



Submitting Pre-Registration Sale with a Lien OkCARS

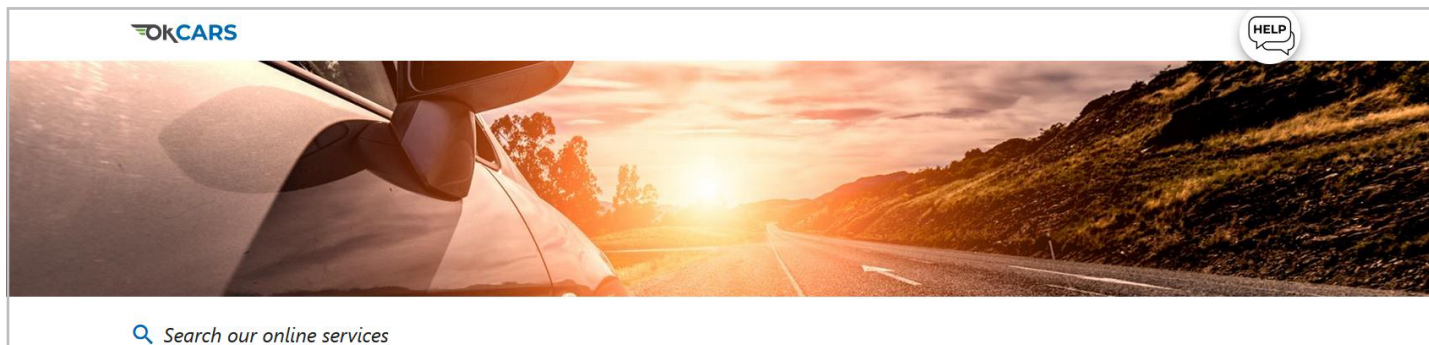
STEP BY STEP GUIDE



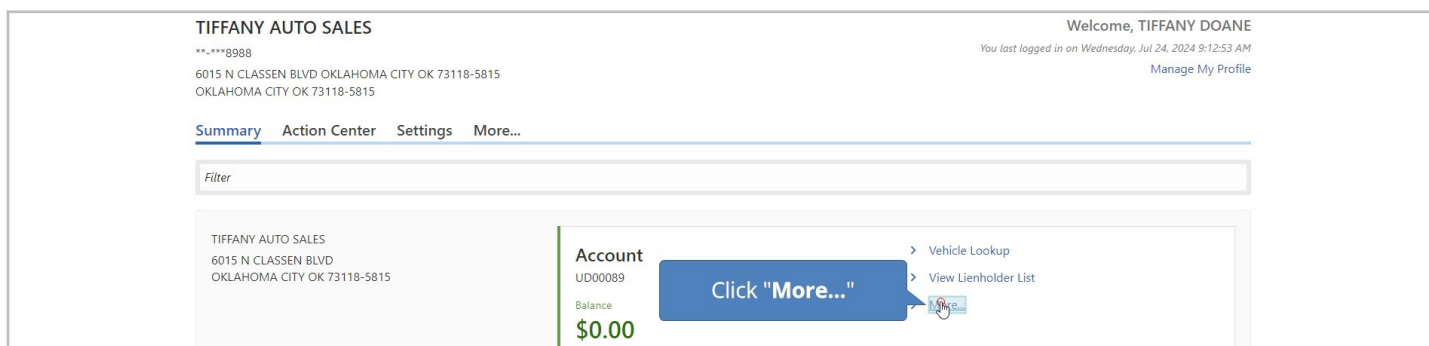
Ready, Set, Tag!

Objective: This step by step 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.

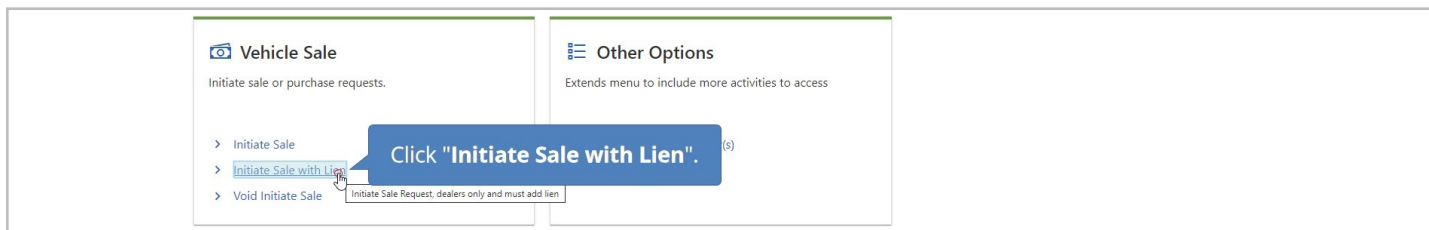
STEP 1 Navigate to okcars.service.ok.gov and login to the account for your dealer.



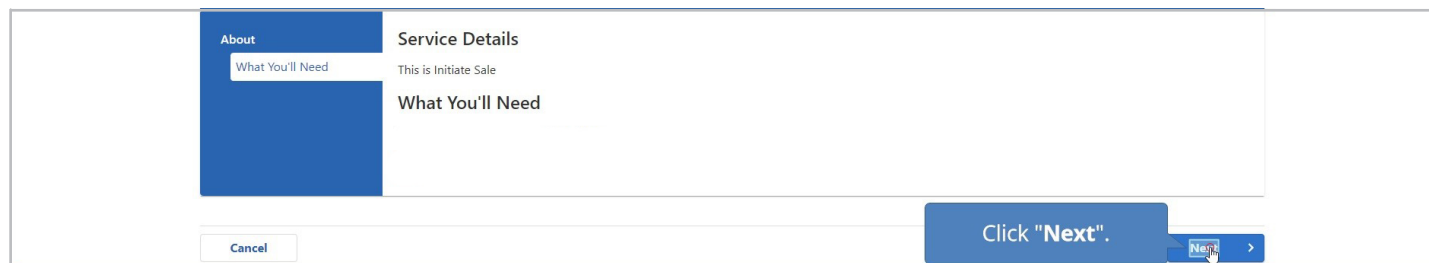
STEP 2 Click "More...".



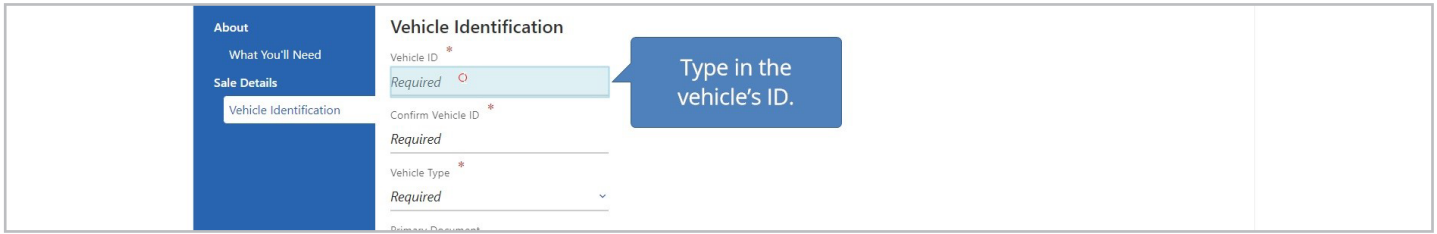
STEP 3 Click "Initiate Sale with Lien".



STEP 4 Click "Next" to continue.

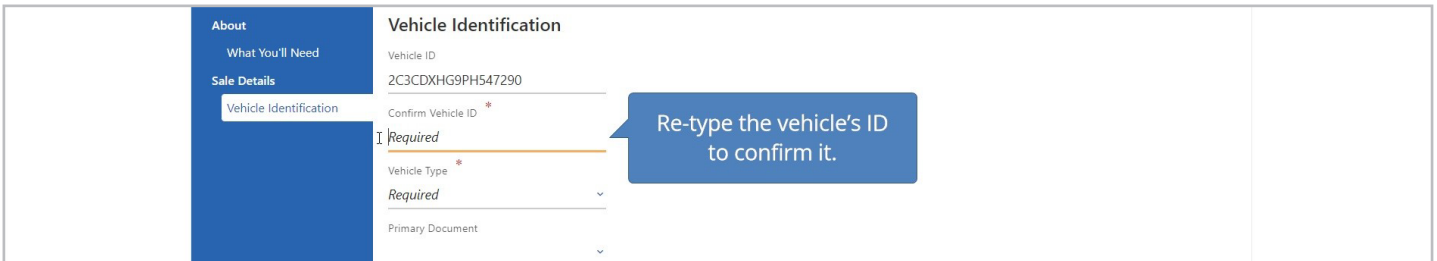


STEP 5 Type in the **Vehicle's ID**.



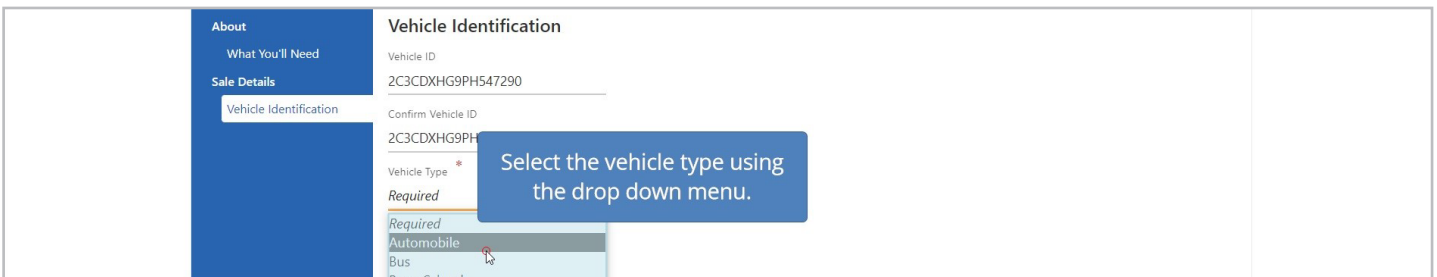
The screenshot shows a web form titled "Vehicle Identification". On the left is a blue sidebar with navigation links: "About", "What You'll Need", "Sale Details", and "Vehicle Identification". The main form area has the following fields: "Vehicle ID" (with a red asterisk and "Required" label), "Confirm Vehicle ID" (with a red asterisk and "Required" label), "Vehicle Type" (with a red asterisk and "Required" label), and "Primary Document". A blue callout box with the text "Type in the vehicle's ID." points to the "Vehicle ID" input field.

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



The screenshot shows the "Vehicle Identification" form. The "Vehicle ID" field is now filled with the alphanumeric string "2C3CDXHG9PH547290". The "Confirm Vehicle ID" field is empty and has a red asterisk and "Required" label. A blue callout box with the text "Re-type the vehicle's ID to confirm it." points to the "Confirm Vehicle ID" input field.

STEP 7 Select the **Vehicle Type** using the drop down menu.



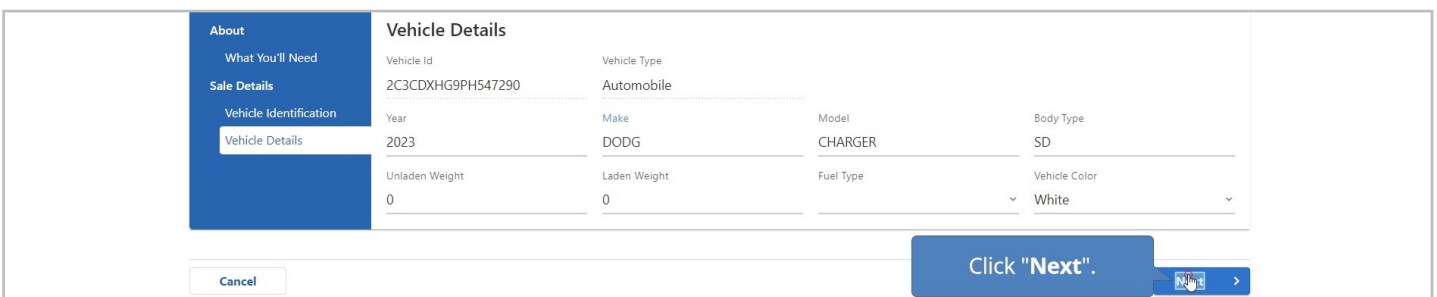
The screenshot shows the "Vehicle Identification" form. The "Vehicle ID" and "Confirm Vehicle ID" fields are filled with "2C3CDXHG9PH547290". The "Vehicle Type" dropdown menu is open, showing options: "Automobile", "Bus", and "Bus - School". A blue callout box with the text "Select the vehicle type using the drop down menu." points to the dropdown menu.

STEP 8 Click "**Next**" to continue to the Vehicle Details.



The screenshot shows the bottom of the form with two buttons: "Cancel" on the left and "Next" on the right. A blue callout box with the text "Click 'Next'." points to the "Next" button.

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



The screenshot shows the "Vehicle Details" form. The sidebar has "Vehicle Details" selected. The form contains the following fields: "Vehicle Id" (2C3CDXHG9PH547290), "Vehicle Type" (Automobile), "Year" (2023), "Make" (DODG), "Model" (CHARGER), "Body Type" (SD), "Unladen Weight" (0), "Laden Weight" (0), "Fuel Type" (dropdown), and "Vehicle Color" (White). A blue callout box with the text "Click 'Next'." points to the "Next" button at the bottom right.

STEP 10 Type in the Lienholder's ID.

Initiate Sale With Lien

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Lien(s)

Lien Information

Lienholder ID *
Required

Debtor Name *
Required

Execution Date *
Required

Delivery Date 24-Jul-2024

Release Date

Debtor Address

Debtor Street *

STEP 11 Type in the Debtor's name.

Vehicle Identification

Vehicle Details

Lien(s)

Debtor Name *
Required

Execution Date *
Required

Delivery Date

Release Date

Debtor Address

Debtor Street *

Debtor Street
Required

STEP 12 Use the calendar icon to select the lien's execution date.

Lien(s)

Execution Date *
Required

24-Jul-2024

Delivery Date

Release Date

Debtor Address

Debtor Street *

Debtor Street
Required

STEP 13 Type the debtor's street address.

Debtor Address

Debtor Street *
Required

Debtor Unit Type Debtor Unit

Debtor City *
Required

Debtor State OKLAHOMA

Debtor Zip Code *
Required

Verify Address

STEP 14 Type the city.

Debtor Address

Debtor Street 6015 N

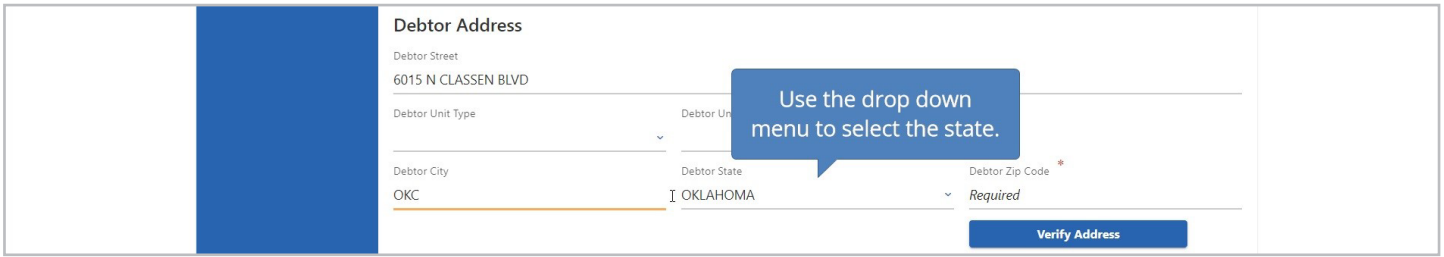
Debtor Unit

Debtor City *
Required

Debtor State OKLAHOMA

Debtor Zip Code *
Required

STEP 15 Use the drop down menu to select the state.



Debtor Address

Debtor Street
6015 N CLASSEN BLVD

Debtor Unit Type _____ Debtor Unit _____

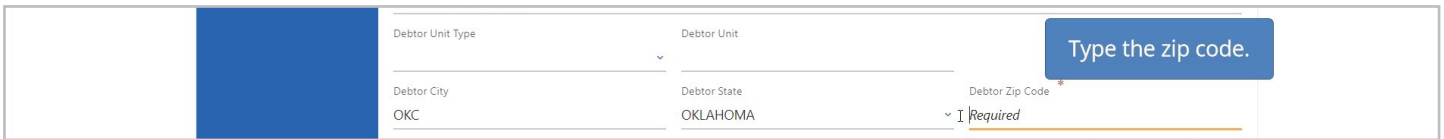
Debtor City _____ Debtor State _____ Debtor Zip Code _____

OKC I OKLAHOMA Required

Verify Address

Use the drop down menu to select the state.

STEP 16 Type the zip code.



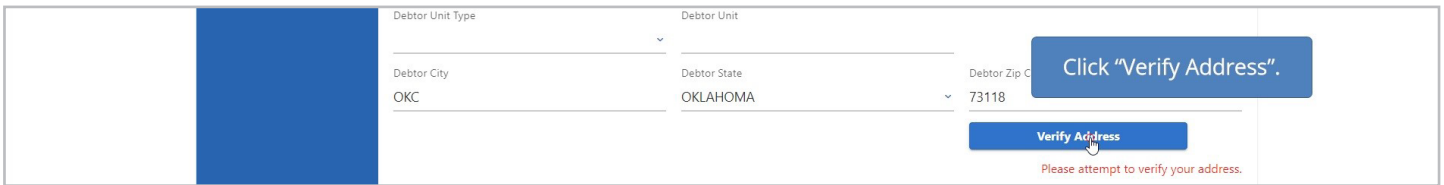
Debtor Unit Type _____ Debtor Unit _____

Debtor City _____ Debtor State _____ Debtor Zip Code _____

OKC OKLAHOMA Required

Type the zip code.

STEP 17 Click "Verify Address".



Debtor Unit Type _____ Debtor Unit _____

Debtor City _____ Debtor State _____ Debtor Zip Code _____

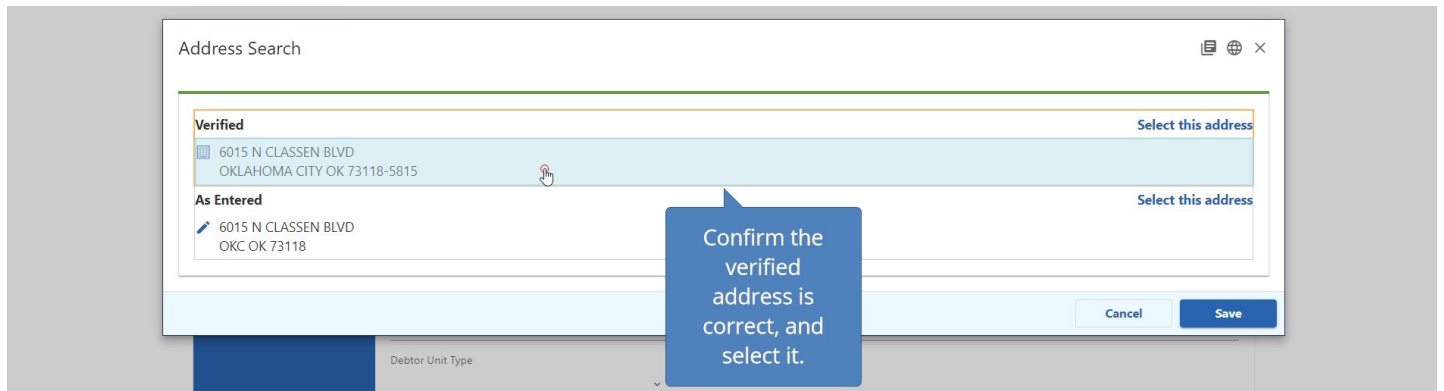
OKC OKLAHOMA 73118

Verify Address

Please attempt to verify your address.

Click "Verify Address".

STEP 18 Confirm the verified address is correct, and select it.



Address Search

Verified Select this address

6015 N CLASSEN BLVD
OKLAHOMA CITY OK 73118-5815

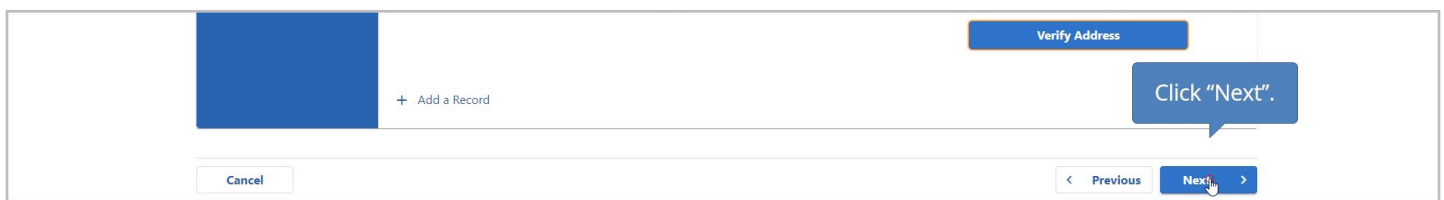
As Entered Select this address

6015 N CLASSEN BLVD
OKC OK 73118

Confirm the verified address is correct, and select it.

Cancel Save

STEP 19 Click "Next" to continue.



Verify Address

+ Add a Record

Cancel

Previous Next

Click "Next".

STEP 20 Use the **calendar icon** to add the **date the vehicle was sold**.

The screenshot shows the 'Sale Information' section of a form. On the left is a navigation menu with 'Sale Information' selected. The main form area has 'Date Sold' set to '24-Jul-2024'. A blue callout box with a pointer to the calendar icon says: 'Use the calendar icon to add the date the vehicle was sold.'

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

The screenshot shows the bottom of the 'Sale Information' form. A blue callout box points to the 'Next' button and says: 'Click "Next".'

STEP 22 Select **yes or no** for whether the buyer plans to register the vehicle in Oklahoma.

The screenshot shows the 'Buyer Information' section. The question 'Does the buyer plan to register in Oklahoma?' has 'No' selected. A blue callout box points to the 'No' button and says: 'Select yes or no for whether the buyer plans to register the vehicle in Oklahoma.'

STEP 23 If No, you must provide a reason. If Yes, no reason is necessary.

The screenshot shows the 'Buyer Information' section with 'No' selected. The 'Reason' field is highlighted with a blue callout box that says: 'If No, you must provide a reason. If Yes, no reason is necessary.'

STEP 24 Click **"ID Type"**.

The screenshot shows the 'Buyer Information' section with 'Yes' selected. The 'ID Type' dropdown menu is open, and a blue callout box points to it with the text: 'Click "ID Type".'

STEP 25 Use the drop down to select the primary owner.

The screenshot shows the 'Buyer Information' section of a form. A blue callout box with white text says 'Use the drop down to select the primary owner.' The 'Primary Owner' dropdown menu is open, showing 'Individual' as the selected option. Other fields include 'Does the buyer plan to register in Oklahoma?' (Yes), 'ID Type', 'Drivers License Number', 'Phone Type', 'Area Code', 'Phone Number', and 'Extension'. A 'Cancel' button is on the left, and 'Previous' and 'Next' buttons are on the right.

STEP 26 Type in the buyer's email address.

The screenshot shows the 'Buyer Information' section. The 'Email' field is highlighted with a blue callout box that says 'Type in the buyer's email address.' The 'Primary Owner' dropdown is now closed and shows 'Individual'. The 'Drivers License' dropdown shows 'R077899996'. The 'Email' field has a red error icon and the word 'Required' below it. The 'Confirm Email Address' field is also highlighted with a blue callout box. The 'Phone Type', 'Area Code', 'Phone Number', and 'Extension' fields are also present. A 'Cancel' button is on the left, and 'Previous' and 'Next' buttons are on the right.

STEP 27 Re-type the buyer's email address to confirm it.

The screenshot shows the 'Buyer Information' section. The 'Confirm Email Address' field is highlighted with a blue callout box that says 'Re-type the buyer's email address to confirm it.' The 'Email' field contains 'tiffany.doane@service.ok.gov'. The 'Confirm Email Address' field has a red error icon and the word 'Required' below it. The 'Phone Type', 'Area Code', 'Phone Number', and 'Extension' fields are also present. A 'Cancel' button is on the left, and 'Previous' and 'Next' buttons are on the right.

STEP 28 Use the drop down to select the phone type.

Use the drop down to select the phone type.

STEP 29 Type in the area code.

Type in the area code.

STEP 30 Type in the phone number.

Type in the phone number.

STEP 31 Click "Next" to continue.

Click "Next".

STEP 32 Type the buyer's first name.

Type the buyer's first name.

STEP 33 Type the buyer's last name.

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 area is titled "Buyer Name" and has three input fields: "First Name" (containing "JOE"), "Last Name" (with a red asterisk and "Required" below it), and "Suffix". A blue callout box with the text "Type the buyer's last name." has an arrow pointing to the "Last Name" field.

STEP 34 Type the buyer's address.

The screenshot shows the "Buyer Address" section of the form. The sidebar on the left includes: About, What You'll Need, Sale Details, Vehicle Identification, Vehicle Details, Lien(s), Sale Information, Buyer Information, and Buyer Information. The main form area has fields for "Street" (with a red asterisk and "Required" below it), "Unit Type", and "Unit". A blue callout box with the text "Type the buyer's address." is positioned over the "Street" field.

STEP 35 Type the buyer's city.

The screenshot shows the "Buyer Address" form with the "City" field highlighted in light blue. The sidebar on the left includes: Vehicle Identification, Vehicle Details, Lien(s), Sale Information, Buyer Information, and Buyer Details. The main form area has fields for "City" (with a red asterisk and "Required" below it), "State" (a dropdown menu currently showing "OKLAHOMA"), and "Zip" (with a red asterisk and "Required" below it). A blue callout box with the text "Type the buyer's city." is positioned over the "City" field. A blue "Unvalidated" button is visible at the bottom right.

STEP 36 Add the state.

The screenshot shows the "Buyer Address" form with the "State" dropdown menu open, showing "OKLAHOMA". The sidebar on the left includes: Vehicle Identification, Vehicle Details, Lien(s), Sale Information, Buyer Information, and Buyer Details. The main form area has fields for "City" (containing "OKLAHOMA CITY"), "State" (a dropdown menu currently showing "OKLAHOMA"), and "Zip" (with a red asterisk and "Required" below it). A blue callout box with the text "Add the state." is positioned over the "State" dropdown. A blue "Unvalidated" button is visible at the bottom right.

STEP 37 Type in the buyer's zip code.

The screenshot shows the "Buyer Address" form with the "Zip" field highlighted in light blue. The sidebar on the left includes: Vehicle Details, Lien(s), Sale Information, Buyer Information, and Buyer Details. The main form area has fields for "City" (containing "OKLAHOMA CITY"), "State" (a dropdown menu currently showing "OKLAHOMA"), and "Zip" (with a red asterisk and "Required" below it). A blue callout box with the text "Type in the buyer's zip code." is positioned over the "Zip" field. A blue "Unvalidated" button is visible at the bottom right.

STEP 38

 Click the **Unvalidated** button.

Lien(s)
Sale Information
Buyer Information
Buyer Details

6015 N CLASSEN BLVD

Unit Type Unit

City State Zip

OKLAHOMA CITY OKLAHOMA 73118

Unvalidated

Please attempt to verify your address.

STEP 39

 Once it says **“Address Verified”**, click **“Next”**.

City State Zip

OKLAHOMA CITY OKLAHOMA 73118-5815

Validated

Address Verified*

Next

STEP 40

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

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Lien(s)

Sale Information

Buyer Information

Buyer Details

Plate Transfer

Plate Transfer

Will the buyer be transferring an existing metal plate to this vehicle?

No Yes

Plate Number

Cancel

Next

STEP 41

 Type in the **temporary tag's number**.

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Temporary Tag

Tag Number *

Required

Issue Date *

Required

STEP 42

 Click the **calendar icon** to select the **temporary tag's issue date**.

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Lien(s)

Sale Information

Temporary Tag

Tag Number

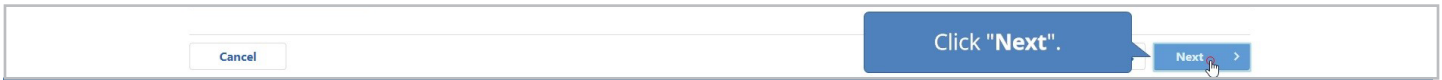
YSO0000001

Issue Date *

Required

Expiration

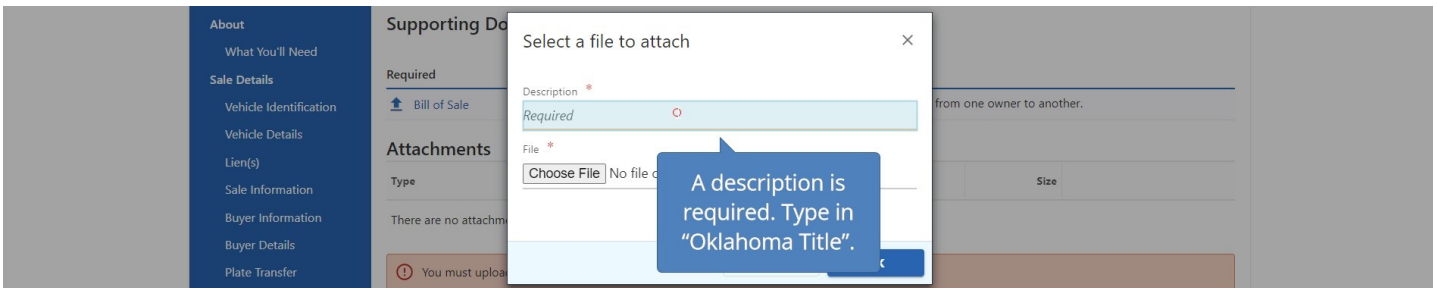
STEP 43 Click "Next".



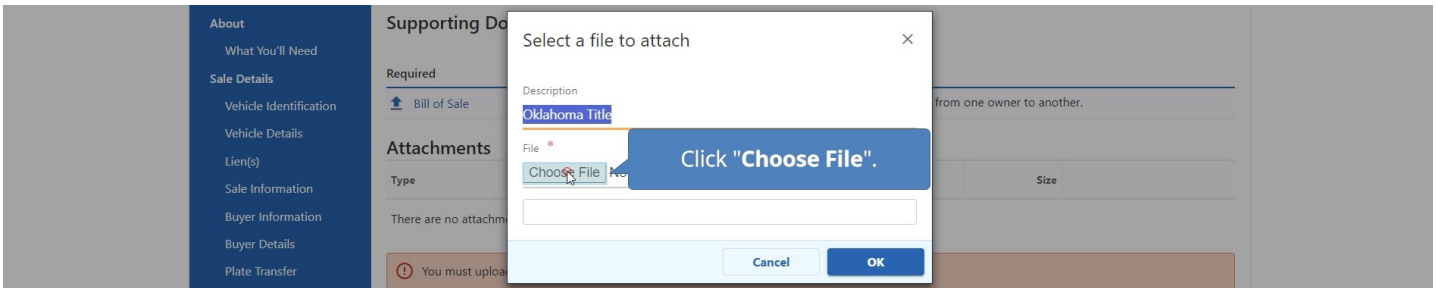
STEP 44 Click "Bill of Sale".



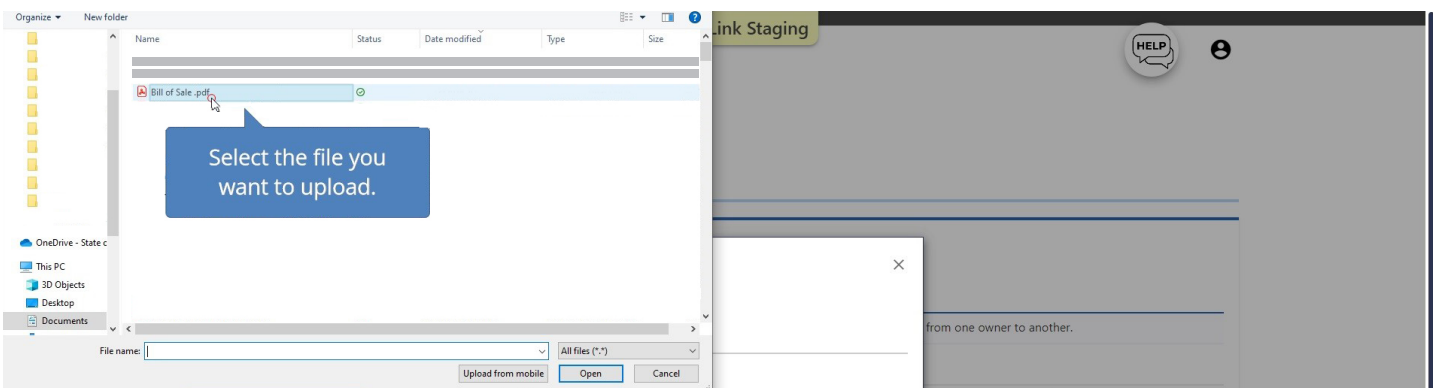
STEP 45 A description is required. Type in "Oklahoma Title".



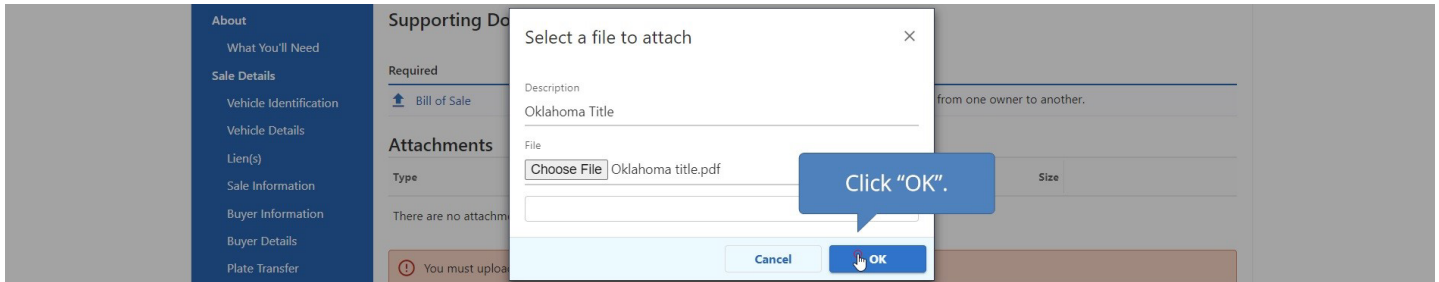
STEP 46 Click "Choose File".



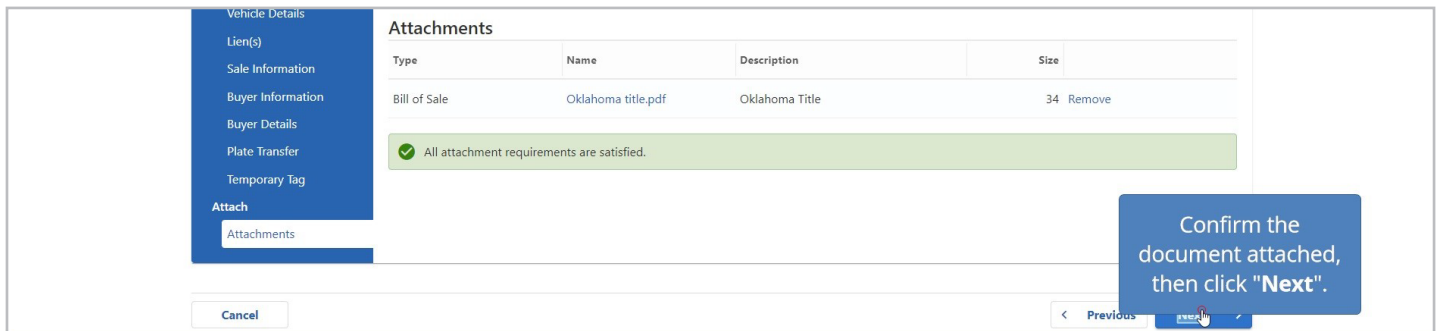
STEP 47 Select the file you want to upload.



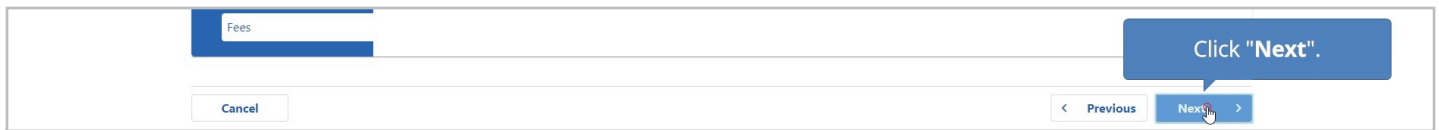
STEP 48 Click "OK".



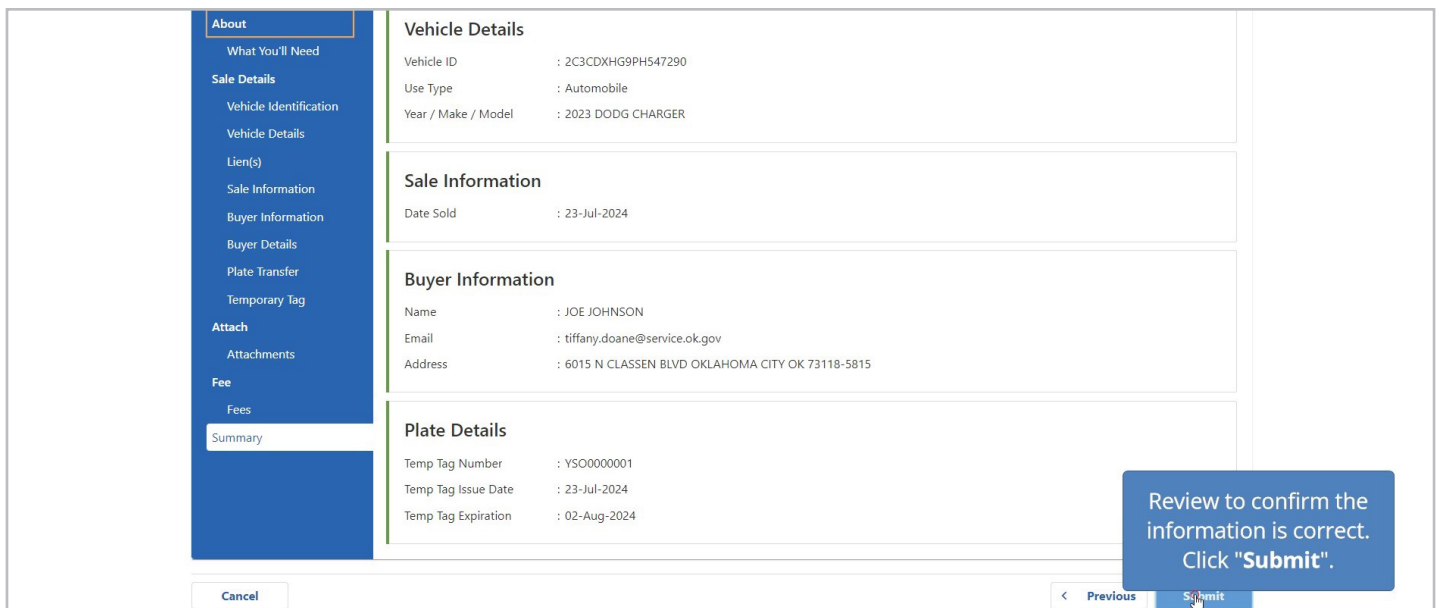
STEP 49 Confirm the document attached, then click "Next".



STEP 50 Click "Next" to continue.



STEP 51 Review to confirm the information is correct. Click "Submit".



STEP 52 Click "Pay Now (ACH/eCheck)".

Items Initiate Sale With Lien \$10.00 Delete	Payment Amount Due: \$10.00 Pay Now (ACH/eCheck) Click "Pay Now (ACH/eCheck)".
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STEP 53 Click the "Checking" button.

Payment Channel Type Direct Debit - US Bank Bank Account Type * <input checked="" type="radio"/> Checking <input type="radio"/> Savings Click the "Checking" button.	Payment Payment for items in a cart. Payment Date 24-Jul-2024 Amount 12.00 Confirm Amount * <i>Required</i> • \$2.00 service fee included in the amount above.
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STEP 54 Add the routing number.

Payment Channel Type Direct Debit - US Bank Bank Account Type <input checked="" type="radio"/> Checking <input type="radio"/> Savings Routing Number * <i>Required</i> <u>Populate Routing Number</u> Add the routing number.	Payment Payment for items in a cart. Payment Date 24-Jul-2024 Amount 12.00 Confirm Amount * <i>Required</i> • \$2.00 service fee included in the amount above.
---	---

STEP 55 Type in the account number.

Bank Name DAY AIR CREDIT UNION, INC. Account Number * <i>Required</i> Confirm Account Number * <i>Required</i> Type in the account number.	• \$2.00 service fee included in the amount above.
--	--

STEP 56 Re-type the account number to confirm it.

Bank Name DAY AIR CREDIT UNION, INC. Account Number 15969 Confirm Account Number * <i>Required</i> Re-type the account number to confirm it.	• \$2.00 service fee included in the amount above.
--	--

STEP 57 You can choose to save this payment method to use again. If so, click Yes.

15969	You can choose to save this payment method to use again. If so, click Yes.	
Confirm Account Number		
15969		
Save this payment channel for future use		
<input type="radio"/> No		<input type="radio"/> Yes

STEP 58 Type the amount into the box to confirm it.

Routing Number 242276362	Type the amount into the box to confirm it.	Confirm Amount *
Bank Name DAY AIR CREDIT UNION, INC.		Required <input type="text"/>
		• \$2.00 service fee included in the amount above.

STEP 59 Add the street for the billing address.

Billing Address		
Street *	Add the street for the billing address.	
Required <input type="text"/>		
Unit Type		
City *		Zip *

STEP 60 Type the city.

Unit Type	Unit	
<input type="text"/>	<input type="text"/>	
City *	State	Type the city.
Required <input type="text"/>	<input type="text"/>	
		<input type="button" value="Verify Address"/>

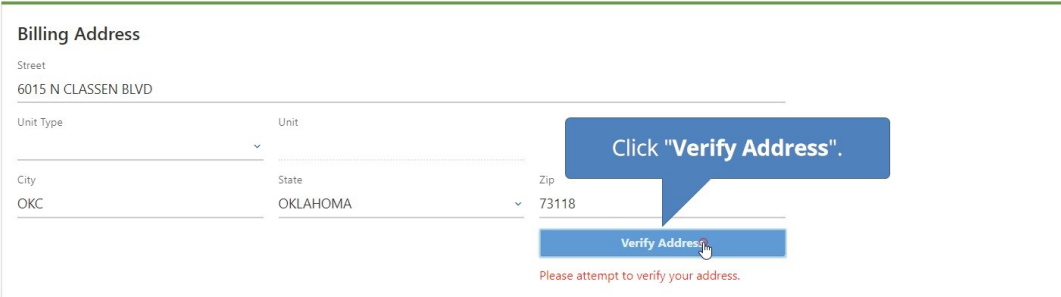
STEP 61 Select the correct state from the drop down.

6015 N CLASSEN BLVD		
Unit Type	Unit	
<input type="text"/>	<input type="text"/>	
City *	State	Zip *
OKC	OKLAHOMA	Required <input type="text"/>
		<input type="button" value="Verify Address"/>

STEP 62 Type the zip code.

Unit Type	Unit	Type the zip code.
<input type="text"/>	<input type="text"/>	
City	State	Zip *
OKC	OKLAHOMA	Required <input type="text"/>
		<input type="button" value="Verify Address"/>

STEP 63 Click "Verify Address".



Billing Address

Street
6015 N CLASSEN BLVD

Unit Type Unit

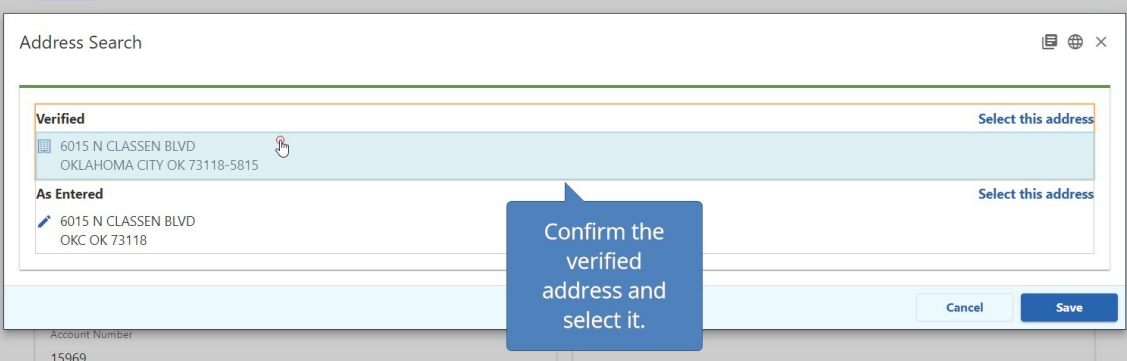
City State Zip
OKC OKLAHOMA 73118

Verify Address

Please attempt to verify your address.

Click "Verify Address".

STEP 64 Confirm the verified address and select it.



Payment

Address Search

Verified Select this address

6015 N CLASSEN BLVD
OKLAHOMA CITY OK 73118-5815

As Entered Select this address

6015 N CLASSEN BLVD
OKC OK 73118

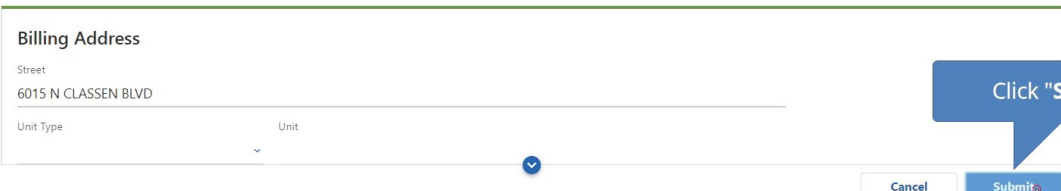
Cancel Save

Account Number
15969

Confirm Account Number

Confirm the verified address and select it.

STEP 65 Click "Submit".



Billing Address

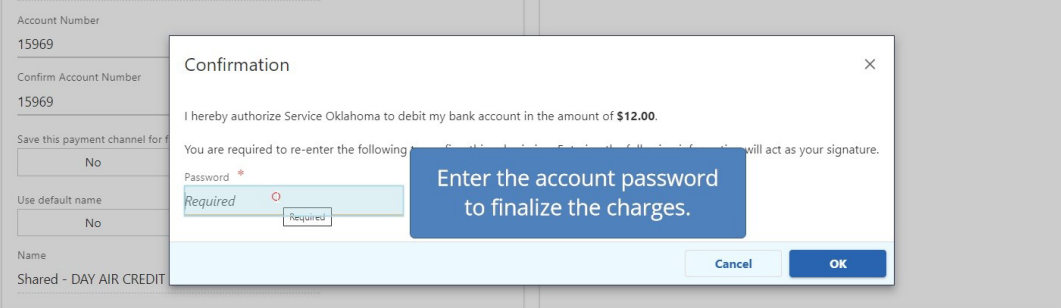
Street
6015 N CLASSEN BLVD

Unit Type Unit

Cancel **Submit**

Click "Submit".

STEP 66 Enter the account password to finalize the charges.



Account Number
15969

Confirm Account Number
15969

Save this payment channel for future use
No

Use default name
No

Name
Shared - DAY AIR CREDIT

Confirmation

I hereby authorize Service Oklahoma to debit my bank account in the amount of **\$12.00**.

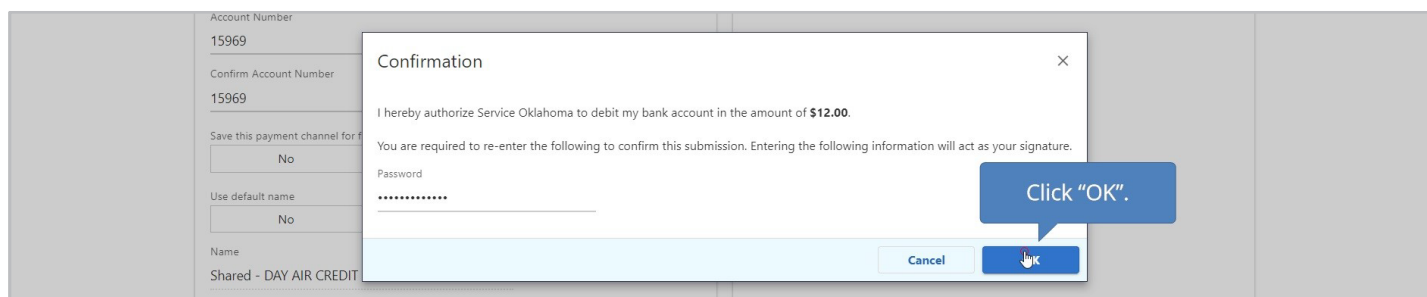
You are required to re-enter the following information. Payment of this bill will act as your signature.

Password
Required

Cancel **OK**

Enter the account password to finalize the charges.

STEP 67 Click "OK" to confirm.



The screenshot shows a web application interface with a 'Confirmation' dialog box overlaid. The background form contains the following fields:

- Account Number: 15969
- Confirm Account Number: 15969
- Save this payment channel for future use: No
- Use default name: No
- Name: Shared - DAY AIR CREDIT

The 'Confirmation' dialog box contains the following text:

Confirmation [X]

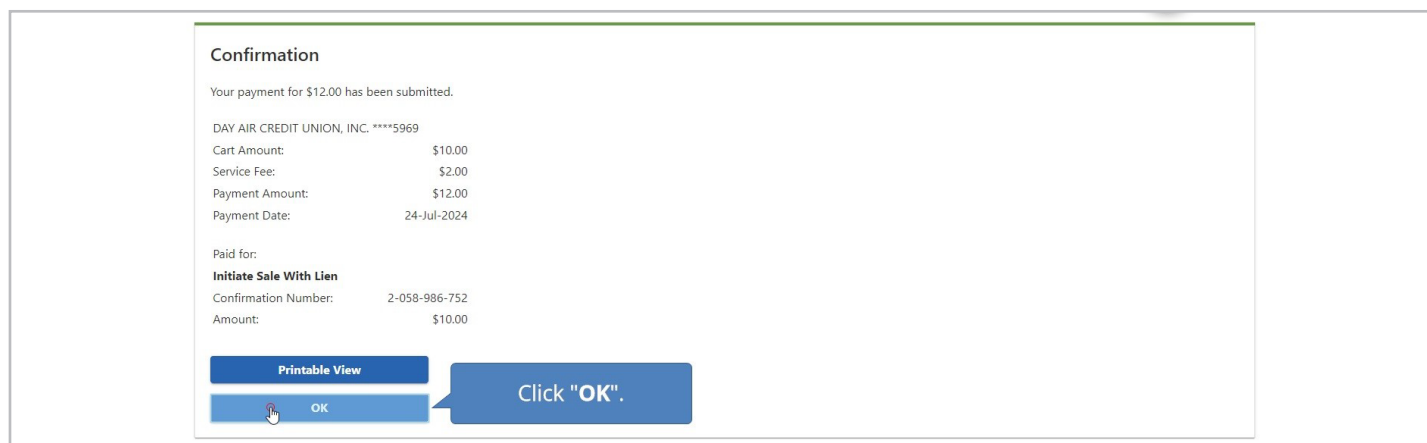
I hereby authorize Service Oklahoma to debit my bank account in the amount of **\$12.00**.

You are required to re-enter the following to confirm this submission. Entering the following information will act as your signature.

Password:

At the bottom of the dialog box are two buttons: 'Cancel' and 'OK'. A blue callout bubble with a hand icon points to the 'OK' button, containing the text 'Click "OK".'

STEP 78 Click "OK".



The screenshot shows a 'Confirmation' page with the following details:

Confirmation

Your payment for \$12.00 has been submitted.

DAY AIR CREDIT UNION, INC. ****5969

Cart Amount:	\$10.00
Service Fee:	\$2.00
Payment Amount:	\$12.00
Payment Date:	24-Jul-2024

Paid for:

Initiate Sale With Lien

Confirmation Number:	2-058-986-752
Amount:	\$10.00

At the bottom of the page are two buttons: 'Printable View' and 'OK'. A blue callout bubble with a hand icon points to the 'OK' button, containing the text 'Click "OK".'

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