SERVICE OKLAHOMA CONCIERGE



HOW TO REGISTER A CUSTOMER

WRITTEN KNOWLEDGE EXAM

This guide will walk you through the process of registering a customer for the in-office knowledge exam.

STEP 1

Open the KnowTo Drive application for In-Office testing.



STEP 2

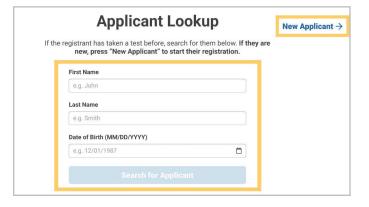
Use the dropdown to fill in the information about the office and test type.

Service Oklahoma Office	
Office 5	~
Test Type	
Oklahoma Driver License	~
Language	
English	~

STEP 3

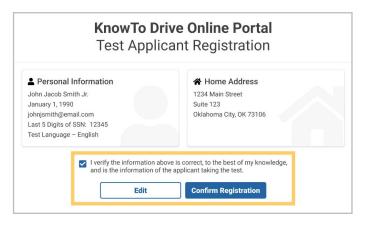
If the customer has taken a test before, you will search for the existing customer using the Applicant Lookup. Enter the customer's information and click Search for Applicant.

If they are a new customer click New Applicant.



STEP 4

Verify the customer's information.



STEP 5

Write down the passcode and inform the customer that it will expire in 15 minutes.







