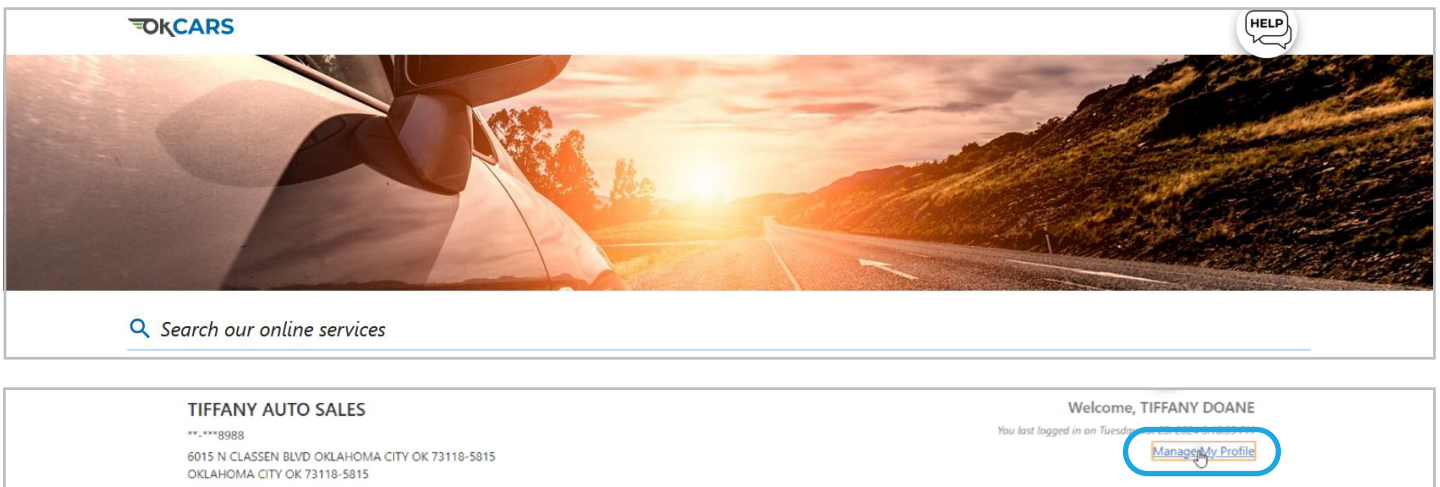


How to Add a User OkCARS

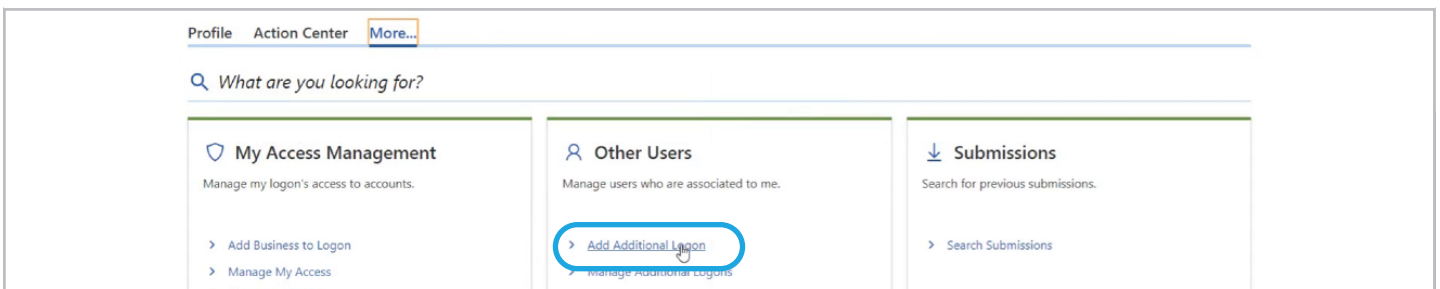
QUICK REFERENCE GUIDE

Objective: This quick reference guide details how dealers can add new users to their OkCARS account and assign the appropriate access to each user.

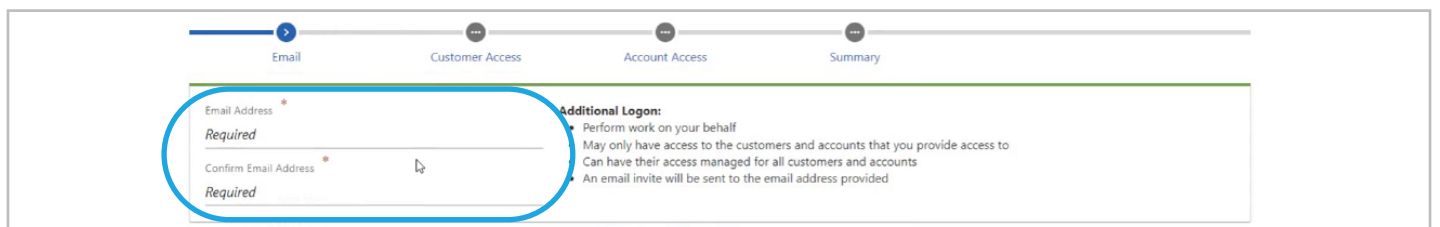
STEP 1 Navigate to the OkCARS webpage, login and select **“Manage My Profile”**.



STEP 2 Select the **“More...”** tab and click the **“Add Additional Logon”** link.



STEP 3 Enter the **email address information** then proceed to Customer Access.



STEP 4 Click the **“None”** link and enter the **Access Type** from the dropdown menu. Then proceed to the Account Access section.

Access Types:

- Administrator- Customer: Add/remove web logons (and the below)
- Administrator- Account: Specific account access, Add/remove web logons (and the below)
- Account Manager: Update demographic information (and the below)
- User: Run vehicle lookup

Customer Information

| Access Type | Customer Type | Customer Name | Customer Address |
|-------------|---------------|--------------------|---|
| None | Business | TIFFANY AUTO SALES | 6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815 OKLAH |

STEP 5 Click the **asterisk “*”** dropdown menu and select **“Yes”** to allow access.

Account Information

| Allow Access | ID Type | ID | Account Name | Address |
|--------------|---------------|---------|--------------------|---|
| * | Dealer Number | UD00089 | TIFFANY AUTO SALES | 6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118- |

Buttons: < Previous, Next >

STEP 6 Review the Summary screen and click **“Submit”**. A new user has been added.

New Logon Information

Email Address : samie.harley@service.ok.gov

Customer Information

| Access Type | Customer Type | Customer Name | Customer Address |
|----------------|---------------|--------------------|--|
| Admin- Account | Business | TIFFANY AUTO SALES | 6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815 OKLA |

Account Information

| Allow Access | ID Type | ID | Account Name | Address |
|--------------|---------------|---------|--------------------|---|
| Yes | Dealer Number | UD00089 | TIFFANY AUTO SALES | 6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118- |

Buttons: Cancel, < Previous, Submit

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