



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



Bureau of Motor Vehicles
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***** IMPORTANT NOTICE *****

Ohio Title Gateway Electronic Title Process

Licensed dealerships and other entities may set up an account with the Bureau of Motor Vehicles to electronically submit title transactions to the Clerk of Court's office:

All title transaction types can be processed through the Ohio Title Gateway.

Hardware & Software Requirements:

Please see the reverse side for specifications.

Participation Agreement Required:

An Ohio Title Gateway participant agreement signed by both the dealer and the selected Clerk of Court's office must be submitted to the Ohio Department of Public Safety (ODPS), Title Support Section for approval.

How do I start?

Links to Participant Agreements and the Ohio Title Gateway are available at www.ohioautodealers.com. To use the Ohio Title Gateway, please take the following seven steps:

1. Download the Participant Agreement from www.ohioautodealers.com.
2. Designate a person to be your Ohio Title Gateway Administrator. This person will be able to authorize other dealership staff to use the Ohio Title Gateway 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 Ohio Title Gateway Participant Agreement.
3. To access Identity Manager, select the "Ohio Title Gateway" option from the 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.
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 an Ohio Title Gateway Participant.

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."

7. Once your dealership has been activated, your designated administrator can set up other staff members to also use the Ohio Title Gateway. Each dealership staff member who will be using the Ohio Title Gateway 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
 - Most current versions
- 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

Specification of the Scanned Evidence is as follows:

Ohio Title Gateway participants are responsible for sending the evidence as scanned images in a .JPG, PNG, or TIFF format. ODPS requires all images to be scanned in color. Documents such as the title application, power of attorney, motor vehicle inspection and tax exemption forms, which are typically black, will still scan as black and white on a color scanner. A 75 dpi (dots per inch) black and white image is approximately 10% of the size of a 75 dpi color image. Due to the variety of scanners available on the market, the 75 dpi should be considered a guideline on the image.

All scanned images should use 75 dpi minimum with 1.5 MB 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.