

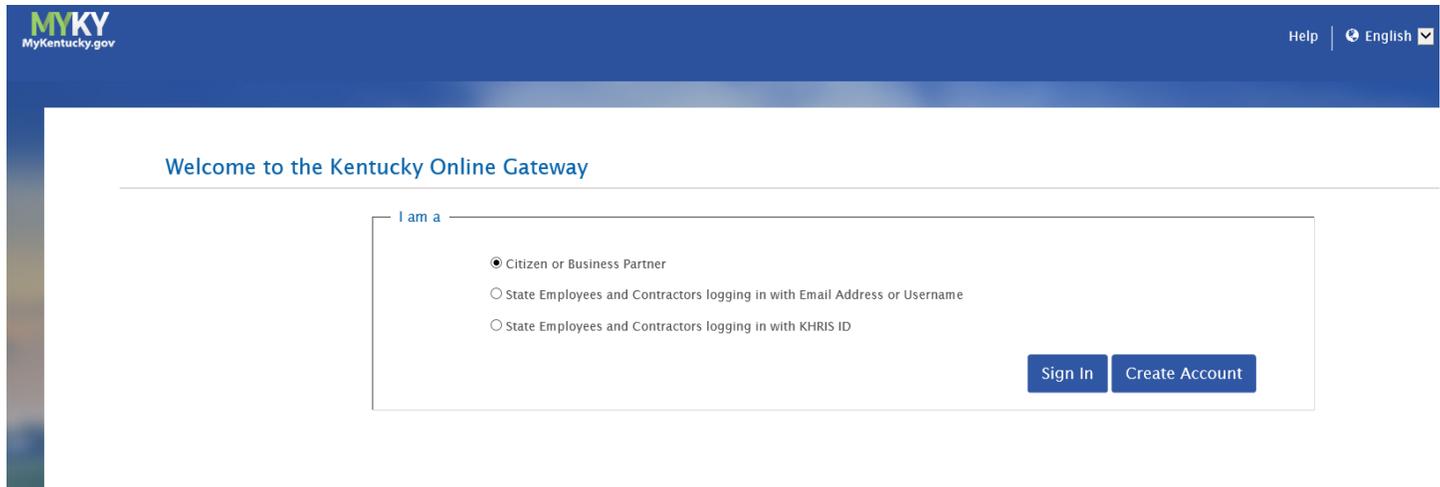
## One-time Kentucky Online Gateway Registration

To obtain access, you first must complete a one-time registration as a KOG user. **Each user must have a unique e-mail address to complete the verification process.**

### Set Up an Account

Using a Web browser, such as Internet Explorer, go to <https://KOG.chfs.ky.gov/home>

Select **Citizen or Business Partner** and click the **Create Account** button.



Complete the fields on the **User Profile Form**. You must complete the required fields that are marked with an asterisk (\*). You will receive an error message if you do not complete all required fields.

**Please keep in mind that the Username you choose is the name that will be shown in the CHFS Public SharePoint Sites history whenever you create, edit or submit a record.**

#### Guidelines for choosing a user name:

Complete the fields on the **User Profile Form**. You must complete the fields marked with an asterisk (\*). You will receive an error message if you do not complete all required fields.

**Please keep in mind that the user name you choose is the name that will be shown in the CHFS Public SharePoint Sites history whenever you create, edit or submit a record.**

#### Guidelines for choosing a user name:

When you create your KOG user account, be sure to use your real name as your account user name (first.last or first+middle initial.last).

Please do not use nicknames, fictional characters or other non-compliant user names.

Examples:

#### Correct

Jane.Doe

JaneG.Doe

#### Incorrect

JaneD, JGDoe, Jane2010, JGD

Batgirl, Granny.D, TeamEdward

Select two security questions from the drop down box, and enter the answer to each question. It is very important to complete the security questions – and to remember how you answered them. The answers to these security questions will be used to verify your identity in the event that you lose/forget your password or your account expires.

**MYKY**  
MyKentucky.gov

UAT

Help | English

### Please complete your Kentucky Online Gateway Profile

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

\* First Name Middle Name \* Last Name

\* Username Mobile Phone

\* Password \* Verify Password

\* E-Mail Address \* Verify E-Mail Address

Street Address 1 Street Address 2

City State Zip Code

Language Preference

Question

\* Answer

Cancel Sign Up

Click the **Sign Up** button.

The confirmation screen shown below will be displayed.

**MYKY**  
MyKentucky.gov

UAT

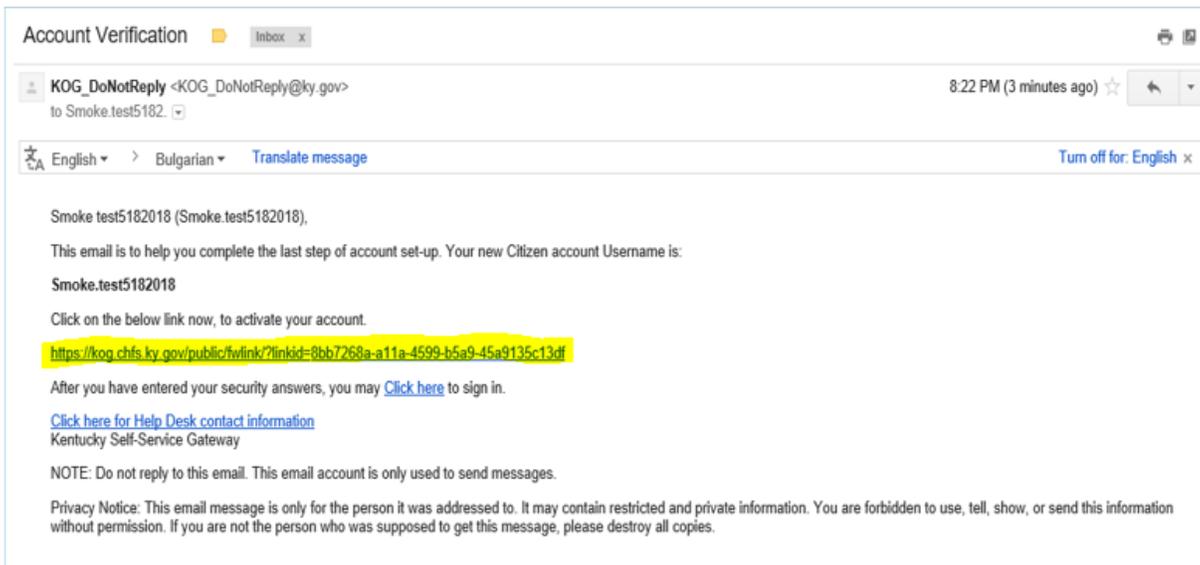
Help | English

### Please complete your Kentucky Online Gateway Profile

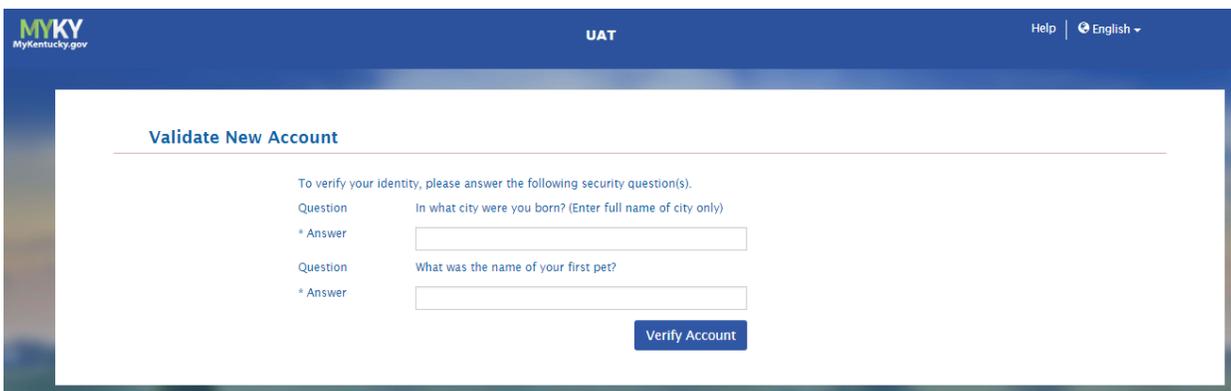
✔ Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account.  
[If no email was received click here.](#)

An automated e-mail will be immediately sent to the e-mail address you provided on the User Profile form. When you receive and open the e-mail, click the link included in the e-mail. **You must click on the link shown in the e-mail within four hours to complete the verification process or your account request will be deleted.** If this happens, you will have to begin the registration/verification process again.

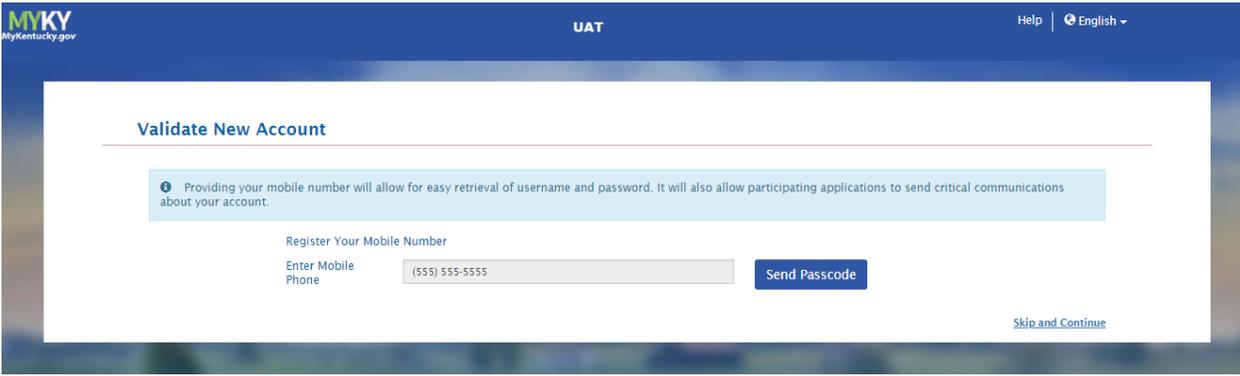
When you click on the link in the automated e-mail, the screen shown below will be displayed. Enter the answers to your two security questions, **exactly as the answers were entered on the User Profile Form**, and then click the **Verify**



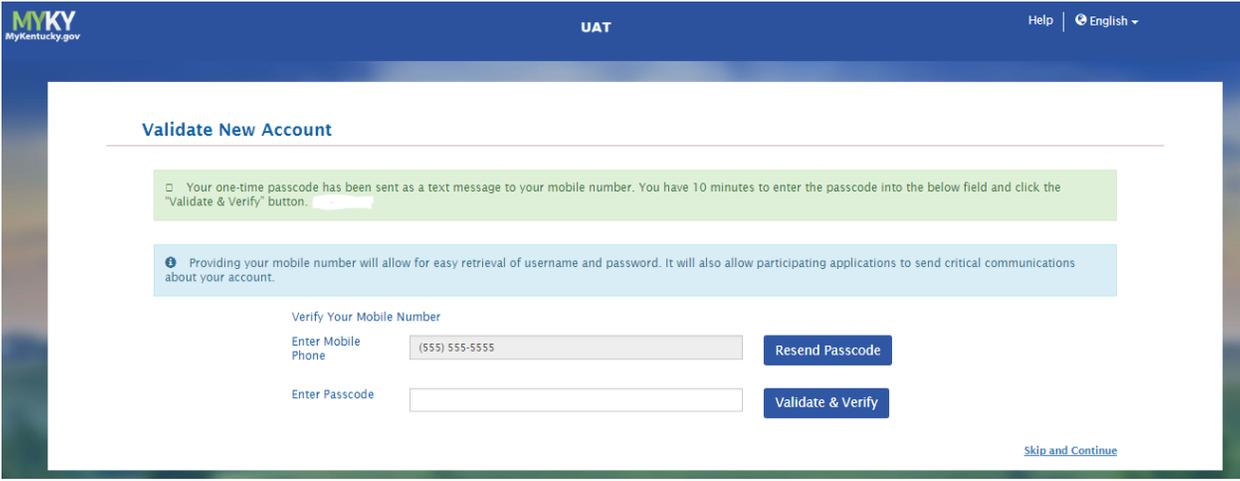
**Account** button. This is the only time the link in the automated e-mail will work. From this point forward you must use the following URL to access KOG: <https://KOG.chfs.ky.gov/home/default.aspx>



If you provided your mobile phone number at the account creation screen, you will be prompted to register the mobile number. If you would prefer to skip mobile registration at this time, please click the “Skip and Continue” link and you will get the message ‘Your account has been successfully created’. Click on the “Continue to Logon” link, where you will be returned to the Kentucky Online Gateway home page and you will log in as a citizen with the account information you created. If you want to register you mobile phone number click the [Send Passcode] button next to the number you provided in the pre-populate in the “Enter Mobile Phone” field.



You will receive a text message on your mobile device containing an 8-digit code. Enter the code received in the “Enter Passcode” field and click the [Validate & Verify] button.



You will now receive a message notifying you that your mobile device has been successfully validated and your account has been created. Please click the “Continue to Logon” link where you will be returned to the Kentucky Online Gateway home page.



### Validate New Account

Your account has been successfully created.

Continue to Logon

Select **Citizen or Business Partner** and click the **Sign In** button.

### Welcome to the Kentucky Online Gateway

I am a

- Citizen or Business Partner
- State Employees and Contractors logging in with Email Address or Username
- State Employees and Contractors logging in with KHRIS ID

Sign In

Create Account

Enter your account information and click **Log In**.

#### Citizen (or) Business Partner Gateway Log In

Login with your Kentucky Online Gateway Account.

 Username or Email Address [Forgot Username?](#)

Enter Username or Email Address

 Password [Forgot/Reset Password?](#)

Enter Password

Log In

[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?

Create An Account

[Click here to select user account type](#)

**Congratulations. You have now completed the one-time KOG registration.**