

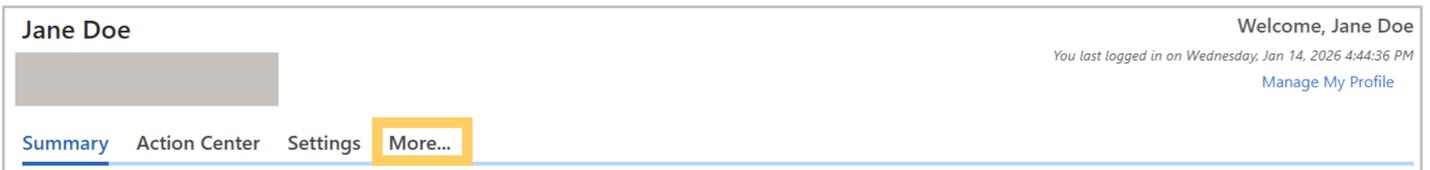
NAVIGATE Pre-Registration With Paper Tag

STEP BY STEP GUIDE

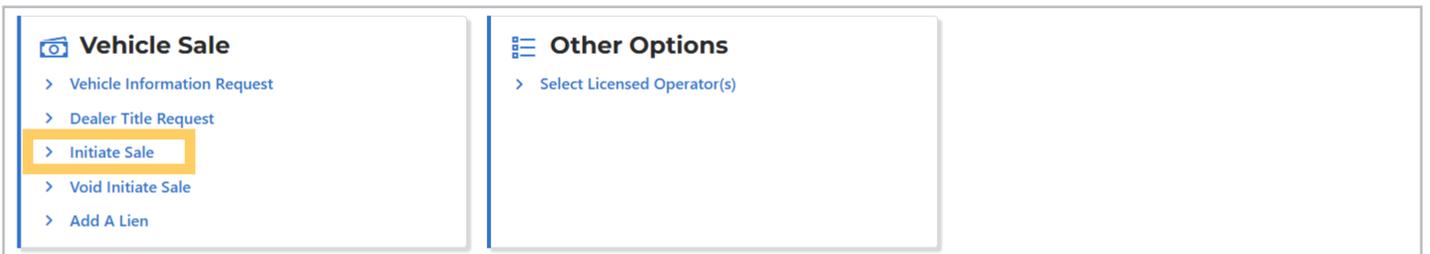
STEP 1 Log in to your **Navigate for Business** account.



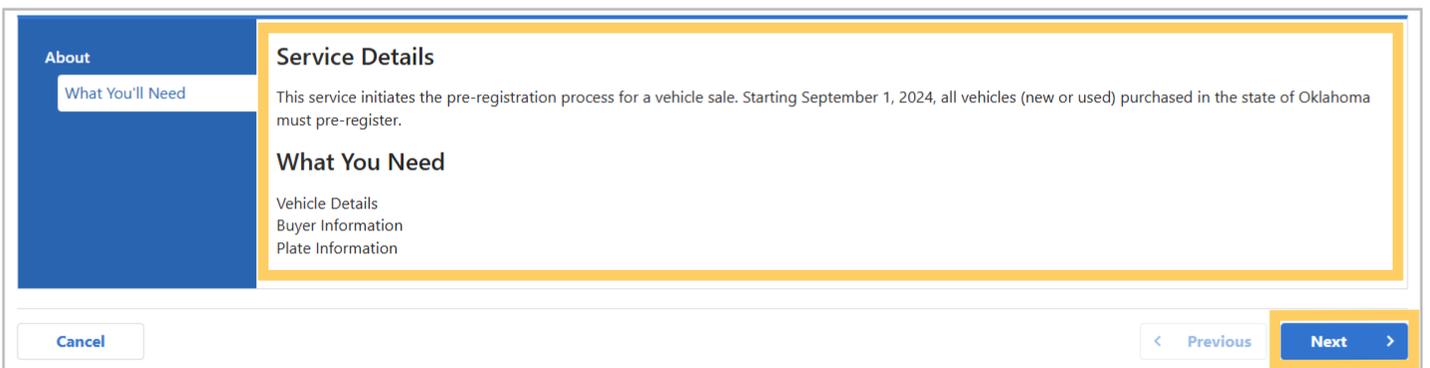
STEP 2 Click **“More...”**.



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 Details

Vehicle Id: [Redacted] Vehicle Type: Automobile

Year: 20 Make: FORD Model: EXPEDITION Body Type: [Redacted]

Unladen Weight: 0 Laden Weight: 0 Fuel Type: [Redacted] 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

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”**.

Initiate Pre-Registration

About

- What You'll Need
- Sale Details
- Vehicle Identification
- Vehicle Details
- Sale Information
- Buyer Information

Buyer Information

Does the buyer plan to register in Oklahoma? *
 No Yes Reason: _____

Primary Owner * ID Type ID Number
Required _____ *Required* _____ _____

Email Information

Email * Confirm Email Address
Required _____ _____ No Email Provided

Phone Information

Phone Type * Area Code Phone Number Extension
Required _____ _____ _____ No Phone Number Provided

[Cancel](#) [Previous](#) [Next](#)

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

Initiate Pre-Registration

About

- What You'll Need
- Sale Details
- Vehicle Identification
- Vehicle Details
- Sale Information
- Buyer Information
- Buyer Details

Buyer Name

First Name * Middle Name Last Name * Suffix
Required _____ _____ *Required* _____ _____

Buyer Address

Street *
Required _____

Unit Type Unit
_____ _____

City * State Zip *
Required _____ OKLAHOMA _____ *Required* _____

[Verify Address](#)

[Cancel](#) [Previous](#) [Next](#)

STEP 10 In this example, this buyer is not transferring their existing metal plate. Select **"No"**. Click **"Next"**.

About

- What You'll Need
- Sale Details**
- Vehicle Identification
- Vehicle Details
- Sale Information
- Buyer Information
- Buyer Details
- Plate Transfer

Plate Transfer

Will the buyer be transferring an existing metal plate issued to them by the state of Oklahoma (including specialty plates, and Chickasaw or Choctaw Nation plates) to this vehicle?

Yes No

STEP 11 Type the **temporary paper tag number**. Select the **issue date**. The expiration date will automatically populate. Click **"Next"**.

About

- What You'll Need
- Sale Details**
- Vehicle Identification
- Vehicle Details
- Sale Information
- Buyer Information
- Buyer Details
- Plate Transfer
- Temporary Tag

Temporary Tag

Tag Number
1234567891

Issue Date
15-Jan-2026

Expiration
25-Jan-2026

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

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.

STEP 13 Confirm the details are correct. Click **“Submit”**.

The screenshot shows a web form for vehicle sale confirmation. On the left is a blue sidebar menu with the following items: Sale Details (selected), Vehicle Identification, Vehicle Details, Sale Information, Buyer Information, Buyer Details, Plate Transfer, Temporary Tag, Attach, Attachments, and Summary. The main content area is divided into four sections:

- Vehicle Details:** Vehicle ID: [redacted], Vehicle Type: Automobile, Year / Make / Model: 20[redacted] CHEV BLAZER
- Sale Information:** Date Sold: [redacted]
- Buyer Information:** Name: SAMUEL DOE, Email: sam.doe@email.com, Address: 123 E MAIN ST OKLAHOMA CITY OK 73104-2407
- Plate Details:** Temp Tag Number: 1234567899, Temp Tag Issue Date: 15-Jan-2026, Temp Tag Expiration: 25-Jan-2026

At the bottom, there are three buttons: "Cancel", "< Previous", and "Submit". The "Submit" button is highlighted with a yellow border.

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

The screenshot shows a confirmation message in a web interface. At the top left is the logo for "NAVIGATE LICENSING, REGISTRATIONS & MORE". At the top right are a question mark icon and a user profile icon. Below the header is a navigation bar with a back arrow and "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.

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