

## What tax returns you may file in eFile:

- Consumer's Use Tax
- Sales and Use Tax
- Commercial Mobile Radio Service Prepaid Service Charge
- Motor Vehicle Tire Fee
- Transient Room Tax

## What you need to get started:

### A. You need a user account

All KYBOS users/citizens will be automatically redirected from current KYBOS URL (<https://onestop.ky.gov/>) to new KOG URL for Signing In. Existing users can login via KOG using their existing email id and password. New users will have to create a KOG Account to be able to access KYBOS application.

New Kentucky Business One Stop users/citizens who wish to access KYBOS in order to register a business will need to 'Create An Account' within KOG.

On the sign in screen, please select 'Create an Account'.

Note If you already have an existing Kentucky Online Gateway (KOG) Account, please click here to reset your password OR click on the Cancel button below to log into your account.

Please fill out the form below and click the 'Sign Up' button when finished. All fields with \* are required.

**MYKY**  
MyKentucky.gov

Help | English

## Please complete your Kentucky Online Gateway Profile

**i** If you already have an existing Kentucky Online Gateway (KOG) Account, please click [here](#) to reset your password OR click on the **Cancel** button below to log into your account.

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

\* First Name  Middle Name  \* Last Name

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

\* Password  \* Verify Password

Mobile Phone  Language Preference

Street Address 1  Street Address 2

City  State  Zip Code

Question

\* Answer

Question

\* Answer


**Cancel** **Sign Up**

After checking your email account for the verification email, click on the link provided to 'activate your account'.

On the sign in screen, please 'Sign in with your Kentucky Online Gateway Account'.

New KYBOS users/citizens should enter the 'Email Address' that was newly created in their KOG user profile and enter the associated 'Password' on the next screen.

NOTE: Please use the 'Forgot Password?' link if you have forgotten your password. You can also 'Resend Account Verification Email' if you did not receive one.



Sign in with your Kentucky Online Gateway (KOG) Account (UAT)

Email Address



[Next](#)

[Create New Account](#)  
[Resend Account Verification Email](#)

English ▼ [Help](#)

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Verify with your password

@erstest100@gmail.com

Password

[Verify](#)

[Forgot password?](#)  
[Back to sign in](#)

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## B. You need access to your business

You can receive access in one of the following ways:

### 1. You know details about the business's tax returns

Click 'Link My Business' underneath the 'My Businesses' grid on the "Dashboard."

Click 'here' to request the CBI.

**Ky.gov** An Official Website of the Commonwealth of Kentucky

Search

[Go Back to Dashboard](#)

### Link My Business

Linking your business allows you to utilize the KY Business One Stop portal for a previously registered business/tax registration. To link your business, use the form below to provide the Commonwealth Business Identifier (CBI) and the business name exactly as they appear on the correspondence you received concerning the KY Business One Stop. If you do not know your CBI or Security Token, click [here](#) to request it.

As part of the "Link My Business" process you are required to assign at least one (1) business administrator for your business. This administrator can assign security roles to other users, such as an accountant, which will allow them to perform various functions within the organization. Only the One Stop business administrator(s) can grant, approve, withdraw or revoke access to the "manage a business" function.

Only the One Stop Business Administrator(s) can invite or remove access to manage a business. An email will be sent to the individual(s) you have designated as One Stop Business Administrator(s) - it is their responsibility to follow the instructions in the email to gain KOG roles.

**Step 1: Provide Business Information**

CBI Number  Business Name  Security Token

Enter all information exactly as it appears on the CBI Letter you received. If you do not know what to enter, click [here](#) to request it.

For questions about obtaining access to your tax accounts, you may call the Department of Revenue, Kentucky Business One Stop Help Line at 502-564-5053.  
For questions about obtaining access to your account to make changes to your business registration with the Secretary of State, call 502-564-3490.

[Continue](#)

The next several screens allow you to authenticate your association with the business. Answer the series of questions, clicking 'Continue' as you go. If the business has an organization number with the Secretary of State, enter it. Select a tax type for which the business has an active account. If the business has a Federal Employer Identification Number, enter it. Enter the tax amount for the specified filing period and click 'Submit Request.' If One Stop can authenticate you, it will populate the "Link My Business" page with the CBI number, Business Name and Security Token (see below). If not, request that the Commonwealth mail you a letter with the CBI, Business Name and Security Token.

### 2. You know the business's CBI, Business Name and Security Token (from a letter mailed to you)

Click the 'Link My Business' icon on the "Dashboard." Enter the CBI Number, Business Name and Security Token exactly as they appear on the letter. Click 'Continue.'

[← Go Back to Dashboard](#)

**Link My Business**

Linking your business allows you to utilize the KY Business One Stop portal for a previously registered business/tax registration. To link your business, use the form below to provide the Commonwealth Business Identifier (CBI) and the business name exactly as they appear on the correspondence you received concerning the KY Business One Stop. If you do not know your CBI, click [here](#) to request it.

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An email will be sent to the individual(s) you identify as One Stop business administrator(s); it is their responsibility to follow the instructions in the email to complete the online confirmation within thirty (30) days.

**Step 1: Provide Business Information**

CBI Number  Business Name  Security Token

Enter all information exactly as it appears on the CBI Letter you received. If you do not know what to enter, click [here](#) to request it.

[→ Continue](#)

Assign an administrator for the business. Click 'Send Invite.'

**Step 2: Assign One Stop Business Administrators**

Make me the One Stop Business Administrator [+ Add Admin](#)

First Name	Last Name	Email	Confirm Email	
<input type="text" value="John"/>	<input type="text" value="Rockefeller"/>	<input type="text" value="JohnDRockefeller1839@yahoo.com"/>	<input type="text" value="JohnDRockefeller1839@yahoo.com"/>	<a href="#">Remove</a> <a href="#">Send Invite</a> <a href="#">Start Over</a>

Click 'Go to Dashboard.'

**Step 3: Invitation Sent**

Invitations have been sent to the individual(s) you identified above as One Stop Business Administrator(s); it is their responsibility to follow the instructions in the email to complete the online confirmation within thirty (30) days.

To invite additional administrators or link another business, click the **Link Another** button.

[Link Another](#)  
[← Go to Dashboard](#)

Wait for the access granted email. Once received, you have access to your business as a One Stop Business Administrator and Registration Administrator.

### 3. The business currently files paper returns

Click your business in the 'My Businesses' grid on the "Dashboard." Click on the 'Tax Accounts' tab on the business summary page. Within the 'Online Filing' column on the grid, click the 'Enroll' button.

Type	Account Number	Mailing Address	Phone Number	Status	Online Filing	
Employer's Withholding Tax	000978315	669 Chamberlin Ave, Frankfort, Franklin, Kentucky, United States, 40601	--	ACTIVE	N/A	<a href="#">View Details</a>
Sales and Use Tax	000874029	350 5th Ave Suite 10100, New York City, Unknown, New York, United States, 10118	--	ACTIVE	<a href="#">Enroll</a>	<a href="#">View Details</a>
Corporation Income Tax	000947638	350 5th Ave Suite 10100, New York City, Unknown, New York, United States, 10118	--	ACTIVE	N/A	<a href="#">View Details</a>
Limited Liability Entity Tax	000947638	350 5th Ave Suite 10100, New York City, Unknown, New York, United States, 10118	--	ACTIVE	N/A	<a href="#">View Details</a>
Kentucky Nonresident Income Tax Withholding on Distributive Share Income Tax	040038295	350 5th Ave Suite 10100, New York City, Unknown, New York, United States, 10118	--	ACTIVE	N/A	<a href="#">View Details</a>

10 items per page 1 - 5 of 5 items

Check the accounts that you want to enroll for online filing, select an effective date, and click 'Enroll.' The accounts will be updated in a few minutes.

**Enroll For Online Filing** Cancel this Event

Select the Tax Accounts that you want to Enroll in Online Filing

	Tax Type Description	Tax Account Number	Online Filing Type	Effective Date
<input type="checkbox"/>	Sales and Use Tax Account	000874029	Paper	03/21/2018

[Enroll](#)  
[Click here to File Taxes](#)

## C. Path to eFile

Select your business in the 'My Businesses' grid on the "Dashboard." Click on the 'Tax Account' tab and then select the 'File Taxes' button which will navigate you to eFile where you can file tax returns.

**Rockefeller's Tobacco** CBI: 0245637951  
 Limited Liability Company

Tax Administration | Permissions | Department of Revenue | Assigned Roles

**Details** Change Business Name | Change Accounting Period

Taxing Election	FEIN	Accounting Method	Accounting Period	Accounting Period End Date
S-Corporation	389848106	CASH	CALENDAR YEAR (JANUARY 1st to DECEMBER 31st)	December 31

**Tax Accounts** | Responsible Parties | Cigarette/Tobacco Products Licenses

Type	Account Number	Mailing Address	Phone Number	Status	Online Filing	
Employer's Withholding Tax	000978315	669 Chamberlin Ave, Frankfort, Franklin, Kentucky, United States, 40601	--	ACTIVE	N/A	<a href="#">View Details</a>
Sales and Use Tax	000874029	350 5th Ave Suite 10100, New York City, Unknown, New York, United States, 10118	--	ACTIVE	<a href="#">Enroll</a>	<a href="#">View Details</a>
Corporation Income Tax	000947638	350 5th Ave Suite 10100, New York City, Unknown, New York, United States, 10118	--	ACTIVE	N/A	<a href="#">View Details</a>
Limited Liability Entity Tax	000947638	350 5th Ave Suite 10100, New York City, Unknown, New York, United States, 10118	--	ACTIVE	N/A	<a href="#">View Details</a>
Kentucky Nonresident Income Tax Withholding on Distributive Share Income Tax	040038295	350 5th Ave Suite 10100, New York City, Unknown, New York, United States, 10118	--	ACTIVE	N/A	<a href="#">View Details</a>