What tax returns you may file in eFile:

- Consumer's Use Tax
- Sales and Use Tax
- Motor Vehicle Tire Fee
- Transient Room Tax
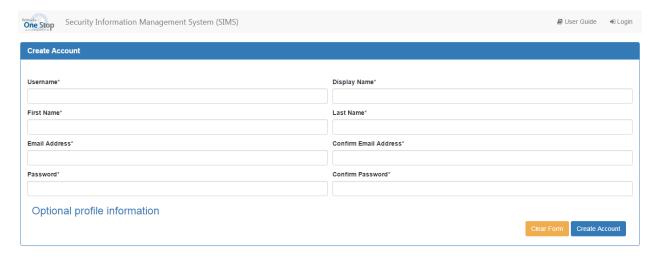- (as of February 2017) Commercial Mobile Radio Service Prepaid Service Charge

What you need to get started:

A. User Account
B. Access to your business
C. The proper role to file returns
D. Path to eFile

A. You need a user account

Click the link labeled 'Click here to create a user account' on the "Login" page.

Enter your preferred username, display name, first and last name, email and confirm email, password and confirm password. Click Create Account.
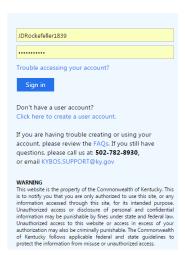

Wait for the confirmation email. Click the link in the email. When the "Login" page appears, your account has been activated. You may immediately log in with the Username and password you created.

Kentucky
One Stop
BUSINESS PORTAL

Kentucky Business One Stop Portal is the gateway to many Commonwealth Services, including Business Registration and other Business Filing Services, Motor Carrier Online Services, Occupations and Professions License Renewal, and the Withholding Return and Payment System (WRAPS). If you already have a Kentucky Business One Stop user account, you may use it to access any of these services. If you have not already registered with Kentucky Business One Stop, you will need to create a new user account to access these services. If you own more than one business or use more than one of the services mentioned above, you do not need to create a user account for each business and/or service. Your Kentucky Business One Stop user account will work for all of them.

For additional information, refer to these User Guides: One Stop Overview and One Stop Security
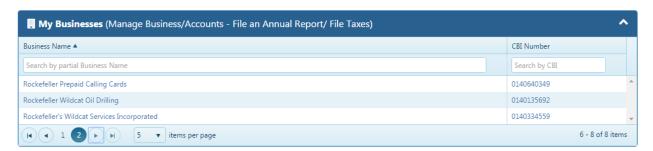
JDRockefeller1839

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Trouble accessing your account?

Sign in

Don't have a user account?
Click here to create a user account.

If you are having trouble creating or using your account, please review the FAQs. If you still have questions, please call us at: **502-782-8930,** or email KYBOS.SUPPORT@ky.gov

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.

B. You need access to your business

You can receive access in one of the following ways:
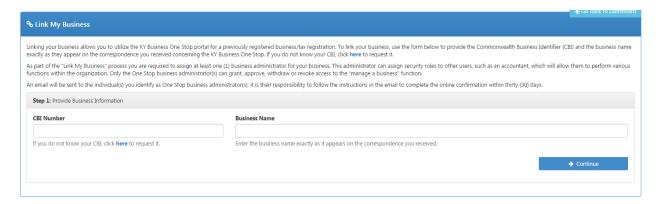
1. Previous user of the Sales & Use e-Tax filing system

You were automatically granted roles in the new eFile system based on your roles in e-Tax. You will see your business on the "Dashboard" in the 'My Businesses' grid.

📋 **My Businesses** (Manage Business/Accounts - File an Annual Report/ File Taxes)	⌃
Business Name ▲	CBI Number
Search by partial Business Name	Search by CBI
Rockefeller Prepaid Calling Cards	0140640349
Rockefeller Wildcat Oil Drilling	0140135692
Rockefeller's Wildcat Services Incorporated	0140334559

⏮ ◀ 1 **2** ▶ ⏭ | 5 ▾ items per page | 6 - 8 of 8 items

2. You know details about the business's tax returns

Click the 'Link My Business' icon on the "Dashboard." Click 'here' to request the CBI.

🔗 **Link My Business**   ← Go Back to Dashboard

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.

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.

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**

If you do not know your CBI, click **here** to request it.   Enter the business name exactly as it appears on the correspondence you received.
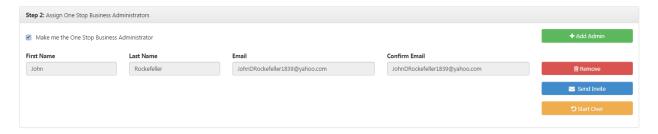
→ Continue

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 and business name (see below). If not, request that the Commonwealth mail you a letter with the CBI and business name.

3. You know the business's CBI and name (from a letter mailed to you)

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

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

Click '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.

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C. You need the proper role to file returns

You can receive the role(s) in one of the following ways:

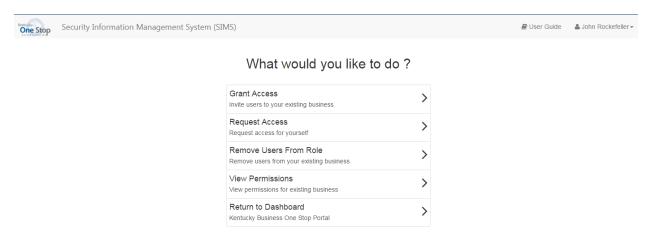## 1. Previous user of the Sales & Use e-Tax filing system

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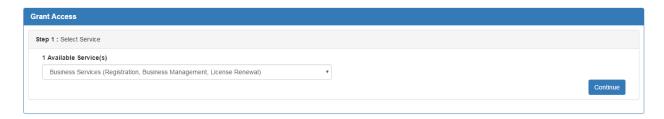

2. You do not have tax return filing capability

a. *You are the One Stop Business Administrator for the business*

You may grant yourself access. Click the 'Manage or Request Access' icon on the "Dashboard." Click 'Grant Access.'

The next several screens allow you to grant access. Provide the necessary information, clicking 'Continue' as you go. Accept the default service, enter your email (it will populate your name), select the business, check the desired roles (see list below), and verify the roles selected. Wait for the access granted email. Once received, you have been granted the roles you requested.

Grant Access

Step 1 : Select Service

1 Available Service(s)

Business Services (Registration, Business Management, License Renewal)   ▼

Continue

- 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 manages security, 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.
- 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 Administrator manages security, 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.
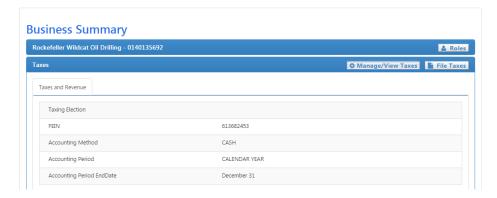- Sales and Use Tax Return Filer may file and amend returns for tax accounts associated with this specific Sales and Use Tax Account, including Transient Room Tax, Motor Vehicle Tire Fee, and/or the CMRS Prepaid Service Charge.
- Sales and Use Tax Return Payer may pay obligations for tax accounts associated with this specific Sales and Use Tax Account, including Transient Room Tax, Motor Vehicle Tire Fee, and/or the CMRS Prepaid Service Charge.

b. You are not the One Stop Business Administrator for the business

Please contact the One Stop Business Administrator for the business. He/she must grant you access.
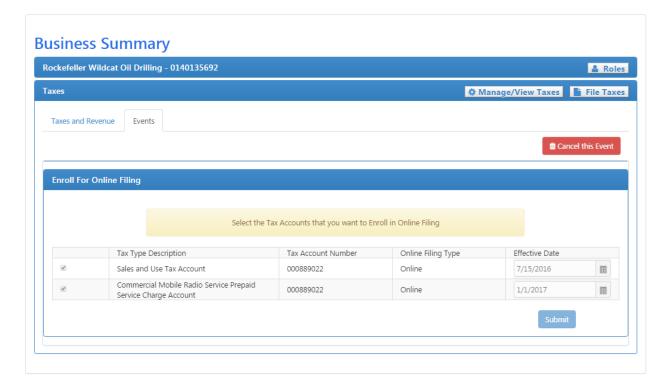
3. The business currently files paper returns

Click your business in the 'My Businesses' grid on the "Dashboard." Click 'Manage/View Taxes' on the "Business Summary" page. Click 'Enroll for Online Filing' in the menu on the left.
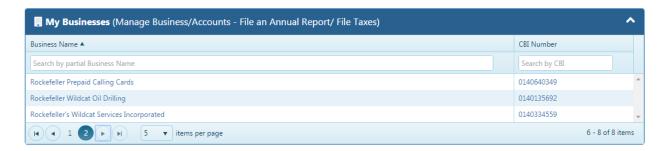
Check the accounts that you want to enroll for online filing, select an effective date, and click 'Submit.' The accounts will be updated in a few minutes.
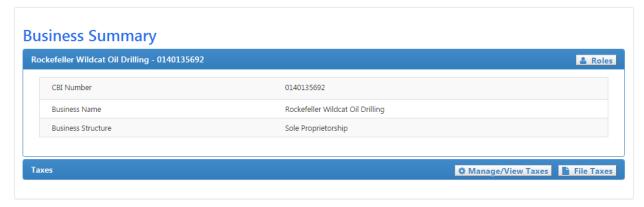

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D. Path to eFile

Click your business in the 'My Businesses' grid on the "Dashboard."

Click on the 'File Taxes' button.

You are now in eFile and may file tax returns and make payments.