

- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



Bureau of Motor Vehicles  
1970 West Broad Street  
P.O. Box 16520  
Columbus, Ohio 43216-6520  
(614) 752-7600  
www.bmv.ohio.gov

**\*\*\* IMPORTANT NOTICE \*\*\***

**Dealer Portal (phase 1) – electronic title process**

Please be advised that licensed motor vehicle dealerships may set up an account with the Ohio Department of Public Safety (ODPS) to electronically submit title transactions to a Clerk of Court's office.

**Transactions Available (phase 1):**

The following transactions will be initially available:

- Original title from MCO In-State
- Original title from Ohio title
- Original title from Non-Ohio title
- Replacement from Ohio title

**Hardware & Software Requirements:**

Please see the reverse side for specifications.

**Participant Agreement Required:**

A Dealer Portal Participant agreement signed by both the dealer and the selected Clerk of Court's office(s) must be submitted to the Ohio Department of Public Safety, Title Support Section for approval.

**How do I start?**

Links to Participant Agreements and the Portal are available at [www.ohioautodealers.com](http://www.ohioautodealers.com).

To use the Dealer Portal, please take the following seven steps:

1. Download the Participant Agreement from [www.ohioautodealers.com](http://www.ohioautodealers.com)
2. Designate a person to be your Dealer Portal Administrator. This person will be able to authorize other dealership staff to use the Dealer Portal on behalf of your dealership. The designated administrator must obtain a User ID through Identity Manager. This User ID must be entered along with other information to complete the Dealer Portal Participant Agreement.
3. To access Identity Manager, select the "Ohio Dealer Portal" option from the [www.ohioautodealers.com](http://www.ohioautodealers.com) website and follow the instructions.
4. After thoroughly reading the agreement, contact the Clerk of Courts of your choice to set up payment arrangements and obtain the Clerk's signature on the agreement confirming that there is a financial arrangement between you and the Clerk.

**Mission Statement**

*"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."*

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5. Submit the completed agreement to ODPS. NOTE: Submission of the agreement also confirms that the listed system requirements have been met.
6. Once ODPS has approved the agreement and has set up your designated administrator in the system, you will be notified by ODPS' Title Support section that your dealership has been activated as a Dealer Portal Participant.
7. Once your dealership has been activated, your designated administrator can set up other staff members to also use the Dealer Portal. Each dealership staff member who will be using the Dealer Portal must set up an Identity Manager User ID by following Step 3 above.

For additional assistance, please call the Help Desk at 1-800-686-1587 and select option 3.

### **Hardware & Software Requirements:**

- 1) Browser (Name and Version)
  - IE : Ver. 9 and 10
  - Chrome : Ver. 37.0
- 2) Minimum PC Screen resolution
  - 1280 x 720 and up
- 3) Scanner  
(Please refer to specification of scanned evidences at end of the document)
- 4) Internet connection speed
  - Broadband internet connectivity is required
  - Recommended : 5 mbps and up
- 5) Adobe PDF software
- 6) Popup should be allowed on browser

#### For IE : Ver. 9 and 10:

To enable popups in IE 9 and 10 change settings as indicated.

Tools>>>Internet options>>>Security tab, Custom level>>>Scroll to: Display mixed content>>>Enable>>>OK

#### For Chrome: Ver. 37.0

Settings>> Show Advanced Settings >> Privacy, Content Setting >> Scroll to: Pop – ups >> select option "Allow all sites to show pop-ups"

### **Specification of the Scanned Evidence is as follows:**

The Dealers are responsible for sending the evidence as scanned images in a .JPG format. ODPS requires all images to be scanned in color. Documents such as the title application, Power of Attorney, Motor Vehicle Inspection, and Taxation Exemption forms, which are typically black and white, will still scan as black and white on a color scanner. A 75 bpi black and white image is approximately 10% of the size of a 75 bpi color image. Due to the variety of scanners available on the

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market, the 75 DPI should be considered a guideline on the image. During the dealer certification process, the images will be reviewed and adjustments may be necessary.

All scanned images should use 75 bpi minimum with a 200 KB maximum.

All scanned images should be cropped to eliminate white space around the document.

Each scanned image must exist as a one image per file.

Scanned images must be scanned at the actual size of the document. For example: an Ohio Title is 7" x 8", this translates to 672 X 768 pixels.