

NAVIGATE Pre-Registration with Metal Plate

STEP BY STEP GUIDE

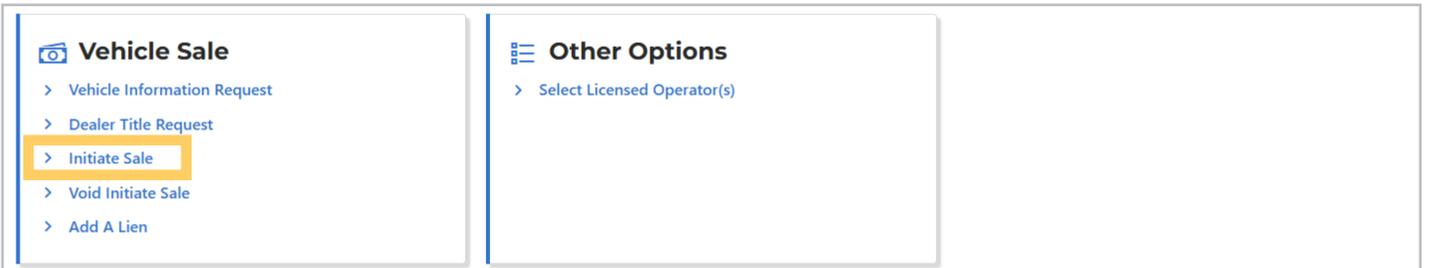
STEP 1 Log in to your **Navigate for Business** account.



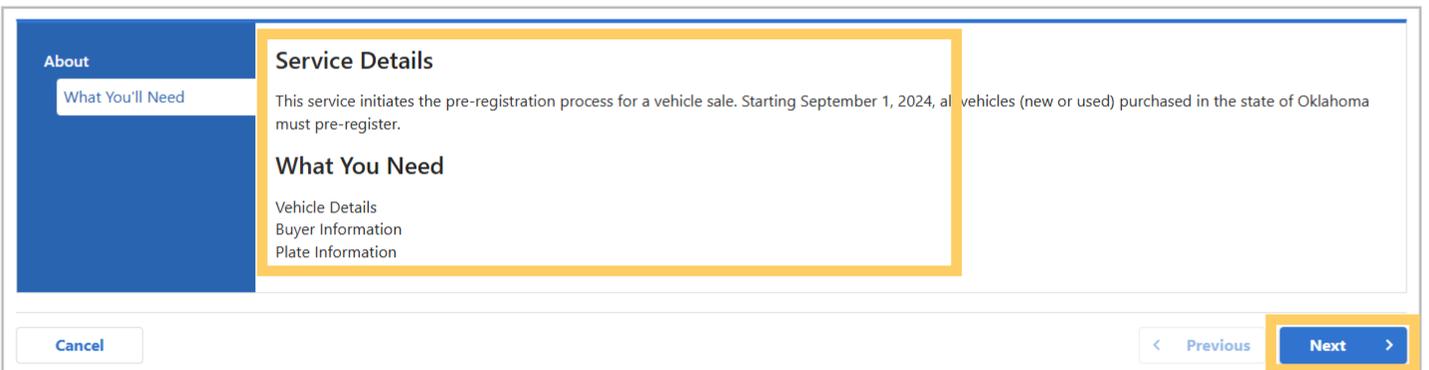
STEP 2 Click **“More...”**.



STEP 3 Click **“Initiate Sale”**.



STEP 4 Review the **“Service Details”** and ensure you have everything needed. Click **“Next”**.



STEP 5 Type the **VIN** twice to confirm and select the **“Vehicle Type”**. Click **“Next”**.

Initiate Pre-Registration

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Identification

Vehicle ID *
Required

Confirm Vehicle ID *
Required

Vehicle Type *
Required

Primary Document

Cancel

Previous

Next

STEP 6 Confirm the vehicle's details. Click **“Next”**.

Initiate Pre-Registration

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Vehicle Id

Vehicle Type
Automobile

Year
20

Make
FORD

Model
EXPEDITION

Body Type

Unladen Weight
0

Laden Weight
0

Fuel Type

Vehicle Color
White

Cancel

Previous

Next

STEP 7 Add in the sale price and trade-in value. Click **“Next”**.

Initiate Pre-Registration

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Sale Information

Date Sold
15-Jan-2026

Sale Price
0.00

Trade-In Value
0.00

Cancel

Previous

Next

STEP 8 Select “Yes” or “No” to confirm whether the buyer is registering the vehicle in Oklahoma. Add the type of “**Primary Owner**”. Type in their email address twice to confirm. Select the “**Phone Type**” using the drop-down menu, and **add the buyer’s phone number**. If the customer does not wish to provide either, select the checkbox for none provided. Click “**Next**”.

STEP 9 Add the **buyer’s first and last name**, then type in their **address**. Make sure to click “**Verify Address**”. Click “**Next**”.

STEP 10 In this example, this buyer is transferring their existing metal plate. Select “Yes”. Input the **plate number**. Click “**Next**”.

STEP 11 Confirm the details match the previous plate owner information. Click the **checkbox**. Click **“Next”**.

Initiate Pre-Registration

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Sale Information

Buyer Information

Buyer Details

Plate Transfer

Previous Plate Owner

Previous Vehicle Information

VIN

Year: 20

Make: FORD

Model: EXPEDITION

Color: White

Previous Plate Information

Plate Number

Expiration Date: 31-Jan-2026

Please confirm the details listed above match the previous plate owner information *

Cancel Previous Next

STEP 12 A bill of sale can be uploaded, but is not required. Click **“Next”**.

Initiate Pre-Registration

About

What You'll Need

Sale Details

Vehicle Identification

Vehicle Details

Sale Information

Buyer Information

Buyer Details

Plate Transfer

Previous Plate Owner

Attach

Attachments

Supporting Documentation

Optional

Bill of Sale Proof of vehicle purchase.

Attachments

Type	Name	Description	Size
There are no attachments.			

✓ All attachment requirements are satisfied.

Cancel Previous Next

STEP 13 Confirm the details are correct. Click "Submit".

The screenshot shows a web form with a blue sidebar on the left and a main content area on the right. The sidebar contains the following menu items: About, What You'll Need, Sale Details, Vehicle Identification, Vehicle Details, Sale Information, Buyer Information, Buyer Details, Plate Transfer, Previous Plate Owner, Attach, Attachments, and Summary. The main content area is divided into four sections: Vehicle Details, Sale Information, Buyer Information, and Plate Details. Each section contains key-value pairs for various fields, with some values redacted by grey boxes. At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Submit'.

About	Vehicle Details
What You'll Need	Vehicle ID : [REDACTED]
Sale Details	Vehicle Type : Automobile
Vehicle Identification	Year / Make / Model : 20[FREDACTED] FORD EXPEDITION
Vehicle Details	
Sale Information	Sale Information
Sale Information	Date Sold : 15-Jan-2026
Buyer Information	Sale Price : [REDACTED]
Buyer Details	Trade in : 5,000.00
Plate Transfer	Buyer Information
Previous Plate Owner	Name : SAMUEL DOE
Attach	Email : sam.doe@email.com
Attachments	Address : 123 E MAIN ST OKLAHOMA CITY OK 73104-2407
Summary	Plate Details
	Plate : [REDACTED]

Buttons: Cancel, Previous, Submit

STEP 14 Click "Printable View" for a receipt, or "OK" to return to the menu.

The screenshot shows a confirmation screen with the 'NAVIGATE LICENSING, REGISTRATIONS & MORE' logo at the top left. Below the logo is a back arrow and the text 'More...'. The main content area contains the text 'Your request has been submitted and your confirmation number is [REDACTED]'. Below this text are two buttons: 'Printable View' and 'OK'. Both buttons are highlighted with a yellow border.

NAVIGATE
LICENSING, REGISTRATIONS & MORE

< More...

Your request has been submitted and your confirmation number is [REDACTED]

Printable View

OK

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