

**Objective:** This quick reference guide details how dealers can select a licensed operator to be used for pre-registration transactions within account.

**STEP 1** Navigate to the OkCARS webpage, login and select the **"More..."** link on the **Summary** tab.

Summary Action Center Settings More		
Filter		
TIFFANY AUTO SALES 6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815	Account UD00089	Vehicle Lookup     View Lienholder List
	Balance \$0.00	

**STEP 2** Under the **Other Options** section click the **"Select Licensed Operator"** link.

Vehicle Sale     Initiate sale or purchase requests.	Extends menu to include more activities to access
<ul> <li>Initiate Sale</li> <li>Initiate Sale with Lien</li> <li>Void Initiate Sale</li> </ul>	> Select License <sup>(H)</sup> Operator(s)

**STEP 3** Select an **Licensed Operator**. Click **"Submit"** to confirm your selection.

Licensed Operator Selection Select all licensed operators that should receive work generated from your dealership. If multiple are selected the work will be distributed between the offices. If no lice entered then a random licensed operator will be selected for each transaction.	used operators are
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If you have any questions on this process, reach out to **dealersupport@service.ok.gov**