

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.

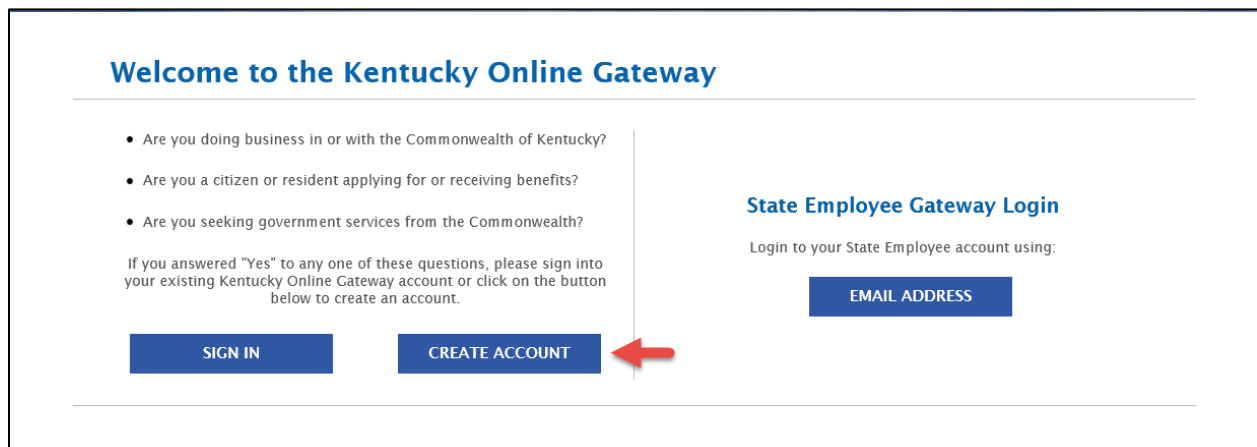


Figure 1: KOG Create Account

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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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
<input type="text"/>	<input type="text"/>	<input type="text"/>
* E-Mail Address	* Verify E-Mail Address	
<input type="text"/>	<input type="text"/>	
* Password	* Verify Password	
<input type="text"/>	<input type="text"/>	
Mobile Phone	Language Preference	
<input type="text"/>	English <input type="button" value="v"/>	
Street Address 1	Street Address 2	
<input type="text"/>	<input type="text"/>	
City	State	Zip Code
<input type="text"/>	Kentucky <input type="button" value="v"/>	<input type="text"/>
Question	* Answer	
In what city were you born? (Enter full name of c <input type="button" value="v"/>	<input type="text"/>	
Question	* Answer	
What was the name of your first pet? <input type="button" value="v"/>	<input type="text"/>	




Figure 2: KOG Application Form

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


Please complete your Kentucky Online Gateway Profile

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.

Figure 3: Email Verification Message



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.

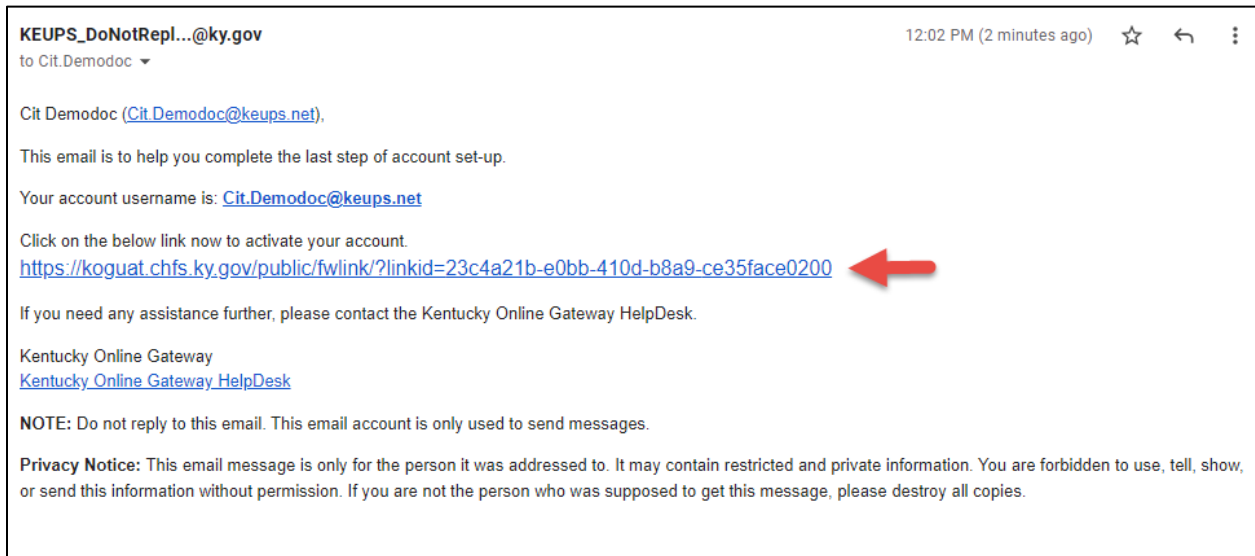


Figure 4: KOG Verification Email

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.

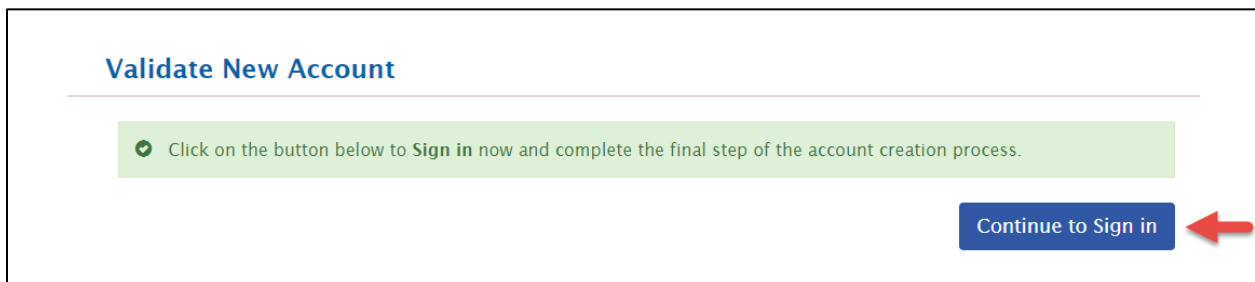


Figure 5: KOG Validate New Account



Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

Email Address
Enter Email Address

Password [Forgot/Reset Password?](#)
Enter Password

SIGN IN

[Resend Account Verification Email](#)

WARNING

This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Don't already have a Kentucky Online Gateway Citizen Account?

Create An Account

Figure 6: KOG Login Page

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.

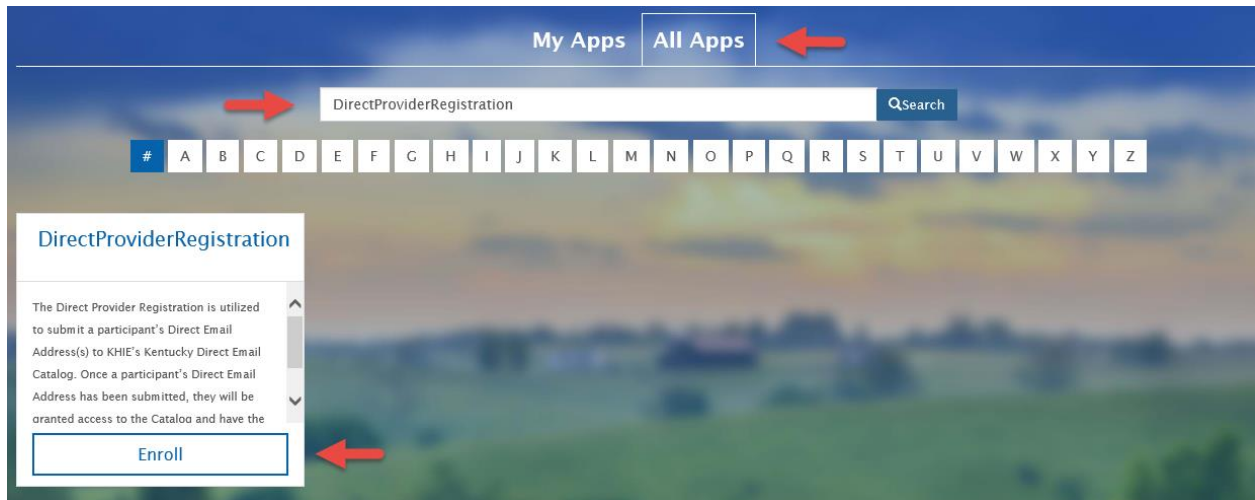


Figure 7: KOG All Apps Page



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.

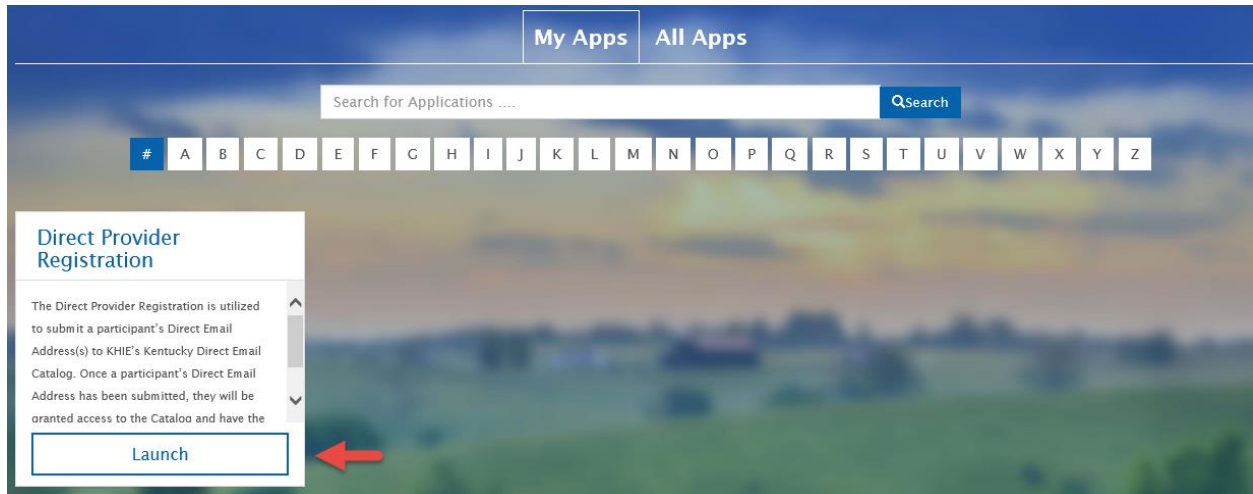


Figure 8: KOG Direct Provider Registration Tile

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.