

eServices Account Creation for Business Entities/Insurers Business Entities or Insurers

THIS IS NOT INSTRUCTIONS FOR KYNECT

Business Entities or Insurers who do not have a Kentucky online account (KYID) should use this process. To learn more about KYID, click [here](#). There are two methods for a user to be able to create a DOI/KYID account. The **first method** is via the invitation email received from the DOI IS Helpdesk or department setting up access and the **second method** is by accessing the DOI eServices Login Page. A DOI account cannot be accessed straight from KYID without setting up the account or linking the DOI account.

1. If you receive an invitation email, then click on the link “Click here to complete the process” provided in the email and proceed to **Step 6**; otherwise, continue with **Step 2**.

2. Access the Department of Insurance Eservices Login Page:

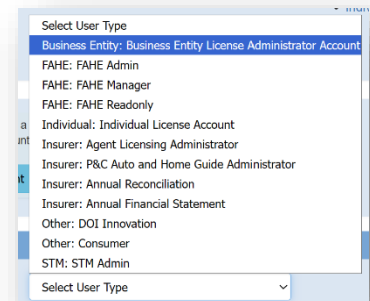
<https://insurance.ky.gov/doieservices/UserRole.aspx>

Click (if you do not have a KYID page) Create Account

Click (if you already have a KYID page) Request New Roles

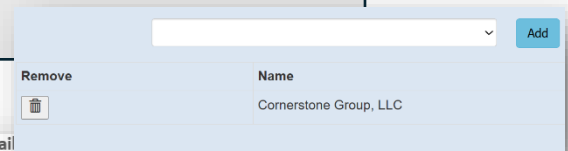
3. Select the USER TYPE: Business Entity Administrator

4. Enter your information into the fields supplied.



TO ADD THE ENTITY:

- Type in the name of the business click Search
- Click on the correct business name (check the DOI NUMBER)
- Click “Add”
- Once added it will show below the ADD line



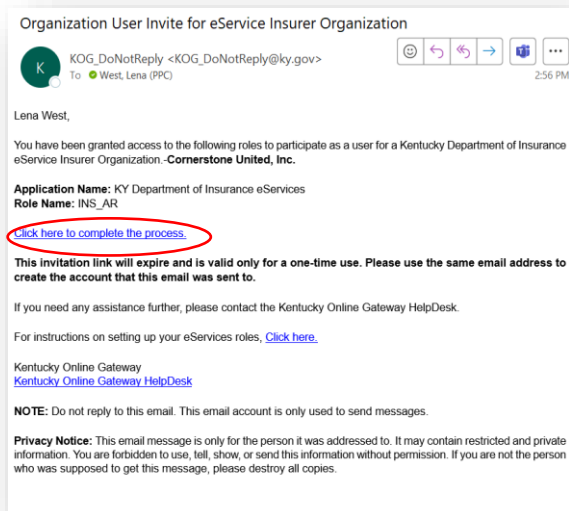
The following message will appear stating the request was submitted and to check your email
You will receive an email once your request is approved.

Your request has been submitted. You will receive an email once your account has been approved. Please click on the link to gain eServices roles and access.

5. Click Submit and get the “has been submitted notification”.

6. Once the request is submitted an email will go to the approving officer. Once the email is approved by an officer of record an email will be sent to the requester.

7. Check your email and click on the link in the body of the text. As mentioned above, you will receive one email per entity request. For multiple entities, you must click the link in the first email and create your KOG account, then activate it (see steps 6 through 9). After activating your account, click the link in each subsequent email and login using the account you just created. Each entity is added to your account only after you have clicked on the link in each email. The email may still be under KOG DONOTREPLY

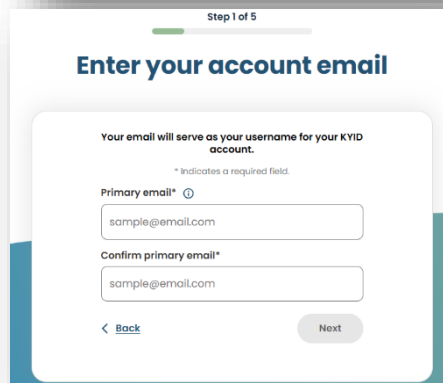
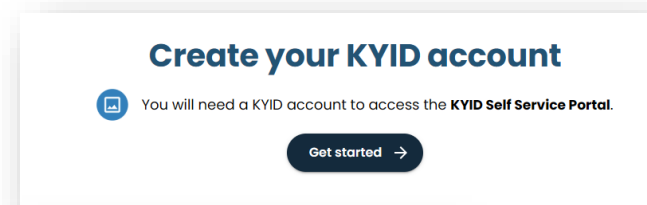
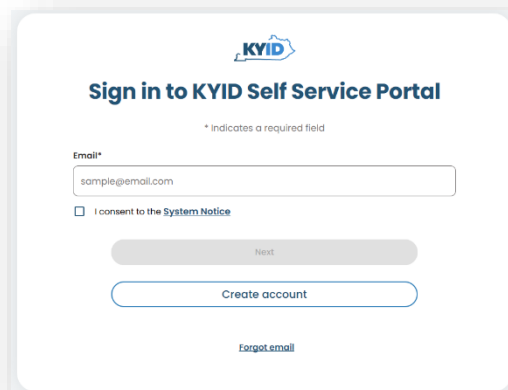


NOTE: If you are adding **multiple business entities** to the same email you will only need to create an account for the first one. The subsequent ones will need to be opened from the corresponding email, and the system will add it to that sign in. If a different email was used then this would not apply.

Create account on the KYID site:

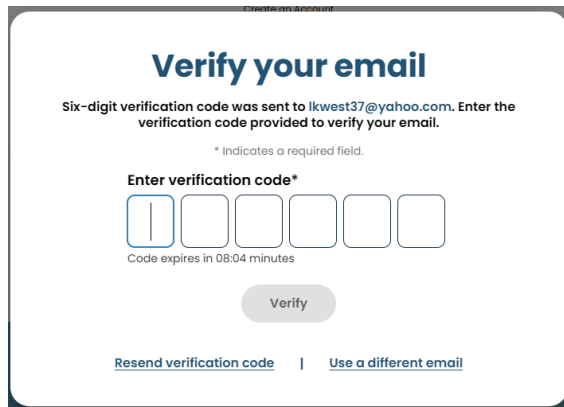
If you did this part already you should be able to sign in to your account.

1. Click on create an account
2. Click get started



3. Type in the primary email 2X
- STOP:** make sure it is the same email you used when you set up the DOI account

Hint: If you are not sure if you have an account go ahead and try to create one and you will get this error.



Verify your email

Six-digit verification code was sent to lkwest37@yahoo.com. Enter the verification code provided to verify your email.

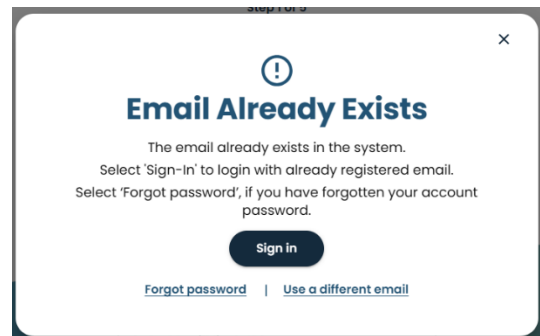
* Indicates a required field.

Enter verification code*

Code expires in 08:04 minutes

Verify

[Resend verification code](#) | [Use a different email](#)



Email Already Exists

The email already exists in the system.

Select 'Sign-In' to login with already registered email.

Select 'Forgot password', if you have forgotten your account password.

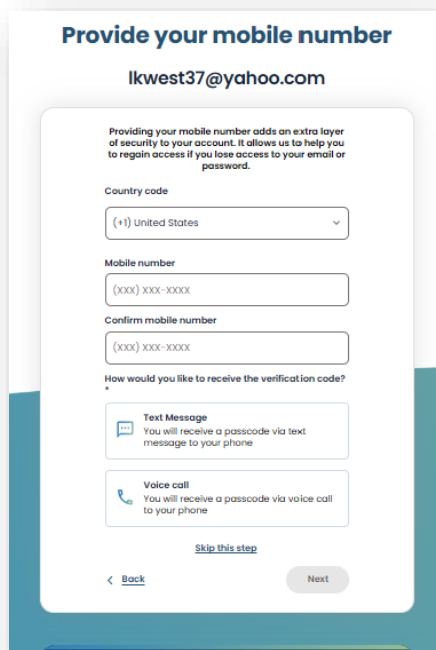
Sign in

[Forgot password](#) | [Use a different email](#)

4. The verification code box will come up. You will have 10 minutes to find the code and enter it.

5. Addition security:

You will either need to do the **phone number code** or the **additional email code**. Skip the one you do not want to do.



Provide your mobile number

lkwest37@yahoo.com

Providing your mobile number adds an extra layer of security to your account. It allows us to help you to regain access if you lose access to your email or password.

Country code

(+1) United States

Mobile number

(xxx) xxx-xxxx

Confirm mobile number

(xxx) xxx-xxxx

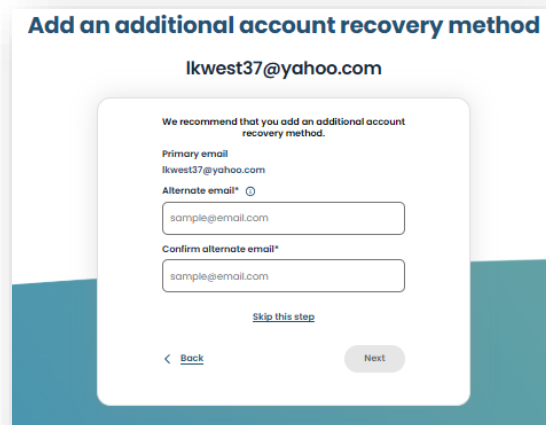
How would you like to receive the verification code?

Text Message
You will receive a passcode via text message to your phone

Voice call
You will receive a passcode via voice call to your phone

[Skip this step](#)

[Back](#) [Next](#)



Add an additional account recovery method

lkwest37@yahoo.com

We recommend that you add an additional account recovery method.

Primary email
lkwest37@yahoo.com

Alternate email*

sample@email.com

Confirm alternate email*

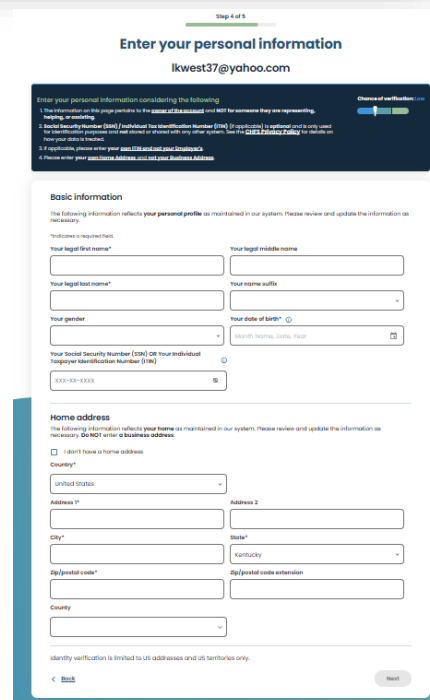
sample@email.com

[Skip this step](#)

[Back](#) [Next](#)

6. Basic Information will need to be filled out.

7. Create a password



Enter your personal information

lkwest37@yahoo.com

Enter your personal information considering the following:

1. Providing information on this page pertains to the account you are creating, and NOT for someone they are representing.

2. We require your name (first, middle, last) and your date of birth (DOB) for account verification and identity.

3. We require your Social Security Number (SSN) for account verification and identity.

4. We require your home address for account verification and identity.

5. If applicable, please enter your email address and your phone number.

6. Please enter your email address and your phone number.

Basic information

The following information reflects your personal profile as maintained in our systems. Please review and update the information as necessary.

*Indicates a required field.

Your legal first name*

Your legal middle name

Your legal last name*

Your name suffix

Your gender

Your date of birth*

Your Social Security Number (SSN) OR Your individual taxpayer identification number (ITIN)

Home address

The following information reflects your home as maintained in our systems. Please review and update the information as necessary. Do NOT enter a business address.

☐ I don't have a home address

Country*

United States

Address 1*

Address 2

City*

State*

Zip/postal code*

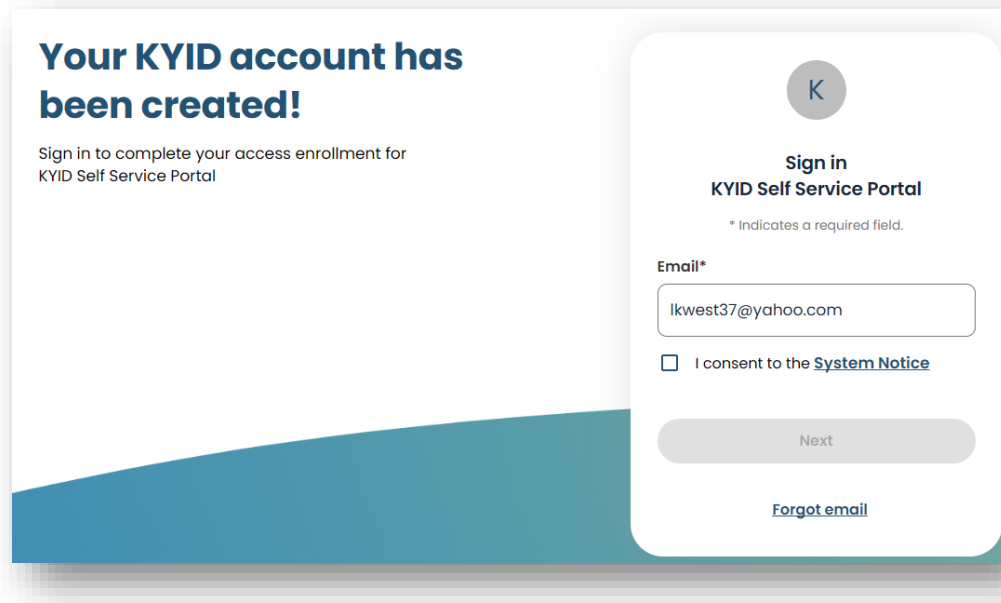
Zip/postal code extension

Country

identity verification is limited to US addresses and US territories only.

[Back](#) [Next](#)

8. Now you can sign in to the account for the business



Your KYID account has been created!

Sign in to complete your access enrollment for KYID Self Service Portal

Sign in
KYID Self Service Portal

* Indicates a required field.

Email*

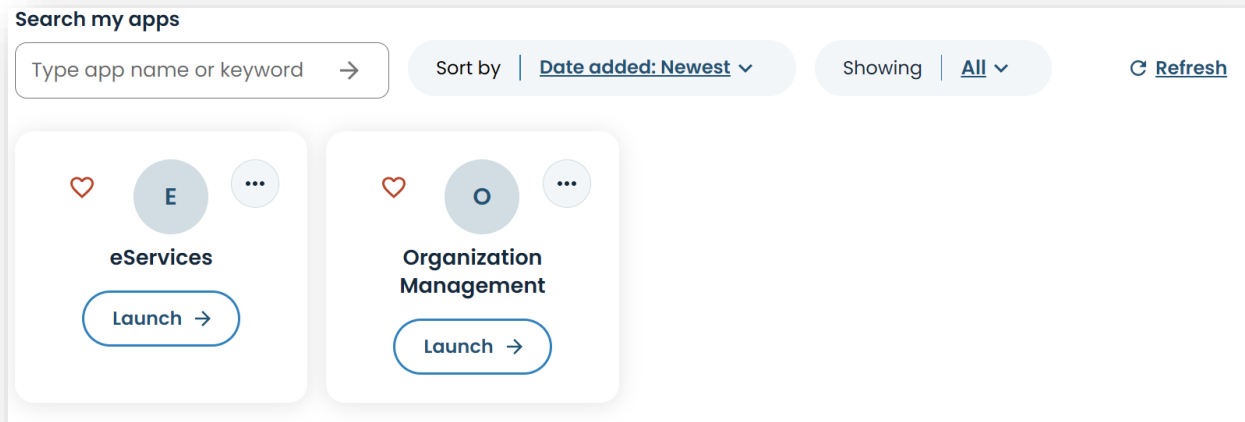
lkwest37@yahoo.com

☐ I consent to the [System Notice](#)

Next

[Forgot email](#)

9. Once signed in you should see these two apps.



Search my apps

Type app name or keyword →

Sort by | [Date added: Newest](#) ▾

Showing | [All](#) ▾

[Refresh](#)

♥ **E** ...

eServices

Launch →

♥ **O** ...

Organization Management

Launch →