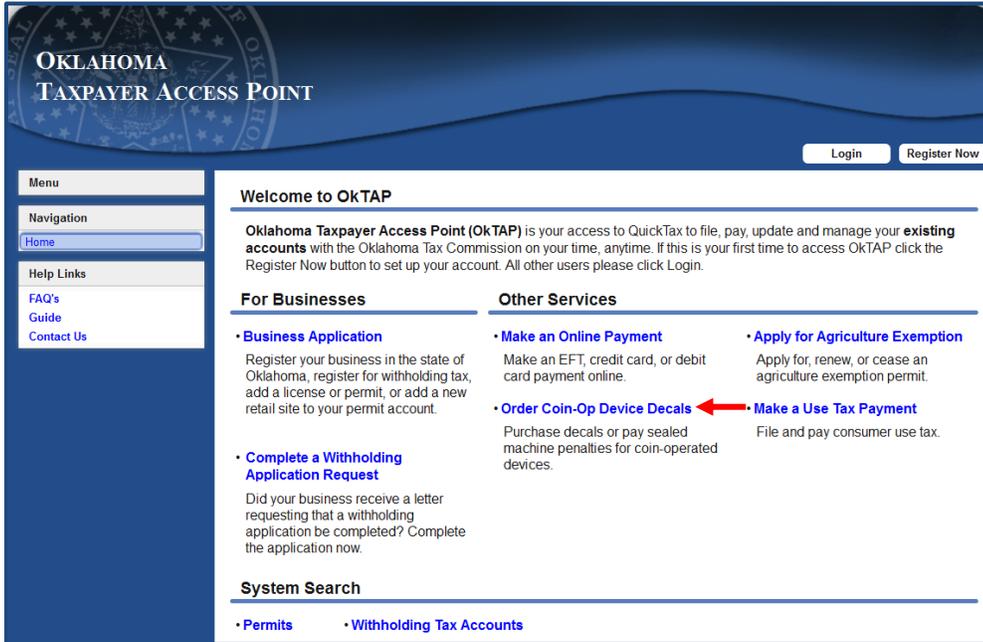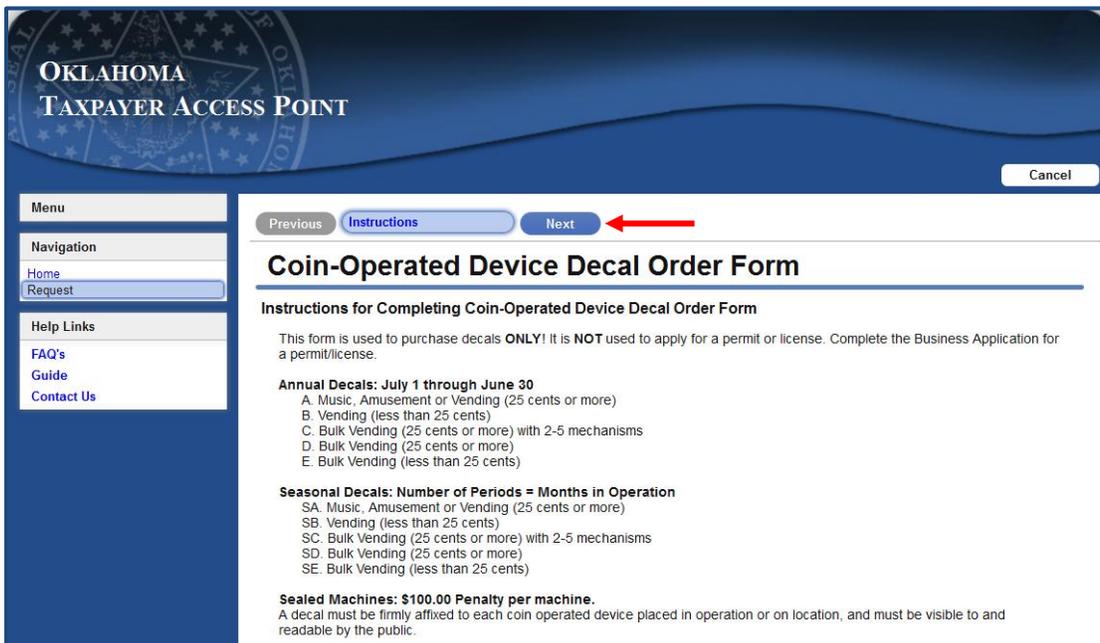# ORDERING COIN-OP DEVICE DECALS

1. Click the **Order Coin-Op Device Decals** link on the OkTAP home page.

2. Read the instructions and click the **Next** button to begin the order form.

3. Select **Federal Employer ID**, **Individual Taxpayer ID Number** or **Social Security Number** from the **ID Type** drop-down menu (A).
4. Enter the ID in the **ID** field (B).
5. Enter your coin device account number, if available (C). Entering your account number will speed up the processing of the order form.
6. Enter the name of the individual or business who owns the coin-operated device (D).

7. Enter the mailing address and click the **Click here to verify your mailing address link** to check the address entered with USPS information.

8. The address entered will be verified. Click the **Select** link for the "Verified" address that most closely matches your address. If none of the "Verified" results match your address, click the **Select** link for the "As Entered" address.

9. Enter the physical address. If the physical address is the same as your mailing address, click the **Same as Mailing?** check box (A). If the physical address is different from the mailing address, enter and verify the physical address like you did for the mailing address.

10. Click the **Next** button (B) at the top of the form to continue to the next page.

11. Select **Yes** or **No** to the four questions. The answers to these questions will determine the order forms that are displayed. Depending on the current date, some questions will not be available to answer as those types of decals or particular rates are available at certain times of the year.

12. Complete the order form. If you are ordering seasonal decals, enter the number of months you will be in operation and the inclusive dates of the event. If paying the penalty for a sealed machine, enter the number of machines you are paying the penalty for.

13. Enter your first and last name (A) and click the **Electronic Signature** check box (B).
14. Click the **Next** button (C) to continue.

15. Review the payment summary screen and click the **Pay Now** button to complete the order form.

16. You will be redirected to the OK.Gov Common Checkout where you will enter credit card or banking information and submit your payment.

Once the payment is submitted on the Common Checkout, you will be directed back to the confirmation page in OkTAP. Make a note of your confirmation number for future reference.

CONFIRMATION

Thank you for completing the Coin-Operated Device Decal Order Form.

Application Date: **December 9, 2013**
Confirmation Number: **1-521-098-752**

Oklahoma Coin-Operated Device Decal Order Form Total:

Decals	Number of Decals	Number of Periods	Cost	Total Due
Annual A	1		$75.00	$75.00
Annual B	0		$10.00	$0.00
Annual C	0		$15.00	$0.00
Annual D	0		$5.00	$0.00
Annual E	0		$2.00	$0.00
Seasonal SA	1	10	$7.50	$75.00
Seasonal SB	0	0	$1.00	$0.00
Seasonal SC	0	0	$1.50	$0.00
Seasonal SD	0	0	$0.50	$0.00
Seasonal SE	0	0	$0.20	$0.00
		Penalty for Sealed Machines:	$100.00	$100.00
		Grand Total Due:		$250.00