How to Set Up
a **User Account** on the
Kentucky Online Gateway Portal

(February 2020)

Brief History of the Well Record eForm:

Apr 2008	Uniform Kentucky Well Construction Record (UKWCR) made available for download from the Kentucky Well Driller Certification Program Web page
Mar 2010	Electronic submittal of UKWCR made possible through Uniform Kentucky Well Construction Record eForm, available via DEP eForms site
Feb 2017	User accounts with login capability made available through Kentucky Business One Stop Portal (KyBOS), requiring a new One Stop User Account
Apr 2019	DEP eForms page becomes EEC eForms site; user account management migrated to Kentucky Online Gateway (KOG) Portal, requiring new KOG User Account
Mar 2020	Uniform Kentucky Water/Monitoring Well Reporting Record (UKWMWRR) eForm (Form 77) replaces UKWCE eForm (Form 14) with newer functionality allowing users to submit record of installation, modification or decommissioning of any temporary or permanent monitoring or water well

Currently, your KOG User Account allows you access to the EEC eForms site, where you can both submit records via eForm and manage those submittals through the EEC eForm Dashboard.

This document provides instructions on **how to set up a Kentucky Online Gateway account**.

If you have questions that are not addressed in this document, please contact the Kentucky Water Well Drillers Program (DOWDrillersProgram@ky.gov) and we will be glad to assist you.
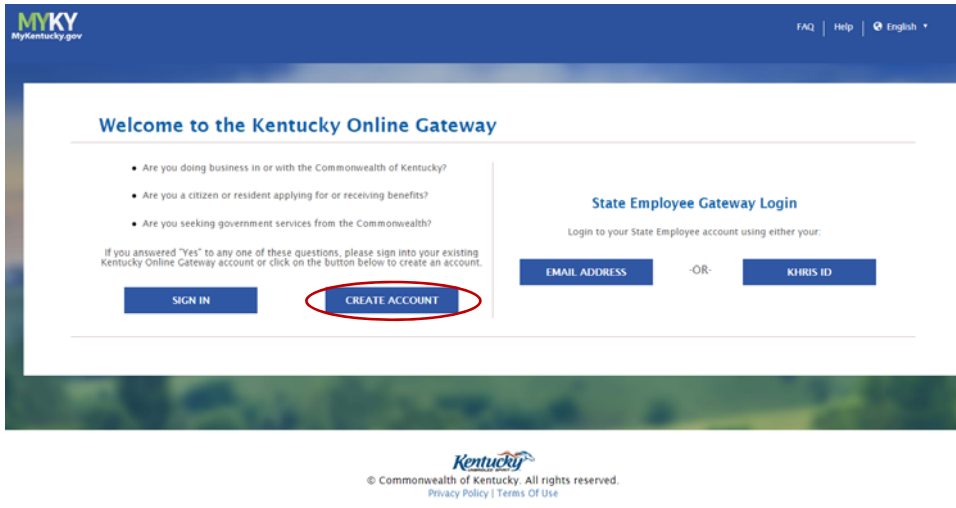
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Create User Account

Access Registration Site

Using an internet browser, navigate to the **_Kentucky Online Gateway_** (www.MyKentucky.gov)

or follow the link *(https://kog.chfs.ky.gov/public/requestaccount/)*

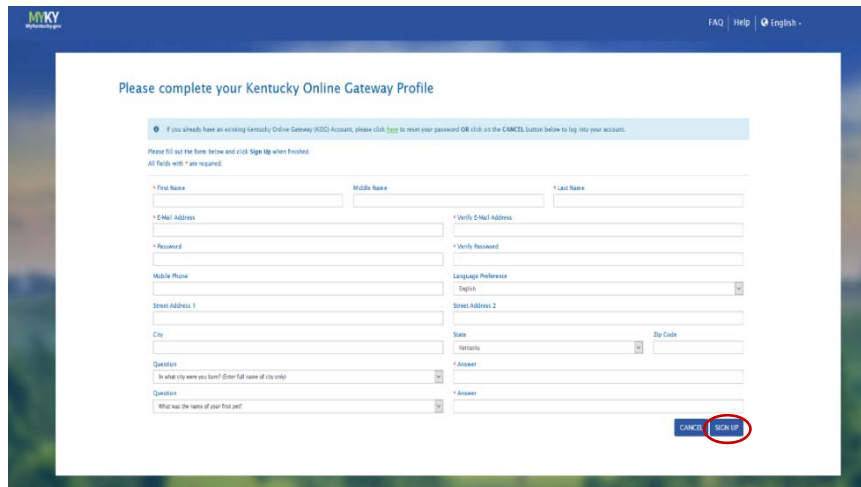Click on the link Create Account to **_Begin your registration_** (see below)

Password Retrieval

If you already have an existing Kentucky Online Gateway (KOG) Account and have forgotten your password, please click here (https://kog.chfs.ky.gov/public/resetpassword/?sko=false) to reset

Create Account

The **Create Account** page appears:

Fill Out Registration Form

Enter the following information into this form:

First Name and **Last Name (Middle Name** is optional).

Email and **Confirm Email Address** must match. This is the email that you want the Security System to use when corresponding with you. Be aware that you will **never** be allowed to change it once created and may not be used by someone with a different Username.

Password and **Confirm Password** must match. The Password must meet the following criteria.

- Be at least 8 characters in length
- Contain at least one number and one lowercase letter, and one uppercase letter.
- It must not contain more than 3 consecutive characters from your First name or Last name.

Mobile Phone Number must be a valid mobile number that you would like to associate with your account. This will help in trying to reset your password or in receiving any updates related to your account.

Language Preference: English or Española
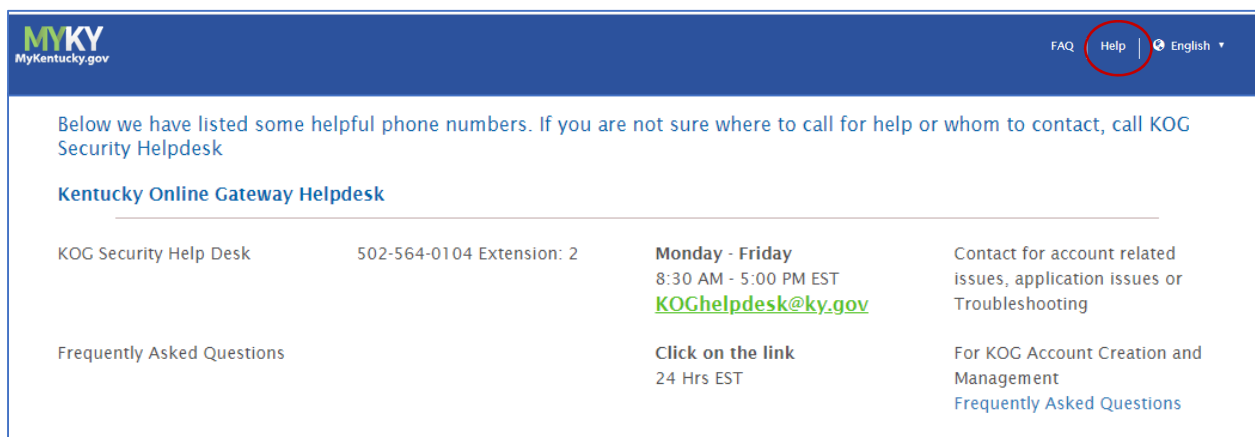
Street Address, City, State, and Zip Code

Security Question from the dropdown options along with the corresponding **Answer.**

Once you have completed all required fields, click **Sign Up:

Help Needed?

If you encounter any difficulty, please call or email the contact listed under the help:

Select the Help option in the title bar to access all help options.

Confirm Account

E-mail Verification

1. When the form has been completed and submitted, you will receive a request to verify the account through email verification.
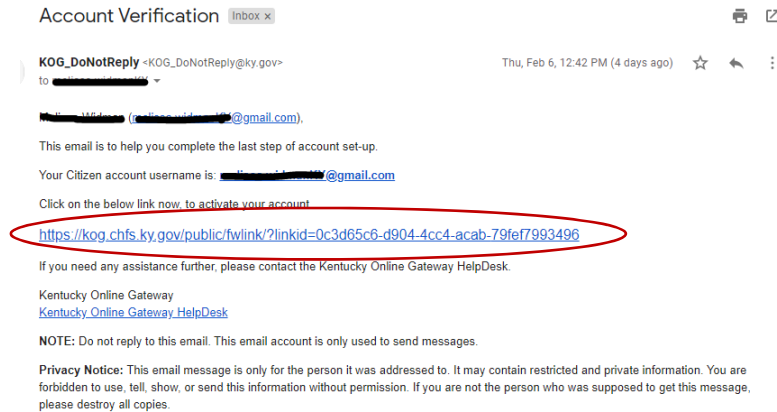
Please complete your Kentucky Online Gateway Profile

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**
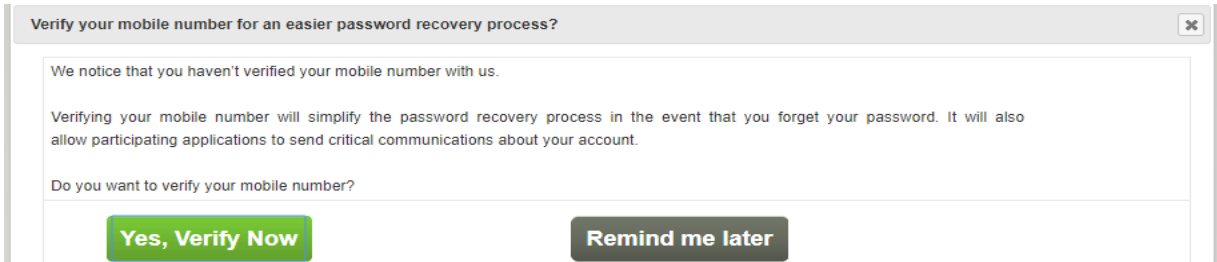
- If you miss the initial 4 hour window there is a resend option on the sign in page.

2. Open your email program and check for an email from *KOG_DoNotReply@ky.gov*.

3. Once you receive the confirmation email, you **must click the link** in the email to finish setting up your user account

Account Verification Inbox x

KOG_DoNotReply <KOG_DoNotReply@ky.gov>   Thu, Feb 6, 12:42 PM (4 days ago)

to ▮▮▮▮▮▮▮▮▮▮

▮▮▮▮ Wid▮▮▮ (▮▮▮▮▮▮▮▮▮▮@gmail.com),

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

Your Citizen account username is: ▮▮▮▮▮▮▮▮▮▮@gmail.com

Click on the below link now, to activate your account.

https://kog.chfs.ky.gov/public/fwlink/?linkid=0c3d65c6-d904-4cc4-acab-79fef7993496

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, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

4. Clicking the link will open the **Login** page; your account has been activated.

Mobile Phone Verification

1. Optional: Mobile Phone Verification. This will help to reset your password and receive any updates related to your account.
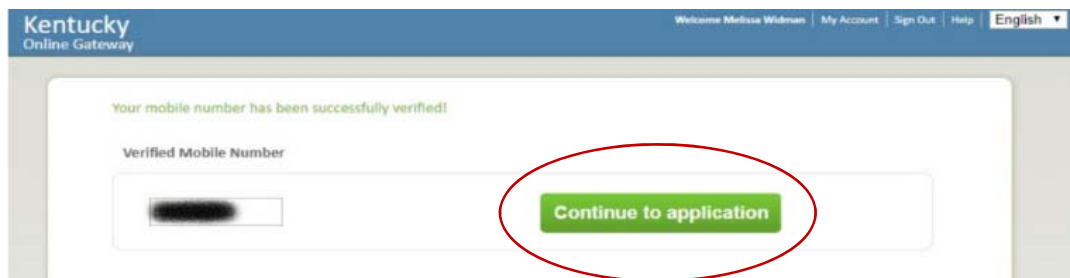
2. You will receive a text message which will include a one-time validation code. Once the code is entered, a successful verification message will appear and you can continue to your application.