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Procedures for Viewing Paid Warrants on the Internet.

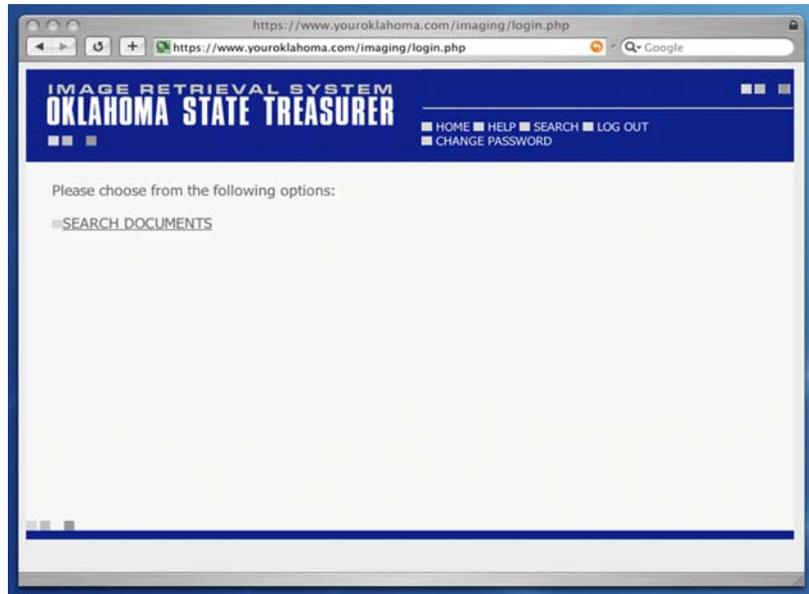
1. System Requirements:
 - a. The web site and applications will be accessible via the internet using either Netscape 4.0 and higher or Microsoft browsers 4.0 and higher
2. Signing on to the Web site:
 - a. The web address for the Treasurer=s Warrant Image View Site is

<https://www.ok.gov/imaging/ost/index.php>

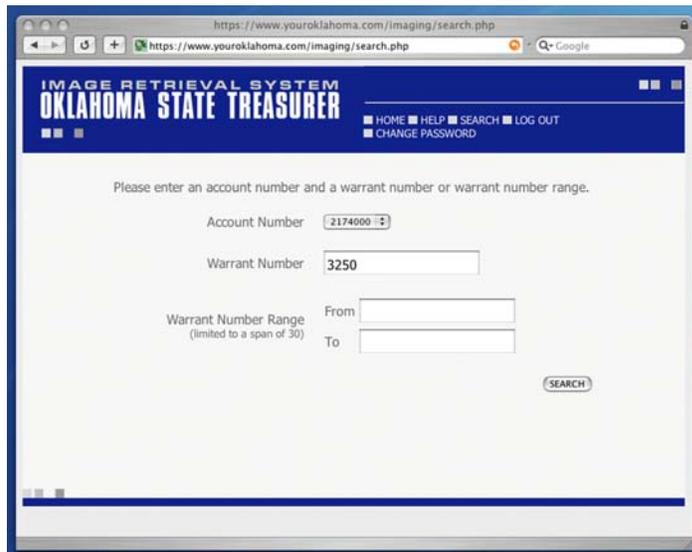
A screenshot of a web browser displaying the login page for the Oklahoma State Treasurer Imaging Retrieval System. The browser's address bar shows the URL "https://www.youoklahoma.com/imaging/". The page has a blue header with the text "IMAGE RETRIEVAL SYSTEM OKLAHOMA STATE TREASURER" and navigation links for "HOME" and "HELP". Below the header, the text reads "Oklahoma State Treasurer Imaging Retrieval System Please enter your User ID and Password in the fields below." There are two input fields: "User ID" and "Password", each with a corresponding text box. A "SUBMIT" button is located below the password field.

- a.
 - b. Enter your ID and password where indicated & click on submit.

3. After signing the following web page will be shown:

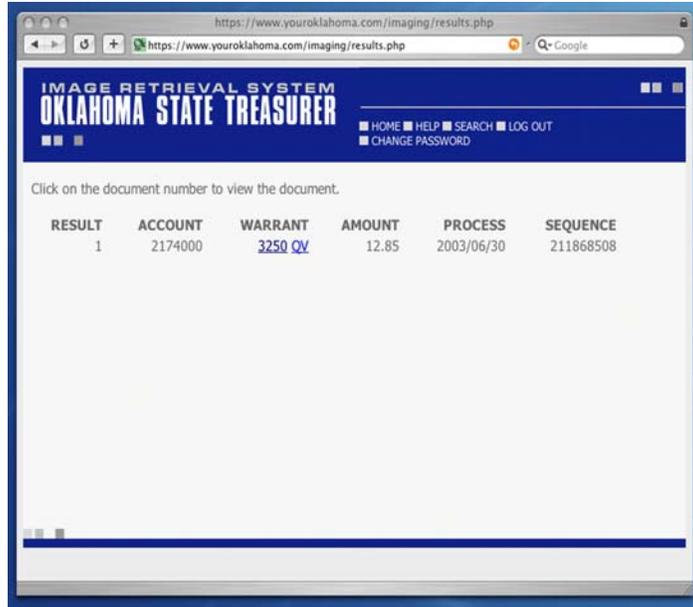


- a. Choose Search Documents and click.
4. The following screen will appear:

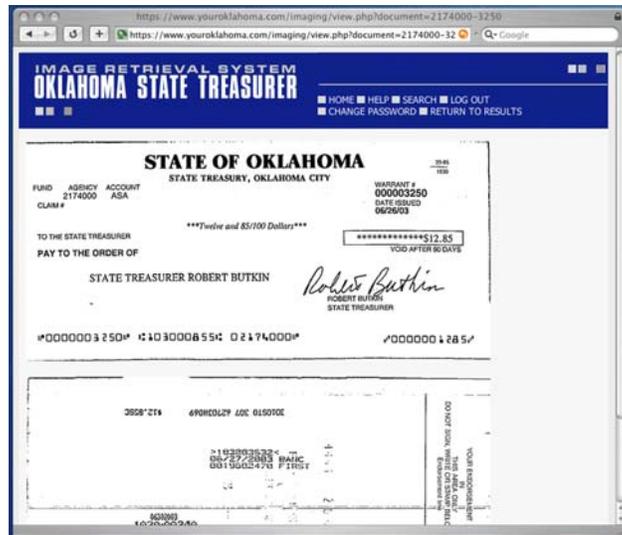


- a. Click on account number and choose the appropriate account. **(For warrant number range searches skip to instruction # 5)** For a single search item enter the Warrant number in the appropriate place and click search.

- b. The information on the requested item will appear on the results page shown below.



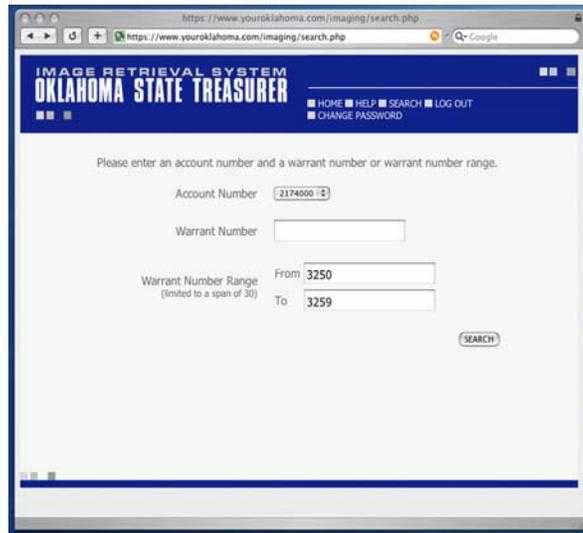
- d. To see a copy of the item click on the warrant number shown. A copy of the item will appear. See example shown below.



- e. Go to top of screen and click the print icon or click on File Print, Print if you want a copy of the item.
- f. Once you have printed the item you can click ASearch@ at the top of the screen if you want to do another search or you can click ALog Out@ if you want out of the system.

5. **Searches Using A Range of Warrant Numbers:**

- a. You will click on account number and choose the correct number. Searches using warrant number range will be subject to a limit of thirty items. The screen will offer boxes to input the warrant number ranges. If your warrant number range is larger than thirty it will take multiple searches. See Below



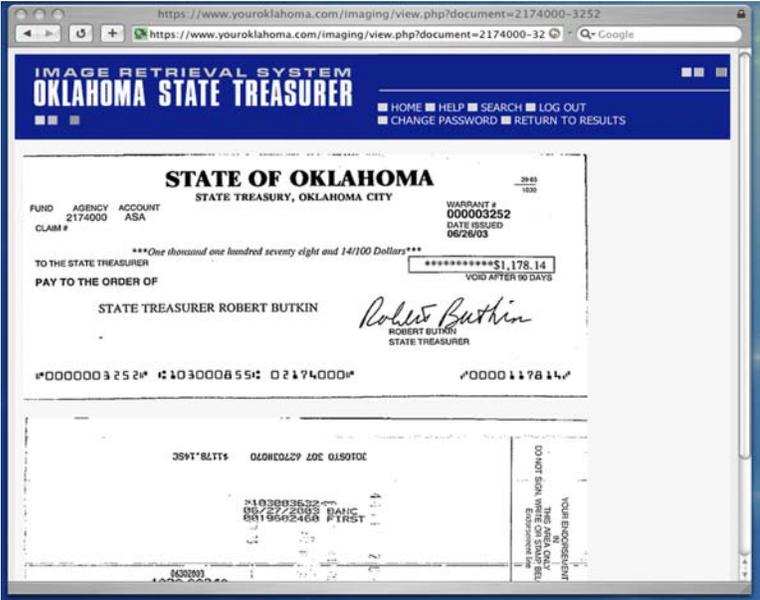
- b. The information on the requested items will appear on the results page shown below.

RESULT	ACCOUNT	WARRANT	AMOUNT	PROCESS	SEQUENCE
1	2174000	3250 QV	12.85	2003/06/30	211868508
2	2174000	3251 QV	126.58	2003/06/30	211868506
3	2174000	3252 QV	1178.14	2003/06/30	211868507
4	2174000	3254 QV	160.00	2003/07/02	212909690

- c. To see a

copy of the item

click on the warrant number shown. A copy of the item will appear. See example shown below.



Go to top of screen and click the print icon or click on File, Print, Print if you want a copy of the item.

- d. Once you have printed the item you can click on AReturn to Results if you want to print more items from the warrant number range search or click on ASearch@ at the top of the screen if you want to do another search or you can click ALog Out@ if you want out of the system. Repeat items j., h., & i if you want to print all copies in the range search until finished.