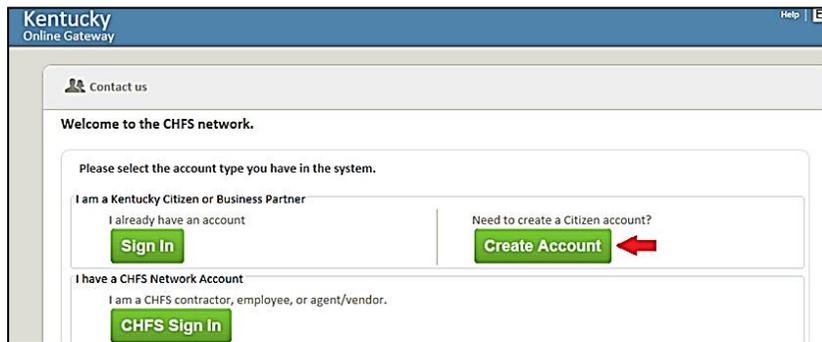


This guide is intended for users that are submitting individual entries into the *Kentucky Provider Email Catalog* via a web page. This one time registration step with the Kentucky Online Gateway (KOG) allows users access to the KHIE Direct Provider Directory application.

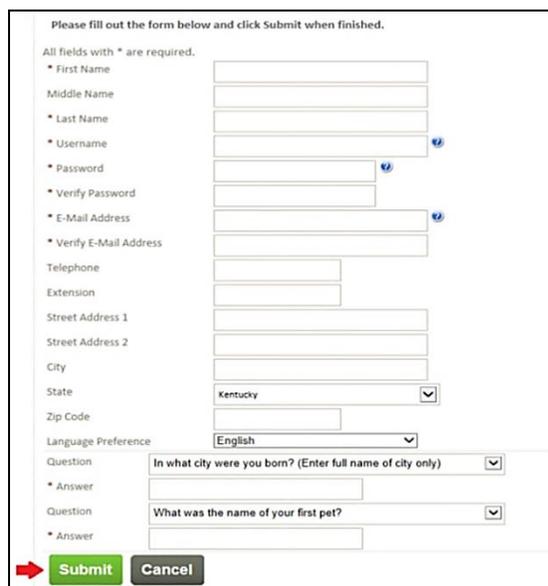
Registration with the KOG is not mandatory for users searching the catalog or adding email addresses via the bulk upload feature.

To create a KOG account, type the following URL into your web browser: <https://kog.chfs.ky.gov/home/>. Click on the green “Create Account” button.

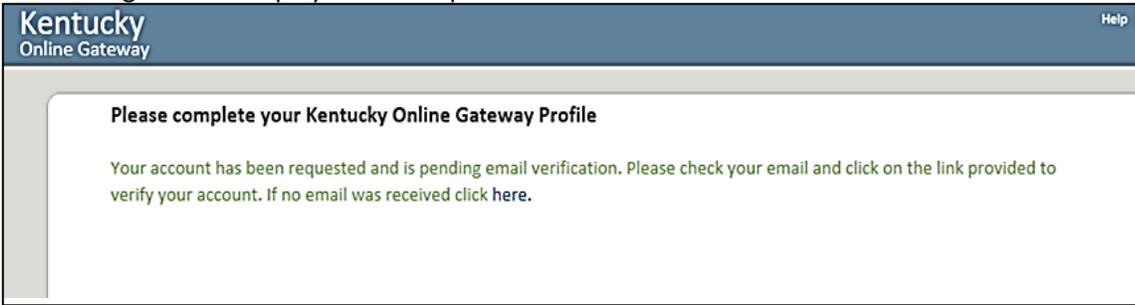
Please note that you do not need to create a new account if you already have a KOG account.



Complete the form as listed below. Items marked with an \* must be answered. The system requires a unique username. Note that the username field will automatically populate with the values that you enter in the first and last name fields, but the username can be changed to suit your needs. Click the green “Submit” button when the form is complete. You will receive an error message if the username that you choose already exists in the KOG. If this happens, please add a unique identifying character/number to distinguish your username, e.g., johnsmith1234. Be sure to record your username and password for future reference.



A message will be displayed that requests email verification.

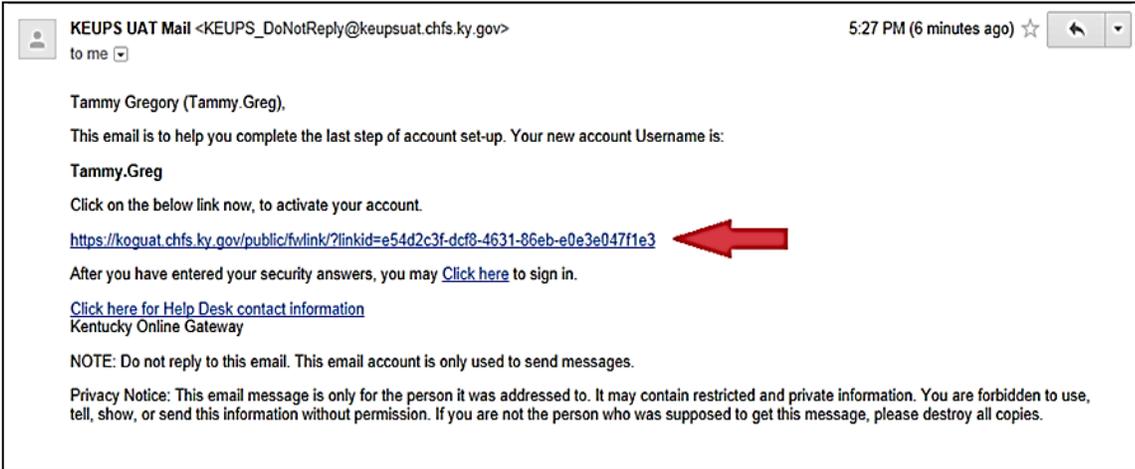


**Kentucky Online Gateway** Help

**Please complete your Kentucky Online Gateway Profile**

Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account. If no email was received click [here](#).

Locate the email from the Kentucky Online Gateway and click on the link provided to verify the account.



**KEUPS UAT Mail** <KEUPS\_DoNotReply@keupsuat.chfs.ky.gov> 5:27 PM (6 minutes ago) ☆

to me

Tammy Gregory (Tammy.Greg),

This email is to help you complete the last step of account set-up. Your new account Username is:

**Tammy.Greg**

Click on the below link now, to activate your account.

<https://koguat.chfs.ky.gov/public/fwink/?linkid=e54d2c3f-dcf8-4631-86eb-e0e3e047f1e3>

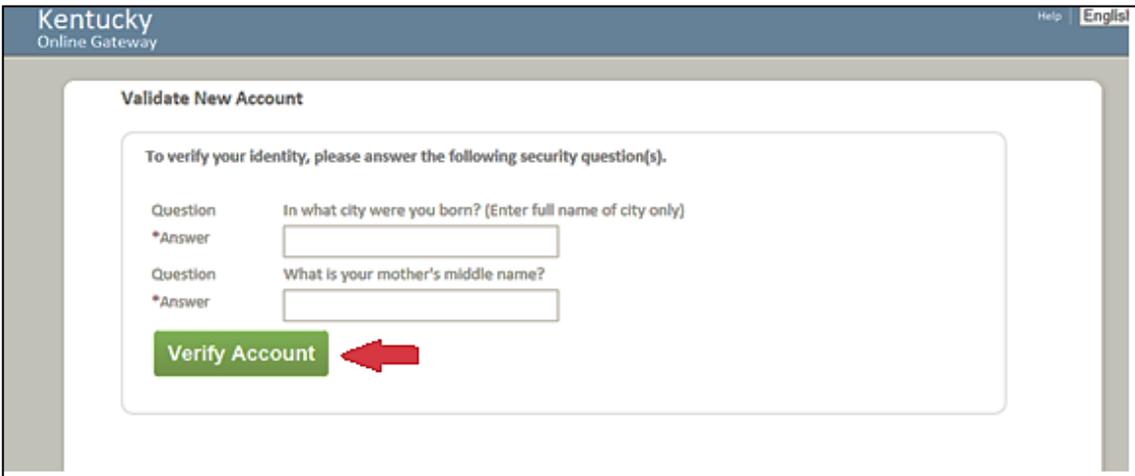
After you have entered your security answers, you may [Click here](#) to sign in.

[Click here for Help Desk contact information](#)  
Kentucky Online Gateway

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 contain restricted and private information. You are forbidden to use, tell, show, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

Answer the security questions and click the green “Verify Account” button.



**Kentucky Online Gateway** Help English

**Validate New Account**

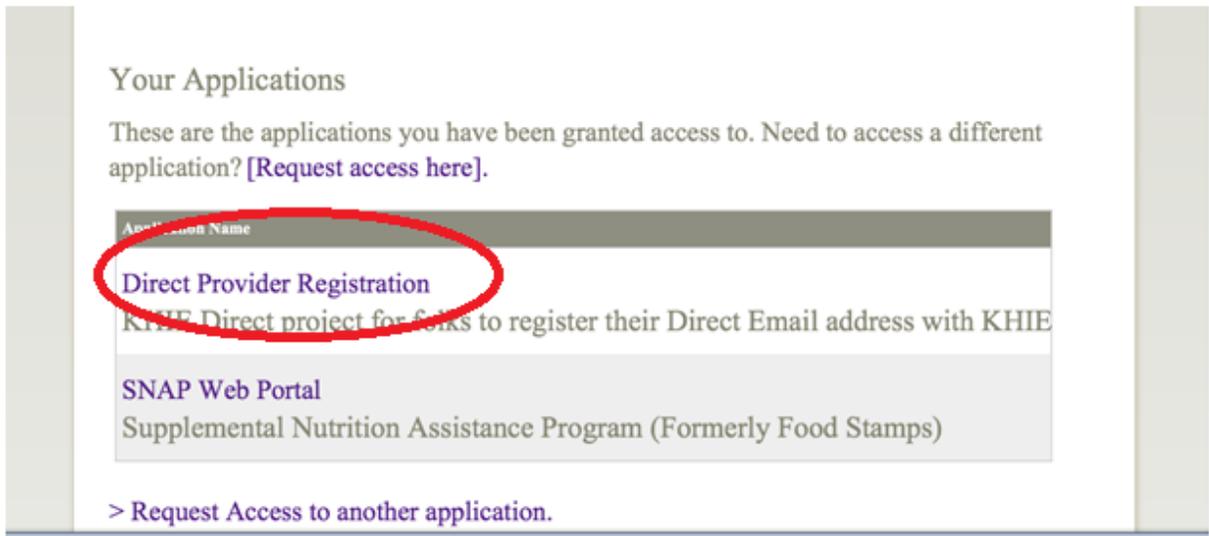
To verify your identity, please answer the following security question(s).

Question	In what city were you born? (Enter full name of city only)
*Answer	<input type="text"/>
Question	What is your mother's middle name?
*Answer	<input type="text"/>

**Verify Account**

Once validated, send an email to the KOG Help Desk, [KOGHelpdesk@ky.gov](mailto:KOGHelpdesk@ky.gov) with the subject line **“Access Request to KHIE Direct Provider Application.”** Include your account details, (username and email used to register). You will receive a confirmation email once you have been granted access to the Direct Catalog.

Log into your KOG account again and the “Direct Provider Registration” should appear under your applications. If the link does not appear under “Your Applications”, please contact the KOG Help Desk, [KOGHelpdesk@ky.gov](mailto:KOGHelpdesk@ky.gov).



Once successful, please refer to the *KHIE Direct Email Catalog User Guide*.