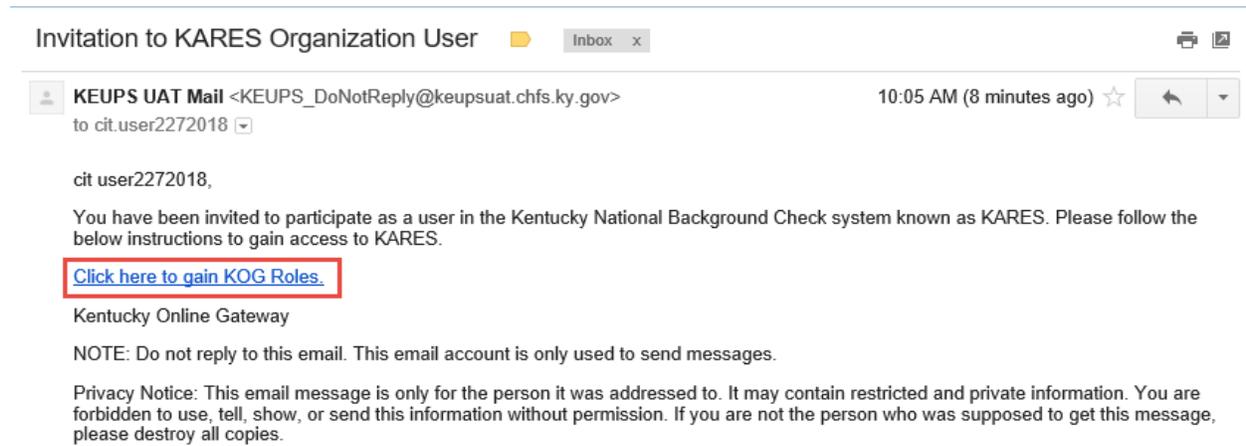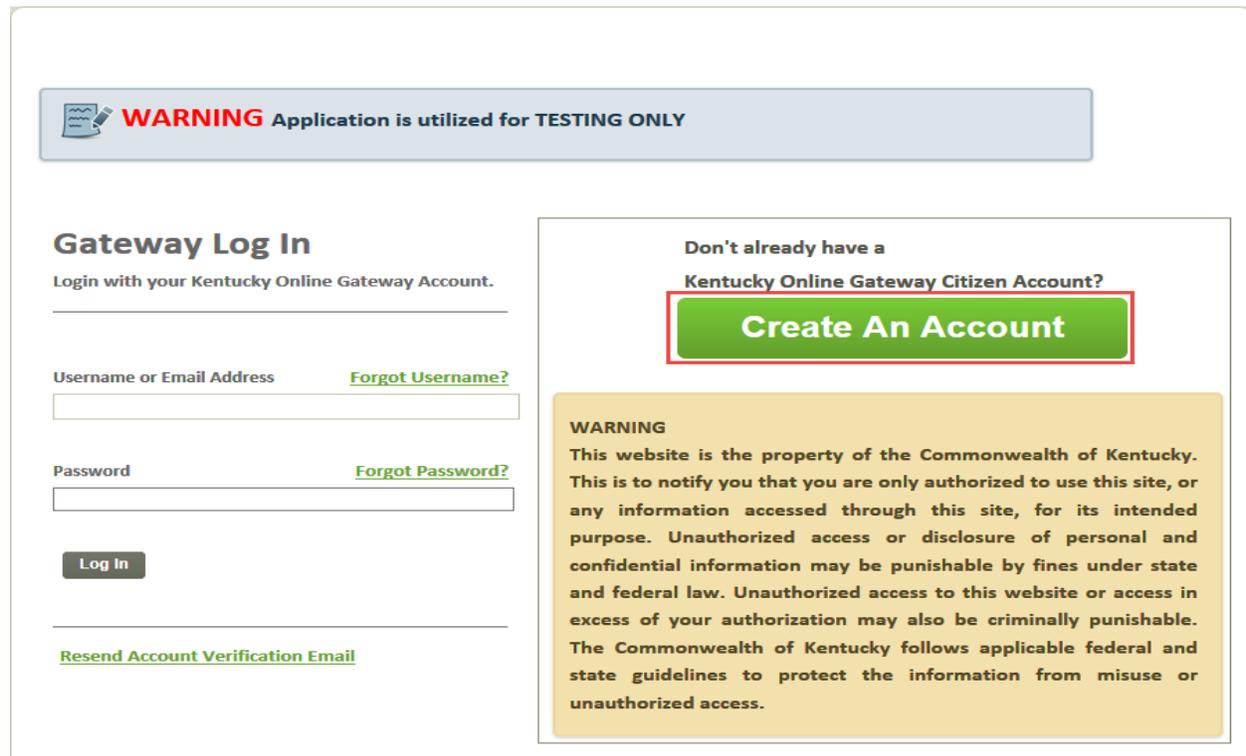# KOG Onboarding for KARES Users

If the user receives an email invite from **KARES Application**, the user needs to click on the link provided by KOG to complete the process.

Click on the link within the email.

Once user clicks on the link, it will redirect the user to KOG landing page were he/she needs to create an account by clicking on "**Create an Account**" tab.

Once the user clicks on the **Create an Account** Tab. User will be directed to the **Kentucky Online Gateway Create Account** screen, where he can enter all his information (for which he has been invited) and then click **Submit**. All the required fields indicated with an asterisk ***** are mandatory**.**

A success message is displayed if valid personal information was submitted. An email from KOG_DoNotReply@ky.gov is automatically sent to the email address provided. If an email is **not** received, click on the link.

Access your email account and click on the activation link in the **Account Verification** email.

Once the user clicks on the link it will redirect him to the **Validate New Account** screen, where you will be prompted to answer the two security questions using the same input for these questions as you entered in the **KOG Create Account**. Click **Verify Account**.

If valid answers to the security questions were submitted, a success message is displayed indicating that you have completed the first step. Click on the Continue to Logon link to proceed.

User will be redirected to the **KOG External Gateway Log In** screen. (You may want to save the URL to your Favorites.) Enter your username and password and click **Log In**

Once the user clicks on **Log In**, it will redirect user to KOG Page where user can access the role for which he has been invited to.