DEALER & LIENHOLDER
Adding a Lien
OkCARS
STEP BY STEP GUIDE

Objective: This step by step guide walks through the process of how to use OkCARS to add a lien to a newly sold vehicle that is utilizing financing for the purchase.
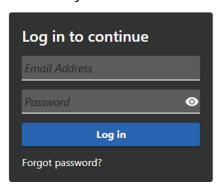
STEP 1 Go to **okcars.service.ok.gov**

Under your respective institution's header, **dealer or lienholder**, use the login link.
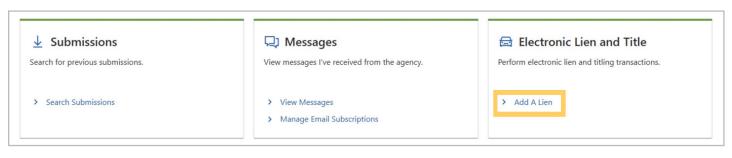
Dealer
- ➤ Dealer Login
- ➤ Create Logon for Registered Dealer
- ➤ Request Dealer Logon Letter Replacement

Lienholder
- ➤ Lienholder Login
- ➤ Create Logon for Registered Lienholder
- ➤ Register New Lienholder

STEP 2 Log in using the email address and password for your account.

Log in to continue

Email Address

Password 👁

Log in

Forgot password?

STEP 3 Click **"More"**.

-*1234
6015 N CLASSEN ST
FREDERICK OK 73542-6813

Summary   Action Center   Settings   More...

Filter

6015 N CLASSEN ST
FREDERICK OK 73542-6813

Account
UD06015
Balance
$0.00

STEP 4 Under "Electronic Lien and Title", click **"Add A Lien"**.

⬇ **Submissions**
Search for previous submissions.

> Search Submissions

💬 **Messages**
View messages I've received from the agency.

> View Messages
> Manage Email Subscriptions

🚗 **Electronic Lien and Title**
Perform electronic lien and titling transactions.

> Add A Lien

STEP 5   Review the "Service Details". Click **"Next"**.

Service Details

This service will allow you to add a Lien to your Vehicle upon approval.

Estimated time: 5 minutes

What You'll Need

- VIN, HIN or Serial Number
- Assigned Oklahoma Title
- Debtor Name and Address
- A valid credit card or routing number

Cancel   ‹ Previous   **Next** ›
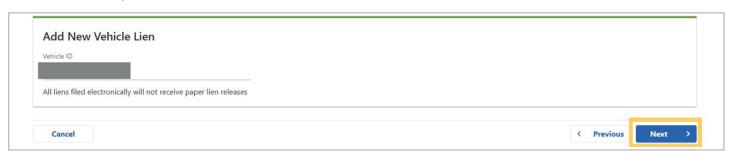
STEP 6   Select the Lienholder from the provided list. If the lien is being filed from a lienholder account this information will be pre-filled. Click **"Next"**.

Note: Type a partial name into "Filter" and hit "Enter" to find all similar names.

Select Lienholder

Please select a Lienholder from the list before continuing.

‹ Page 1 of 409 ›   *Filter*

Select	Lienholder ID	Lienholder Name
○	LH0	
○	LH0	
○	LH0	
○	LH0	
○	LH0	
○	LH0	
○	LH0	
○	LH0	
○	LH0	
○	LH0	

Cancel   ‹ Previous   **Next** ›

STEP 7   Input the vehicle's ID number. Click **"Next"**.

Add New Vehicle Lien

Vehicle ID

All liens filed electronically will not receive paper lien releases

Cancel   ‹ Previous   **Next** ›

STEP 8 Fill in the Lien, Vehicle, and Debtor Information. Verify the address. Click **"Next"**.

Lien Information

Execution Date *	Delivery Date	Lienholder ID
Required	01-Feb-2025	LH0

Lienholder Name	Lienholder Address

Vehicle Information

Year	Make	Model	Body Style
2017	CHEV	EQUINOX	

☐ Boat   ☑ Other   ☐ Motor

Debtor Information

Debtor Name *
Required

Street *	Unit Type	Unit
Required		

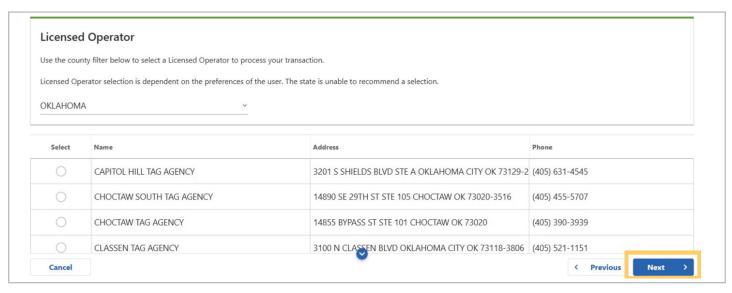Cancel   ‹ Previous   **Next** ›

STEP 9 Upload both sides of the title, if it is not held electronically. Click **"Add"**. Click **"Choose File"** and select the correct file from your computer. Type a description. Click **"Next"**.
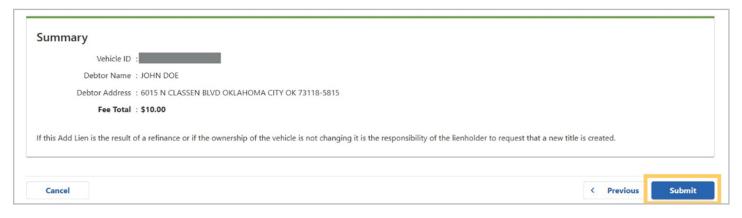
Description *
Required

File *
Choose File No file chosen

Attachments   Add

Type	Name	Description	Size
Lien Instrument		File 1	119 Remove

Cancel   ‹ Previous   **Next** ›

STEP 10 Select the Licensed Operator. Click **"Next"**.

Licensed Operator

Use the county filter below to select a Licensed Operator to process your transaction.

Licensed Operator selection is dependent on the preferences of the user. The state is unable to recommend a selection.

OKLAHOMA

Select	Name	Address	Phone
○	CAPITOL HILL TAG AGENCY	3201 S SHIELDS BLVD STE A OKLAHOMA CITY OK 73129-2	(405) 631-4545
○	CHOCTAW SOUTH TAG AGENCY	14890 SE 29TH ST STE 105 CHOCTAW OK 73020-3516	(405) 455-5707
○	CHOCTAW TAG AGENCY	14855 BYPASS ST STE 101 CHOCTAW OK 73020	(405) 390-3939
○	CLASSEN TAG AGENCY	3100 N CLASSEN BLVD OKLAHOMA CITY OK 73118-3806	(405) 521-1151

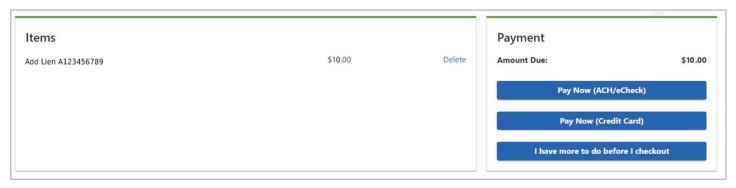Cancel   ‹ Previous   **Next** ›

STEP 11   Review the Summary. Click **"Submit"**.

Note: If this Add Lien is the result of a refinance or if the ownership of the vehicle is not changing, it is the responsibility of the lienholder to request that a new title is created.

Summary

Vehicle ID :

Debtor Name : JOHN DOE

Debtor Address : 6015 N CLASSEN BLVD OKLAHOMA CITY OK 73118-5815

Fee Total : $10.00

If this Add Lien is the result of a refinance or if the ownership of the vehicle is not changing it is the responsibility of the lienholder to request that a new title is created.

Cancel   ‹ Previous   **Submit**

STEP 12   Select the preferred payment method, and complete the payment. The $10 fee can be paid via ACH/eCheck or Credit Card.

Items

Add Lien A123456789 $10.00   Delete

Payment

Amount Due: **$10.00**

Pay Now (ACH/eCheck)

Pay Now (Credit Card)

I have more to do before I checkout

STEP 13   Review the Confirmation.

Note: Keep a record of the confirmation number, as it may be necessary if we need to assist with any inquiries.

Confirmation

Your payment for $12.00 has been submitted.

SERVICE CREDIT UNION

Cart Amount:	$10.00
Service Fee:	$2.00
Payment Amount:	$12.00
Payment Date:	01-Feb-2025

Paid for:

Add Lien:

Confirmation Number: 1-818-

Amount: $10.00

Printable View

OK