SERVICE KLAHOMA

Select an Licensed Operator OkCARS

STEP BY STEP GUIDE



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

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 DOAN You last logged in on Tuesday, Jul 23, 2024 3:18:35 F Manage My Profi	IE PM ile
Summary Action Center Settings More Filter TIFFANY AUTO SALES 6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815	Account UD00089 Balance \$0.00 Click the "More" Iink > Vehicle Lookup > View Lienholder List	

STEP 3 Click the **"Select Licensed Operator(s)"** link.



STEP 4 Select the **drop down list.** To select a Licensed Operator location, **type or scroll to the location name.**

Licensed Operator Selection Select all licensed operators that should receive work of entered then a random licensed operator will be select	renerated from your dealership. If multiple are selected the work will ed for each transaction.	I be distributed between the offices. If no licensed operators are
LO I	Select the drop down list	0
0104 - WESTVILLE TAG AGENCY		

STEP 5 Click to make the selection. Note that you can select multiple Licensed Operators.

Li Se en	censed Operator Selection lect all licensed operators that should receive work generated from your dealership. It tered then a random licensed operator will be selected for each transaction.	multiple are selected the work will i	be distributed between the offices. If no licensed operators are
	LO	Click to make	
	mid	the selection	_ ()
	5507 - MIDWEST CITY TAG AGENCY		Í

STEP 7 Click **"Next"** to continue.

Cancel				Click "Next"	
	SERVICE	About	Resources		

STEP 8 Click the **Submit button**.

Licensed Operator Selection Review a	nd Submit				
This Licensed Operator Selection submission is rea	dy to submit.				
Cancel				Click the " Submit " button	Semit
	SERVICE	About	Resources		

STEP 9 Click the **OK button**.

Confirmation	
Your request has been submitted and your cor	nfirmation number is 2-097-358-080.
Printable View	
ок	button

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