

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



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

**Ohio Title Gateway (OTG) Electronic Title Process**

Licensed Dealerships and other entities may set up an account with the Ohio Bureau of Motor Vehicles to electronically submit title transactions to the Clerk of Courts.

**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 evidence)
- 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:**

OTG 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.

- 1) All scanned images should use 75 dpi minimum with 1.5 MB maximum.
- 2) All scanned images should be cropped to eliminate white space around the document.
- 3) Each scanned image must exist as a one image per file.
- 4) Scanned images must be scanned at the actual size of the document. For example: an Ohio Title is 8 ½ "x 11", this translates to 672 X 768 pixels.

**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."*

**Participation Agreement Required:**

An OTG Participant Agreement must be signed by both the Dealer and the selected Clerk of Courts title office and submitted to the Ohio Department of Public Safety (ODPS), County Title Support Unit for approval.

**How do I start?**

Links to Participant Agreements and the Ohio Title Gateway are available at <http://www.bmv.ohio.gov/titles-et.aspx>. To use the Ohio Title Gateway, please take the following steps:

1. Download the [Participant Agreement](#). Confirm that the listed system requirements have been met.
2. Designate a person within your business or entity to be your OTG Administrator. This person will be able to authorize other staff to use OTG on behalf of your business or entity. The designated Administrator must first obtain a User ID through Identity Manager. This User ID is required to use the OTG system.
3. To access Identity Manager, select the "Ohio Title Gateway" option from the <http://www.bmv.ohio.gov/titles-et.aspx> on the Ohio BMV Vehicle Titles webpage and follow the instructions.
4. Read the Participant Agreement carefully. Then contact the Clerk of Courts of your choice to set up a payment arrangement and obtain the Clerk's signature on the Participant Agreement confirming that there is a financial arrangement between you and the Clerk.
5. Submit the completed agreement to the email address [ETA@dps.ohio.gov](mailto:ETA@dps.ohio.gov) or mail it to Ohio Bureau of Motor Vehicles, Attn: County Title Support, P.O. Box 16520, Columbus, Ohio 43216-6520.  
**Note:** Submission of the agreement(s) confirms that your business or entity has met the listed system requirements.
6. Once the ODPS Title Support Section has received, reviewed, and approved the agreement, you will be notified that your dealership or entity has been activated as an OTG participant. The designated OTG Administrator should then set up an account for users within the business or entity by establishing a User ID in Identity Manager (refer to step #3 above).

**For additional assistance, please call the BMV Title Support Help Desk at 614-728-5816.**