Creating a Kentucky Online Gateway Account
Kentucky Direct Email Catalog Access

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

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

Please note: It is not necessary to create a new KOG account if you already have an existing account. If you have an existing KOG account, go directly to the Final Step (bottom of page 4) and complete the steps to gain access to the Direct Provider Registration link in KOG.

To create a KOG account, type the following URL into your web browser: https://kog.chfs.ky.gov/home. Click on the Create Account button as seen below in Figure 1.

Welcome to the Kentucky Online Gateway

- Are you doing business in or with the Commonwealth of Kentucky?
- Are you a citizen or resident applying for or receiving benefits?
- Are you seeking government services from the Commonwealth?

If you answered “Yes” to any one of these questions, please sign into your existing Kentucky Online Gateway account or click on the button below to create an account.

State Employee Gateway Login

Login to your State Employee account using:

- EMAIL ADDRESS

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Figure 1: KOG Create Account

Complete the form as listed in figure 2. Items marked with an * must be populated. The system requires a unique username. Note that the username field will automatically populate with the values you enter in the first and last name fields. However, the username can be changed to suit your needs.

Click the SIGN UP 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 occurs, please add a unique identifying character or number to distinguish your username, eg., johnsmith1234.

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A message will be displayed that requests email verification as seen below in Figure 3.

Please complete your Kentucky Online Gateway Profile

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

English

Street Address 1

Street Address 2

City

State Kentucky

Zip Code

Question

In what city were you born? (Enter full name of city)

* Answer

Question

What was the name of your first pet?

* Answer

CANCEL  SIGN UP

Figure 2: KOG Application Form

Figure 3: Email Verification Message

YOU HAVE 4 HOURS TO COMPLETE THE PROCESS

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 you do not see the verification email in your inbox, please check your spam or junk folder. If no email was received click here.

If you have already verified your account by clicking the link provided in the email, please click on SIGN IN button to continue.
Locate the email from the **Kentucky Online Gateway** and click on the provided link to verify the account as seen below in Figure 4. The verification email will be sent to the email provided in the KOG application.

![KOG Verification Email](image)

Figure 4: KOG Verification Email

After clicking on the link, users will be redirected to the Validation page.

Click on the **Continue to Sign in** button and login to KOG with the email address and password as seen below in Figure 5 and Figure 6.

![KOG Validate New Account](image)

Figure 5: KOG Validate New Account
Final Step:

Once logged in to KOG, the user will be redirected to the All Apps page (Figure 7), where the user can search for the application Direct Provider Registration. When the Direct Provider Registration tile appears, click on the Enroll button to request access to the application.
Request for access has now been submitted and is pending approval from the application owner.

Once the request is approved, the user will receive access to the Direct Provider Registration tile in My Apps (Figure 8). The Enroll button has now been replaced with a Launch button. Click the Launch button to continue to the application site.

![Figure 8: KOG Direct Provider Registration Tile](image)

Please refer to the Direct Email Catalog User Guide for instructions on how to add your organizations’ Direct Email Address(s) to the Kentucky Direct Email Catalog.

For your convenience, a link to the guide has been placed on the KHIE website under the Resources Tab at KHIE.ky.gov.

If you have any questions or need assistance, please contact the KHIE Direct Secure Messaging Team via email at KHIE@ky.gov.