



# Submitting Pre-Registration with a Transferred Metal Plate OkCARS

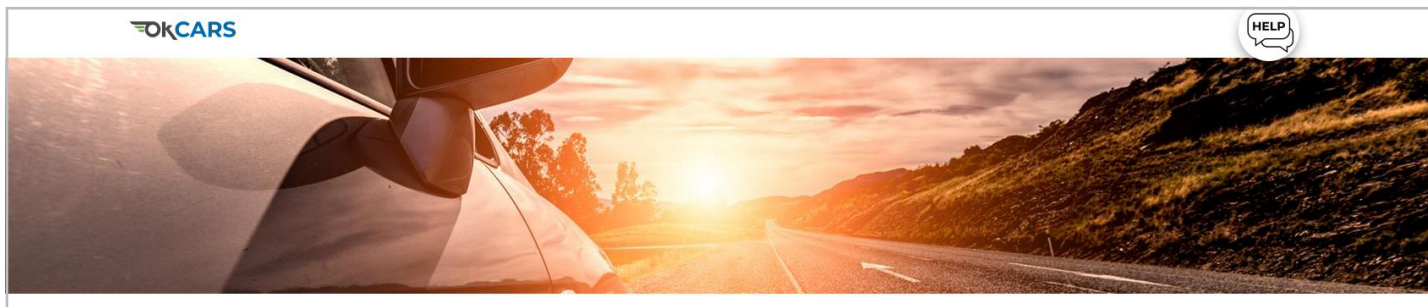
STEP BY STEP GUIDE



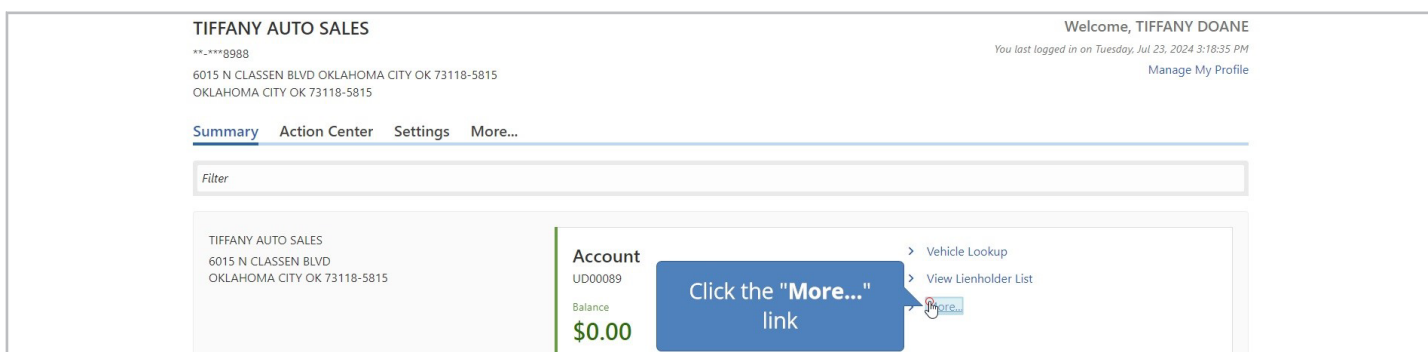
**Ready, Set, Tag!**

**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.

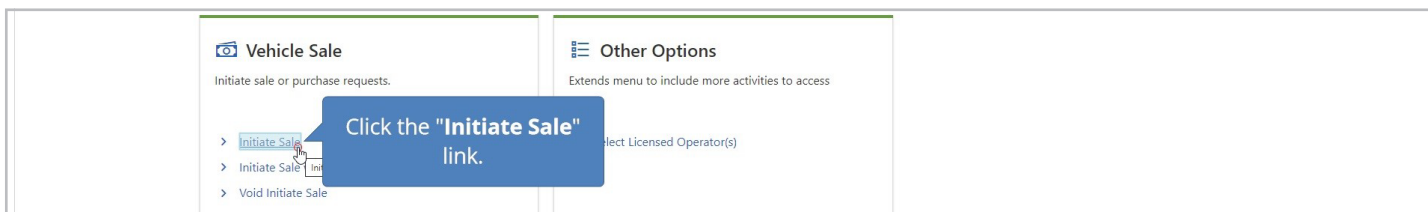
**STEP 1** Navigate to [okcars.service.ok.gov](https://okcars.service.ok.gov) and login to the account for your dealer.



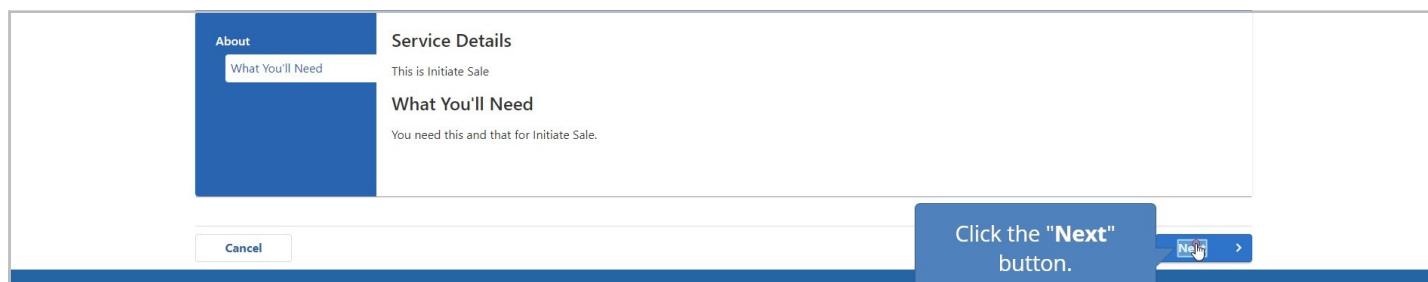
**STEP 2** Click the "More..." link.



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



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



## STEP 5 Input the **Vehicle's ID**.

Initiate Sale

About

What You'll Need

Sale Details

Vehicle Identification

**Vehicle Identification**

Vehicle ID \*  
Required

Confirm Vehicle ID \*  
Required

Vehicle Type \*  
Required

Primary Document

Input the Vehicle's ID.

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

Initiate Sale

About

What You'll Need

Sale Details

Vehicle Identification

**Vehicle Identification**

Vehicle ID  
LRBFZNR40MD106027

Confirm Vehicle ID \*  
Required

Vehicle Type \*  
Required

Primary Document

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

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

Initiate Sale

About

What You'll Need

Sale Details

Vehicle Identification

**Vehicle Identification**

Vehicle ID  
LRBFZNR40MD106027

Confirm Vehicle ID  
LRBFZNR40MD106027

Vehicle Type \*  
Required

Automobile

Bus

Bus - School

Use the drop down to select the correct vehicle type.

## STEP 8 Click the **"Next"** button to continue

Initiate Sale

What You'll Need

Sale Details

Vehicle Identification

**Vehicle Identification**

Vehicle ID  
LRBFZNR40MD106027

Confirm Vehicle ID  
LRBFZNR40MD106027

Vehicle Type  
Automobile

Primary Document

Cancel

Click the "Next" button.

Next >

SERVICE About Resources

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

Initiate Sale

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Vehicle Details

Vehicle Id  
LRBFZNR40MD106027

Automobile

Year  
2021

Make  
BUIC

Model  
ENVISION

Body Type  
UT

Unladen Weight  
0

Laden Weight  
0

Fuel Type

Vehicle Color  
Black

Cancel

Previous Next

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

Sale Details

Vehicle Identification

Vehicle Details

Vehicle Details

Vehicle Id  
LRBFZNR40MD106027

Automobile

Year  
2021

Make  
BUIC

Model  
ENVISION

Body Type  
UT

Unladen Weight  
0

Laden Weight  
0

Fuel Type

Vehicle Color  
Black

Cancel

Click the "Next" button.

Next

SERVICE KLAHOMA

About Resources

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

Initiate Sale

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Sale Information

Date Sold  
24-Jul-2024

Sale Price  
0.00

Trade In  
0.00

Click the calendar icon to select vehicle sale date.

## STEP 12 Click the **"Next"** button to continue

Cancel

Click the "Next" button.

Next

SERVICE KLAHOMA

About Resources

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

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Sale Information

Buyer Information

Buyer Information

Does the buyer plan to register in Oklahoma? \*

No Yes

Reason:

ID Type \* Required

ID Number \*

Primary Owner \*

Select whether the buyer is planning to register in Oklahoma.



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

**Initiate Sale**

**About**

- What You'll Need
- Sale Details**
- Vehicle Identification
- Vehicle Details
- Sale Information
- Buyer Information

**Buyer Information**

Does the buyer plan to register in Oklahoma? Reason: \*

No  Yes *Required*

Primary Owner \* *Required*

**Contact Information**

Email \* *Required* Confirm Email Address

Phone Type \* *Required* Area Code \* *Required* Phone Number \* *Required* Extension

*Required* *Required* *Required*

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

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

**Initiate Sale**

**About**

- What You'll Need
- Sale Details**
- Vehicle Identification
- Vehicle Details
- Sale Information
- Buyer Information

**Buyer Information**

Does the buyer plan to register in Oklahoma? Reason: \*

No  Yes *Required*

ID Type Drivers License Number

Drivers License

Primary Owner \* *Required*

Bus. or Trust *Required*

Individual *Required*

Confirm Email Address

Phone Type \* *Required* Area Code \* *Required* Phone Number \* *Required* Extension

*Required* *Required* *Required*

Select whether the primary owner is a Business/Trust or Individual.

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

**Initiate Sale**

**About**

- What You'll Need
- Sale Details**
- Vehicle Identification
- Vehicle Details
- Sale Information
- Buyer Information

**Buyer Information**

Does the buyer plan to register in Oklahoma? Reason: \*

No  Yes *Required*

ID Type Drivers License Number

Drivers License

Primary Owner \* *Required*

Individual *Required*

Confirm Email Address

Phone Type \* *Required* Area Code \* *Required* Phone Number \* *Required* Extension

*Required* *Required* *Required*

Add the buyer's email address.

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

The screenshot shows a form with a left sidebar containing 'Sale Information' and 'Buyer Information'. The main form area has 'Primary Owner' set to 'Individual'. Under 'Contact Information', the 'Email' field contains 'tiffany.doane@service.ok.gov'. The 'Confirm Email Address' field is highlighted with a blue callout box that says 'Type the buyer's email address in again to confirm it.' and contains the same email address. Below it, the 'Phone Number' field is marked as 'Required'.

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

The screenshot shows the 'Phone Type' dropdown menu open, with options 'Business Phone', 'Cell Phone', and 'Home Phone'. A blue callout box points to the 'Cell Phone' option with the text 'Select the type of phone.' The 'Phone Number' field is marked as 'Required'.

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

The screenshot shows the 'Area Code' field highlighted with a blue callout box that says 'Input the buyer's area code.' The 'Phone Number' field is marked as 'Required'.

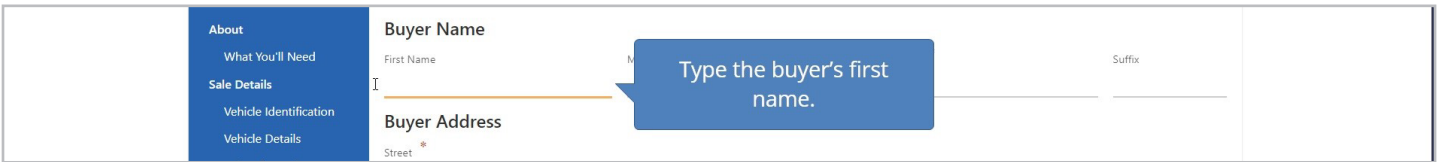
**STEP 20** Add the buyer's phone number.

The screenshot shows the 'Phone Number' field highlighted with a blue callout box that says 'Add the buyer's phone number.' The 'Area Code' field contains '405' and the 'Phone Number' field is marked as 'Required'.

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

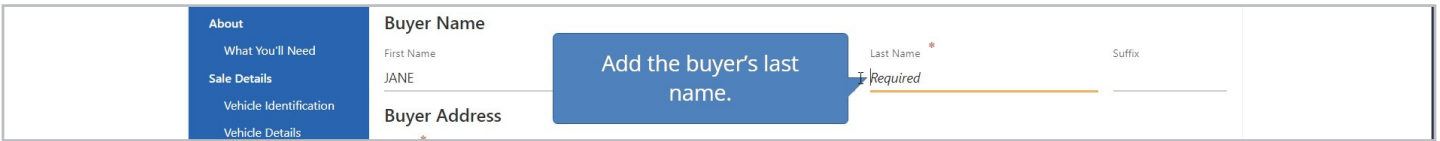
The screenshot shows the 'Phone Number' field containing '555-5555'. The 'Next' button is highlighted with a blue callout box that says 'Click the "Next" button.' The 'Phone Number' field is marked as 'Required'.

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



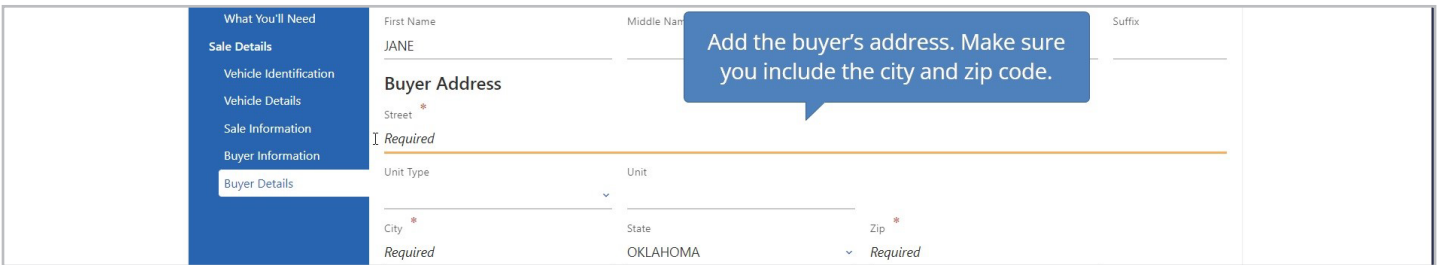
The screenshot shows a form with a sidebar on the left containing menu items: About, What You'll Need, Sale Details, Vehicle Identification, and Vehicle Details. The main form has two sections: 'Buyer Name' and 'Buyer Address'. The 'Buyer Name' section includes fields for First Name, Middle Name, and Suffix. A blue callout box with the text 'Type the buyer's first name.' points to the First Name field. The 'Buyer Address' section includes a Street field with an asterisk and a 'Required' label.

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



The screenshot shows the 'Buyer Name' section of the form. The First Name field contains 'JANE'. The Last Name field is empty and has an asterisk and a 'Required' label. A blue callout box with the text 'Add the buyer's last name.' points to the Last Name field. The Suffix field is also empty.

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



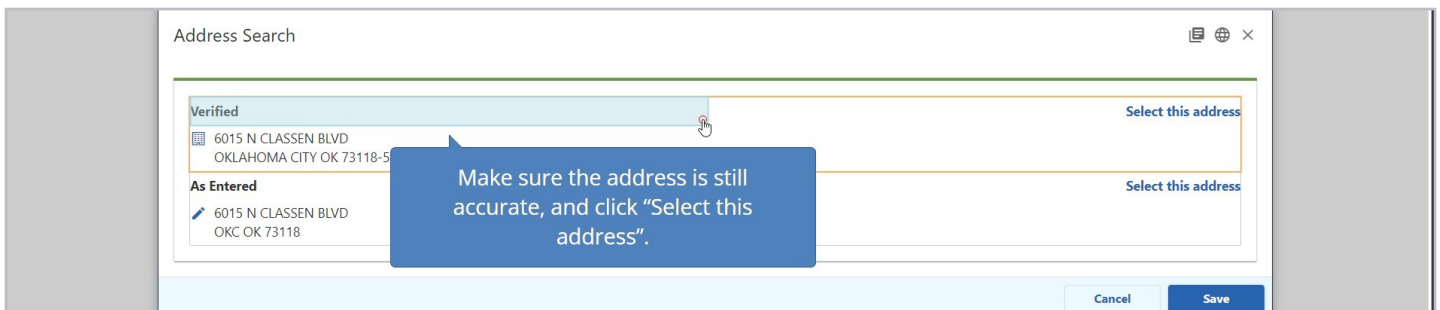
The screenshot shows the 'Buyer Address' section of the form. The Street field contains '6015 N CLASSEN BLVD'. The City field contains 'OKC', the State field contains 'OKLAHOMA', and the Zip field contains '73118'. A blue callout box with the text 'Add the buyer's address. Make sure you include the city and zip code.' points to the City and Zip fields. The form also includes fields for Unit Type, Unit, and Suffix.

**STEP 25** Click the **"Unvalidated"** button.



The screenshot shows the 'Buyer Address' section of the form with the address '6015 N CLASSEN BLVD, OKC, OKLAHOMA, 73118' entered. A blue callout box with the text 'Click the "Unvalidated" button.' points to a blue button labeled 'Unvalidated'. Below the button is the text 'Please attempt to verify your address.'

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

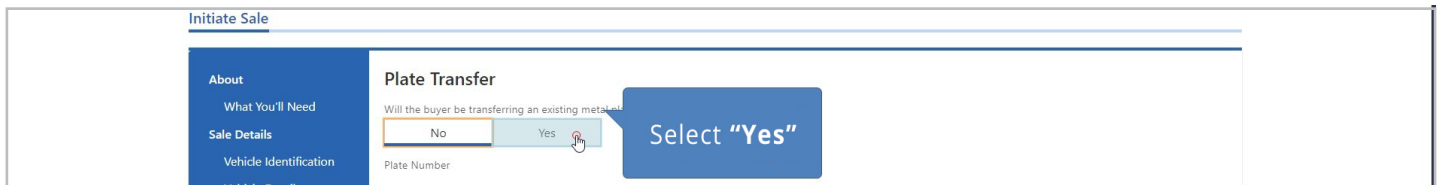


The screenshot shows an 'Address Search' dialog box. It has a search bar at the top and a list of results below. The first result is 'Verified' and shows '6015 N CLASSEN BLVD, OKLAHOMA CITY OK 73118-5'. The second result is 'As Entered' and shows '6015 N CLASSEN BLVD, OKC OK 73118'. A blue callout box with the text 'Make sure the address is still accurate, and click "Select this address".' points to the 'Select this address' button next to the 'As Entered' result. At the bottom of the dialog are 'Cancel' and 'Save' buttons.

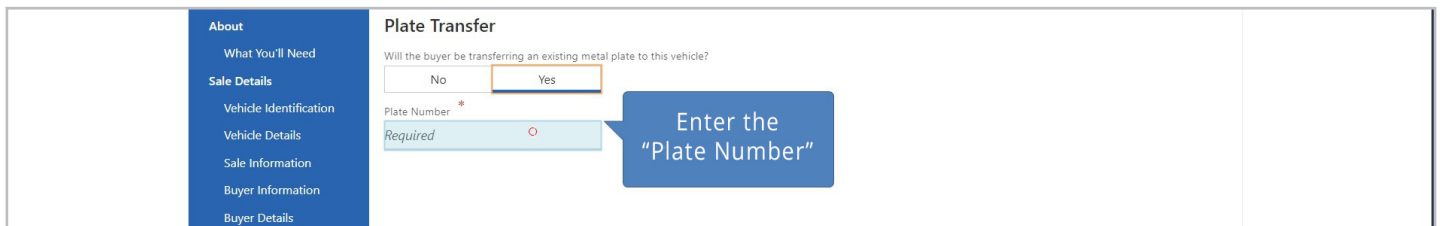
**STEP 27** Click the "Next" button to continue.



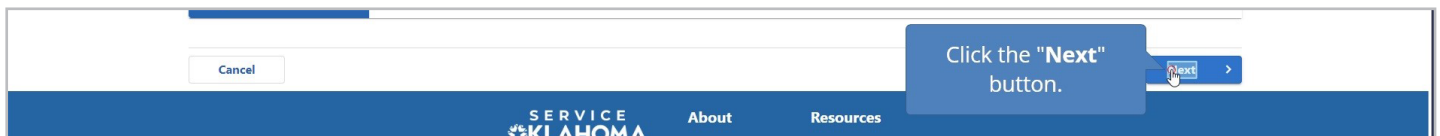
**STEP 28** Select "Yes" to confirm the buyer is transferring an existing metal plate.



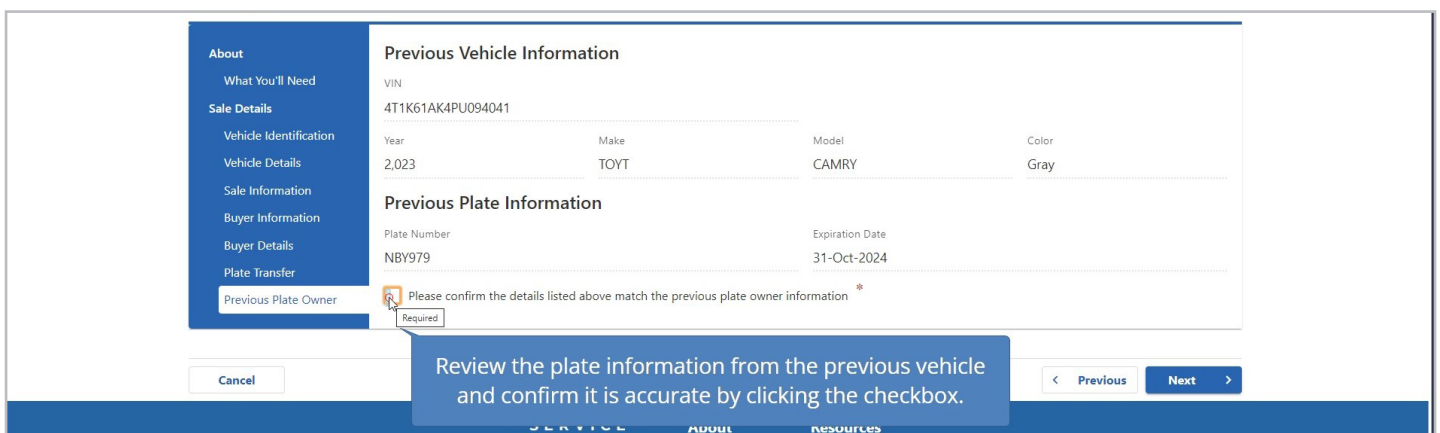
**STEP 29** Enter the "Plate Number".



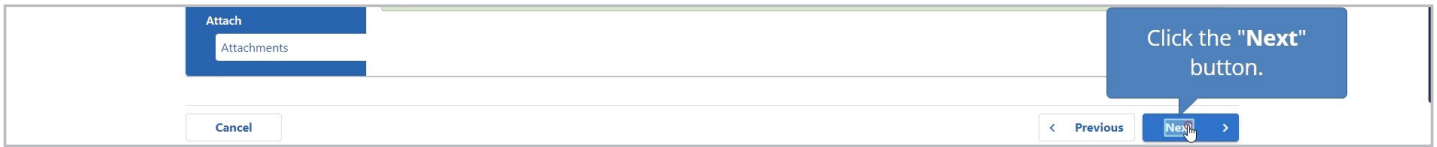
**STEP 30** Click the "Next" button to continue.



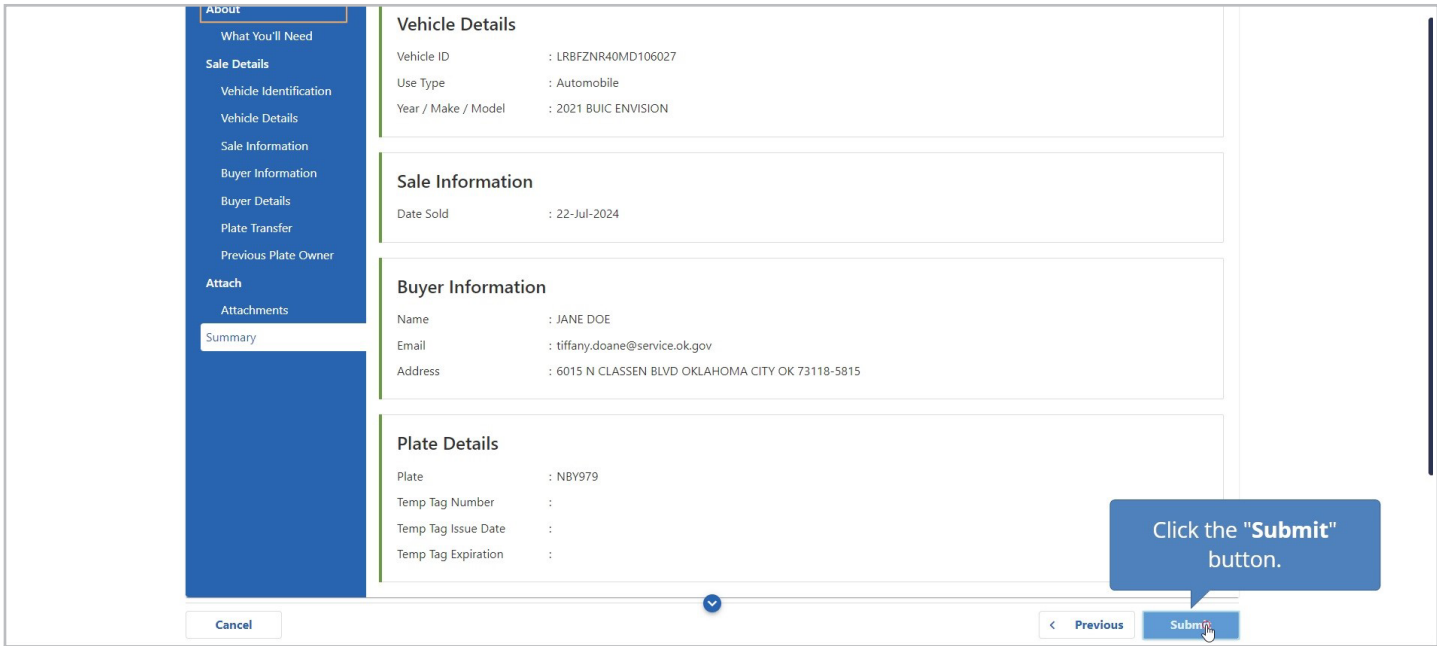
**STEP 31** Review the plate information from the previous vehicle and confirm it is accurate by clicking the checkbox.



**STEP 32** Click the "Next" button to continue.



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



**STEP 34** Click "OK".



If you have any questions on this process,  
reach out to [dealersupport@service.ok.gov](mailto:dealersupport@service.ok.gov)