



PUTATIVE FATHER REGISTRY & SEARCH

APPLICATION USER GUIDE

CITIZEN

VERSION 1.0

Prepared For:

Department for Community Based Service
Cabinet for Health & Family Services

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1. PURPOSE OF THE DOCUMENT

This User Guide is intended as an aid for the Citizen users to log-in to the production environment of **Putative Father Registry & Search** Application using the Kentucky Online Gateway (KOG).

The KOG is the single sign on portal for the Commonwealth of Kentucky. Each user of the application will need to have a KOG account. When logged in, the control will take the user to launching and landing page.

2. USER ROLES, PRODUCTION SITE AND CREDENTIALS

Following internet browsers can be used to launch the application:

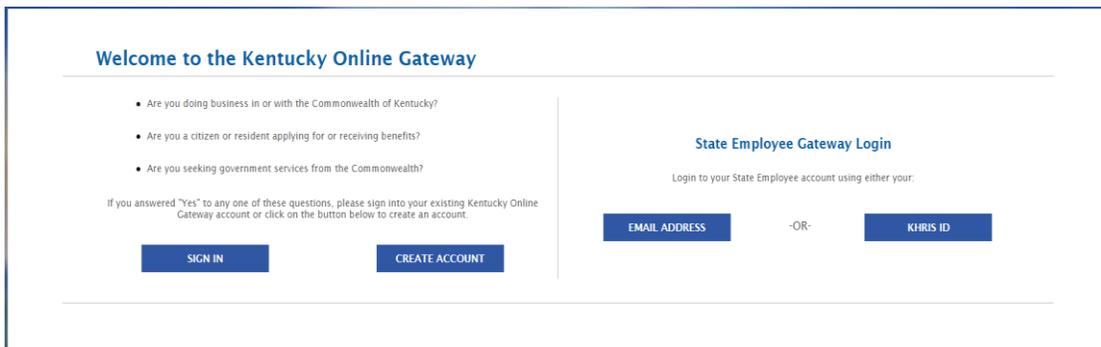
- Google Chrome
- Internet Explorer
- Microsoft Edge

Production URL: <https://kog.chfs.ky.gov/home/>

2.1. Navigating the KOG system

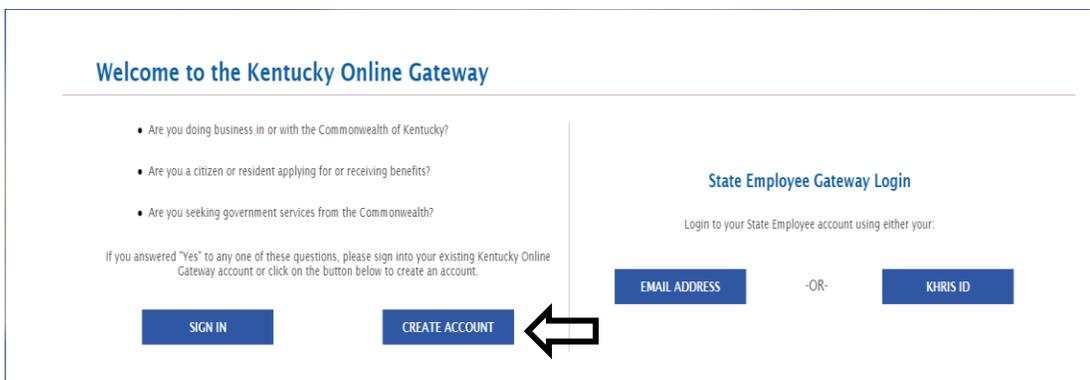
- Step 1:

Copy and paste the URL on any of the browsers listed in Section 2 and press enter. Following screen will show up.



- Step 2:

To access the KOG system for first time. Click on the “Create Account” tab as marked by arrow.



- **Step 3:**

Create the KOG profile by filling out the details in the form displayed below and then click on the “Sign Up” tab when finished.

Please complete your Kentucky Online Gateway Profile

i If you already have an existing Kentucky Online Gateway (KOG) Account, please click [here](#) to reset your password OR click on the CANCEL button below to log into your account.

Please fill out the form below and click **Sign Up** when finished.
All fields with * are required.

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* E-Mail Address		* Verify E-Mail Address
<input type="text"/>		<input type="text"/>
* Password		* Verify Password
<input type="text"/>		<input type="text"/>
Mobile Phone		Language Preference
<input type="text"/>		English <input type="button" value="v"/>
Street Address 1		Street Address 2
<input type="text"/>		<input type="text"/>
City	State	Zip Code
<input type="text"/>	Kentucky <input type="button" value="v"/>	<input type="text"/>
Question		* Answer
In what city were you born? (Enter full name of city only)		<input type="text"/>
Question		* Answer
What was the name of your first pet?		<input type="text"/>



- **Step 4:**

After creating the profile, you will be asked to complete the email verification process. You will receive an email from KOG_DoNotReply@ky.gov. Check your email and click the link given in the email to activate your KOG account.

Please complete your Kentucky Online Gateway Profile

YOU HAVE 4 HOURS TO COMPLETE THE PROCESS

i 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.

- **Step 5:**

After clicking on the “Sign In” button, you will be asked to enter the email address and password. You should enter your email address and password that you have provided in Step-3 above.

Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

i Email Address 

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

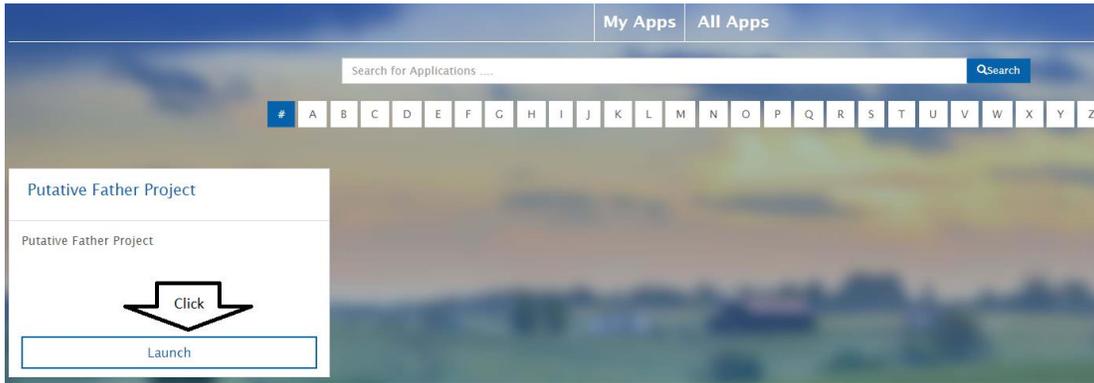


[Resend Account Verification Email](#)

WARNING
This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Don't already have a Kentucky Online Gateway Citizen Account?
 [Click here to select user account type](#)

- **Step 6:**
The control will reach “My Apps” screen. Click the “Launch” tab.



- **Step 7:**
Here is the Landing Page of the application for citizen role.



2.2. Password Resets & Account Verification

KOG passwords will expire after ninety (90) days. There are two ways to reset the password.



- **Option 1:**
Click “Forgot/Reset Password” and provide Mobile or E-mail address. You will receive a notification with a link in your registered email address to reset the password.

**Note: If you have verified your mobile number with KOG, then only use “Reset Password via Mobile Option. If you do not recall, please proceed to option 2*

Reset Password

i No longer have access to your account? If you have verified your mobile number with the Kentucky Online Gateway, please use the **Reset Password via Mobile** option. Otherwise, contact the KOG Help Desk (KOGHelpdesk@ky.gov)

- Reset Password via E-Mail Address
- Reset Password via Mobile

- **Option 2:**
You can send your email address to **KOGHelpDesk@ky.gov** to request for account verification and receive password reset link. This link will allow you to verify your account.

Didn't receive an account verification email?

1. Check Spam and Junk folders on your email.
Your email's spam blockers or filters may have listed our email as junk email. Your email service provider such as Hotmail may be blocking our email. If you believe that is a possibility, please contact your email provider.

2. Ask for a new account verification email.
Enter the email address used while creating your account and select **RESEND**. If your account isn't already verified you will see a message "Account verification needed click here", when you click the link a verification email will be sent to your email address.

YOU WILL HAVE 4 HOURS TO VERIFY YOUR ACCOUNT.

E-Mail Address

RESEND **SIGN IN**

**Note: Ensure to verify your account within 4 hours of receiving the email link from KOG Helpdesk*

Once you, the citizen User, complete the verification, you should sign in again to reach the landing page

The screenshot shows the top navigation bar with the Kentucky.gov logo and the text "Putative Father Registry & Search". On the right, it says "Welcome : TestUser3.Citizen@Keups.net". Below the navigation bar are links for "Home", "Registration", and "Search". The main content area has a "Welcome" section with text explaining that the Cabinet for Health and Family Services manages the Putative Father Registry. It states that a registration qualifies when received prior to the birth of the child, up through 21 days after the child is born, pursuant to KRS 199.480. A registration on the Putative Father Registry does not establish paternity. Below this is a "Contact" section with the text: "If you have questions, please email PutativeFather@ky.gov or contact Kristy Kidd at (859) 274-6644."

3. PUBLIC FACING CITIZEN PORTAL

Public facing portal is for citizens who has created an account using their personal email address, by following the steps described Section 2.1 above. They can now get into the application for purpose of Registration and Search.

3.1. Registration

When Registration tab is selected, the grid below will display all the Registration requests that the logged user has saved or submitted till date. When logged in for the first time, grid will not display any entry.

Kentucky.gov Putative Father Registry & Search Welcome : UATPFTestUser1@keups.net

Home **Registration** Search

New - Select a Status - Search

Display 10 records

		Father		Mother		Child				
Print	Status	Date	Reg#	Last Name	First Name	Last Name	First Name	Last Name	First Name	View/Edit
	Approved	02/02/2021	572220-A	Smith	Amer	evan	Neena	collin	Chris	Update
	In-Process	02/02/2021	876238-A	Snell	Jonathan	Wade	Sarah	Super	David	Update
	Revoked	01/28/2021	958241-A	Brooks	Mike	Rosen	Jane	Brooks	Adelynn	View
	Saved	01/26/2021		Wilbers	Jonathan	Bond	Jeana	Hunt	Kalie	Update
	Denied	01/26/2021	775823	Rosen	Jonathan	Henken	Jeana	Rosen	emi	View
	Revoked	01/26/2021	603298	Brooks	Mike	Gadela	Jane	Brooks	Tess	View

Showing 1 to 6 of 6 entries Previous 1 Next

3.1.1. New

A citizen, to register as a Putative Father, should click the option “New” at the top left corner of the screen. A new screen “Putative Father Registration” Form will appear and user will be required to enter all relevant information in three sections of the registration form.

I. Putative Father (Registrant) Information

Putative Father Registration Form

Anytime during pregnancy through 21 days after birth – time frame putative father may request for registration

Putative Father (Registrant) Information

* First Name

Middle Name

* Last Name (Including any suffix)

* Date of birth

Place of Birth

Place of Residence

* Address1

Address2

* City

* State

* Zip

* E-mail Address

(*) Mandatory fields

II. Birth Mother Information

Part 1 : Birth Mother Information

* First Name

Middle Name

* Last Name (including any suffix)

Maiden

Other Possible Names

Date of Birth Unknown

Place of Birth

Place of Residence

Address1

Address2

City

State

Zip

E-mail Address

(*) Mandatory fields

III. Child Information

Part 2 : Child Information (If date of birth is unknown, provide estimated or anticipated date of delivery.)

First Name

Middle Name

Last Name

Gender

Date of Birth Actual Estimated Anticipated

Place of Birth

Estimated Date of Conception

Last section of the Registration Form is acknowledgment from the registering father about the truthful nature of information. Citizen should electronically sign by typing his name in “Signature” field before submitting the application.

I understand that this information will be included in the Kentucky Putative Father Registry. I understand that the Cabinet may use this information to establish reasonable efforts in accordance with 922 KAR 1:330 or permanency services in accordance with 922 KAR 1:140 in a child protection case. I agree to submit an amended DPP-1304 when information I have previously provided changes. I understand that providing false information is punishable by the terms and conditions as set forth in KRS 199.990.

* Name of Putative Father

* SubmissionDateLabel

* Signature

(Type in your name)

Note - Before clicking the “Submit” button, citizen should ensure to fill up all the fields marked with () since those are mandatory inputs and required to complete the registration.*

New Search

Display records

	Father		Mother		Child						
Print	Status	Date	Reg#	Last Name	First Name	Last Name	First Name	Last Name	First Name	View/Edit	Action
	Saved	02/02/2021		Brooks	Harihar	Smith	Jeana	Brook	Sam	<input type="button" value="Update"/>	<input type="button" value="Clone"/>
	Saved	02/02/2021		Brooks	Harihar	Smith	Jeana	Brook	Sam	<input type="button" value="Update"/>	<input type="button" value="Clone"/>
	In-Process	02/02/2021	876238-A	Snell	Jonathan	Wade	Sarah	Super	David	<input type="button" value="Update"/>	<input type="button" value="Clone"/>
	Submitted	01/29/2021	623504	test1	Jo	Snail	Sally	Snail	Sheldon	<input type="button" value="Update"/>	<input type="button" value="Clone"/>

Showing 1 to 4 of 4 entries Previous 1 Next

Additional Guidelines:

1. Date Fields have date picker/calendar option.
2. Date of Birth for Father and Mother cannot be in future.
3. Date of Birth for Mother is optional. If not entered, user will be forced to select the check box "Unknown".
4. State and Gender field can be selected from drop down.
5. Zip code should be numeric.
6. Email address should contain at least a '@' sign.
7. All other fields will accept alphabets and numeric characters.
8. User can "Cancel" the data entry when they are on the form and do not want to continue.
9. User can enter part information, "Save" it and complete it later. The status will show the entry as "Saved" on display grid. No Registration # will be assigned when request is in "Saved" state.
10. When submitted, registrant will receive an email notification from putativefather@ky.gov with assigned Registration Number.
11. Requestor can then click "Update" to get into the request, make necessary changes and "Submit" the request.

3.1.2. Update

By clicking "Update" option against an existing entry, a Registrant/Putative Father can make further edits to the entries already made in Putative Father registration form. Updates can be made under following situation:

1. An incomplete entry, i.e. in "Saved" status, to submit an existing application.
2. "Amend" an already submitted registration.
3. Request to "Revoke" existing registration at any time after registration is submitted or when In-process or even after approved by office of DCBS.

****Update screen similar to "New" screen (section 3.1.1) except for the previously entered and saved value are displayed for any further edit.**

1.To comply with KRS 199.503, a putative father is required to provide updated information any time the information that they previously submitted has changed.
2.In accordance with KRS 199.503, a putative father may revoke registration at any time by completing the following section and resubmitting to the cabinet address provided below. I have acknowledge the earlier submission of this form and would like to amend my registration as follows:

Reason for amendment / revocation

Last Status: Submitted

Status Date/Time: 2/15/2021 9:55:44 PM

Name of Putative Father: TestUser3. Citizen

Date of Submission: 2/15/2021 9:55:49 PM

Signature: John S
(Type in your name)

Buttons: Amend, Revoke, Cancel

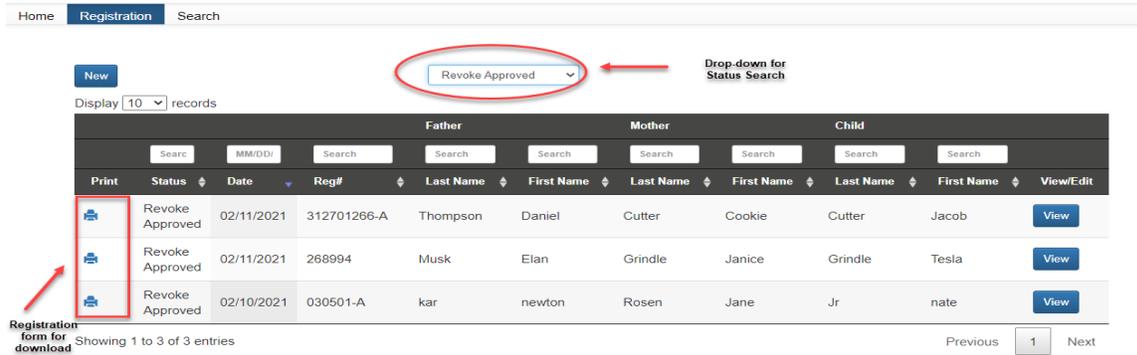
Annotations: (*) Mandatory fields, Non-Editable field

3.1.3. Amend

By clicking "Amend" option, a registrant can make further edits to an already submitted or approved application. Should provide reason for such action in the text box. When request is amended, the system will change the status to "Amended" and retain the same Registration number, however suffixed with an alphabet. So the Amendment will have Reg# - A., 2nd one Reg# - B and so on.

Additional Guidelines:

1. Fields highlighted with grey are non-editable field and the values will be generated by the system.
2. When amended, registrant will receive an email notification from **putativefather@ky.gov** with Reg#.
3. The system will set the status to "In-Process", when registration is being processed.



3.1.4. Revoke

Registrant can request to revoke an existing submitted or approved request by clicking the “Update” tab against appropriate request.

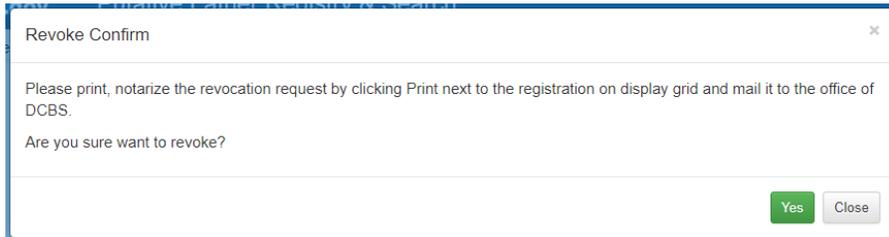
- User should follow steps below to complete the revoke request.
 - Enter reason for such action in the “Reason for amendment/revocation” text box.

- To comply with KRS 199.503, a putative father is required to provide updated information any time the information that they previously submitted has changed.
- In accordance with KRS 199.503, a putative father may revoke registration at any time by completing the following section and resubmitting to the cabinet address provided below. I have acknowledge the earlier submission of this form and would like to amend my registration as follows:

* Reason for amendment / revocation	Added an email address.
Last Status	Revoked
Status Date/Time	
* Signature	Mike Brooks (Type in your name)

non-editable field

- Click “Revoke”, that will trigger the request to revoke the application.
- To submit revoke request, Citizen will have to select “Yes” on the system generated display message (pop-up) to proceed.



- When clicked “Yes”, control will go back to the grid and the status will change to “Revoke Request”.
- Registrant will receive an email notification from **putativefather@ky.gov** with a Registration Number, suffixed with a character such -A, -B, etc.
- Registrant will now have to print the duly filled form, by clicking print icon next to the entry on the grid, notarize it and mail it to the office of DCBS. When the print icon is clicked, the filled form will be downloaded into their “Download” folder.**
- When the notarized document is received by office of DCBS, the staff will review the request to either approve or deny as case may be.
- When revocation request is approved, system will display status “Revoke Approved” and the entry on the grid will turn into view only. Fields highlighted with grey are non-editable field and

the values will be generated by the system.

- When revocation request is denied, system will display status “Revoke Denied” and the entry on the grid will turn into Update Mode.

3.1.5. Denied

In case a request gets denied by DCBS Staff, registrant will receive an email notification. The status on the entry on the grid will turn to “Denied” and will be able to view the entry to see the "Reason for rejection" as entered by DCBS.

Last Status: Denied
 Status Date/Time: 1/26/2021 2:42:33 PM
 * Signature: Ami Brooks
 (Type in your name)
 Reason for Rejection: dsa
 Cancel

3.1.6. Print

By clicking the print icon, a registrant can print the form that has been Submitted or Amended or Revoked, either for future reference or to be mailed to the office of DCBS. The printed form will contain all the information that a registrant has filled and also the Registration Number, if submitted or amended or revoked. When print icon is clicked, printed form will be downloaded into “Download” folder of registrants’ computer. Result may vary with browser that the user is using.

3.1.7. Select a Status

If the requestor has too many records with different status, such as Submitted, Approved, Denied, In-Process etc., the option on the top will allow the requestor to filter the requests by Status. Statuses are available on “Select a Status” drop down as shown in screenshot in Section 3.1.3.

3.1.8. Free Text Search

On each column on the grid, there will be text box, where one can enter text to search such as status, submission date, registration number, last/middle/first name etc. The system will isolate those records that meets the search criteria and display them. This functionality is useful when one has too many records on the grid and looking for a particular entry.

Home Registration Search
 New Submitted
 Display 10 records
 Free Text Search - Column wise
 Search MMDDJ Search Search Search Search Sarah Search Search
 Print Status Date Reg# Last Name First Name Last Name First Name Last Name First Name View/Edit
 Submitted 02/16/2021 944067282 shah John Jean sarah Shah Apple Update
 Showing 1 to 1 of 1 entries Search based Record Previous 1 Next

3.1.9. Column Sort

The up & down arrow on each column on the grid indicates that the values on those columns can be sorted in ascending or descending order. Not all the columns will have the functionality due to data type & content.

3.2. Search

When an individual who is party to an adoption court action or an attorney/court and/or adoption agency wants access to a Putative Father record, a search request form should be submitted. Clicking “Search” tab On the landing page, will display the grid below with all the Search requests that the logged user has saved or submitted to date. When logged in for the first time, grid will not display any entry. One can click the option “New” to enter search request.

Home Registration **Search**

New - Select a Status - Drop down to display selective application status Column based Text Search

Display 10 records

	Father	Mother	Child										
	Search	Search	MM/DD/	Search	Search	Search	Search	Search	Search	Search	Search	Search	
	Print	Payment	Status	Date	Search#	Last Name	First Name	Last Name	First Name	Last Name	First Name	View/Edit	Action
		Paid	Approved	02/10/2021	523209	Donald	Mark	Donald	Mary	Donald	Child1	View	Clone
		Paid	Approved	12/30/2020	427625	Hodge	Danielle	Alagarin	Modesta	Rivera	Christopher	View	Clone
Payment status		Online	Approved	12/29/2020	727362	John	Doe	Doe	Jane	Doe	Child1	View	Clone
		Online	Denied	01/05/2021	626135	Wilbers	Jonathan	Gadela	Jane	Gadela	Dolly	View	Clone
Status displayed after Search Request form is filled		Online	Approved	01/04/2021	622438	Brooks	Ami	Gadela	Amanda	Gadela	Adelynn	View	Clone
			Saved	01/28/2021		John	Doe					Update	Clone

Showing 1 to 6 of 6 entries Previous 1 Next

3.2.1. New

When the option “New” at the top left corner of the screen is clicked, a blank for “Putative Father Search” will appear. User should now enter all relevant information in four sections of the search form.

I. Requester Information

PUTATIVE FATHER SEARCH

Requester Information

Agency Name
(If Applicable)

State Bar Number
(If Applicable)

* First Name

Middle Name

* Last Name (Including any suffix)

* Address1

Address2

* City

* State

* Zip

* Telephone

* E-mail Address

* Relationship to child

If Other

(*)
Mandatory fields

II. Birth Mother Information

Part 1 : Birth Mother Information

* First Name

Middle Name

* Last Name (Including any suffix)

Maiden

Other Possible Names

Date of Birth Unknown

Place of Birth

Place of Residence

Address1

Address2

City

State

Zip

E-mail Address

(*) Mandatory fields

III. Child Information

Part 2 : Child Information (If date of birth is unknown, provide estimated or anticipated date of delivery.)

* First Name

Middle Name

* Last Name

Gender

* Date of Birth Actual Estimated Anticipated

Place of Birth

Estimated Date of Conception

(*) Mandatory fields

IV. View/Upload Documents

View/Upload Doc

* Document Title

* Description

* Select file to upload No file chosen

Document Title	Description	Uploaded By	Uploaded Date	Action
DPP 1305	form	TestUser3, Citizen	02/04/2021	View / Delete
Other (i.e. state ID badges, etc.)	Id badges	TestUser3, Citizen	02/04/2021	View / Delete

* Name of Requestor

Uploaded Documents Date of Submission

* Signature

Document Type:
PDF
JPEG
JPG
TIF
PNG

View/Upload Documents section of the Search Form allows requestor to upload relevant & supporting documents. User should select the value from dropdown “Document Title” to identify the type of document they are uploading. Based on the selection, user has to fill up “Description” field in support of the document uploaded. All the fields of this section are mandatory entries. Once the document(s) is uploaded, it will be displayed on grid. User will have an option to View or Delete the document, if required.

Accepted Documents: -

- i. Birth Mother Consent
- ii. Adoption Petition
- iii. DPP 1305
- iv. Affidavit (After notarized)
- v. Other (i.e. state ID badges, etc.)

Supported Format:-

- i. PDF
- ii. JPEG
- iii. JPG
- iv. TIF
- v. PNG

Requestor should then electronically sign name by typing the name in “Signature” field on form before submitting the application.

Note - Before clicking the “Submit” button, citizen should ensure to fill up all the fields marked with () since they are mandatory and required to proceed with registration.*

Additional Guidelines:

1. Agency Name is used for the attorney or adoption agency & State Bar Number is for the attorney or Law firm to fill in.
2. First, Last, Name, Address etc. are the contact information of the person who is initiating the Search.
3. Date Fields have date picker/calendar option.
4. Date of Birth for Mother cannot be in future.
5. Date of Birth for Mother is optional. If not entered, user will be forced to check the check box “Unknown”.
6. State and Gender field can be selected from drop down.
7. Zip code should be numeric.
8. Email address should be valid one and contain at least a ‘@’ sign.
9. All other fields will accept alphabets and numeric characters.
10. Fields highlighted with grey are non-editable and will be populated by the system.
11. Requestor can complete the search request by clicking the “Submit” tab.

3.2.1.1. Post submission

- i. Once the request is submitted and system will assign a Search#. The assigned Search# will be displayed on the grid against the entry.
- ii. A system will generate email notification from **putativefather@ky.gov** to requestor’s email address and DCBS Administrator.
- iii. Requestor can now make payment by either of the following ways:-
 - a. By clicking “online” button to pay by credit card. The “Online” button will be disabled once the online payment is processed. *[Please refer to Section 4.0 for online Payment steps]*
 - b. By clicking “Print” next to the registration on display grid to print and mail the printed form along with the payment check of \$25.00. Printed form will have Search# printed on top of the form for future reference.

3.2.2. Update

By clicking “Update” against an existing entry, a Requestor can update and submit an incomplete entry.

Update screen similar to “New” screen except for the previously entered and saved value are displayed for any further edit.

3.2.3. Clone

By clicking “Clone” option on display grid, requestor can replicate an existing entry and when clicked, a newly created entry will be displayed on the grid and will have the status as “Saved”.

3.2.4. Denied

In case a request gets denied by DCBS Staff, registrant will receive an email notification from putativefather@ky.gov and will be able to view the "Reason for rejection" as entered by DCBS.

Last Status: Denied
 Status Date/Time: 1/26/2021 2:42:33 PM
 * Signature: Ami Brooks
 (Type in your name)
 Reason for Rejection: dsa
 Cancel

3.2.5. Select a Status

If the requestor has too many records with different status, such as Submitted, Approved, Denied, In-Process etc., the option on the top will allow the requestor to filter the requests by Status. Statuses are available on "Select a Status" drop down as shown in screenshot in Section 3.2.

3.2.6. Free Text Search

On each column on the grid, there will be text box, where a user can enter text to search status, submission date, registration number, last/middle/first name etc. The system will isolate those records that meet the search criteria and display them. This functionality is useful when one has too many records on the grid and looking for a particular entry.

Home Registration Search

New - Select a Status -

Free Text Search - Column wise

Display 10 records

		Father		Mother		Child						
Search	Search	MM/DD/	Search	Search	jd	Search	Search	Search				
Print	Payment	Status	Date	Search#	Last Name	First Name	Last Name	First Name	Last Name	First Name	View/Edit	Action
Online	Denied	01/05/2021	626135	Wilbers	Jonathan	Gadela	Jane	Gadela	Dolly		View	Clone

Showing 1 to 1 of 1 entries Search based Record Previous 1 Next

3.2.7. Column Sort

The up & down arrow on each column on the grid indicates that the values on those columns can be sorted in ascending or descending order. Not all the columns will have the functionality due to data type & content.

4. ONLINE PAYMENT

Requestor can take advantage of paying the Search fee of **\$25.00** online using their credit card.

4.1. Payment Instructions

** Note: There is a processing fee of 2.75% on the fee, which is \$0.69 that will be added on top of Search fee. The processing fee is subject to change based on the agreement between the vendor and Commonwealth of Kentucky.*

1. Requestor can click the “Online” tab as shown below to initiate the credit card payment.

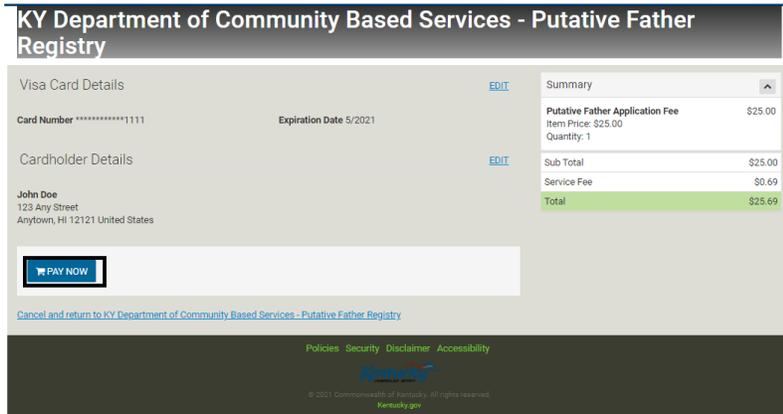
Father		Mother		Child								
Print	Payment	Status	Date	Search#	Last Name	First Name	Last Name	First Name	Last Name	First Name	View/Edit	Action
	Paid	Approved	02/10/2021	523209	Donald	Mark	Donald	Mary	Donald	Child1	View	Clone
	Paid	Approved	12/30/2020	427625	Hodge	Danielle	Alagarin	Modesta	Rivera	Christopher	View	Clone
	Paid	Approved	12/29/2020	727362	John	Doe	Doe	Jane	Doe	Child1	View	Clone
	Online	Denied	01/05/2021	626135	Wilbers	Jonathan	Gadela	Jane	Gadela	Dolly	View	Clone
	Online	Approved	01/04/2021	622438	Brooks	Ami	Gadela	Amanda	Gadela	Adelynn	View	Clone
		Saved	01/28/2021		John	Doe					Update	Clone

Showing 1 to 6 of 6 entries Previous **1** Next

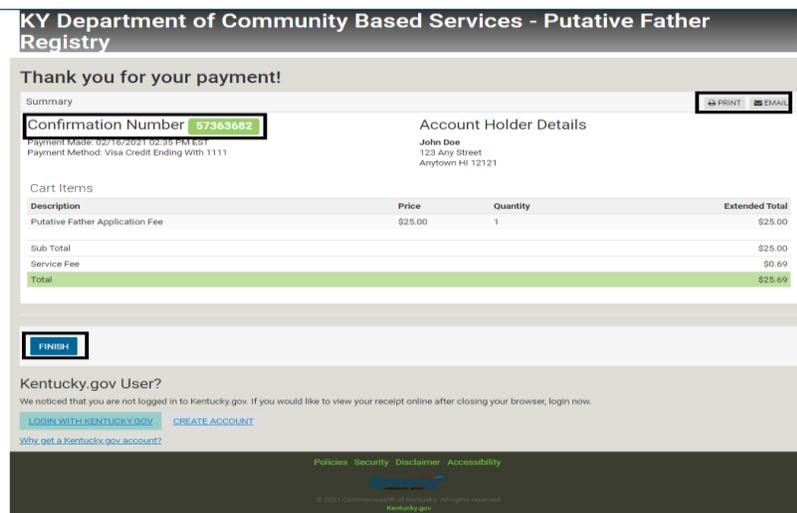
2. By clicking the “Online” option, requestor will be guided to the vendor portal with payment summary details displayed in the right top corner of the screen.
3. To proceed with payment, requestor should enter the details about the select payment type.
 - a. Card Details - Credit card number, Expiration date and Security code
 - b. Cardholder Details – Name & Address

4. System will generate default email address from the submitted search request form. If requestor wants the credit card payment receipt to be sent on different email address, they can change the email address.

5. Requestor should ensure all the entries are correct before proceeding to next step.
6. Requestor should now click “Next” to move onto the verification screen, here the user will be required to click “Pay Now” to complete the payment process.



7. On clicking of “Pay Now” the vendor’s portal will process the credit card payment, generate a confirmation number as shown below & a receipt, which can be printed by clicking tab on top right corner.



8. By Clicking “Finish” option, system will close the vendor prorate and requester can go back to Landing page of Putative Father Registry and Search Application.