# 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 (<u>DOWDrillersProgram@ky.gov</u>) 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 (<u>https://kog.chfs.ky.gov/public/requestaccount/</u>)

Click on the link Create Account to *Begin your registration* (see below)

MyKentucky.gov		FAQ   Help   🛛 English 🔹
	Welcome to the Kentucky Online Cateway  Are you doing business in or with the Commonwealth of Kentucky?  Are you a citizen or resident applying for or receiving benefits?  Are you seeking government services from the Commonwealth?  Kentucky Online Cateway account or cick on the button below to create an account.  KINI  KENIN  KENIN KENIN  KENIN  KENIN  KEN	State Employee Gateway Login         Login to your State Employee account using either your.         EMAIL ADDRESS       -OR-         KHRUS ID
	© Commonwealth of Kentuc	ky. All rights reserved.

#### 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:

Please compl	ete your Kentucky Onlin	ne Gateway Profile			
0 If you since	dy have an existing Kentucky Online Ceteway (KOCI)	Account, please click here to reset your pay	sword OR click on the CANCEL but	on below to log into your account.	
Please fill out the I All fields with * an	form below and click Sign Up when finished. In required.				
+ Test Name		Mdde Nane		* Last Name	
• E-Mail Address			• Verify E-Mail Address		
* Pessword			• Verify Password		
Mobile Phone			Language Preference		<b>Q</b>
Street Address 1			Street Address 2		
Cay			State Kertucky	U	Zip Code
Question	a one bound ficture full means of eithe match	20	• Anneer		
Question	a los enco constantes en cal culo		Annual		
What was the fu	ene of your first peril	9			

#### 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 bee account. If you do not se	en requested and is pending email verification. Please check your email and click on the link provided to verify your ee the verification email in your inbox, please check your spam or junk folder. If no email was received <u>click here.</u>		
If you have already verifi	ed your account by clicking the link provided in the email, please click on SIGN IN button to continue. SIGN IN		

- 2. Open your email program and check for an email from <u>KOG\_DoNotReply@ky.gov</u>.
- 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 ×			•	Ø
	KOG_DoNotReply <kog_donotreply@ky.gov> to</kog_donotreply@ky.gov>	Thu, Feb 6, 12:42 PM (4 days ago)	☆	•	:
	n Midesen (resiliese wideren 100@gmail.com).				
	This email is to help you complete the last step of account set-up.				
	Your Citizen account username is:				
	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 HelpDe	esk.			
	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 c forbidden to use, tell, show, or send this information without permission. If you are not th please destroy all copies.	contain restricted and private informal le person who was supposed to get t	ion. You nis mes	u are sage,	

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.

Kentucky <sup>Online Gateway</sup>	Welcome Melissa Widman   My Account   Sign Out   Help   English 🔻
Your mobile number has been successfully verified!	
Verified Mobile Number	
	Continue to application