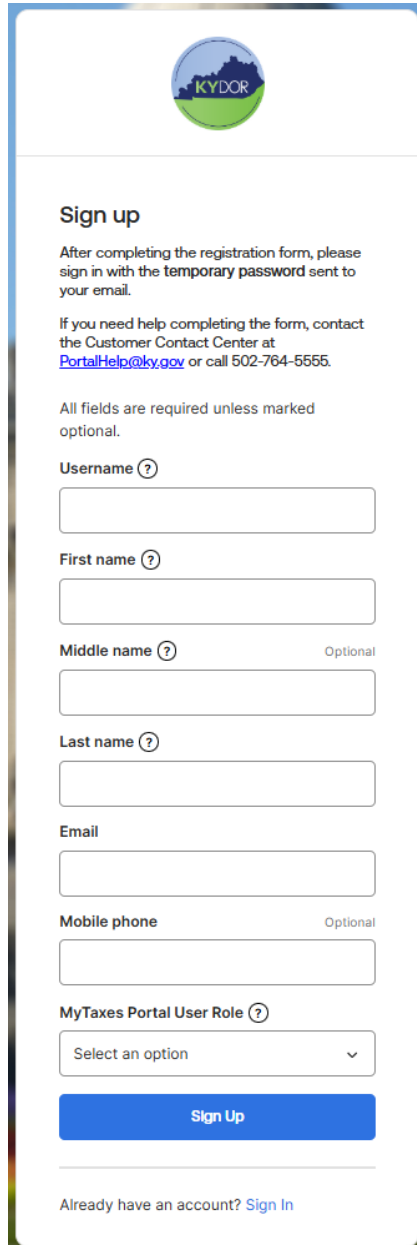


Kentucky Electric Vehicle Power Excise Tax - **Registration** Instructions

Go to <https://id-rev.ky.gov/home/bookmark/Ooakiz8wipiQTcuBw4h7/2557>

1. Complete “Sign up” form.
 - a. Username is newly created here. **Do not use your Tax ID**
 - b. Select **MyTaxes Portal User Role**
 - c. Click “Sign Up”



The screenshot shows a web form titled "Sign up" with the KYDOR logo at the top. The form includes instructions: "After completing the registration form, please sign in with the temporary password sent to your email." and "If you need help completing the form, contact the Customer Contact Center at PortalHelp@ky.gov or call 502-764-5555." Below this, it states "All fields are required unless marked optional." The form fields are: Username (required), First name (required), Middle name (optional), Last name (required), Email (required), Mobile phone (optional), and MyTaxes Portal User Role (required, dropdown menu). A blue "Sign Up" button is at the bottom, and a link "Already have an account? Sign In" is at the very bottom.

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

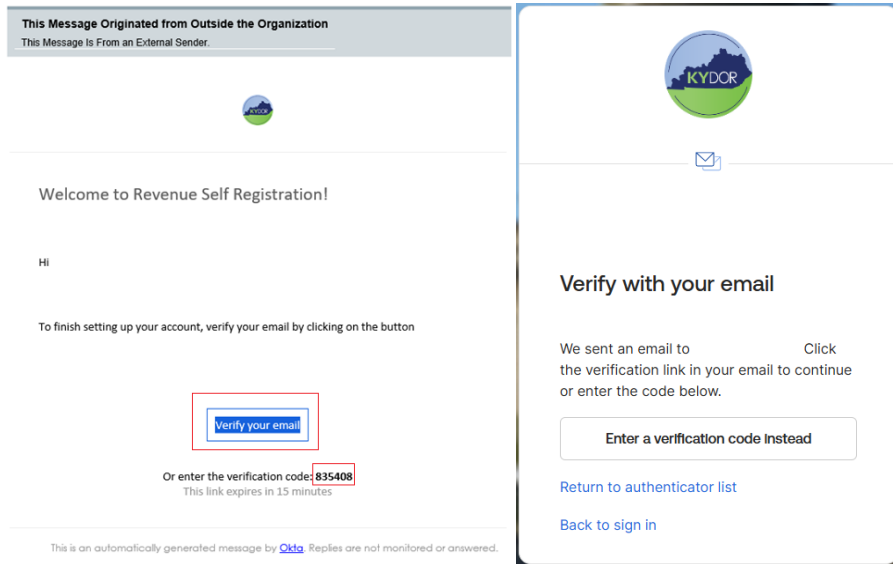
MyTaxes Portal User Role [?]

Select an option ▼

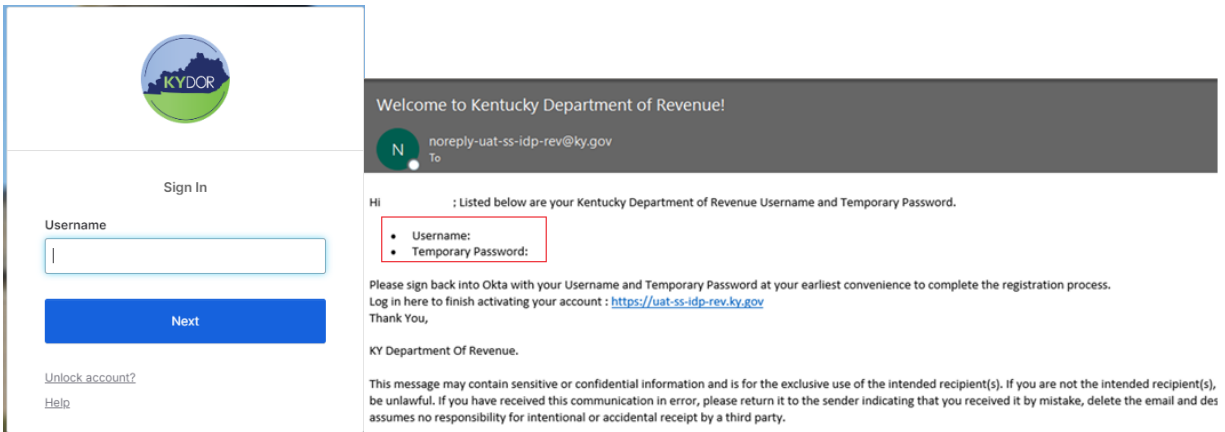
Sign Up

Already have an account? [Sign In](#)

2. An email will be sent to the email address provided with a verification code (below left). Click “Verify your email” from email [or](#) click “Enter verification code” (below right) and use verification code from email.



3. Enter Username that you just created, click next. [Another email](#) will be sent to your email address with temporary password (below right).



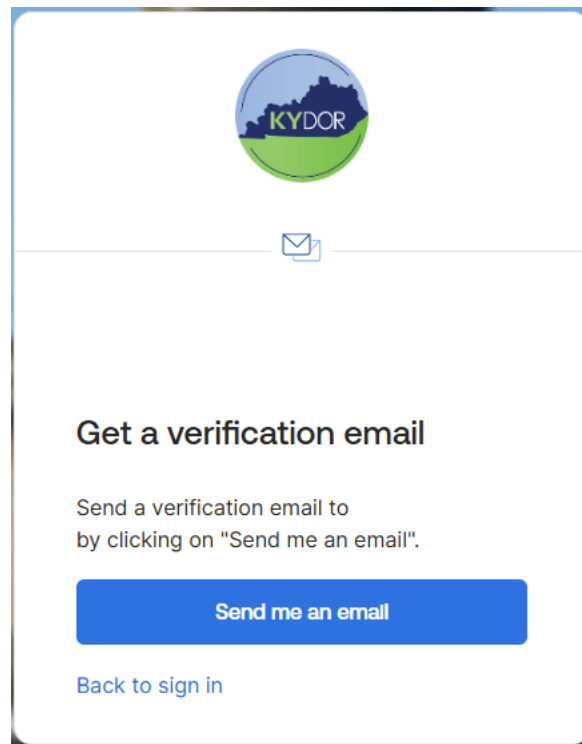
4. Click Password, enter temporary password from email, click "Verify".

The image shows two side-by-side screenshots of the KYDOR login verification process. The left screenshot displays the 'Verify it's you with a security method' screen. It features the KYDOR logo at the top, followed by the heading 'Verify it's you with a security method'. Below this, it says 'Select from the following options' and provides two buttons: 'Email' (with an envelope icon) and 'Password' (with a lock icon). A 'Back to sign in' link is at the bottom. The right screenshot shows the 'Verify with your password' screen. It also has the KYDOR logo and a lock icon with '****' below it. The heading is 'Verify with your password'. There is a password input field with a masked password '*****' and a 'Verify' button. Below the button are three links: 'Forgot Password / Not Provided', 'Verify with something else', and 'Back to sign in'.

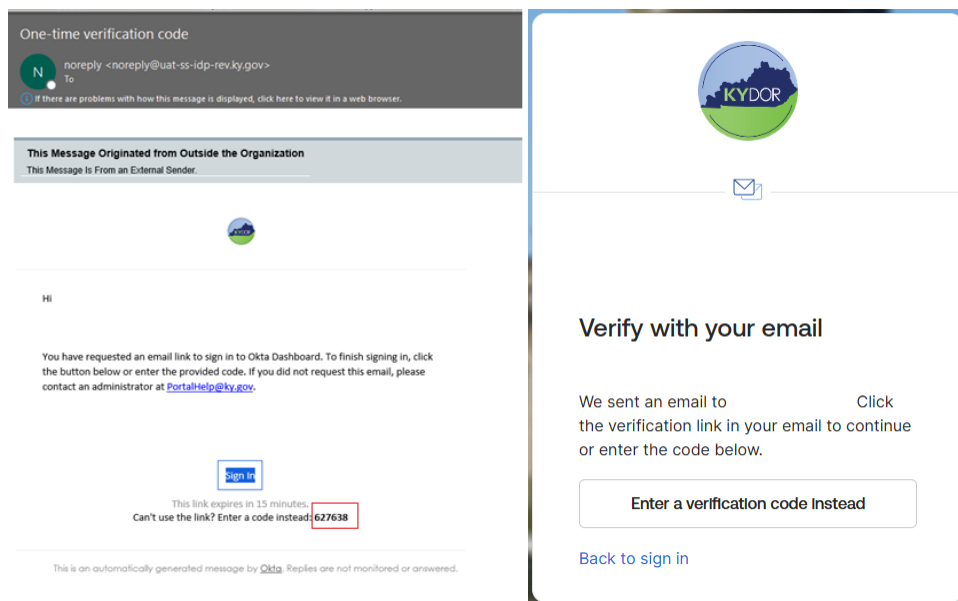
1. The process requires you to create a new password (the temp password immediately expires). Follow the password requirements when making your password. An email stating "the password was changed" will be sent.

The image shows a screenshot of the KYDOR password expiration screen. At the top is the KYDOR logo. Below it is a lock icon. The main heading is 'Your uat-ss-ldp-rev.ky.gov password has expired'. Underneath, it lists 'Password requirements:' with a list of criteria: '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', and 'Does not include your last name'. There are two input fields: 'New password' and 'Re-enter password', both with masked characters and a toggle icon. Below the second field is a message 'Passwords must match'. A blue 'Change Password' button is at the bottom, with a 'Back to sign in' link below it.


1. System will re-verify after password update. Click "Send me an email".



1. From the email (below left), click "Sign in" or use the code provided (below right).



2. Secondary email is optional. Click Finish.



Additional Profile information

All fields are required unless marked optional.

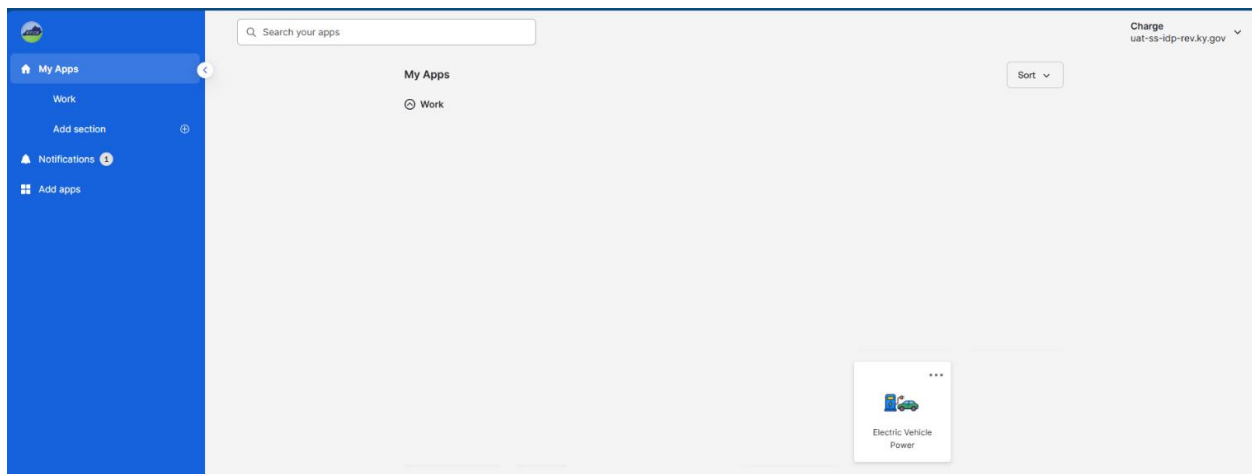
Secondary email Optional
Use a second email to **recover your account** in case you become locked out. This email must be verified after setup.

[Finish](#)

[Skip Profile](#)

[Back to sign in](#)

3. You are now at the dashboard for “My Apps”. Click the “Electric Vehicle Power” app.



4. Click **“No”** to continue with the new Electric Vehicle Power registration.

Electric Vehicle Power Tax

A service of the [Kentucky Department of Revenue](#)

Please call Kentucky Department of Revenue's Motor Fuel Excise Section at 502-564-3853 to reset a login and password. After receiving your login credentials, login to file your monthly electric vehicle power tax report.

Call 502-564-3853 or email KRC.WEBResponseMotorFuels@ky.gov for assistance.

Existing Electric Vehicle Power account

Click **No** to complete new registration

5. You are now at the Ride Share tax filing home screen. Click **“Registration Information”** to **complete Registration and submit** to the Kentucky Department of Revenue. Your application will be reviewed and approved before you can begin filing monthly returns.

Electric Vehicle Power My Account LOGOUT

HOW DO I? INSTRUCTIONS

EV Power Tax Reporting

Please complete the registration under 'Registration Information' and then certify the second part of the registration.

My Account

- Messages
- Announcements
- Registration Information**

6. Enter registration information then click the certification box to certify.
 - a. Tax ID – **Do not use any special characters or letters, only enter numerical 9 digits. DO NOT use your SS#.**
 - b. “Begin Date” is the date you began providing EV charging activity in Kentucky.
 - c. Click the certification checkbox to certify and submit registration.

Edit Customer
HOW DO I? INSTRUCTIONS

Registration Information

Tax ID Type

Tax ID

Tax Account Number

Reason For Completing this application

Legal Business Name

Do you operate this business under any other name (DBA)

Does or will your company have the capability to submit data via electronic filing programs?

Does or will your company have the capability to Remit payments by electronic funds transfer?

Other Business Name

Type of current ownership

Copy of Partnership Agreement No file chosen

Date of Incorporation

Date of Incorporation

State of Incorporation

Begin Date

Charging Station Information Corporate Officers Contacts Previous Ownerships Mailing Contacts Other Account Numbers Account Status

RESET EXCEL

Station Name	Kentucky Location(Street, City, Zip)	EV Network	Separately Metered (Y/N)	Own/Lease	Private/Public	State Property (Y)
No data to display						

+ADD EDIT

Certification and Submit
 Electronic Signature: I declare, under the penalties of perjury, that this application has been examined by me and to the best of my knowledge and belief that the information provided herein is true, correct, and complete.

← BACK

*Note: Once Submitted, an email will be sent notifying you that your application has been Approved or Denied.

Add each Charging Station location by clicking “+ADD” then complete charging station detail.

Any new charging station unit added to a charging station location after the original installation date must be listed separately.

Station Name	Kentucky Location(Street, City, Zip)	EV Network	Separately Metered (Y/N)	Own/Lease	Private/Public	State Property (Y/N)
No data to display						

When you have completed the application and are ready to submit, click the certification box. You can click “Save Application” (after completing the top “Registration Information” section) to save information and return later to submit the application if needed.

Certification and Submit
Electronic Signature: I declare, under the penalties of perjury, that this application has been examined by me and to the best of my knowledge and belief that the information provided herein is true, correct, and complete.

Click “Yes, Continue”

CONFIRM Certification

By certifying this file you are indicating that it is ready to be submitted to the Kentucky Department of Revenue. Do you want to continue?

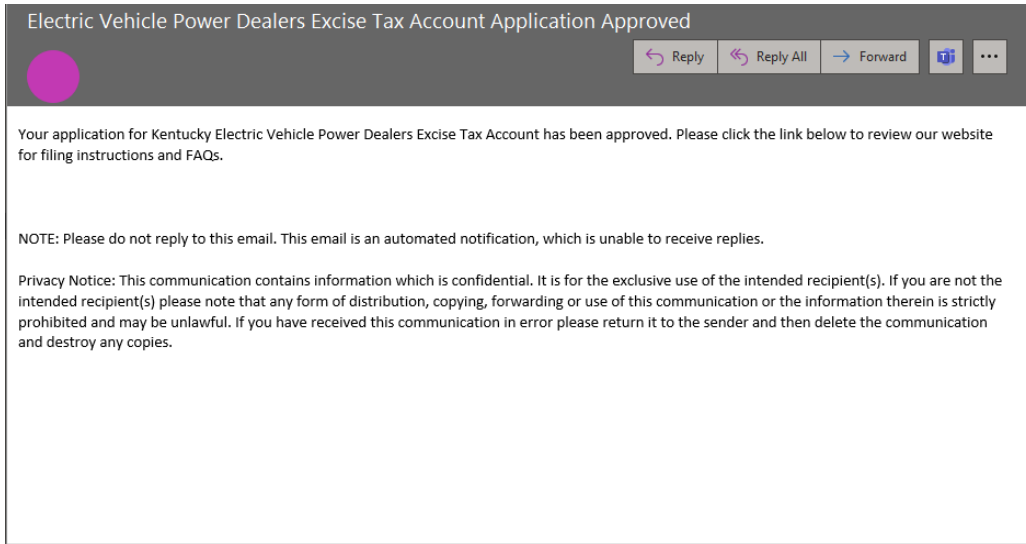
NO, CANCEL CERTIFICATION REQUEST YES, CONTINUE

Certification and Submit
Electronic Signature: I declare, under the penalties of perjury, that this application has been examined by me and to the best of my knowledge and belief that the information provided herein is true, correct, and complete.

← BACK DELETE ELECTRIC VEHICLE POWER TAX APPLICATION SAVE APPLICATION

*Note: Once Submitted, an email will be sent notifying you that your application has been Approved or Denied.

The Department of Revenue will review and process. You will receive an email after Registration is approved. For questions call 502-564-3853 or email KRC.WEBResponseMotorFuels@ky.gov



After registration is approved, the account Home screen shows additional options.

