# Updating your Electric Vehicle excise tax Login Credentials

*Before starting the Update Login Credentials process, <u>document the email address in your account's "Mailing Contacts" tab</u>. Step 12 of this process requires the account's Tax ID to match the Mailing Contacts email address.
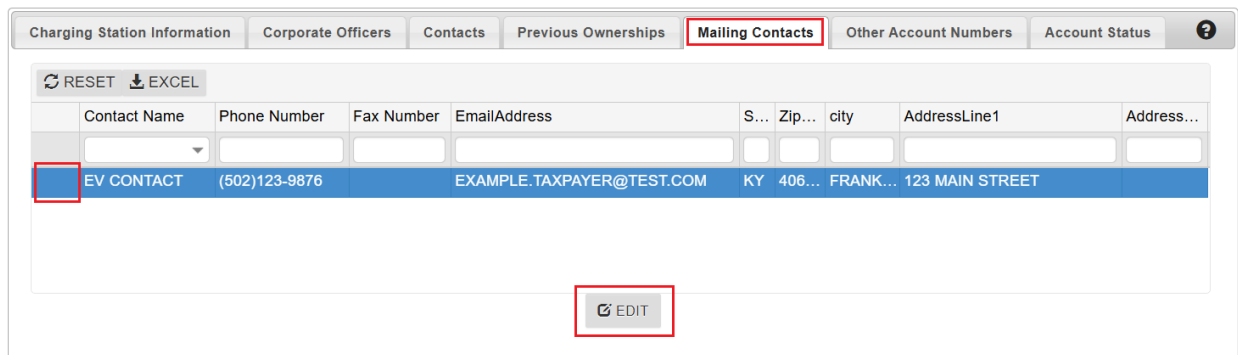
- Update this email address (if needed) to the current user who will be logging into the EV account.
- The passcode on Step 12 will be emailed to this email address.

<u>How-to update email address in Mailing Contacts tab</u>:

From home screen, click "Registration Information" then "Mailing Contacts"
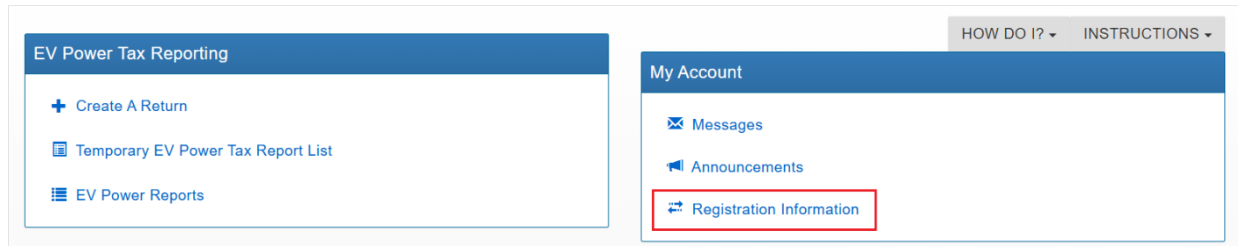
Click the square to the left of the contact line, then click "Edit". Update and save.

Steps to update EV account log in credentials:

Go to https://idp-rev.ky.gov/app/bookmark/0oac0o3tnrbZNv8VV4h7/login

1. Complete "Sign up" form.
   a. If you already have a Username for other taxes, you can use that Username (go to Step 10). If not, Username is newly created here. Do not use your Tax ID.
   b. Select **MyTaxes Portal User Role**
   c. Click "Sign Up"

Sign up

After completing the registration form, please sign in with the **temporary password** sent to your email.

If you need help completing the form, contact the Customer Contact Center at PortalHelp@ky.gov or call 502-764-5555.

All fields are required unless marked optional.

Username ⦵

[   ]

First name ⦵

[   ]

Middle name ⦵   Optional

[   ]

Last name ⦵

[   ]

Email

[   ]

Mobile phone   Optional

[   ]

MyTaxes Portal User Role ⦵

[Select an option   ⌄]

[**Sign Up**   ]

2. You will see the message below left and an email will be sent to the email address provided from Step 1 with a verification code. Click "Verify your email" or click "Enter verification code" and use verification code provided.
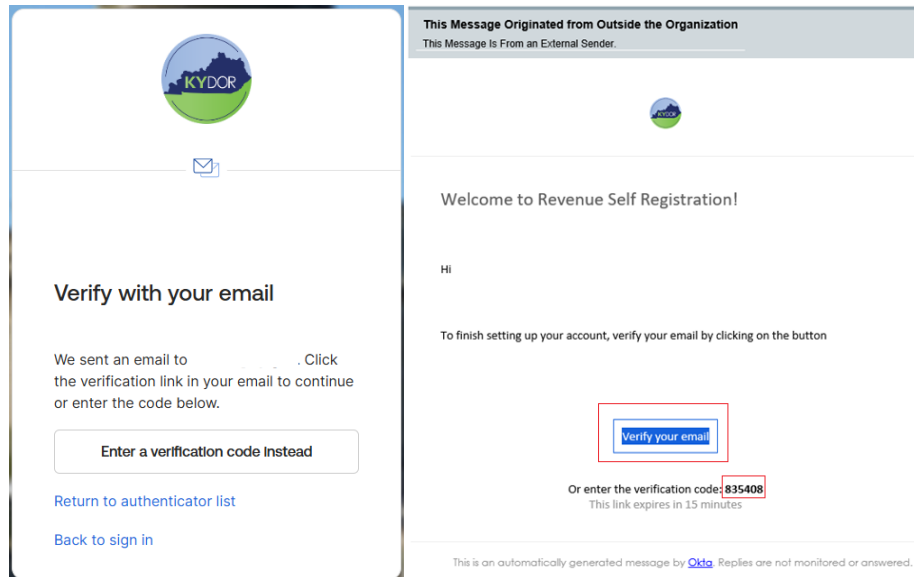
3. Enter your Username.

4. Click on "Password" (below right). Another email will be sent to the email address provided in Step 1 with temporary password (below left).
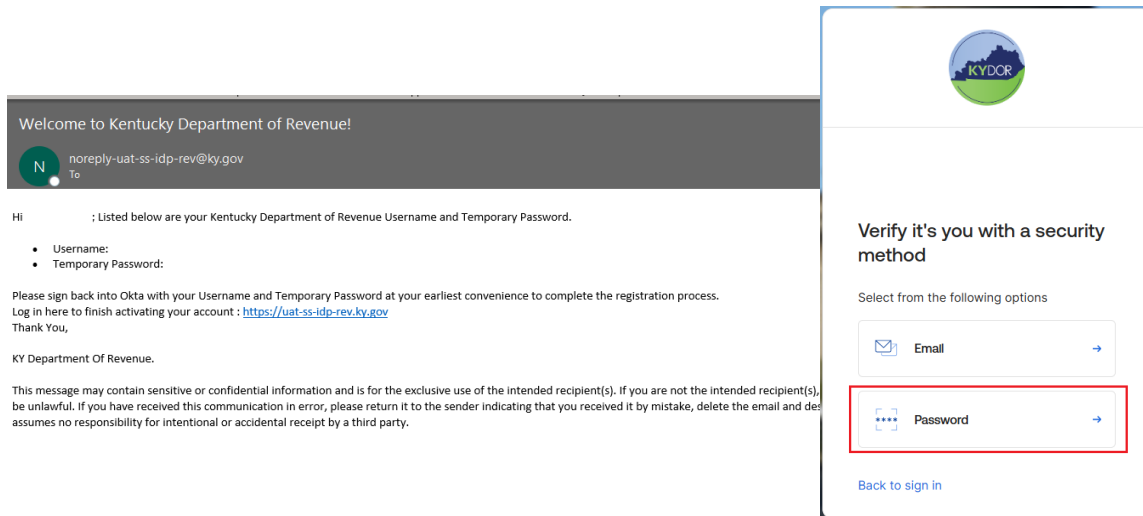
5. Enter temporary password that was provided from email and click "Verify".

6. The process requires you to create a new password (the temp password immediately expires). Follow the password requirements when making your password. An email will be sent confirming password update.

Your uat-ss-idp-rev.ky.gov password has expired

Password requirements:

× At least 14 characters

× A lowercase letter

× An uppercase letter

× A number

× A symbol

× No parts of your username

× Does not include your first name

× Does not include your last name

New password

Re-enter password

× Passwords must match

Change Password

Back to sign in
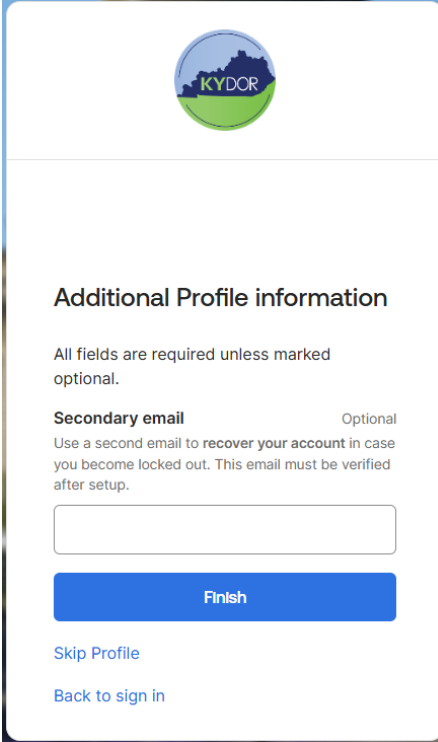
7. System will re-verify after password update. Click "Send me an email".
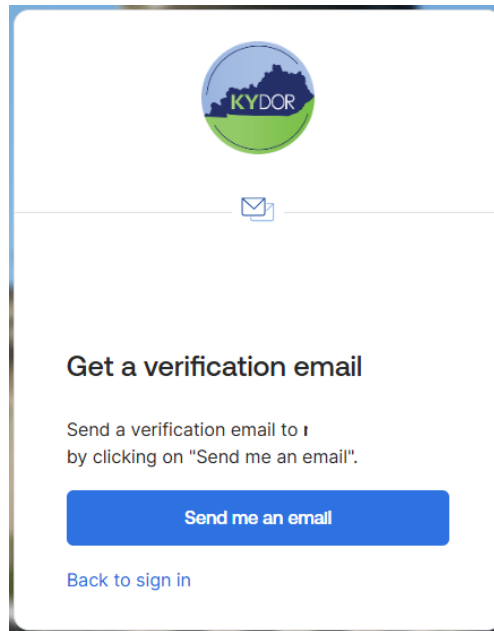
8. Click "Sign in" from the email (Below left) or use the code provided in the email and click "Enter a verification code instead" (Below right).
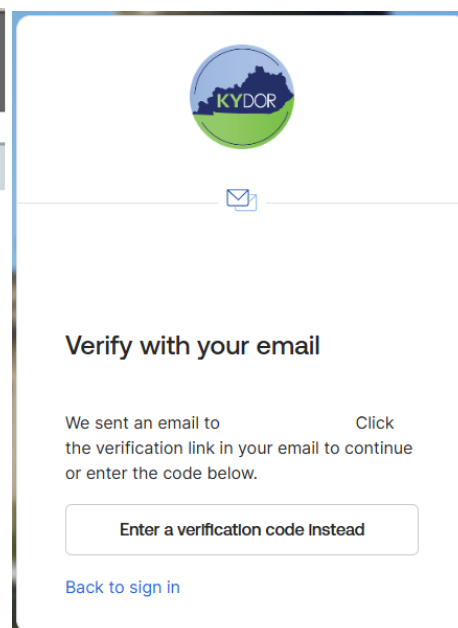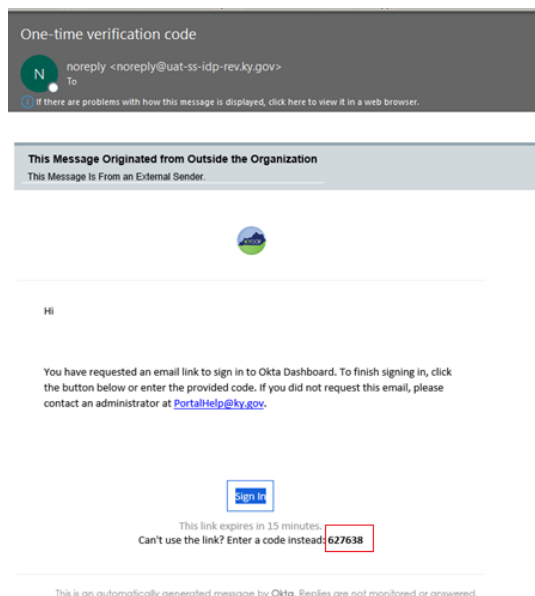
9. Secondary email setup is optional.

Additional Profile information

All fields are required unless marked optional.

Secondary email Optional
Use a second email to **recover your account** in case you become locked out. This email must be verified after setup.

Finish

Skip Profile

Back to sign in

10. You are now at the dashboard for "My Apps". Click the "Electric Vehicle Power" app.
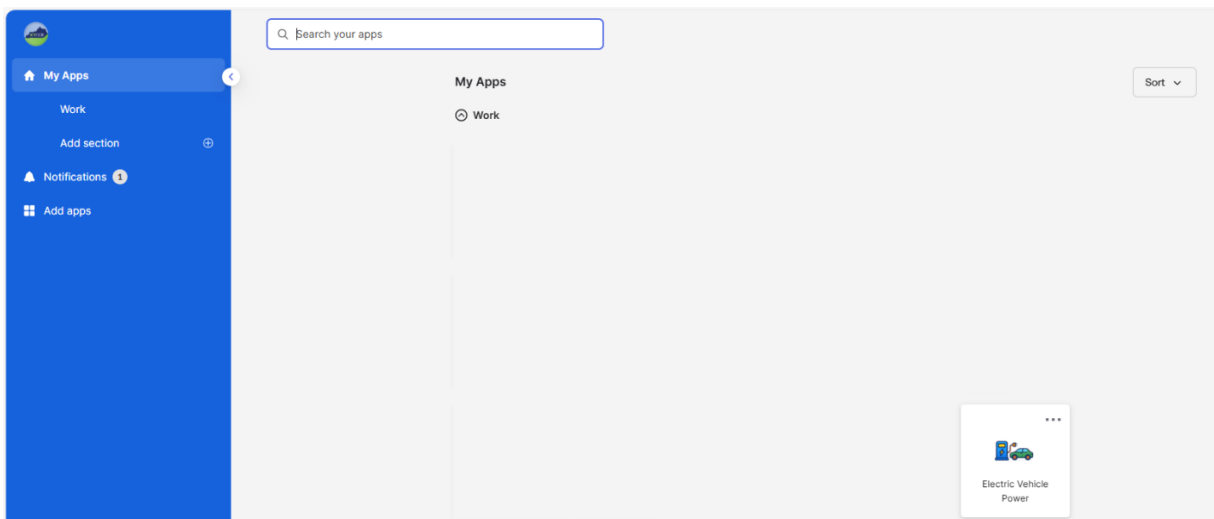
11. Click "YES" to update your existing EV account. ("No" is for a New EV Registration)

12. The email address on this step must match the email address located on the account's "Mailing Contacts" tab
    a. The system will send a Passcode this email address

13. An email with a passcode has been sent.

14. Enter passcode provided from email.

15. Login credentials have been updated.