



Submitting Pre-Registration with a Temporary Paper Tag

OkCARS

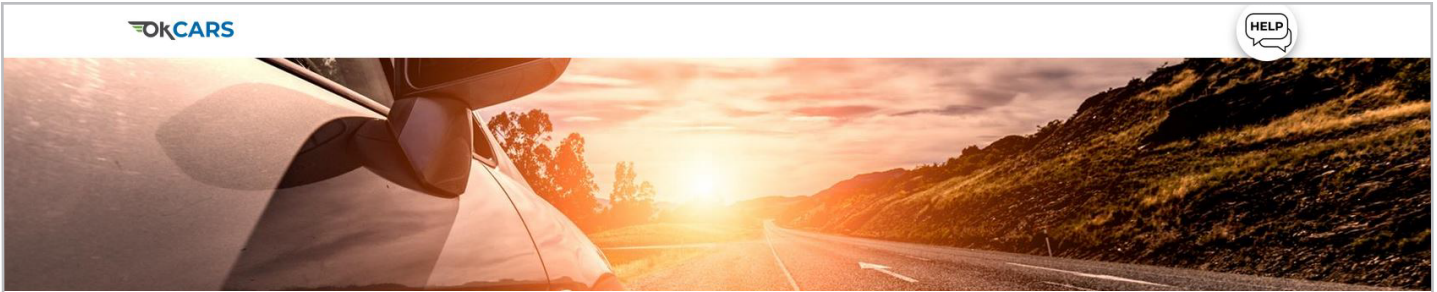
STEP BY STEP GUIDE



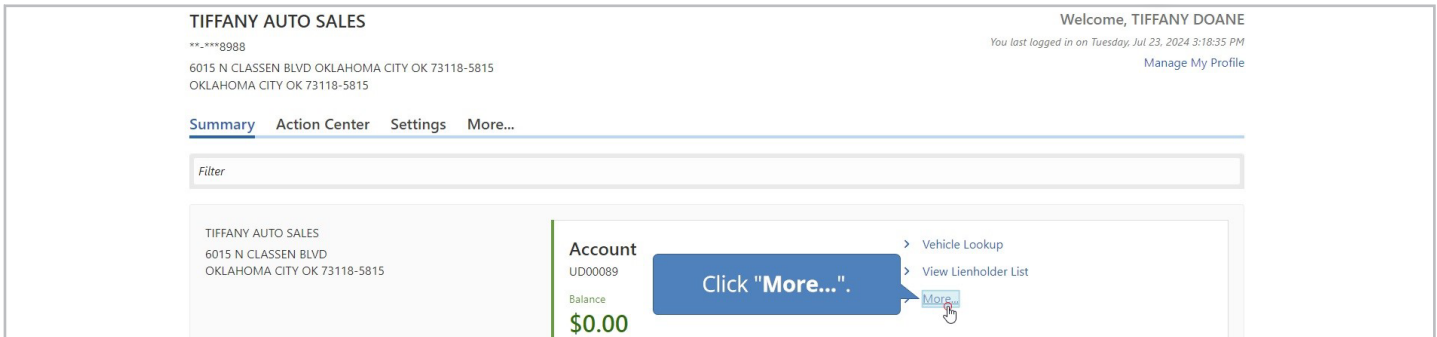
Ready, Set, Tag!

Objective: This quick reference guide details how dealers can submit a pre-registration online for a customer who is not transferring their metal license plate and will receive a ten-day temporary paper tag for their newly purchased vehicle.

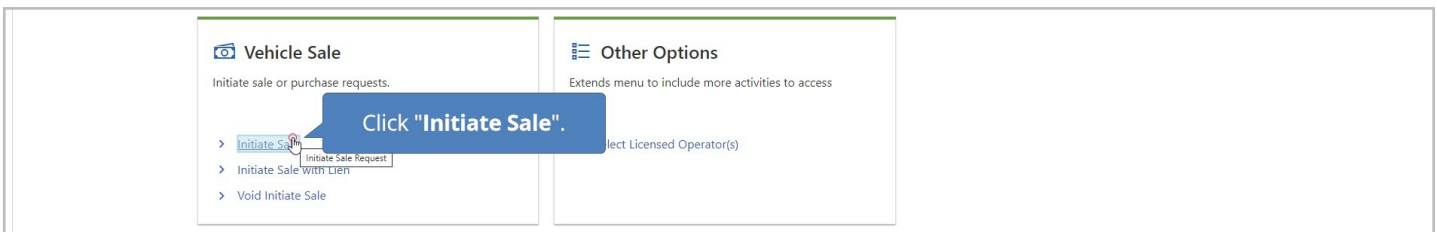
STEP 1 Navigate to okcars.service.ok.gov and login to the account for your dealer.



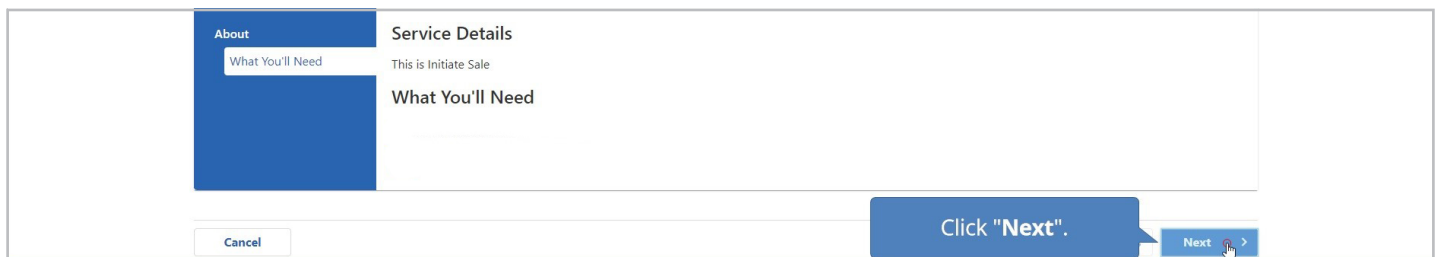
STEP 2 Click “More...” under the **Summary Tab**.



STEP 3 In the **Vehicle Sale** box click “Initiate Sale”.



STEP 4 Click “Next” to continue.



STEP 5 On the next page, type in 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

Type in the vehicle ID.

STEP 6 Re-type the **Vehicle's ID** to confirm it.

Initiate Sale

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Identification

Vehicle ID

KNDPU3AF5P7165969

Confirm Vehicle ID *

Required

Vehicle Type *

Required

Primary Document

Re-type the vehicle ID to confirm it.

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

Initiate Sale

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Identification

Vehicle ID

KNDPU3AF5P7165969

Confirm Vehicle ID

KNDPU3AF5P7165969

Vehicle Type *

Required

Required

Automobile

Bus

Bus - School

Military - Surplus

Use the drop down menu to select the vehicle type.

STEP 8 Click "**Next**" to continue.

Initiate Sale

What You'll Need

Sale Details

Vehicle Identification

Vehicle Identification

Vehicle ID

KNDPU3AF5P7165969

Confirm Vehicle ID

KNDPU3AF5P7165969

Vehicle Type

Automobile

Primary Document

Cancel

Previous Next

Click "Next".

STEP 9 Double-check all **Vehicle Details**. Click the **"Next"** button.

Vehicle Details

| | | | |
|----------------|-------------------|---------------|------------|
| Vehicle Id | KNDPU3AF5P7165969 | Vehicle Type | Automobile |
| Year | 2023 | Make | KIA |
| Unladen Weight | 0 | Model | SPORTAGE |
| Laden Weight | 0 | Body Type | UT |
| | | Fuel Type | |
| | | Vehicle Color | White |

Cancel Click "Next". Next >

STEP 11 On the **Sale Information** screen use the **calendar icon** to select the **date the vehicle was sold**.

Sale Information

| | |
|----------------|-------------|
| Date Sold | 24-Jul-2024 |
| Sale Price | 0.00 |
| Trade-In Value | 0.00 |

Use the calendar icon to select the date the vehicle was sold.

STEP 11 Click **"Next"** to continue.

Sale Information

| | |
|----------------|-------------|
| Date Sold | 22-Jul-2024 |
| Sale Price | 0.00 |
| Trade-In Value | 0.00 |

Cancel Click "Next". Next >

STEP 12 In the **Buyer Information** section, select **Yes** if the buyer plans to register the vehicle in Oklahoma.

Buyer Information

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

No Yes

ID Type * Required

Primary Owner * Required

Contact Information

Email * Confirm Email Address

Phone Type * Area Code * Phone Number * Extension

Required Required Required

Cancel Select Yes if the buyer plans to register the vehicle in Oklahoma. < Previous Next >

STEP 13 Click "**Primary Owner**" and select whether the primary owner is a Business/Trust or Individual.

The screenshot shows a form with a sidebar on the left containing menu items: Vehicle Identification, Vehicle Details, Sale Information, and Buyer Information. The main form area has a 'Primary Owner' dropdown menu open, showing options for 'Bus. or Trust' and 'Individual'. A blue callout box with white text says 'Select whether the primary owner is a Business/Trust or Individual.' The 'Individual' option is highlighted with a mouse cursor. Other fields like 'ID Type', 'Drivers License Number', and 'Confirm Email Address' are visible but not the focus.

STEP 14 Add the buyer's **email address**.

The screenshot shows the 'Contact Information' section of the form. The 'Primary Owner' dropdown is set to 'Individual'. A blue callout box says 'Add the buyer's email address.' The 'Email' field is empty and has a red asterisk indicating it is required. The 'Confirm Email Address' field is also empty and required. The 'Drivers License' dropdown is set to 'Y088899652'.

STEP 15 Type the buyer's email address in again to confirm it.

The screenshot shows the 'Contact Information' section. The 'Email' field now contains 'tiffany.doane@service.ok.gov'. The 'Confirm Email Address' field is empty and has a red asterisk. A blue callout box says 'Type the buyer's email address in again to confirm it.' The 'Phone Type', 'Area Code', 'Phone Number', and 'Extension' fields are also visible, with red asterisks indicating they are required.

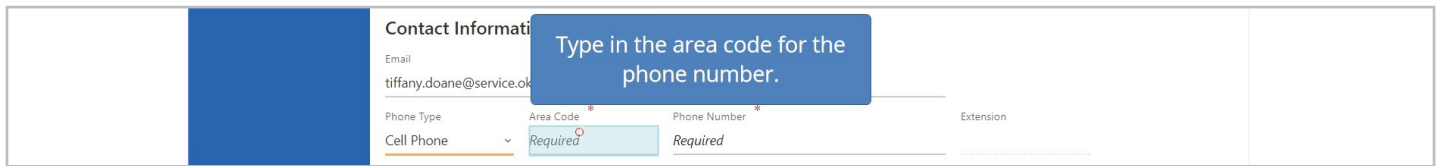
STEP 16 Click "**Phone Type**" to open a drop down menu.

The screenshot shows the 'Contact Information' section. The 'Phone Type' dropdown menu is open, showing options for 'Business Phone', 'Cell Phone', and 'Home Phone'. A blue callout box says 'Click "Phone Type" to open a drop down menu.' The 'Email' and 'Confirm Email Address' fields are filled with 'tiffany.doane@service.ok.gov'. The 'Area Code', 'Phone Number', and 'Extension' fields are empty and have red asterisks.

STEP 17 Select **the type of phone**.

The screenshot shows the 'Contact Information' section. The 'Phone Type' dropdown menu is open, and 'Cell Phone' is selected. A blue callout box says 'Select the type of phone.' The 'Email' and 'Confirm Email Address' fields are filled with 'tiffany.doane@service.ok.gov'. The 'Area Code', 'Phone Number', and 'Extension' fields are empty and have red asterisks. At the bottom of the form, there are 'Cancel', 'Previous', and 'Next' buttons.

STEP 18

 Type in the **area code** for the phone number.

Contact Information

Email
tiffany.doane@service.ok.gov

Phone Type
Cell Phone

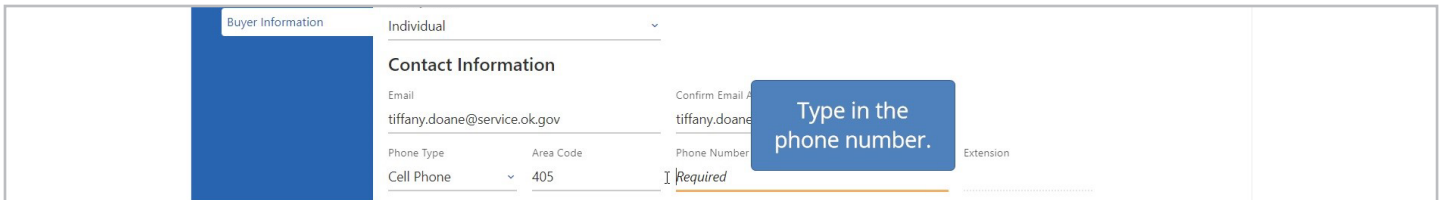
Area Code *
Required

Phone Number *
Required

Extension

Type in the area code for the phone number.

STEP 19

 Type in the **phone number**.

Buyer Information

Individual

Contact Information

Email
tiffany.doane@service.ok.gov

Confirm Email Address
tiffany.doane@service.ok.gov

Phone Type
Cell Phone

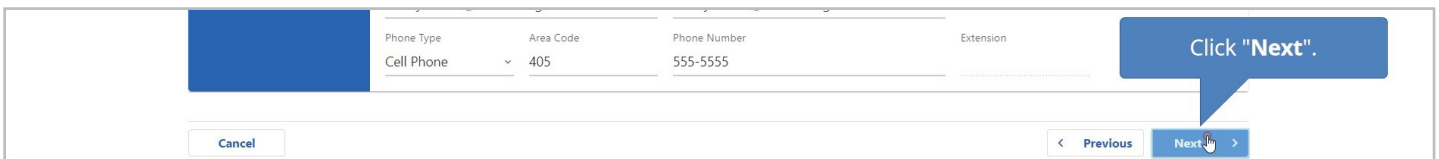
Area Code
405

Phone Number *
Required

Extension

Type in the phone number.

STEP 20

 Click "**Next**" to continue.

Phone Type
Cell Phone

Area Code
405

Phone Number
555-5555

Extension

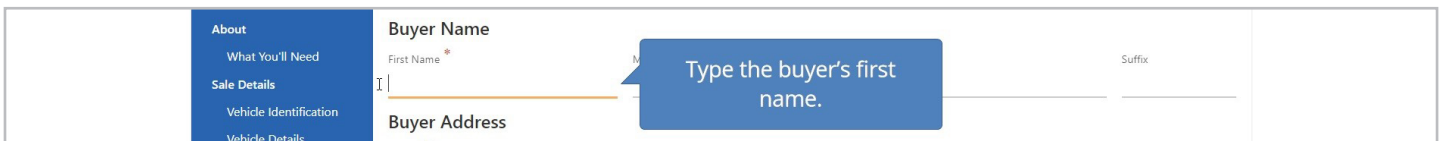
Cancel

Previous

Next

Click "Next".

STEP 21

 In the **Buyer Name** section, type the buyer's **first name**.

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Buyer Name

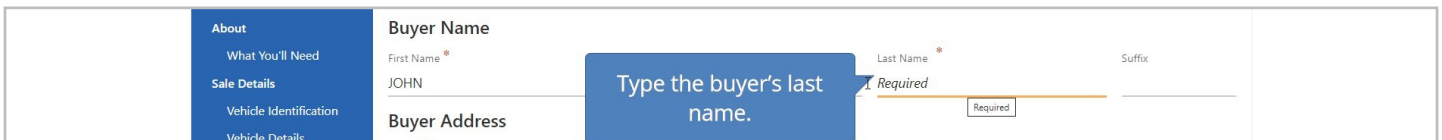
First Name *
Required

Suffix

Buyer Address

Type the buyer's first name.

STEP 22

 Type the buyer's **last name**.

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Buyer Name

First Name *
JOHN

Last Name *
Required

Suffix

Buyer Address

Type the buyer's last name.

STEP 23

 Type in the buyer's **street address**.

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Sale Information

Buyer Information

Buyer Name

First Name
JOHN

Middle Name

Suffix

Buyer Address

Street *
Required

Type in the buyer's street address.

STEP 24 Type the buyer's city.

The screenshot shows a form with a sidebar on the left containing 'Sale Information', 'Buyer Information', and 'Buyer Details'. The 'Buyer Information' section is active. The 'City' field is empty and has a red asterisk and 'Required' label. A blue callout bubble points to the field with the text 'Type the buyer's city.'. The 'State' dropdown is set to 'OKLAHOMA' and the 'Zip' field is empty with a red asterisk and 'Required' label. An 'Unvalidated' button is at the bottom right.

STEP 25 Type the buyer's state.

The screenshot shows the 'State' dropdown menu is open, displaying 'OKLAHOMA'. A blue callout bubble points to the dropdown with the text 'Select the buyer's state.'. The 'City' field now contains 'OKC'. The 'Unvalidated' button is at the bottom right.

STEP 26 Type in the buyer's zip code.

The screenshot shows the 'Zip' field is empty and has a red asterisk and 'Required' label. A blue callout bubble points to the field with the text 'Type in the buyer's zip code.'. The 'City' field contains 'OKC' and the 'State' dropdown is set to 'OKLAHOMA'. The 'Unvalidated' button is at the bottom right.

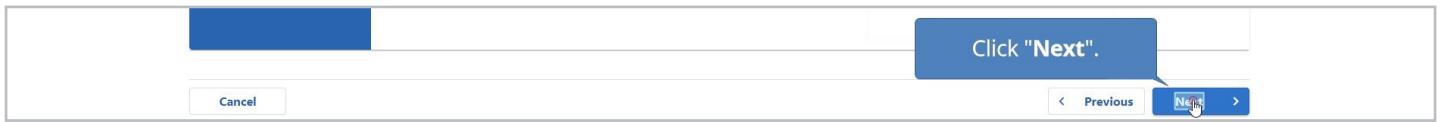
STEP 27 Click the "Unvalidated" button.

The screenshot shows the 'Zip' field now contains '731'. A blue callout bubble points to the 'Unvalidated' button with the text 'Click the "Unvalidated" button.'. Below the button, the text 'Please attempt to verify your address.' is visible. The 'Unvalidated' button is at the bottom right.

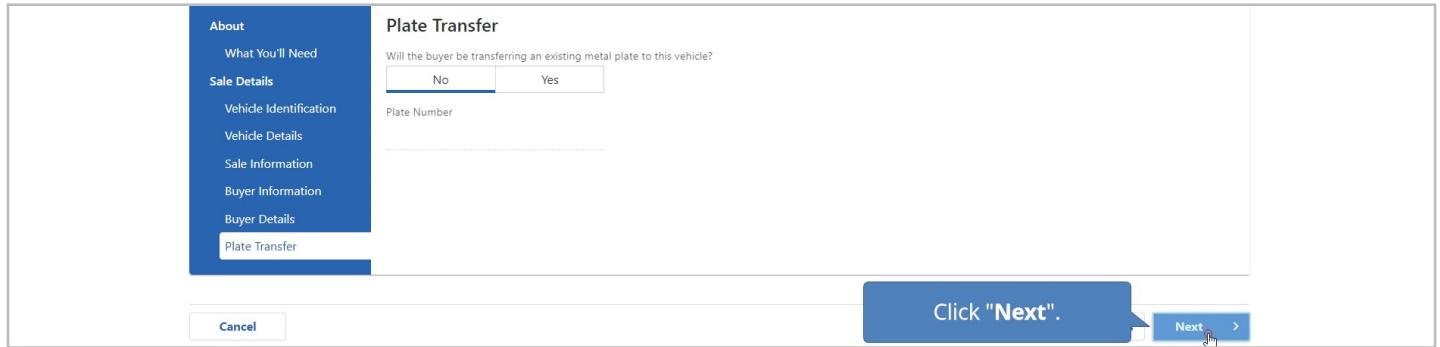
STEP 28 Confirm the verified address is correct and select it.

The screenshot shows an 'Address Search' dialog box. It has two sections: 'Verified' and 'As Entered'. The 'Verified' section shows a blue bar with a red checkmark and a hand icon, with the text '6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5'. A blue callout bubble points to this bar with the text 'Confirm the verified address is correct and select it.'. The 'As Entered' section shows the text '6015 N CLASSEN BLVD OKC OK 73118'. There are 'Select this address' buttons next to both sections. At the bottom of the dialog are 'Cancel' and 'Save' buttons. In the background, the 'Unvalidated' button and the text 'Please attempt to verify your address.' are visible.

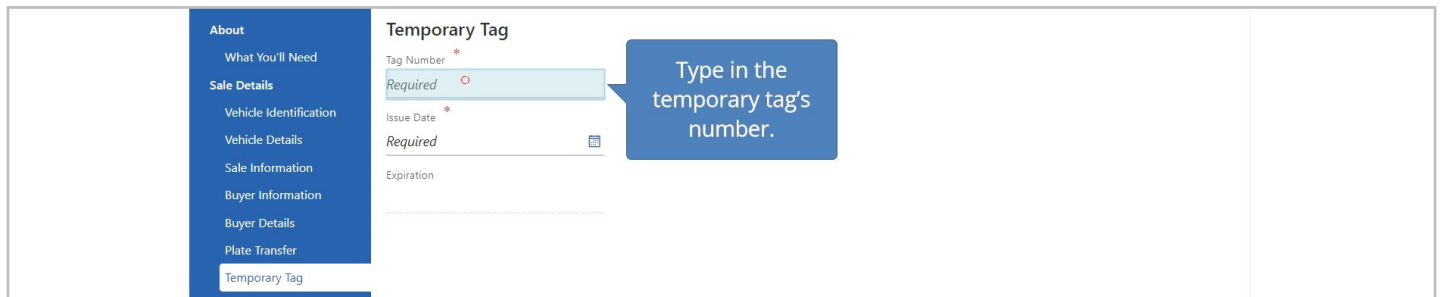
STEP 29 Click "Next" to continue.



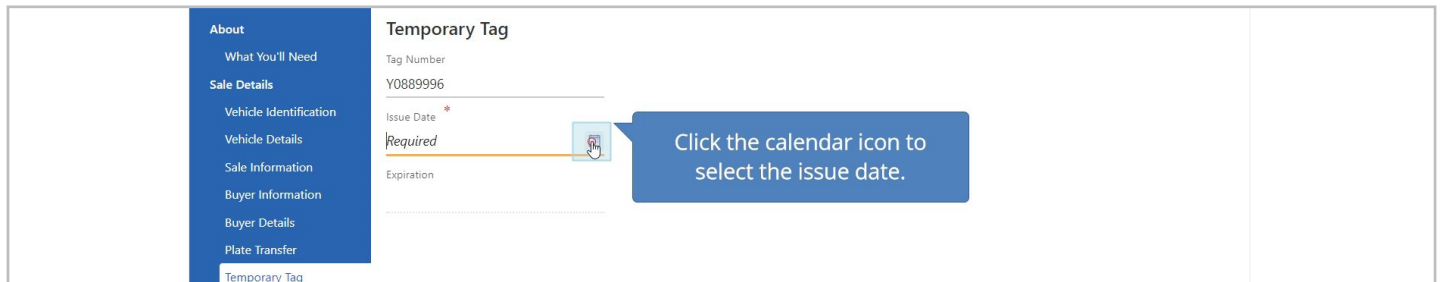
STEP 30 In this case, the **buyer is not** transferring an existing metal plate. Select "No" under **Plate Transfer**. Click "Next".



STEP 31 In the **Temporary Tag** section, type in the **temporary tag's number**.



STEP 32 Click the **calendar icon** to **select the issue date**.



STEP 33 Click "Next" to continue.



STEP 34 Confirm the information is correct. Click "Submit".

The screenshot shows a web form for initiating a vehicle sale request. On the left is a blue sidebar with navigation links: About, What You'll Need, Sale Details, Vehicle Identification, Vehicle Details, Sale Information, Buyer Information, Buyer Details, Plate Transfer, Temporary Tag, Attach, Attachments, and Summary. The main content area is divided into four sections: Vehicle Details, Sale Information, Buyer Information, and Plate Details. A blue callout box on the right says "Confirm the information is correct. Click 'Submit'". At the bottom right, the "Submit" button is highlighted in blue, with a mouse cursor pointing to it. Other buttons include "Cancel" at the bottom left and "Previous" at the bottom right.

| Vehicle Details | |
|---------------------|---------------------|
| Vehicle ID | : KNDPU3AF5P7165969 |
| Use Type | : Automobile |
| Year / Make / Model | : 2023 KIA SPORTAGE |

| Sale Information | |
|------------------|---------------|
| Date Sold | : 22-Jul-2024 |

| Buyer Information | |
|-------------------|---|
| Name | : JOHN SMITH |
| Email | : tiffany.doane@service.ok.gov |
| Address | : 6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815 |

| Plate Details | |
|---------------------|---------------|
| Temp Tag Number | : Y0889996 |
| Temp Tag Issue Date | : 22-Jul-2024 |
| Temp Tag Expiration | : 01-Aug-2024 |

STEP 35 Click "OK".

The screenshot shows a confirmation dialog box titled "Confirmation" with the message "Initiate sale request complete." Below the message are two buttons: "Printable View" and "OK". A blue callout box points to the "OK" button with the text "Click 'OK'".

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