



How to Add a User OkCARS

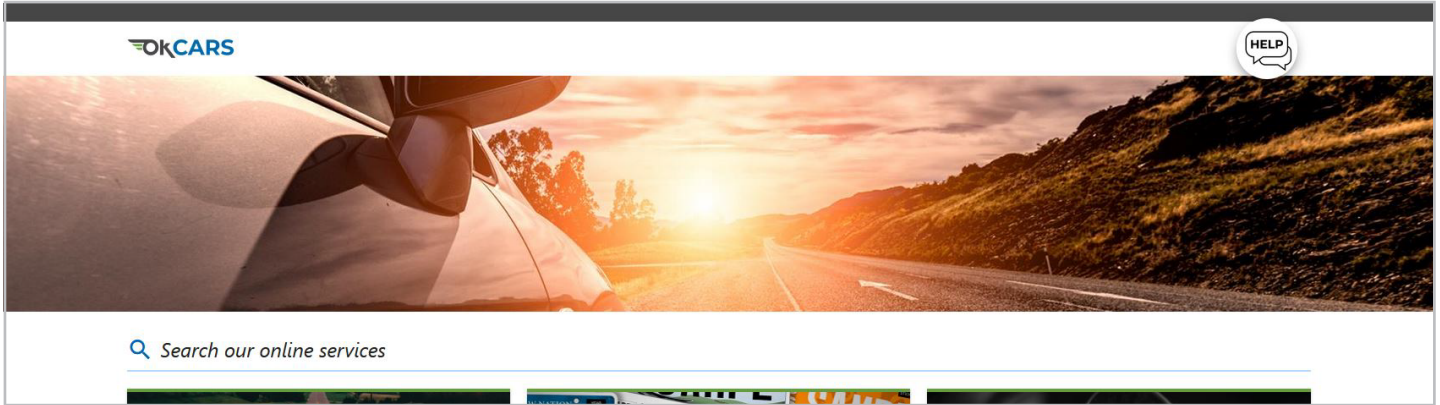
STEP BY STEP GUIDE



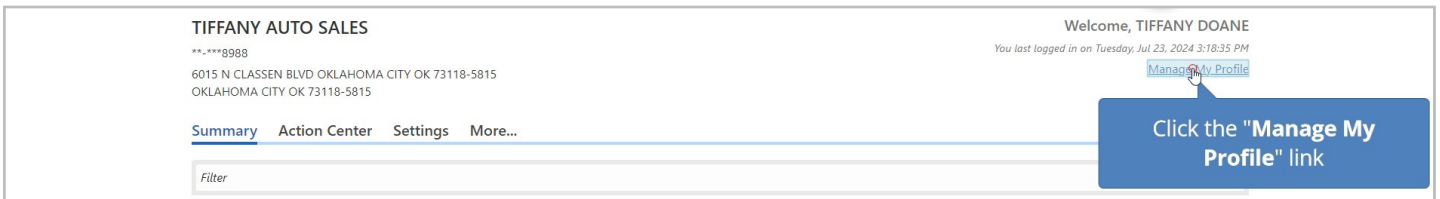
Ready, Set, Tag!

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

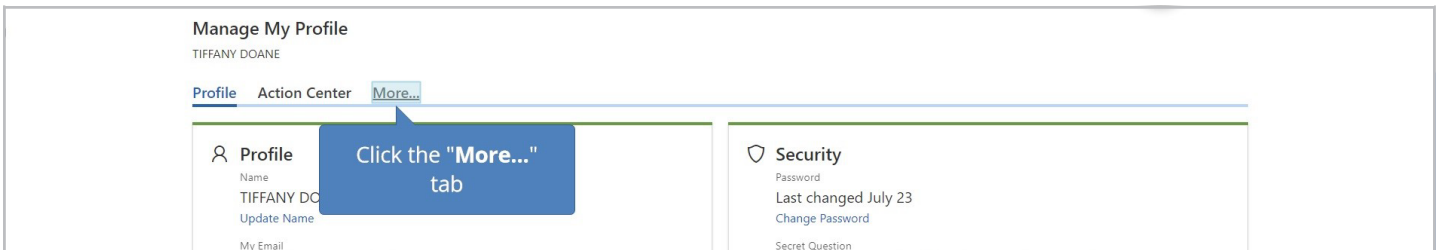
STEP 1 Navigate to okcars.service.ok.gov and login.



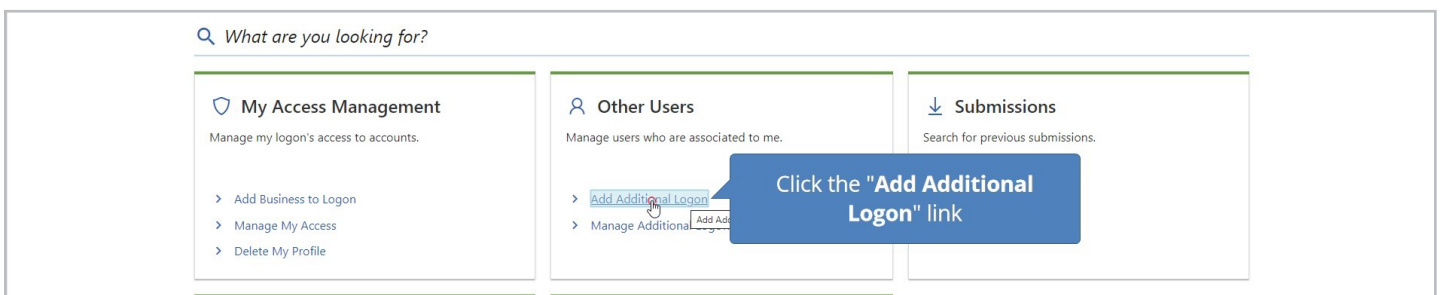
STEP 2 Click the "Manage My Profile" link.



STEP 3 Click the "More..." tab.



STEP 4 Click the "Add Additional Logon" link.



STEP 5 Type in the **user's email address**.

Add Access

Progress: Email (active), Customer Access, Account Access, Summary

Email Address *
I Required

Save personal info

Type in the **user's email address**.

STEP 6 Type in the **user's email address in the box below** to confirm the address.

Email Address
samie.harley@service.ok.gov

Confirm Email Address *
I Required

Type in the **user's email address in the box below** to confirm the address.

STEP 7 Click **"Next"** to continue.

Email Address
samie.harley@service.ok.gov

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

Additional Logon:

- Perform work on your behalf
- May only have access to the customers and accounts that you provide access to
- Can have their access managed for all customers and accounts
- An email invite will be sent to the email address provided

Cancel Previous **Next**

Click **"Next"**

STEP 8 Click the **"None"** link.

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	Customer Address
None	SALES	6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815 OKLAH

Click the **"None"** link

STEP 9 Click the **"Access Type"** box.

Edit Access

Access Types:

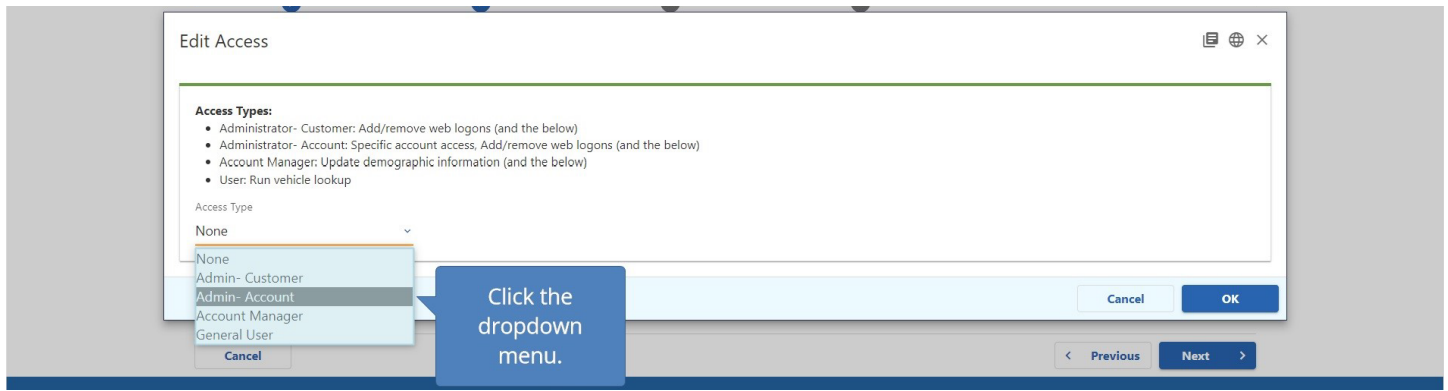
- Administrator- Customer: Add/remove web logons (and the below)
- Administrator- Account: Specific account access, Add/remove web logons (and the below)
- Account Manager: Update demographic information (and the below)
- User: Run vehicle lookup

Access Type
None

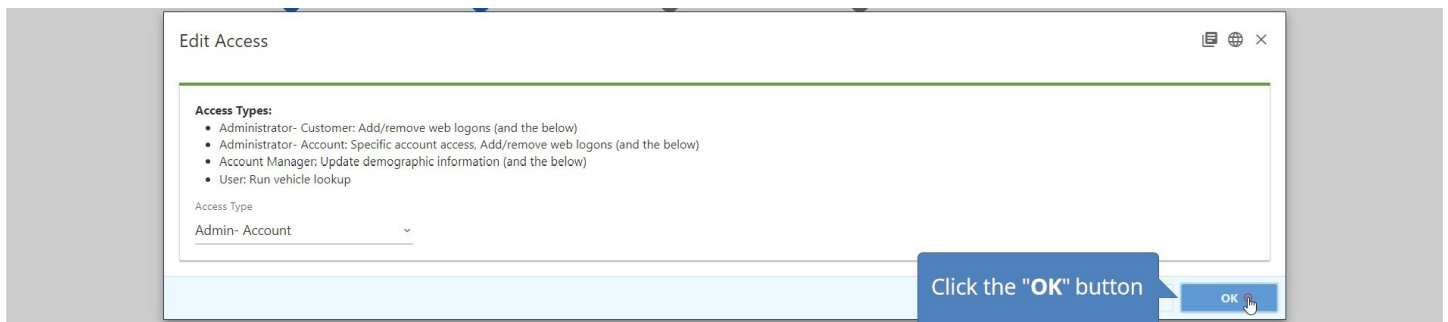
Click the **"Access Type"** box

Cancel OK

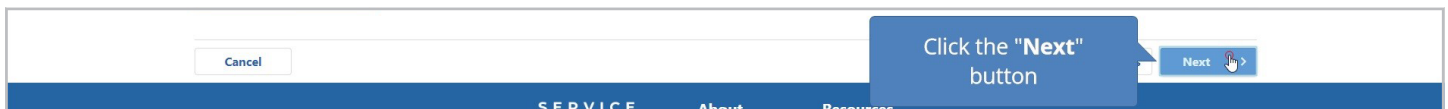
STEP 10 Click the dropdown menu.



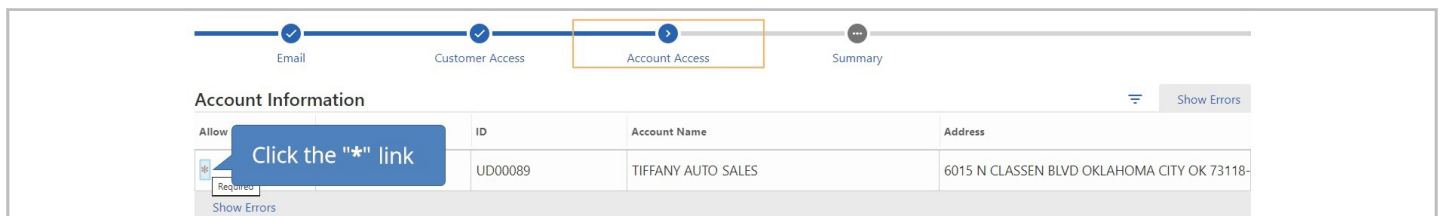
STEP 11 Click the "OK" button.



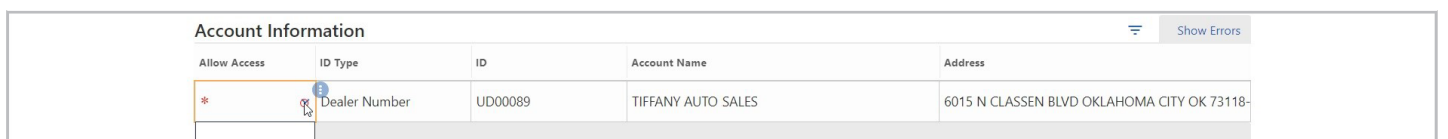
STEP 12 Click the "Next" button to continue.



STEP 13 Click the "*" link.



STEP 14 Click the dropdown arrow.



STEP 15 Make selection.

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-

Navigation: < Previous Next >

STEP 16 Click "Next" to continue.

Navigation: < Previous Next >

STEP 17 Click the "Submit" button.

Navigation: < Previous Submit

STEP 18 Click the "OK" button.

Buttons: Printable View OK

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