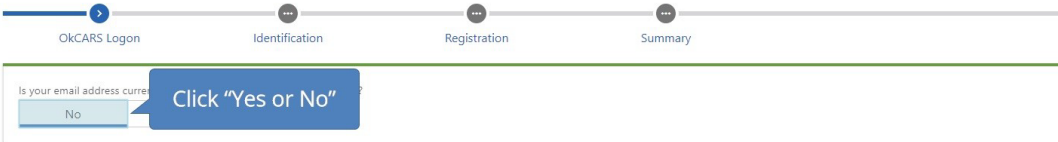
- Lienholder Login
- Create Logon for Registered Dealer
- Register New Lienholder
- Request Lienholder

Dealer

- Dealer Login
- Create Logon for Registered Dealer
- Request Dealer OkCARS Registration Placement

Click "Create Logon for Registered Dealer" link.

STEP 12 Click "Yes or No".



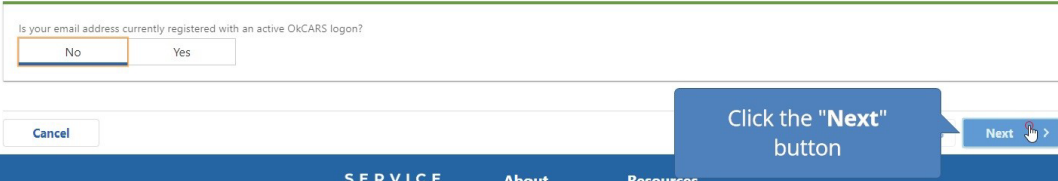
OkCARS Logon Identification Registration Summary

Is your email address currently registered with an active OkCARS logon?

No

Click "Yes or No"

STEP 13 Click the "Next" button to continue.



Is your email address currently registered with an active OkCARS logon?

No Yes

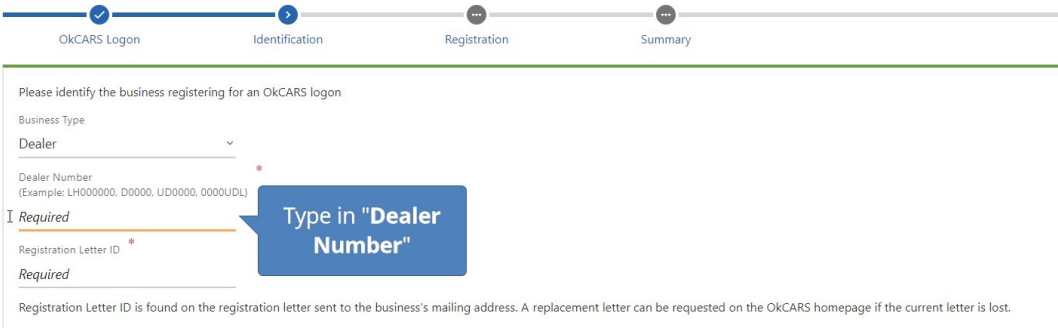
Cancel

Click the "Next" button

Next >

SERVICE About Resources

STEP 14 Type in "Dealer Number".



OkCARS Logon Identification Registration Summary

Please identify the business registering for an OkCARS logon

Business Type

Dealer

Dealer Number
(Example: LH000000, D0000, UD0000, 0000UDL)

Required

Registration Letter ID *

Required

Registration Letter ID is found on the registration letter sent to the business's mailing address. A replacement letter can be requested on the OkCARS homepage if the current letter is lost.

Type in "Dealer Number"

STEP 15 Type in **“Registration Letter ID”**. Registration Letter ID is found on the registration letter sent to the mailing address. **A replacement letter can be requested on the OkCARS homepage if the current letter is lost.**

Please identify the business registering for an OkCARS logon

Business Type
Dealer

Dealer Number
(Example: LH000000, D0000, UD0000, 0000UDL)
UD00089

Registration Letter ID *
Required

Registration Letter ID is found on the registration letter sent to the business's mailing address. A replacement letter can be requested on the OkCARS homepage if the current letter is lost.

STEP 16 Type in **“Registration Letter ID”** in the text box.

Please identify the business registering for an OkCARS logon

Business Type
Dealer

Dealer Number
(Example: LH000000, D0000, UD0000, 0000UDL)
UD00089

Registration Letter ID *
Required

Registration Letter ID is found on the registration letter sent to the business's mailing address. A replacement letter can be requested on the OkCARS homepage if the current letter is lost.

STEP 17 Click **“Next”** button to continue.

Registration Letter ID is found on the registration letter sent to the business's mailing address. A replacement letter can be requested on the OkCARS homepage if the current letter is lost.

Cancel

Next

SERVICE OKLAHOMA About Resources

STEP 18 Click in the **“Email Address”** box.

OkCARS Logon Identification Registration Summary

Logon Info

Email Address
Tiffany.Doane@service.ok.gov

Confirm Email Address *
Required

Password

Confirm Password *
Required

- Passwords cannot be reused
- Minimum 10 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

Profile Info

Secret Question *
Required

Secret Answer *
Required

Phone Number

Country
USA

Type
Cell

Phone *
Required

Registration Letter ID is found on the registration letter sent to the business's mailing address. A replacement letter can be requested on the OkCARS homepage if the current letter is lost.

STEP 19 Click the **email address** from the drop-down list, or type the email address in the box provided.

Logon Info Email Address Tiffany.Doane@service.ok.gov <input type="text"/> Saved accounts Tiffany.D	Profile Info First Name <input type="text"/> Required	Phone Number Country <input type="text"/> Type Cell Phone Required	
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Click the **email address** from the drop-down list, or type the email address in the box provided.

STEP 20 In the **Confirm Email Box** type in the **email address** to confirm, then press **tab**.

Logon Info Email Address Tiffany.Doane@service.ok.gov Confirm Email Address * <input type="text"/> Required	Profile Info First Name <input type="text"/> Required	Phone Number Country USA Type Cell Phone Required	
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Type **email address**, to confirm, then press **Tab**.

STEP 21 Type your password in the **Password** box.

Logon Info Email Address Tiffany.Doane@service.ok.gov Confirm Email Address tiffany.doane@service.ok.gov Password ***** Confirm Password * Required	Profile Info First Name <input type="text"/> Secret Answer * Required	Phone Number Country USA Type Cell Phone Required	
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Type your password in the **Password** box

STEP 22 Click in the **"Confirm Password"** box.

Confirm Email Address tiffany.doane@service.ok.gov Password ***** Confirm Password Required	Last Name * Required Secret Question * Required Secret Answer * Required	Type Cell Phone Required	
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Click in the **"Confirm Password"** box

STEP 23 Type your password again in the **"Confirm Password"** box.

Confirm Email Address tiffany.doane@service.ok.gov Password ***** Confirm Password Required	Last Name * Required Secret Question * Required Secret Answer * Required	Type Cell Phone Required	
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Type your password again in the **"Confirm Password"** box

STEP 24 In **Profile Info**, click on the **"First Name"** line.

The screenshot shows three panels: Logon Info, Profile Info, and Phone Number. The Profile Info panel has the 'First Name' field highlighted with a blue callout box that says 'In Profile Info, click on the "First Name" line'. The 'Last Name' field is also visible and marked as 'Required'.

STEP 25 Type **"Name"**, then press **"Tab"** on your keyboard to go to the **"Last Name"** line.

The screenshot shows the Profile Info panel with 'TIFFANY' entered in the 'First Name' field. A blue callout box says 'Type "Name", then press "Tab" on your keyboard'. A 'Saved personal info' popup is visible, showing the entered name and phone number.

STEP 26 Type **"Last Name"**, then press **"Tab"** on your keyboard. Type in **"Last Name"**.

The screenshot shows the Profile Info panel with 'TIFFANY' in the 'First Name' field and 'DOANE' in the 'Last Name' field. A blue callout box says 'Type "Last Name", then press "Tab" on your keyboard'. The 'Last Name' field is marked as 'Required'.

STEP 27 Select a **"Secret Question *"** from the dropdown list.

The screenshot shows the Profile Info panel with 'TIFFANY' in the 'First Name' field and 'DOANE' in the 'Last Name' field. The 'Secret Question' dropdown menu is open, showing a list of questions. A blue callout box says 'Select a "Secret Question *" from the drop down list'. The 'Secret Question' field is marked as 'Required'. A list of password requirements is visible in the Logon Info panel.

- Passwords cannot be reused
- Minimum 10 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

STEP 28 Type the answer in the **"Secret Answer"** box then press **"Tab"**.

The screenshot shows a registration form with three main sections: Logon Info, Profile Info, and Phone Number. The Logon Info section includes fields for Email Address (Tiffany.Doane@service.ok.gov), Confirm Email Address (tiffany.doane@service.ok.gov), Password, and Confirm Password. The Profile Info section includes First Name (TIFFANY), Last Name (DOANE), Secret Question (Where did you go the first time you flew on an airplane?), and Secret Answer. The Phone Number section includes Country (USA), Type (Cell), and Phone. A blue callout box with white text points to the Secret Answer field, stating: "Type the answer in the 'Secret Answer', box then press 'Tab' on your keyboard". A "Saved accounts" dialog box is visible in the foreground, and a "Next" button is highlighted at the bottom right.

STEP 29 In the **Phone Number** section, select the **"Type"** of phone from the drop down list.

The screenshot shows the registration form with the Phone Number section expanded. The Type dropdown menu is open, showing options: Business, Cell, Fax - Bsn, Fax - Home, Home, Pager, and Toll Free. A blue callout box with white text points to the dropdown menu, stating: "In the Phone Number section, select the 'Type' of phone from the drop down list". The "Cell" option is highlighted in the dropdown list.

STEP 30 Type in the **phone number** on the **"Phone"** line.

The screenshot shows the registration form with the Phone Number section. The Phone field is highlighted, and a blue callout box with white text points to it, stating: "Type in phone number". A "Saved personal info" dialog box is visible in the foreground, and a "Next" button is highlighted at the bottom right.

STEP 31 Click **"Next"** to continue.

The screenshot shows the bottom navigation bar of the registration form. The "Next" button is highlighted, and a blue callout box with white text points to it, stating: "Click 'Next'". The "Previous" button is also visible.

STEP 32 Click "Next" to continue.

Registration form with the following fields:

- password: [masked]
- Confirm Password: [masked]
- secret question: Where did you go the first time you flew on an airp...
- Secret Answer: [masked]
- phone: (405) 555-5555

Instructions for passwords:

- Passwords cannot be reused
- Minimum 10 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

Buttons: Cancel, Previous, Next

Callout: Click "Next"

STEP 33 Click "Submit".

Business Login Registration

Progress: OkCARS Logon, Identification, Registration, Summary

Business Information

- Business Type : Dealer
- Dealer Number : UD00089
- Registration Letter ID : L0939000344

Logon Information

- Email Address : Tiffany.Doane@service.ok.gov
- Phone : (405) 555-5555
- First Name : TIFFANY
- Last Name : DOANE

Buttons: Cancel, Previous, Submit

Callout: Click "Submit"

STEP 34 Click the "OK" button.

Confirmation

Your request has been submitted and your confirmation number is 1-926-243-584.

Buttons: Printable View, OK

Callout: Click the "OK" button

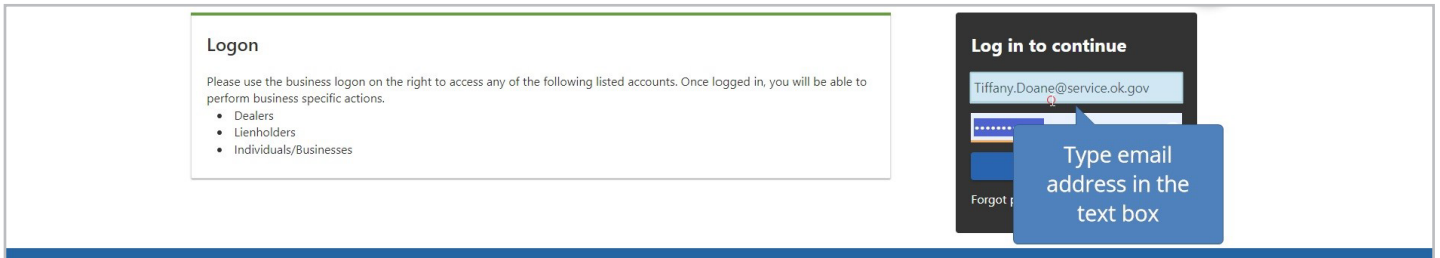
STEP 35 Click the "Dealer Login" link.

Menu items:

- Individuals/Businesses
 - Individual/Business Login
 - Create Logon for Individual/Business
- Lienholder
 - Lienholder Logon Letter Replacement
 - Create Logon for Registered Dealer
 - Register New Lienholder
 - Request Lienholder Logon Letter Replacement
- Dealer
 - Dealer Login
 - Create Logon for Registered Dealer
 - Request Dealer Logon Letter Replacement

Callout: Click the "Dealer Login" link

STEP 36 Type email address in the text box.



The screenshot shows a 'Logon' page with a text box containing the email address 'Tiffany.Doane@service.ok.gov'. A blue callout box points to the text box with the text 'Type email address in the text box'. The page also includes a 'Log in to continue' header and a 'Forgot password?' link.

Logon

Please use the business logon on the right to access any of the following listed accounts. Once logged in, you will be able to perform business specific actions.

- Dealers
- Lienholders
- Individuals/Businesses

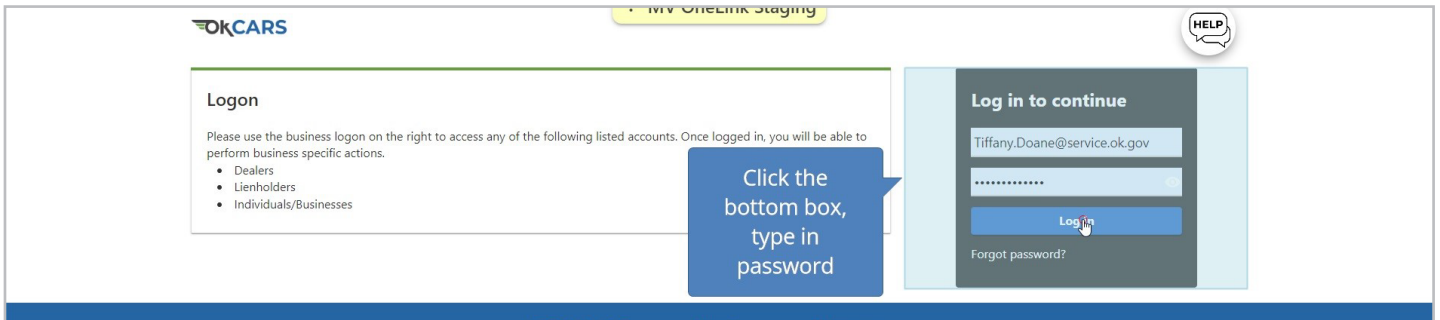
Log in to continue

Tiffany.Doane@service.ok.gov

Forgot password?

Type email address in the text box

STEP 37 Click the the bottom box, type in password.



The screenshot shows the 'Logon' page with the password field highlighted. A blue callout box points to the password field with the text 'Click the bottom box, type in password'. The page also includes the OKCARS logo, a 'my OneLink Staging' banner, and a 'HELP' icon.

OKCARS

my OneLink Staging

Logon

Please use the business logon on the right to access any of the following listed accounts. Once logged in, you will be able to perform business specific actions.

- Dealers
- Lienholders
- Individuals/Businesses

Log in to continue

Tiffany.Doane@service.ok.gov

Forgot password?

Click the bottom box, type in password

HELP

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