SERVICE KLAHOMA

Submitting Pre-Registration with a Transferred Metal Plate OkCARS

STEP BY STEP GUIDE



Objective: This quick reference guide details how dealers can submit a vehicle pre-registration online for a customer who is transferring a metal license plate to their newly purchased vehicle.

STEP 1 Navigate to *okcars.service.ok.gov* and login to the account for your dealer.



STEP 2 Click the **"More..."** link.

TIFFANY AUTO SALES **-***8988 6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815 OKLAHOMA CITY OK 73118-5815	Welcome, TIFFANY DOANE You last logged in on Tuesday. Jul 23, 2024 3:1835 PM Manage My Profile
Summary Action Center Settings More Filter TIFFANY AUTO SALES 6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815	Account UD00089 Balance \$0.00 View Lienholder List Iink

STEP 3 Click the **"Initiate Sale"** link.

Vehicle Sale	Extends menu to include more activities to access
 Initiate Sale Initiate Sale Void Initiate Sale Click the "Initiate Sale Initiate Sale 	ect Licensed Operator(s)

STEP 4 Click the **"Next"** button.

About	Service Details		
What You'll Need	This is Initiate Sale		
	What You'll Need		
	You need this and that for Initiate Sale.		
Cancel		Click the " Next " button	Net >
		baccon.	

STEP 5 Input the Vehicle's ID.

Initiate Sale			
About	Vehicle Identification		
What You'll Need Sale Details	Vehicle ID Required	Input the	
Vehicle Identification	Confirm Vehicle ID *	Vehicle's ID.	
	Required		
	Vehicle Type *		
	Primary Document		
	~		

STEP 6 Type the **Vehicle's ID** in again to confirm it.

nitiate Sale			
About What You'll Need	Vehicle Identification		
Sale Details	LRBFZNR40MD106027		
Vehicle Identification	Confirm Vehicle ID * I <i>Required</i>	Type the Vehicle's ID in	
	Vehicle Type * Required ~	again to communit.	
	Primary Document		

STEP 7 Use the **Vehicle Type** drop down to select the correct vehicle type.

Ab	bout	Vehicle Identification
	What You'll Need	Vehicle ID
Sa	ale Details	LRBFZNR40MD106027
	Vehicle Identification	Confirm Vehicle ID
		LRBFZNR
		Vehicle Type Use the drop down to select
		Required the correct vehicle type.
		Required
		Automobile C
		Bus - School

STEP 8 Click the "Next" button to continue

What You'll Need Sale Details Vehicle Identification	Vehide ID LRBFZNR40MD106027 Confirm Vehide ID LRBFZNR40MD106027 Vehide Type Automobile ~ Primary Document ~		
Cancel	SERVICE About Resources	Click the " Next " button.	

STEP 9 Double-check all **Vehicle Details**.

itiate Sale About What You'll Need	Vehicle Details	Double-check a details.	ll vehicle		
Sale Details	LRBFZNR40MD106027	Automobile			
Vehicle Identification	Year	Make	Model	Body Type	
Vehicle Details	2021	BUIC	ENVISION	UT	
	Unladen Weight	Laden Weight	Fuel Type	Vehicle Color	
	0	0		 Black 	~

STEP 10 Click the **"Next"** button to continue.

sale Details Vehicle Identification Vehicle Details	Year 2021	Make BUIC	Model ENVISION	Body Type UT	
	Unladen Weight 0	Laden Weight 0	Fuel Type	Vehicle Color V Black	<u> </u>
Cancel				Click the " Next " button.	
	ऽ E । इ.स.	RVICE About	Resources		J

STEP 11 Click the **calendar icon** to select vehicle sale date.

Initiate Sale	iate Sale							
About	Sale Information							
What You'll Need	Date Sold							
Sale Details	24-Jul-2024	3	Click the calendar icon to					
Vehicle Identification	Sale Price	Trad	select vehicle sale date.					
Vehicle Details	0.00	0.00		1				
Sale Information								

STEP 12 Click the "Next" button to continue

Cancel				Click the " Next " button.	Next
	SERVICE	About	Resource	ρ¢.	

STEP 13 Select whether the buyer is planning to register in Oklahoma.

About	Buyer Informatio	n		
What You'll Need	Does the buyer plan to regist	er in Oklahoma? *	Reason:	
Sale Details	No	Yes		
Vehicle Identification	ID Type *	Required	ID Number	
Vehicle Details	Required	Select	whether the huver is	
Sale Information	* Primary Owner	nlanning t	o register in Oklahoma	
Buyer Information	Required	pianing t	oregister in Okianoma.	

STEP 14 If "No" is selected, you must add a reason.

About	Buyer Information		
What You'll Need	Bayer information	*	
what foull need	Does the buyer plan to register in Oklahoma?	Reason:	
Sale Details	No Yes	Required	
Vehicle Identification			
Vehicle Details			If "No" is colocted
Sale Information	Primary Owner		II NO IS SElected,
Buyer Information	Required	~	you must add a
			reason.
	Contact Information		
	Email	Confirm Email Address	
	Required		
	Phone Type * Area Code *	* Phone Number	Extension
	Required ~ Required	Required	

STEP 15 Click **"Primary Owner"** and select whether the primary owner is a Business/Trust or Individual.

Buyer Informatio	n		
Does the buyer plan to regis	ter in Oklahoma?	Reason:	
No	Yes		
ID Type		Drivers License Number	
Drivers Licens			
Primary Owner Sel	ect whethe	r the primary owner is a	
Required	Business	/Trust or Individual.	
Required			
Bus. or Trust	_	-	
Required		Confirm Email Address	
nequireu			
*	*	*	
	Buyer Information	Buyer Information Does the buyer plan to register in Oklahoma? No Yes ID Type Drivers Licens Primary Owner Required Required Required	Buyer Information Does the buyer plan to register in Oklahoma? No Yes ID Type Drivers License Number Drivers Licens Primary Owner Required Select whether the primary owner is a Business/Trust or Individual. Required Confirm Email Address Required Confirm Email Address

STEP 16 Add the buyer's **email address**.

About	Buyer Information	n			
What You'll Need	Does the buyer plan to registe	er in Oklahoma?	Reason:		
Sale Details	No	Yes			
Vehicle Identification	ID Type		Drivers License Number		
Vehicle Details	Drivers License	~	Y088899652		
Sale Information	Primary Owner				
Buyer Information	Individual Add	the buver's			
	ema	ail address			
	Contact I	un daaress.			
	Email *		Confirm Email Address		
	Required O				
	* Required *	Area Code *	* Phone Number	Extension	
	Required ~	Required	Required		

STEP 17 Type the buyer's email address in again to confirm it.

Sale Information Buyer Information	Primary Owner Individual Contact Information	Type the buyer's email address in again to confirm it.	
	_{Email} tiffany.doane@service.ok.gov	Confirm Email Address *	
	Phone Type * Area Code *	* Phone Number	Extension

STEP 18 Click "**Phone Type**" and select the type of phone.

Buyer Information	Individual	×	
	Contact Information		
	Email	Confirm Email Address	
	ti	tiffany.doane@service.ok.gov	
	Select the type 🔹	Phone Number *	Extension
	R of phone.	Required	
	Required		
	Business Phone		
Cancel	Cell Phone Home Phone		< Previous Next >

STEP 19 Input the buyer's **area code**.

Buyer Information	Individual	~					
	Contact Inform Email tiffany.doane@servio	Input the bi coc	ıyer's area le.	.ok.gov			
	Phone Type Cell Phone ~	Area Code *	Phone Number * Required		Extension		
Cancel					< Pro	evious Next >	

STEP 20 Add the buyer's **phone number**.

Vehicle Details	Drivers License	~	Y088899652	
Sale Information	Primary Owner			
Buyer Information	Individual	~		
	Contact Information Email tiffany.doane@service.ok.gov Phone Type Area Code Cell Phone Y	I	Confirm Email tiffany.doan Phone Number Required	Extension

STEP 21 Click the "**Next**" button to continue.

	Phone Type Cell Phone	Area Code ~ 405	Phone Number 555-5555	Extension	Click the " Next " button.
Cancel				< Previou	is Next 🕠

STEP 22 Type the buyer's **first name**. Middle name is not required, but can be added.

About What You'll Need	Buyer Name	Tura das humada Sust	Suffix
Sale Details Vehicle Identification	I	Type the buyer's first name.	
Vehicle Details	Buyer Address		

STEP 23 Add the buyer's **last name**.

About	Buyer Name		_	
What You'll Need	First Name	Add the buyer's last	Last Name *	Suffix
Sale Details	JANE	Add the buyer's last	F Required	
Vehicle Identification	Buver Address	name.		
Vehicle Details	,			

STEP 24 Add the **buyer's address**. Make sure you include the city and zip code.

Wh Sale D	nat You'll Need Details	First Name	Middle Nam Add the buver	's address. Make sure	Suffix
Veł Veł	hicle Identification hicle Details	Buyer Address	you include t	he city and zip code.	
Sal	le Information	Street Required			
Buy	yer Information yer Details	Unit Type	Unit		
		City *	State	Zip *	
		Required	OKLAHOMA	Required	

STEP 25 Click the "Unvalidated" button.

Vehicle Identification	Buyer Address			
Vehicle Details	Street			
Sale Information	6015 N CLASSEN BLVD			
Buyer Information		11-34		
Buyer Details	Unit type	Unit		Click the "Upwalidated"
		< 0		Click the Unvaluated
	City	State	Zip	button.
	OKC	OKLAHOMA	✓ 731	
				Unvalidated

STEP 26 Make sure the address is still accurate, and click "Select this address".

Verified	Phy	Select this address
6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5		
As Entered 6015 N CLASSEN BLVD OKC OK 73118	Make sure the address is still accurate, and click "Select this address".	Select this address

STEP 27 Click the "Next" button to continue.

	Validated Address Verified*	Click the " Next " button.
Cancel	< Previ	ous Next >

STEP 28 Select "**Yes**" to confirm the buyer is transferring an existing metal plate.

Initiate Sale	
About	Plate Transfer
What You'll Need	Will the buyer be transferring an existing meta-
Sale Details	No Yes 🖍 Select "Yes"
Vehicle Identification	Plate Number
Valida Datala	

STEP 29 Enter the "Plate Number".

About	Pla	ate Transfer	-	
What You'll N	ed Will	the buyer be transf	ferring an existing meta	I plate to this vehicle?
Sale Details		No	Yes	
Vehicle Identi	cation Plate	e Number		Entor the
Vehicle Detail	Req	quired	0	
Sale Informati	n			"Plate Number"
Buyer Informa	ion			
Buyer Details				

STEP 30 Click the "Next" button to continue.

Cancel				Click the " Next " button.	Next >
	SERVICE 5% KI AHOMA	About	Resources		

STEP 31 Review the plate information from the previous vehicle and confirm it is accurate by **clicking the checkbox**.

About Previous Ver	nicle Information		
Sale Details 4T1K61AK4PU094	4041		
Vehicle Identification Year	Make	Model	Color
Vehicle Details 2,023	TOYT	CAMRY	Gray
Sale Information Buyer Information Buyer Details Ditto Transfor	te Information	Expiration Date 31-Oct-2024	
Previous Plate Owner Required	the details listed above match the previous	plate owner information *	
Cancel Revie	ew the plate information d confirm it is accurate	n from the previous vehicl by clicking the checkbox.	C < Previous Next

STEP 32 Click the "Next" button to continue.

Attach	Click the " Next "
Attachments	button.
Cancel	< Previous Nega >

STEP 33 Verify that all of the information is correct and click **"Submit"**.

About What You'll Need	Vehicle Details		
	Vehicle ID	: LRBFZNR40MD106027	
Vehicle Identification Vehicle Details	Use Type Year / Make / Model	: Automobile : 2021 BUIC ENVISION	
Sale Information Buyer Information Buyer Details Plate Transfer	Sale Information	: 22-Jul-2024	
Previous Plate Owner Attach Attachments Summary	Buyer Informatic Name Email Address	n : JANE DOE : tiffany.doane@service.ok.gov : 6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815	
	Plate Details Plate Temp Tag Number Temp Tag Issue Date Temp Tag Expiration	: NBY979 : :	Click the " Submit " button.
Cancel		0	< Previous Submin

STEP 34 Click "OK".

Confirmation	
Initiate sale request complete.	
Printable View	
%	Click " UK ".

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