

# How to Create a Logon OkCARS

QUICK REFERENCE GUIDE

**Objective:** This quick reference guide details how dealers can submit a request for a new OkCARS registration letter, create a new account, and login for the first time.

**STEP 1** On the OkCARS webpage, navigate to the **Dealer Section** and select the **“Request Dealer Logon Letter Replacement”** link.

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|--|---|---|
|  |   |   |
| <p><b>Individuals/Businesses</b></p> <ul style="list-style-type: none"> <li>Individual/Business Login</li> <li>Create Logon for Individual/Business</li> </ul> | <p><b>Lienholder</b></p> <ul style="list-style-type: none"> <li>Lienholder Login</li> <li>Create Logon for Registered Lienholder</li> <li>Register New Lienholder</li> <li>Request Lienholder Logon Letter Replacement</li> </ul> | <p><b>Dealer</b></p> <ul style="list-style-type: none"> <li>Dealer Login</li> <li>Create Logon for Registered Dealer</li> <li><b>Request Dealer Logon Letter Replacement</b></li> </ul> |

**STEP 2** Fill out the **Business Type** and **Dealer Number**. Proceed to the confirmation screen and select **“OK”** to confirm the request.

Duplicate Letter Request
Confirmation

Please identify the business requesting a new registration letter for OkCARS

Business Type

Dealer

Dealer Number  
(Example: LH000000, D00000, UD0000, 0000UDL)

*Required*

**STEP 3** Navigate back to the **Dealer Section** on the homepage and select the **“Create Logon for Registered Dealer”** link.

|  |   |   |
|--|---|---|
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## STEP 4

After confirming whether the email address is registered, enter the **Business Identification information**.

The screenshot shows a progress bar at the top with four steps: OkCARS Logon, Identification, Registration, and Summary. The 'Identification' step is highlighted with an orange box. Below the progress bar is a form titled 'Please identify the business registering for an OkCARS logon'. The form contains the following fields:

- Business Type
- Dealer (dropdown menu)
- Dealer Number (Example: LH000000, D0000, UD0000, 0000UDL) (Required)
- Registration Letter ID (Required)

Below the form, there is a note: 'Registration Letter ID is found on the registration letter sent to the business's mailing address. A replacement letter can be requested on the OkCARS homepage if the current letter is lost.'

## STEP 5

Enter the required information in the **Logon, Profile, and Phone** sections.

The screenshot shows a progress bar at the top with four steps: OkCARS Logon, Identification, Registration, and Summary. The 'Registration' step is highlighted with an orange box. Below the progress bar are three sections:

- Logon Info**: Email Address (Tiffany.Doane@service.ok.gov), Confirm Email Address (Required), Password (Required), Confirm Password (Required). A list of password requirements is provided: Passwords cannot be reused, Minimum 10 characters, Passwords must contain both letters and numbers, Passwords must contain both uppercase and lowercase letters, Passwords must contain special characters.
- Profile Info**: First Name, Last Name (Required), Secret Question (Required), Secret Answer (Required).
- Phone Number**: Country (USA), Type (Cell), Phone (Required).

## STEP 6

After submitting return to the **Dealer Login** section and select the **“Dealer Login”** link. Use the logon information you previously entered to log in.

The screenshot shows three columns of options:

- Individuals/Businesses**: Individual/Business Login, Create Logon for Individual/Business
- Lienholder**: Lienholder Login, Create Logon for Registered Lienholder, Register New Lienholder, Request Lienholder Logon Letter Replacement
- Dealer**: Dealer Login (highlighted with a blue box), Create Logon for Registered Dealer, Request Dealer Logon Letter Replacement

If you have any questions on this process, reach out to [dealersupport@service.ok.gov](mailto:dealersupport@service.ok.gov)