

# Owner's Instructions

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## PLEASE READ THROUGH ALL OF THE DIRECTIONS BEFORE STARTING

These directions are for the “*Owner Home*” side of the portal ONLY. See the additional sheet for the “*DCM Home*” side of the portal to be used AFTER this process is done.

Go to <https://secure.kentucky.gov/ust/toolstraining>

Create a Username and Password: (Before creating your Username and Password, See Note)

**NOTE:** If you are NOT the owner you should create a Username and Password for the owner and a separate one for yourself. The Username for the Owner should be generic to the company so that it can be handed to someone else if you change positions with the company. The Username for yourself will be the one under which you conduct training and is specific to you.

To create a new account: Click on “*New User Registration*” and complete steps 1 thru 5. Then click “continue” under step 7.

1. Make sure you are signed in as the Owner first. Once you are signed in, you will be directed to the introduction. Watch the introduction and once it is complete, click on the right green button - “*Owner Home*” above the video.
2. The “*Owner Home*” button will take you to the “*Owner Registration Portal*” – click the green “*Register*” button and the next screen will ask you to enter your TOOLS PIN. Enter the TOOLS PIN number on the enclosed letter or email and click the blue “*Next*” button. *\*If you have more than one PIN number, you will complete steps 2-4 for each PIN number.*
  - If you own an **Organization, Corporation or LLC** the next screen will ask you to “*Select your name*” **If you work for the company or are a 3<sup>rd</sup> party DCM and you are not the Owner, pick the Owner’s name here.** If you are the Owner, pick your own name here.
3. The next screen “*Facility Registration*” should list all of the facilities you own. If any of the facilities listed here are sites you do NOT own, select the option beside No and click “*Next*”. If any of your facilities don’t show up and you do not have more than one PIN number, contact our office for additional PINs.
4. This will take you to the “*Primary/Associate designation*”. This is where you choose the person you want to be the DCM. If you are going to be your own DCM, select your own name here. If someone else is going to be your DCM, select their name. If the name you wish to select is not listed, select the blue link below the names that says “*search for that person*”
  - a. If the person’s name shows up, choose the blue “*Select*” button and on the next screen confirm. Then select if you want the person added to “*All Facilities*” or “*Specific Facilities*” and then select if you want them to be a “*Primary DCM*” or “*Associate DCM*”. On the next screen use the green button to “*Submit Request*”
  - b. If you search for a person and the person’s name does NOT show up, choose the blue link “*request a new user be added*” and on the next screen fill out as much of the information as you

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can, (at a minimum all of the \* fields and one phone number). Then click on the blue “Next” button. On the next screen, verify the information you requested is correct and select the blue “Next” button. Then select if you want the person added to “All Facilities” or “Specific Facilities” and then select if you want them to be a “Primary DCM” or “Associate DCM”. On the next screen use the green button to “Submit Request”

5. **CONTINUE HERE AFTER YOU HAVE REGISTERED ALL OF YOUR PINS: At this point, go to the top of the screen and select “My Account”. Fill this information out completely for the “Owner or Authorized Representative”** at the organization and select the blue “Update Contact Information” at the bottom of the screen. (Information you entered during the registration process, other than email is not transferred to this screen. **Be aware, changes you make to this screen are transferred to our database for the Owners Contact Information, if you leave this blank, you may not receive all correspondence.**)
6. Click on the “Owner Home” button at the top of the screen. Go to “Manage” and select “DCMs” Where the name of the facility is listed, click on the “+” sign next to it. Find the names of the DCMs you have selected and under the “Registration ID” heading, write down this number and give it to the DCMs so they can log in and train. **NOTE: IF YOU WILL BE TRAINING, DO NOT USE THE “START TRAINING” BUTTON ON THIS SCREEN.** *You must log out and log in under a separate username and password to complete the training if you are an organization.*
7. Logout of the system at this point. If you will be training as a DCM, use the next Instruction Sheet for logging in as a DCM to train.

NOTE: If you run into anything in the system that does not work like it says in this instruction sheet, please contact the **UST Compliance Section** at 502-564-5981 to let us know so that we may get the problem fixed.