



eServices Account Creation via the Invitation Request

This process should be used by individuals who receive an automated eServices invitation email.

1. Access your email from KOG_DoNotReply and click the “Click here” link in the body of the email.
2. Select “Citizen or Business Partner” from the “I am a” screen. If you have already created a KOG account, click “Sign In”. If you haven’t created a KOG account, click “Create Account An Account.”

The “Please complete your Kentucky Online Gateway Profile” screen will appear

3. Complete the form by entering information in all required fields along with other fields you want to complete, then click “Sign Up.”

The follow screen will appear noting your account has been requested and to check your email.

Please complete your Kentucky Online Gateway Profile

YOU HAVE 4 HOURS TO COMPLETE THE PROCESS

✔ Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account. If you do not see the verification email in your inbox, please check your spam or junk folder. If no email was received [click here](#).

If you have already verified your account by clicking the link provided in the email, please click on SIGN IN button to continue.

SIGN IN

4. Check your email and click on the link in the body of the text.

☐ ☆ > **KOG Test**

Account verification - TEST - Joe Middleton

Joe Middleton

This email is to help you complete the last step of account set-up.

Your account username is:

Click on the below link now to activate your account.

<https://kogtestinternal.chfsinet.ky.gov/public/fwlink/?linkid=298268e4-ed7f-42c8-95cc-1db2f515f8ff>

If you need any assistance further, please contact the Kentucky Online Gateway HelpDesk.

Kentucky Online Gateway

[Kentucky Online Gateway HelpDesk](#)

NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This email message is only for the person it was addressed to. It may contain restricted and private information. You are forbidden to use, tell, show, this message, please destroy all copies.

The following screen will display.

Validate New Account

✔ You have successfully completed Step 1 of the account creation process.

ⓘ Please sign in to complete the remaining steps in order to gain access to the application

Continue to Sign in

5. Click "Continue to Sign In" to complete the remaining steps.
6. Log into eServices using the email address and password entered in a previous step, then click "Sign In."

Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

Email Address
Enter Email Address

Password [Forgot/Reset Password?](#)
Enter Password

Sign In

[Resend Account Verification Email](#)

7. After successfully logging into eServices for the 1st time, a screen will display asking if you want to register your mobile number. Either click “Yes, Register Now” or “Remind Me Later.” If you click “Remind Me Later,” continue to step 12.

Kentucky Online Gateway TEST

Welcome Service Center My Account Sign Out Help English

Providing your mobile number will allow for easy retrieval of email and password, it will also allow participating applications to send critical communications about your account.

Register Your Mobile Number

Enter Mobile Phone: [_____] etc. **Send Passcode**
(555) 555-5555

Register your mobile number for an easier password recovery process?

We notice that you haven't registered your mobile number with us.

Registering your mobile number will simplify the password recovery process in the event that you forget your password. It will also allow participating applications to send critical communications about your account.

Do you want to register your mobile number?

Yes, Register Now **Remind Me Later**

7.1 Enter your Mobile Number and click “Send Passcode.”

Providing your mobile number will allow for easy retrieval of email and password. It will also allow participating applications to send critical communications about your account.

Register Your Mobile Number

Enter Mobile Phone

(555) 555-5555

EX:

Send Passcode

[Continue to application](#)

Disclaimer :

- Standard text messaging and data rates may apply.
- The Kentucky Online Gateway will never provide your information to outside entities or sell it to marketing organizations.

7.2 Enter the verification number from your text message and click “Validate & Verify.”

The screenshot shows the 'Verify Your Mobile Number' page on the Kentucky Online Gateway. The page header includes the logo, 'TEST', and user information. The main content area contains a message about the one-time passcode, a disclaimer, and a form with fields for 'Enter Mobile Phone' and 'Enter Passcode', along with 'Resend Passcode' and 'Validate & Verify' buttons. A 'Continue to application' link is also present.

Kentucky Online Gateway TEST Welcome Thomas Person My Account Sign Out Help English

Your one-time passcode has been sent as a text message to your mobile number. You have 10 minutes to enter the passcode into the below field and click the “Validate & Verify” button.

Providing your mobile number will allow for easy retrieval of email and password. It will also allow participating applications to send critical communications about your account.

Verify Your Mobile Number

Enter Mobile Phone (502) ___-____ ex: Resend Passcode
(555) 555-5555

Enter Passcode Validate & Verify

Didn't get your passcode? Sometimes it can take up to 5 minutes. If it's been longer than that, try again.

Continue to application

Disclaimer :

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- The Kentucky Online Gateway will never provide your information to outside entities or sell it to marketing organizations.

Privacy | Disclaimer 2013 All Rights Reserved.

Upon successful registration of your phone number, the following screen will display.

The screenshot shows a confirmation message: 'Your mobile number has been successfully verified!'. Below this, there is a section for 'Verified Mobile Number' with a text box containing '(502) 598-' and a 'Continue to application' button.

Your mobile number has been successfully verified!

Verified Mobile Number

(502) 598- Continue to application

8. You have successfully created your eServices account.

The screenshot shows the 'MYKY My Apps' page. It features a search bar, a navigation menu with 'My Apps' and 'All Apps', and a list of applications. The 'eServices' application is highlighted, showing its description and a 'Launch' button.

MYKY MyKentucky.gov TEST Welcome English Help Sign Out

My Apps All Apps

Search for Applications Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

eServices

Provides individuals, business entities, continuing education providers, regional test proctors, consumers and insurers the ability to submit electronic requests, data and any associated payments.

Launch