

**Objective:** This quick reference guide details how dealers can submit a vehicle pre-registration online for a customer who requires a lien to be added to their vehicle purchase.

**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 Balance \$0.00	Vehicle Lookup  View Lienholder List

**STEP 2** Under the **Vehicle Sale** tab, click **"Initiate Sale with Lien"** and enter in the required **Vehicle Identification** information.



**STEP 3** Double check the **Vehicle Details** and enter in the **Lien Information** and **Debtor's Address**.

About		Vehicle Details			
What Yo	ou'll Need	Vehicle Id	Vehicle Type		
Sale Detail	ls	2C3CDXHG9PH547290	Automobile		
Vehicle	Identification	Year	Make	Model	Body Type
Vehicle	Details	2023	DODG	CHARGER	SD
		Unladen Weight	Laden Weight	Fuel Type	Vehicle Color
		0	0	~	White ~
		l≽			
Cancel					< Previous Next >

## **STEP 4** Enter in required information under the **Sale**, **Buyer**, **Contact**, and **Buyer Address** sections.

About What You'll Need Sale Details Vehicle Identification Vehicle Details Lien(s) Sale Information	Sale Information Date Sold 24-Jul-2024 Sale Price 0.00 0.00	Value		
About What You'll Need Sale Details Vehicle Identification Vehicle Details Lien(s) Sale Information Buyer Information	Buyer Information         Does the buyer plan to register in Oklahoma?         No       Yes         Primary Owner       *         Required         Contact Information         Email       *         Required         Phone Type       *         Area Code       *	Confirm Email Address Phone Number	Extension	
	Required ~ Required	Required		
About What You'll Need Sale Details Vehicle Identification Vehicle Details Lien(s) Sale Information Buyer Information Buyer Details	Buyer Name  First Name  I  Buyer Address  Street  Required  Unit Type Unit  City  State  Street  Street St	te	Last Name * Required	Suffix
	Required OK	ilahoma ~	Required Unvalidated	

# **STEP 5** Select if a metal plate is being transferred and fill out the required information under the **Temporary Tag** section.

<b>About</b> What You'll Need <b>Sale Details</b> Vehicle Identification Vehicle Details	Plate Transfer         Will the buyer be transferring an existing metal plate to this vehicle?         No       Yes         Plate Number
About	Temporary Tag
What You'll Need	Tag Number
Sale Details	Required
Vehicle Identification	sue Date
Vehicle Details	Required 🛅
Lien(s) Sale Information	Expiration

### STEP 6 Upload the Bill of Sale document and use the description, "Oklahoma Title".

About What You'll Need	Supporting Do	cumentation			
Sale Details	Required				
Vehicle Identification	1 Billmof Sale		Document that transfers ownership of a	vehicle from one owner to another.	
Vehicle Details	Attachments				
Sale Information	Туре	Name	Description	Size	
Buyer Information	There are no attachme	ents.			
Buyer Details Plate Transfer	() You must upload	d all required attachments.			
Temporary Tag					
Attach					
Attachments					

#### **STEP 7** Select the **"Pay Now (ACH/eCheck)"** option. Enter the **Payment** information.

Items Initiate Sale With Lien	\$10.00	Delete	Payment Amount Due:	\$10.00	
			Pay Now (ACH/eCheck) Pay Now (Credit Card)		
			I have more to do before I check	out	

### **STEP 8** On the **Confirmation** screen **enter your password** and click **"OK"** to finalize the changes.



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