



Commonwealth of Kentucky

Organization Management in KOG

User Guide

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1 Inviting and Managing Business Users Using the KOG Organization Management Application

The new user has completed the process of creating their Kentucky Online Gateway (KOG) account and registering a new business or linking a business in the Kentucky Business One Stop (KYBOS) Portal. If, during this process, they have been designated as a One Stop Business Administrator in the KYBOS application, they will also become the Organization Administrator in the KOG application.

1.1 Logging into KOG Account

The Organization Administrator may need to send invitations to other users for them to be able to perform duties on behalf of the business in the Kentucky Business One Stop. To do so, they will first need to log into their KOG account by navigating to the KOG login page at <https://kog.chfs.ky.gov/home/>.

Sign in with your email and password to access the KOG Dashboard.

KENTUCKY ONLINE GATEWAY

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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KENTUCKY
ONLINE GATEWAY



Verify with your password
erstest100@gmail.com

Password

Verify

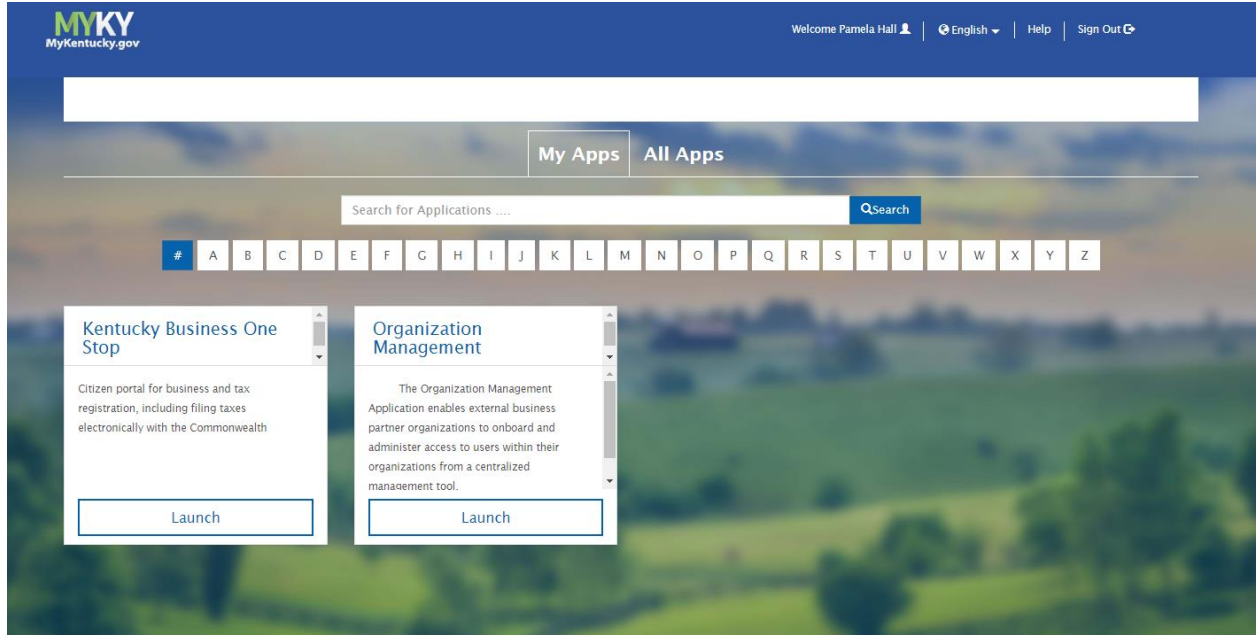
[Forgot password?](#)
[Back to sign in](#)

English ▼ [Help](#)

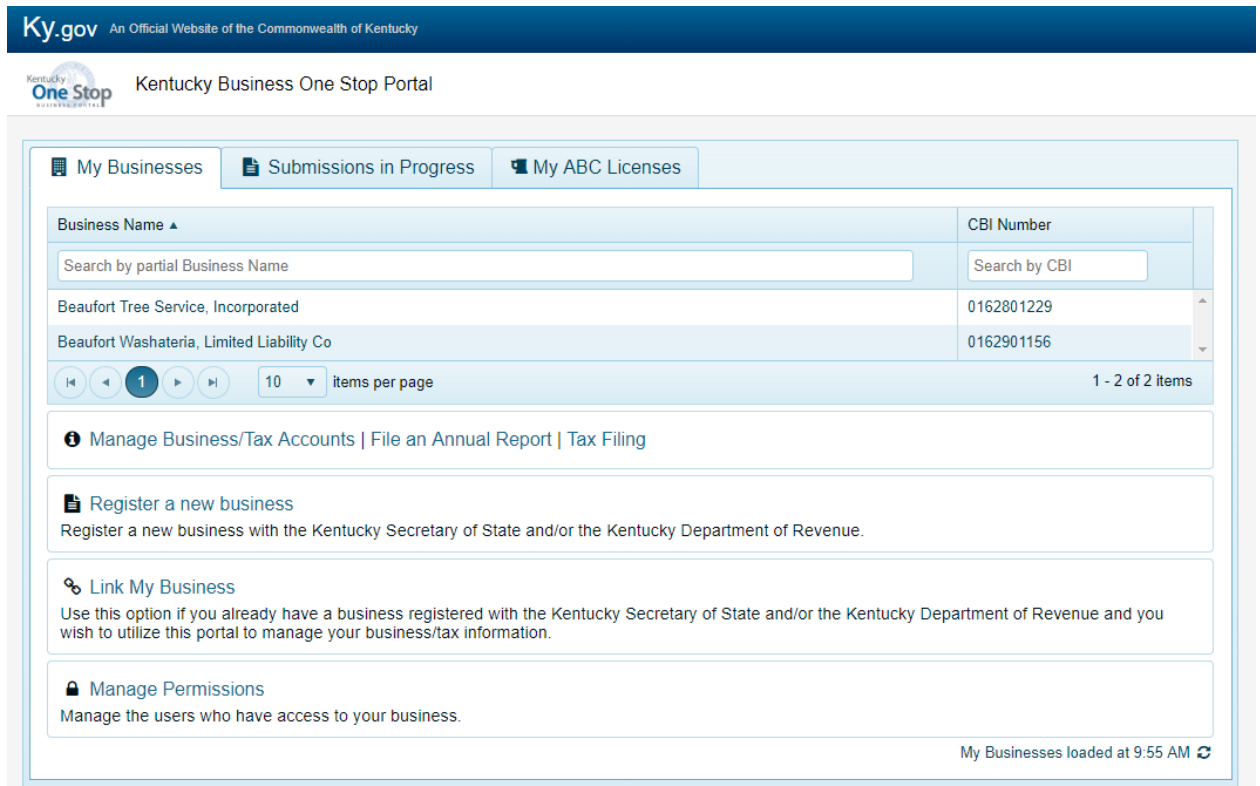
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The Organization Management Application will appear under “My Apps”.



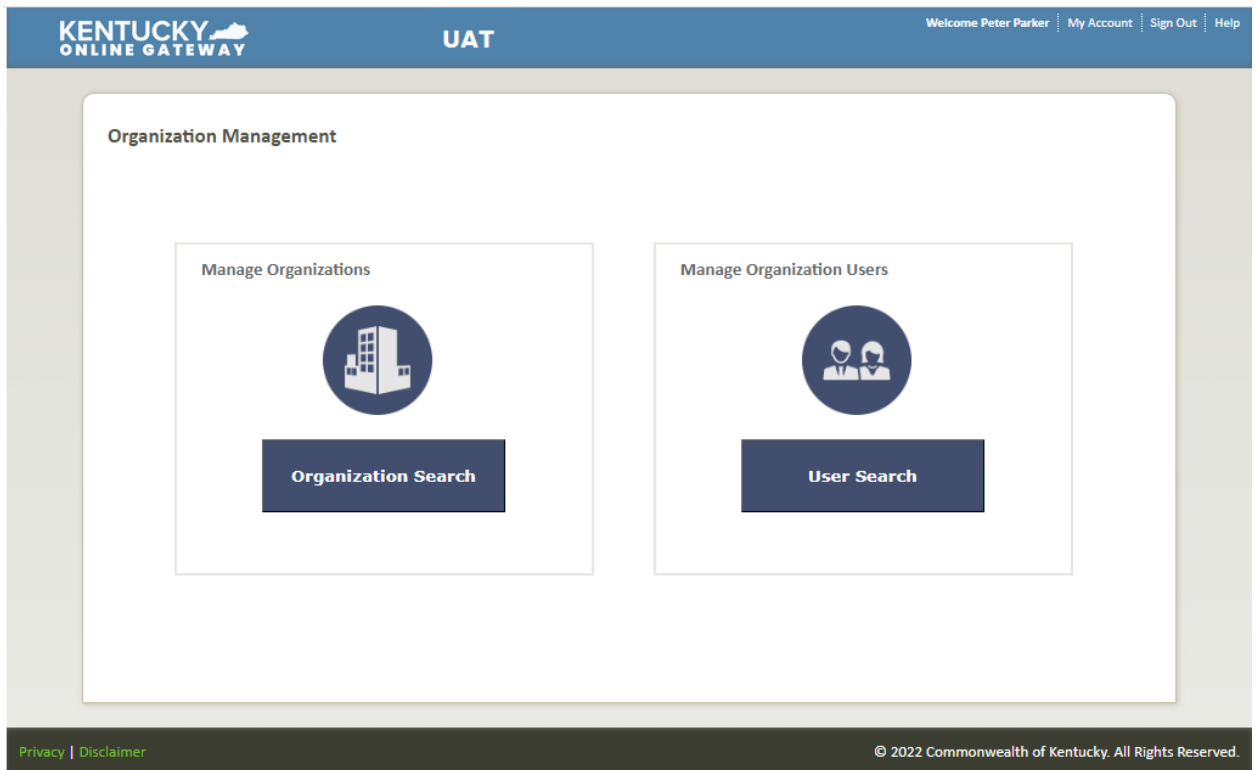
NOTE: You may also access the Organization Management application from within KYBOS by clicking on the “Manage Permissions” link on the main dashboard. This link will navigate you back to the KOG Dashboard.



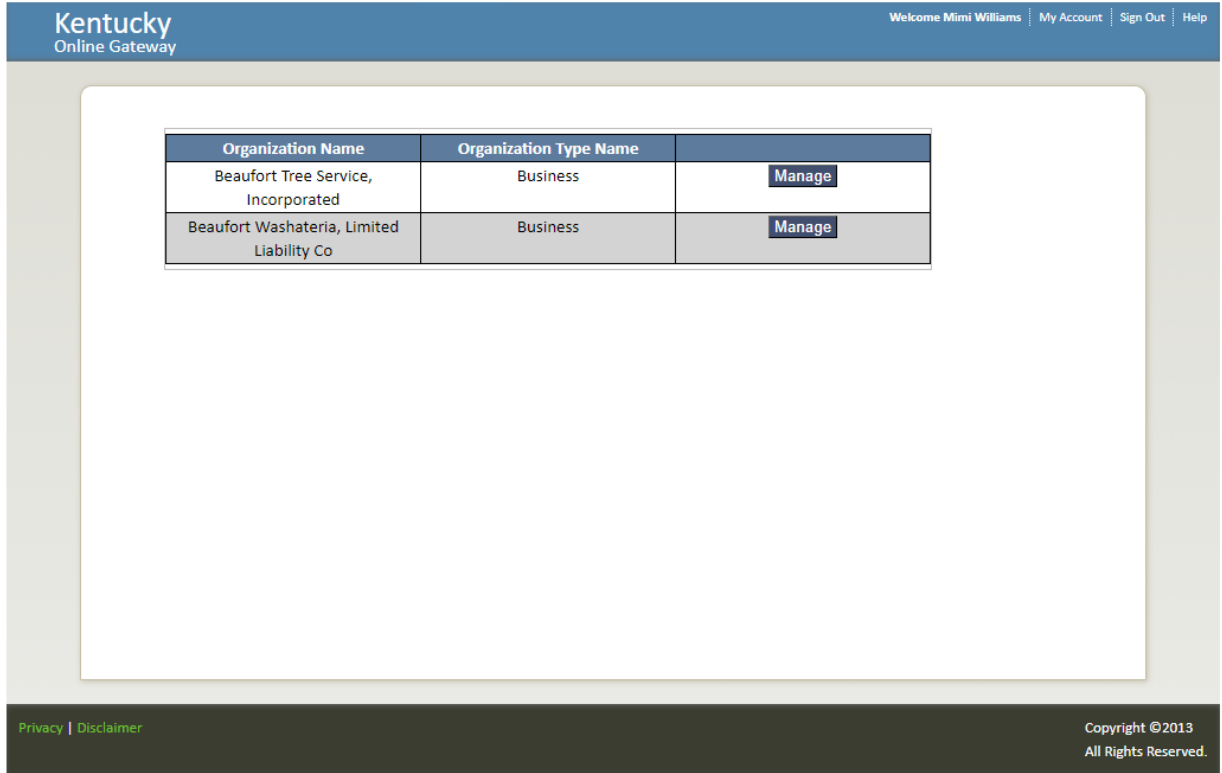
1.2 Invite Users

The Organization Administrator will use the Organization Management application in KOG to invite other users who will need access to a business, including other One Stop Business Administrators.

From the KOG landing page, click the [Launch] button on the Organization Management application widget. The application will open in a new tab.



Select “Organization Search” to open up the KYBOS organization/business go to the Organization Details.



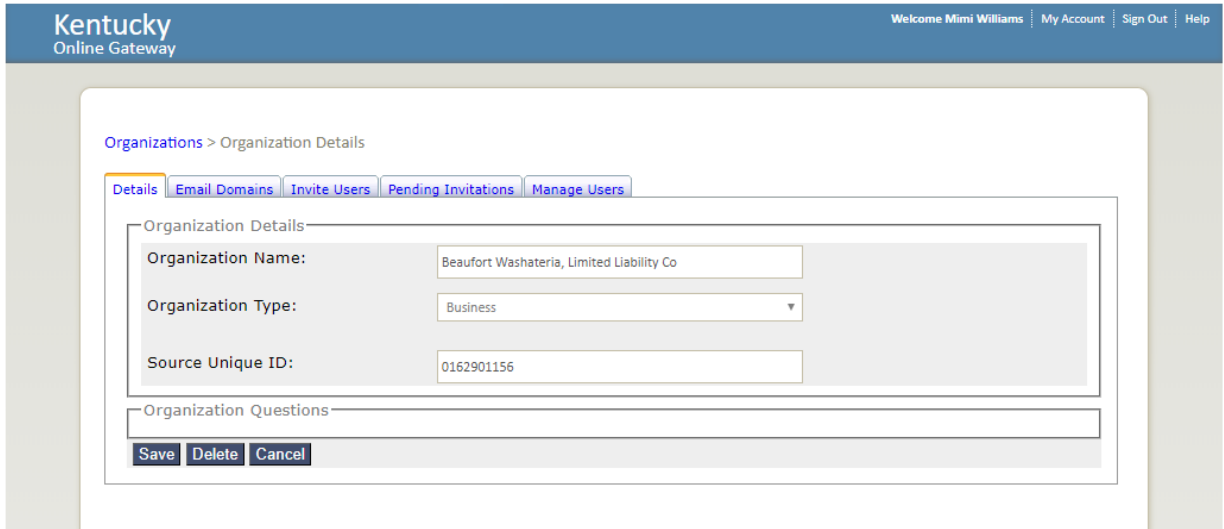
1.2.1 Select Manage

Select the “Manage” button on the KYBOS organization/business to open up the Organization Details.

Beaufort Washateria, Limited Liability Co	Business	Manage
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1.2.2 Details Tab

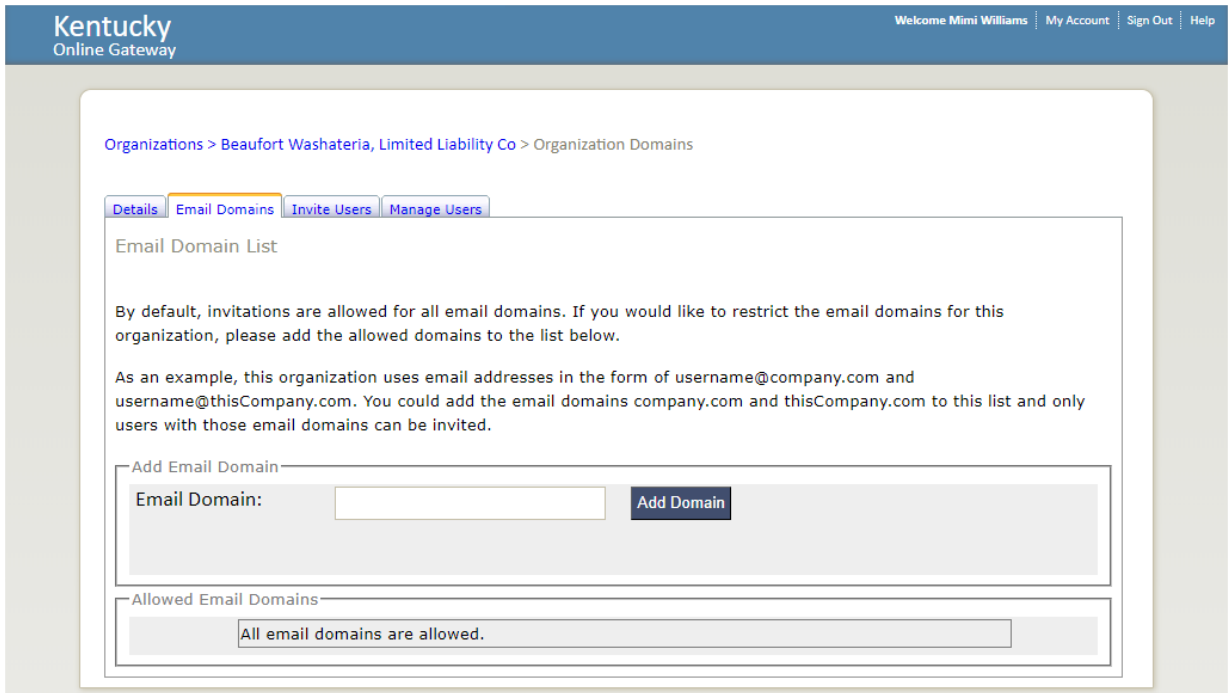
The “Details” tab provides the Organization/Business Name selected from the list of organizations for which you are the One Stop Business Administrator. The “Organization Type” will always equal “Business”.



The “Source Unique ID” is the “Commonwealth Business Identifier” (CBI) that is registered on the business.

1.2.3 Email Domains Tab

The “Email Domains” tab is used to restrict email domains on a particular organization/business.



Otherwise, all email domains are allowed.

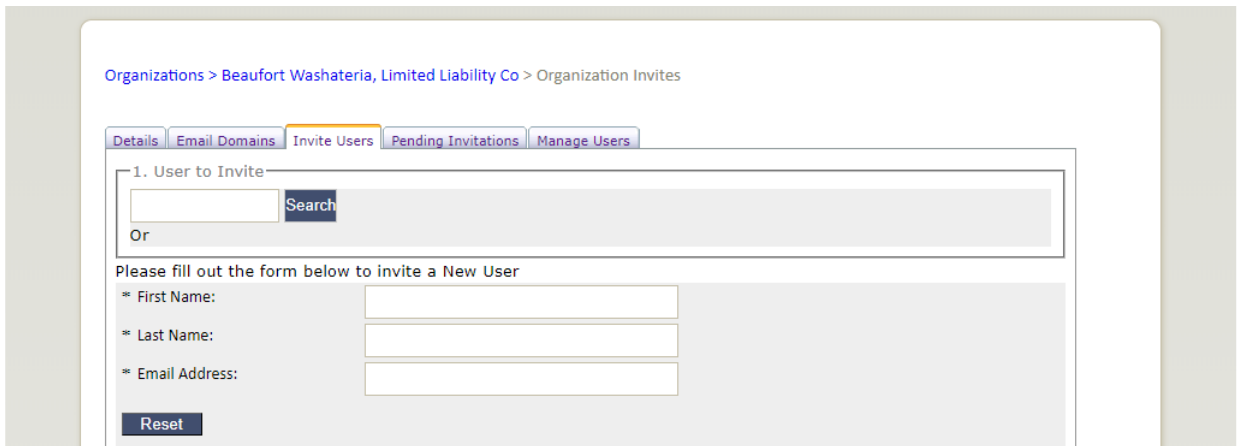
1.2.4 Invite Users Tab

This tab displays all of the available “Organization Admin Groups” and “Organization Roles” that can be added to a “New User” on the business.

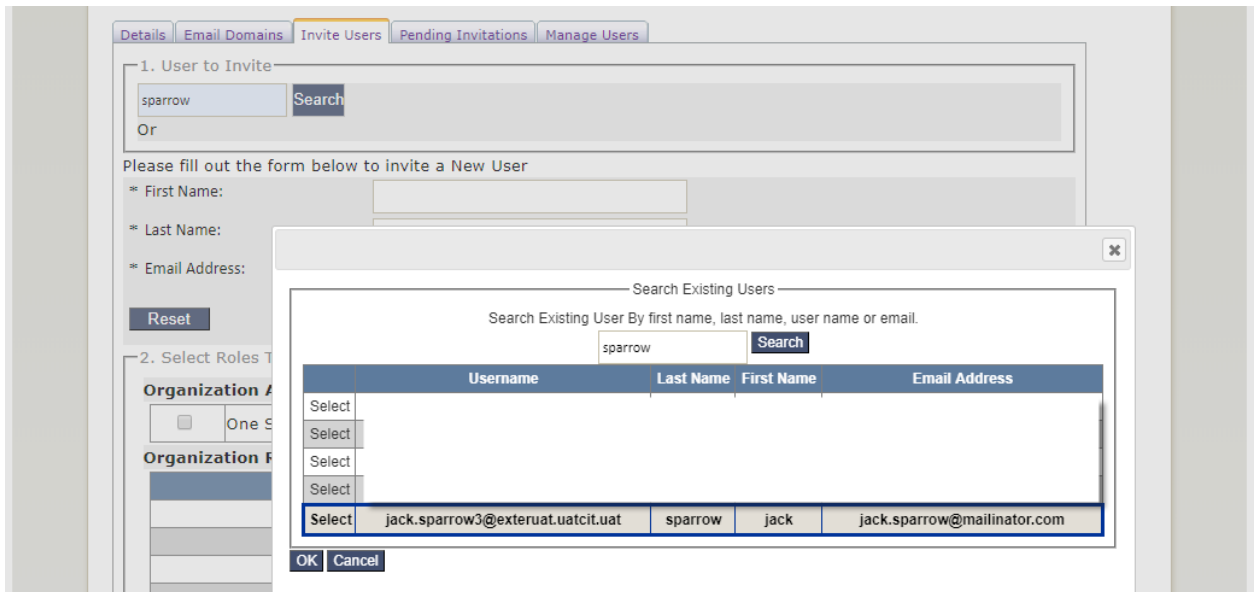
NOTE: To view existing Users on the business, select the “Manage Users” tab.

1.2.4.1 Step 1: User to Invite

Enter the first and/or last name or email address of the person you want to invite as a new user to the business.



Click “Search” to search existing users.



You must “Select” the user and click on “OK” button to add them as a user to the business.

NOTE: you may “Reset” the search to start over or find a different user.

1.2.4.2 Step 2: Select Roles to Invite

Users can be added to an “Organization Admin Group” and/or to “Organization Roles”.

2. Select Roles To Invite

Organization Admin Group(s)

One Stop Business Administrator

Organization Roles

Role Name	App Name	
Registration Administrator	Business One Stop	Add
Sales and Use Tax Account Updater	Business One Stop	Add
Sales and Use Tax Account Viewer	Business One Stop	Add
Sales and Use Tax Administrator	Business One Stop	Add
Sales and Use Tax Return Filer	Business One Stop	Add
Sales and Use Tax Return Payer	Business One Stop	Add
Telecommunications Tax Updater	Business One Stop	Add
Telecommunications Tax Viewer	Business One Stop	Add
UGRL Tax Account Updater	Business One Stop	Add
UGRL Tax Account Viewer	Business One Stop	Add
Withholding Tax Account Updater	Business One Stop	Add
Withholding Tax Account Viewer	Business One Stop	Add

You may invite the new user to one or multiple roles and on one or multiple accounts.

The One Stop Business Administrator is a role within the KYBOS application that also assumes the Organization Administrator in the KOG application.

All other roles are assigned to the business and any associated accounts.

To begin adding roles, click on the “Add” button next the “Role Name” to which you want to assign a new user.

Please fill out the form below to invite a New User

* First Name: jack

* Last Name:

* Email Address:

Reset

2. Select Roles To Invite

Organization Admin Group(s)

One Stop Business Administrator

Organization Roles

Role Name	App Name	
Registration Administrator	Business One Stop	Add
Sales and Use Tax Account Updater	Business One Stop	Add
Sales and Use Tax Account Viewer	Business One Stop	Add
Sales and Use Tax Administrator	Business One Stop	Add
Sales and Use Tax Return Filer	Business One Stop	Add
Sales and Use Tax Return Payer	Business One Stop	Add
Telecommunications Tax Updater	Business One Stop	Add
Telecommunications Tax Viewer	Business One Stop	Add
UGRL Tax Account Updater	Business One Stop	Add
UGRL Tax Account Viewer	Business One Stop	Add
Withholding Tax Account Updater	Business One Stop	Add
Withholding Tax Account Viewer	Business One Stop	Add

Sales and Use Tax Account Updater

Search Search

Key Type	Key ID	Key Value	Key Description	Select
SUTaxAccountNumber	000846117	000846117	SUTaxAccountNumber	<input type="checkbox"/>

Ok Cancel

For Example: Select the “Sales and Use Tax (SUT) Account Updater” from the list of roles.

The “Key Type” and “Key Description” equal the type of account; “SUTaxAccountNumber”.

The “Key ID” and “Key Value” equal the SUT Account Number on record with the business.

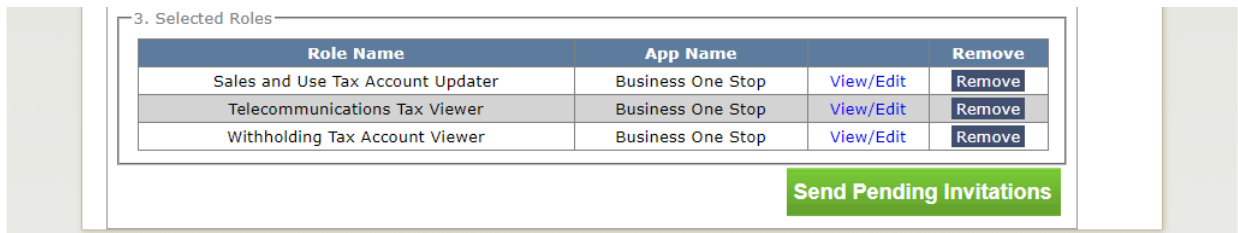
You must click the “Select” checkbox and on the “OK” button to add the role. Keep selecting and adding roles as needed.

NOTE: The Registration Administrator role will be automatically added when selected.

1.2.4.3 Step 3: Selected Roles

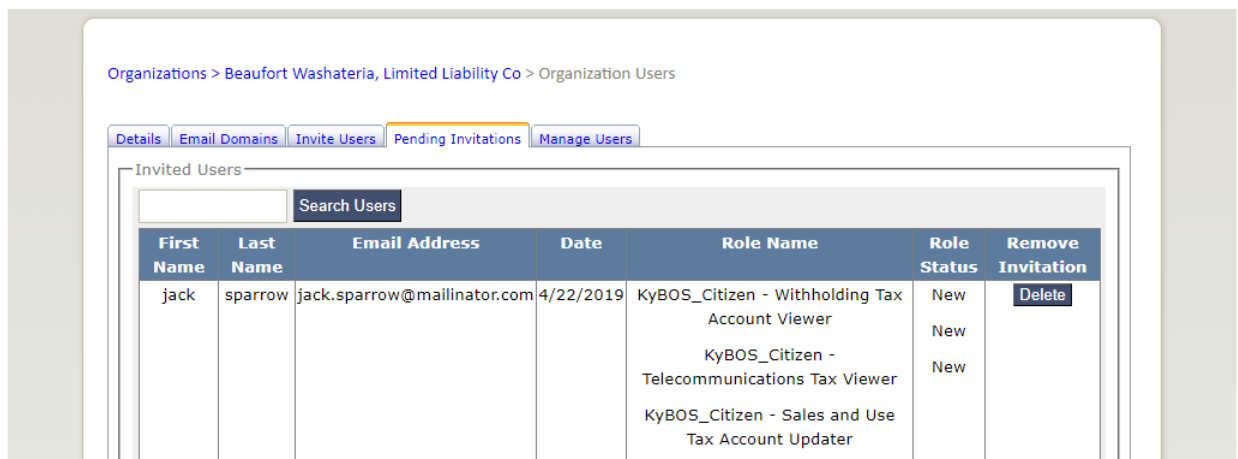
Once all roles have been added for invite, you can “View/Edit” and/or “Remove” them from the pending invitations list.

To complete the process, click on “Send Pending Invitations” button.



1.2.5 Pending Invitations Tab

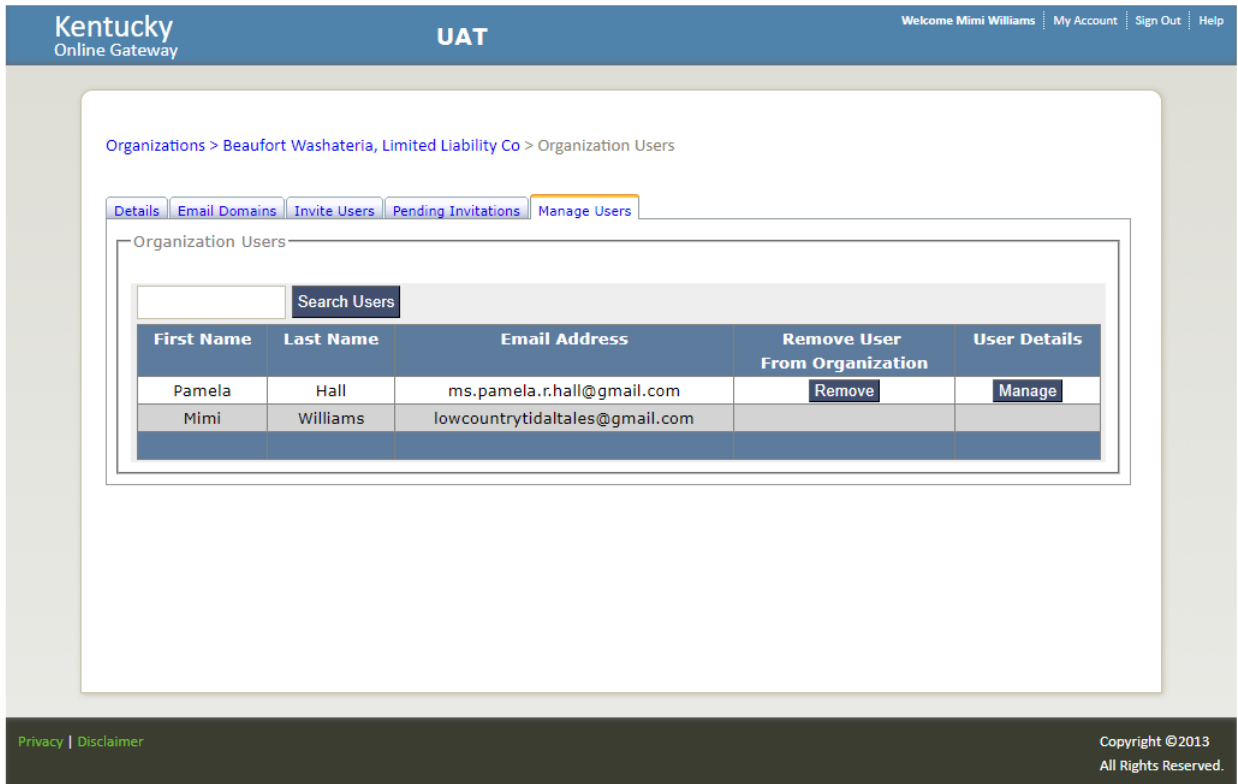
This tab displays all of the pending invitations for the selected organization/business. You can also “Remove Invitation” by deleting it from the “Invited Users”.



1.3 Manage Users

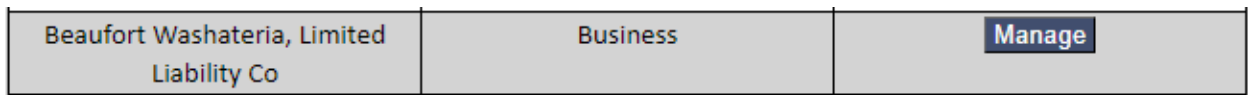
The Organization Administrator will use the Organization Management application in KOG to manage other users who will need access to or removal from a business, including other One Stop Business Administrators.

From the KOG landing page, click the [Launch] button on the Organization Management application widget. The application will open in a new tab.



1.3.1 Select Manage

Select the “Manage” button on the KYBOS organization/business to open up the Organization Details.



1.3.2 Manage Users Tab

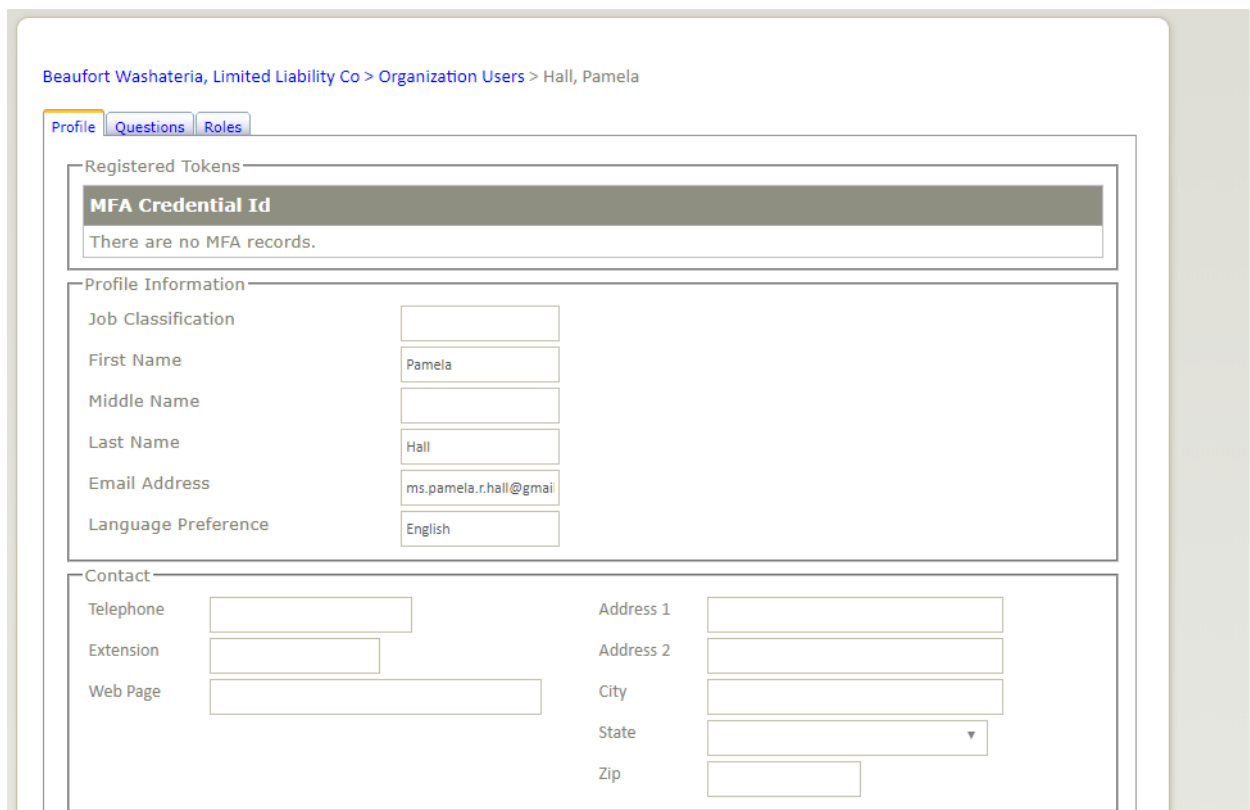
To manage an “Organization Users” details, click on the “Manage” button under “User Details” (if needed, use the “Search Users” to find the “Organization Users” on the business).



1.3.2.1 Manage User Details

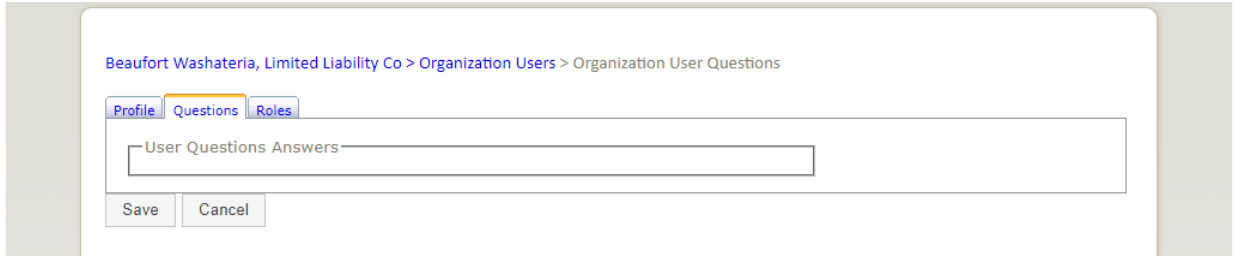
1.3.2.1.1 Profile Tab

The user profile of the person you have selected to manage contains limited profile information that was entered by the user during the KOG Account Creation process and is not editable.



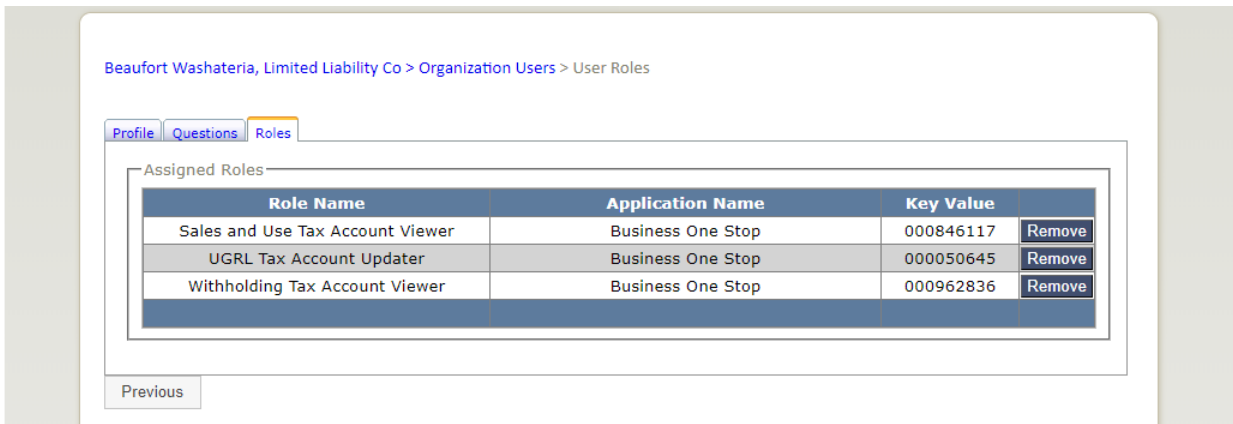
1.3.2.1.2 Questions Tab

The questions that were answered by the person you have selected to manage were answered at the time of KOG Account Creation, but will not show on this tab due to privacy restrictions and can only be viewed/edited by the KOG Help Desk.



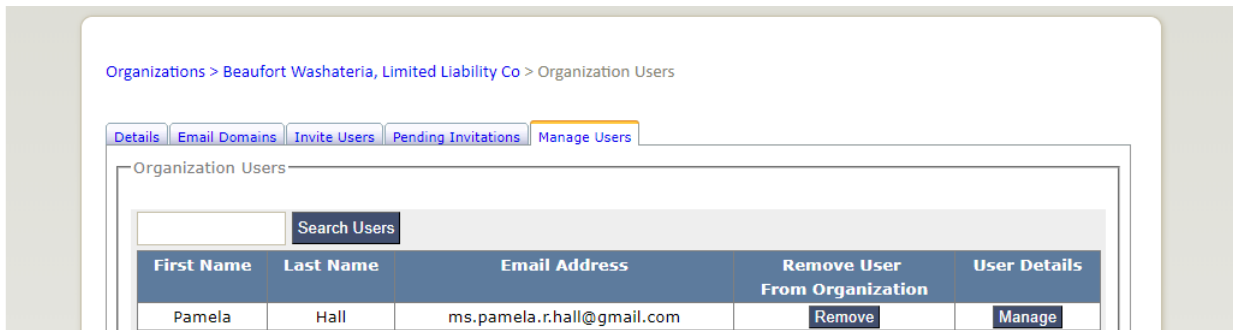
1.3.2.1.3 Roles Tab

This tab lists all of the “Assigned Roles” (and their associated accounts, if any) to which the selected user was invited to on the business.



1.3.2.2 Remove User from Organization

There are two ways to “Remove User From Organization” and thus remove all of their associated roles on the business.



1.3.2.2.1 Manage Users Tab

From the “Manage Users” tab, you can select the “Remove” button under “Remove User From Organization”.

NOTE: This will automatically remove ALL of the role accesses for that selected user on the business and any accounts.

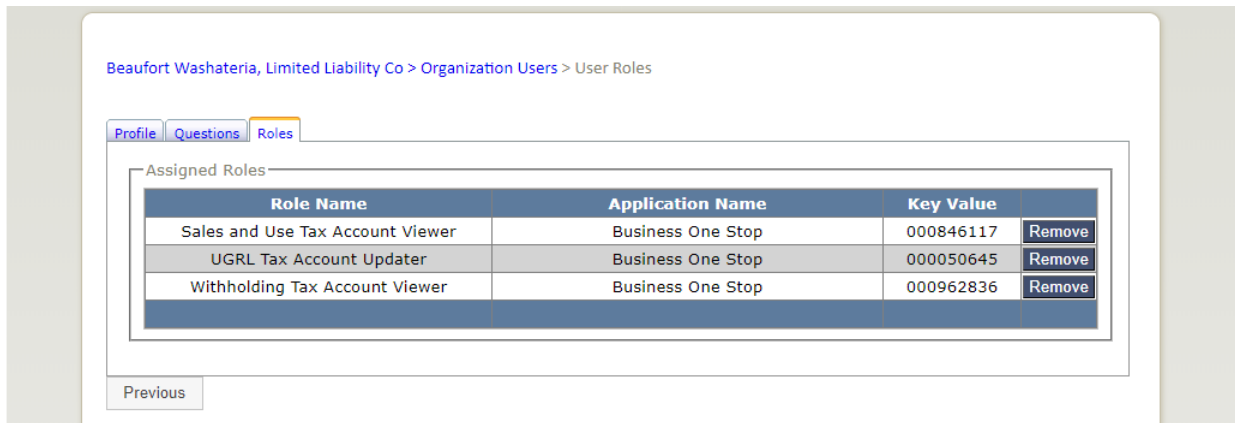
1.3.2.2.2 User Roles Tab

From the “Manage Users” tab, you can select the “Manage” button under “User Details”.

This will open up the previously mentioned user Profile, Questions and Roles of the selected user.

On the “Roles” tab, you can select to “Remove” individually “Assigned Roles” by account types.

NOTE: This allows removing access to ONLY a specific account vs. removing ALL access.



Clicking on the “Remove” button will automatically remove that specific account access to the selected user.

1.3.2.3 Roles Removed

Once the role has been removed, you will get the following confirmation:



2 Appendixes

2.1 Roles and Descriptions

2.1.1 Business Roles

If you are the One Stop Business Administrator, you may invite or remove access for the following roles available to every business in One Stop.

Role	What person with role may do:
One Stop Business Administrator	Manages security for the business, inviting and removing other people's access to the business and its tax accounts.
Registration Administrator	Manages business demographic information, including filings with the Office of the Secretary of State as well as tax account and responsible party information on file with the Department of Revenue.

2.1.2 Tax Account Roles

Depending on the business's assigned tax accounts as well as your authority to invite or remove access, you may see any or all of the following roles related to tax accounts:

Role	What person with role may do:
Cigarette Stamp Administrator	May view and print tobacco/cigarette licenses.
Cigarette Stamp Order	May view and print tobacco/cigarette licenses.
Consumer's Use Tax Account Updater	Manages demographic information (mailing address, phone number, etc.) for the specific Consumer's Use Tax Account.
Consumer's Use Tax Account Viewer	May view demographic information (mailing address, phone number, etc.), returns and payments for the specific Consumer's Use Tax Account.
Consumer's Use Tax Administrator	May file and amend returns, and may pay obligations for the specific Consumer's Use Tax Account.
Consumer's Use Tax Return Filer	May file and amend returns for the specific Consumer's Use Tax Account.
Consumer's Use Tax Return Payer	May pay obligations for the specific Consumer's Use Tax Account.
Corporation and/or LLET Tax Account Updater	Manages demographic information (mailing address, phone number, etc.) for the specific Corporation Income Tax or Limited Liability Entity Tax Account.
Corporation and/or LLET Tax Account Viewer	May view information for the specific Corporation Income Tax or Limited Liability Entity Tax Account.

Role	What person with role may do:
Nonresident Withholding Tax Account Updater	Manages demographic information (mailing address, phone number, etc.) for the specific Nonresident Income Tax Withholding on Distributive Share Income Tax Account.
Nonresident Withholding Tax Account Viewer	May view information for the specific Nonresident Income Tax Withholding on Distributive Share Income Tax Account.
Sales and Use Tax Administrator	May file and amend returns, and may pay obligations for tax accounts associated with this specific Sales and Use Tax Account, including Transient Room Tax, Motor Vehicle Tire Fee, and/or the CMRS Prepaid Service Charge.
Sales and Use Tax Account Updater	Manages demographic information (mailing address, phone number, etc.) for tax accounts associated with this specific Sales and Use Tax Account, including Transient Room Tax, Motor Vehicle Tire Fee, and/or the CMRS Prepaid Service Charge.
Sales and Use Tax Account Viewer	May view demographic information, returns and payments for tax accounts associated with this specific Sales and Use Tax Account, including Transient Room Tax, Motor Vehicle Tire Fee, and/or the Commercial Mobile Radio Service Prepaid Service Charge.
Sales and Use Tax Return Filer	May file and amend returns for tax accounts associated with this specific Sales and Use Tax Account, including Transient Room Tax, Motor Vehicle Tire Fee, and/or the CMRS Prepaid Service Charge.
Sales and Use Tax Return Payer	May pay obligations for tax accounts associated with this specific Sales and Use Tax Account, including Transient Room Tax, Motor Vehicle Tire Fee, and/or the CMRS Prepaid Service Charge.
Telecommunications Tax Updater	Manages demographic information (mailing address, phone number, etc.) for the specific Telecommunications Tax account.
Telecommunications Tax Viewer	May view information for the specific Telecommunications Tax account.
Tobacco Tax Administrator	May view and print tobacco/cigarette licenses.
Tobacco Tax Filer	May view and print tobacco/cigarette licenses.
Tobacco Tax Payer	May view and print tobacco/cigarette licenses.
Tobacco Tax Updater	May view and print tobacco/cigarette licenses.
Tobacco Tax Viewer	May view and print tobacco/cigarette licenses.
UGRL Tax Account Updater	Manages demographic information (mailing address, phone number, etc.) for the specific Utility Gross Receipts License Tax Account.
UGRL Tax Account Viewer	May view information for the specific Utility Gross Receipts License Tax Account.
Withholding Tax Account Updater	Manages demographic information (mailing address, phone number, etc.) for the specific Withholding Tax Account.

Role	What person with role may do:
Withholding Tax Account Viewer	May view information for the specific Withholding Tax Account.