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

(February 2020)

Brief History of the Well Record eForm:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 2008</td>
<td>Uniform Kentucky Well Construction Record (UKWCR) made available for download from the Kentucky Well Driller Certification Program Web page</td>
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<tr>
<td>Mar 2010</td>
<td>Electronic submittal of UKWCR made possible through Uniform Kentucky Well Construction Record eForm, available via DEP eForms site</td>
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<tr>
<td>Feb 2017</td>
<td>User accounts with login capability made available through Kentucky Business One Stop Portal (KyBOS), requiring a new One Stop User Account</td>
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<tr>
<td>Apr 2019</td>
<td>DEP eForms page becomes EEC eForms site; user account management migrated to Kentucky Online Gateway (KOG) Portal, requiring new KOG User Account</td>
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<tr>
<td>Mar 2020</td>
<td>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</td>
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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 Español

**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.

   - 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

   ![Email Confirmation Example]

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.