

# 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.

**Start a New Applicant Test**

Please select the applicant's Knowledge Test.

Service Oklahoma Office  
Office 5

Test Type  
Oklahoma Driver License

Language  
English

☐ Paper test

**Continue**

### 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.

**Applicant Lookup** [New Applicant →](#)

If the registrant has taken a test before, search for them below. If they are new, press "New Applicant" to start their registration.

First Name  
e.g. John

Last Name  
e.g. Smith

Date of Birth (MM/DD/YYYY)  
e.g. 12/01/1987

**Search for Applicant**

### STEP 4

Verify the customer's information.

**KnowTo Drive Online Portal**  
Test Applicant Registration

**Personal Information**  
John Jacob Smith Jr.  
January 1, 1990  
johnsmith@email.com  
Last 5 Digits of SSN: 12345  
Test Language – English

**Home Address**  
1234 Main Street  
Suite 123  
Oklahoma City, OK 73106

☒ I verify the information above is correct, to the best of my knowledge, and is the information of the applicant taking the test.

**Edit** **Confirm Registration**

### STEP 5

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

**Registration Successful!**

**100123**

The applicant has been successfully registered. Above is the passcode for the applicant's login. This passcode will expire after 15 minutes.

**← Register Next Applicant**

