


Motor Vehicle Rental Rideshare **Registration** instructions

Go to <https://idp-rev.ky.gov/app/bookmark/0oac0nr88n2J6YI84h7/login>

1. Complete “Sign up” form.
 - a. Username is newly created here.
 - b. Click “Sign Up”.



Sign up

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

Username ?

First name

Middle name Optional

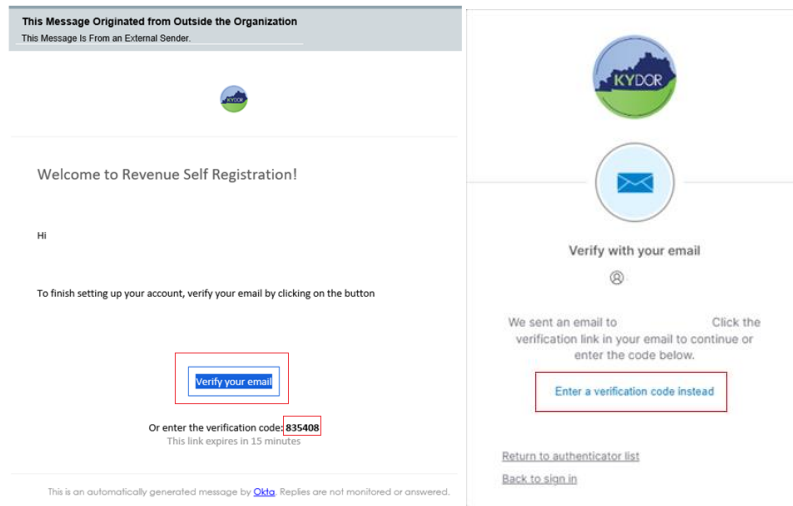
Last name

Email

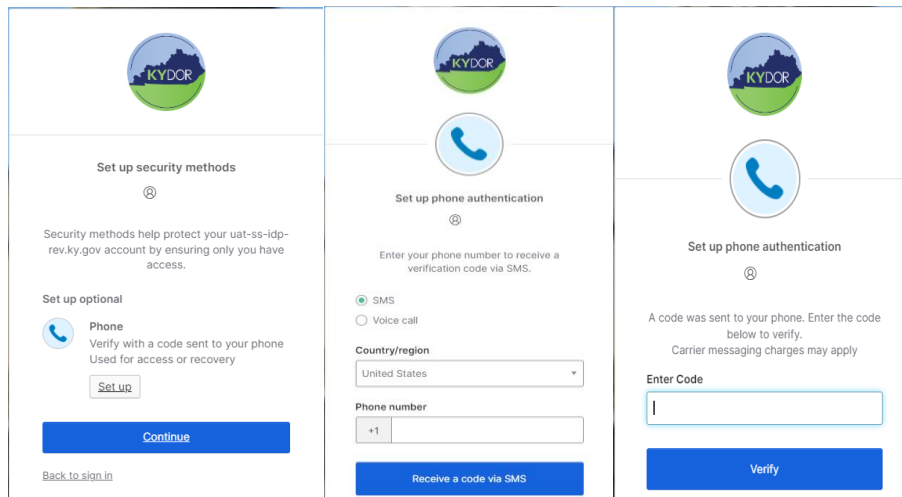
Mobile phone Optional

[Already have an account?](#)

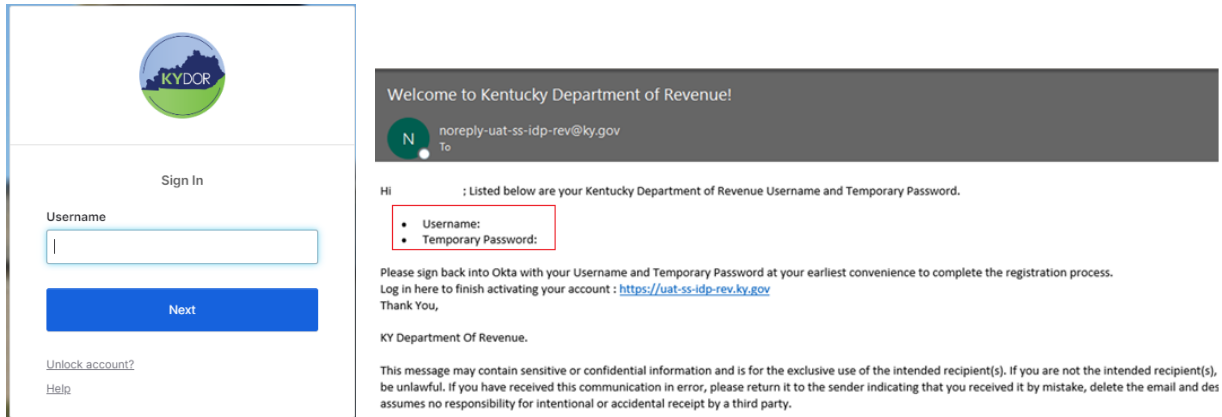
2. An email will be sent to the email address provided with a verification code (below left). Click “Verify your email” from email or click “Enter verification code” (below right) and use verification code from email.



3. Set up Phone is optional. To verify phone, click “Setup”, enter phone #. Enter code that is sent to phone, click “Verify”.



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



The image shows two parts: a sign-in page on the left and an email notification on the right. The sign-in page features the KYDOR logo, a 'Sign In' heading, a 'Username' input field, a blue 'Next' button, and links for 'Unlock account?' and 'Help'. The email notification is from 'noreply-uat-ss-idp-rev@ky.gov' and contains the following text:

Welcome to Kentucky Department of Revenue!

Hi [redacted]; Listed below are your Kentucky Department of Revenue Username and Temporary Password.

- Username:
- Temporary Password:

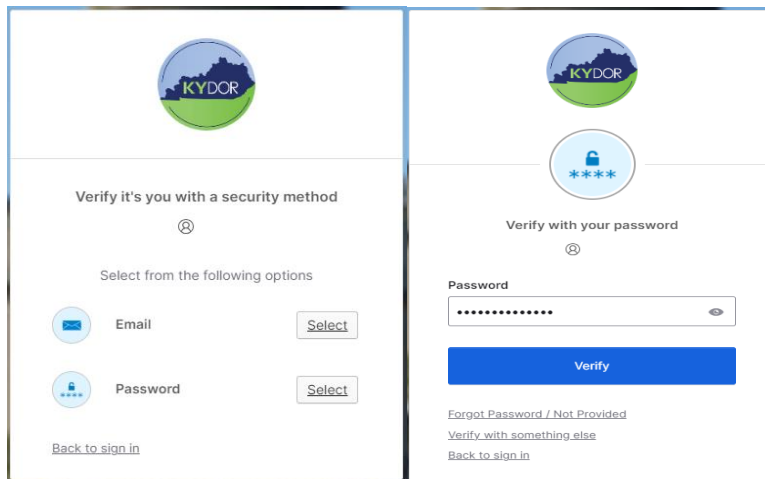
Please sign back into Okta with your Username and Temporary Password at your earliest convenience to complete the registration process. Log in here to finish activating your account : <https://uat-ss-idp-rev.ky.gov>

Thank You,

KY Department Of Revenue.

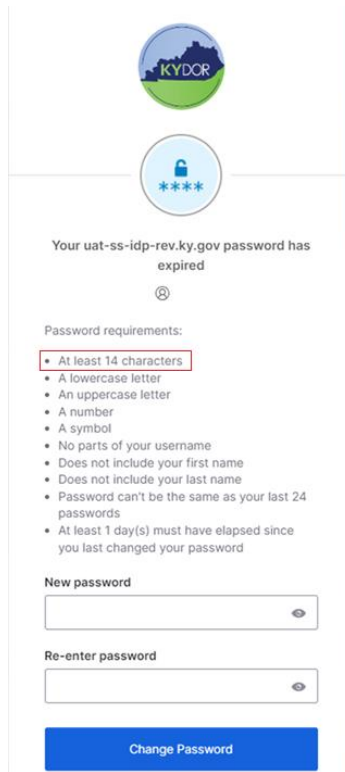
This message may contain sensitive or confidential information and is for the exclusive use of the intended recipient(s). If you are not the intended recipient(s), be unlawful. If you have received this communication in error, please return it to the sender indicating that you received it by mistake, delete the email and assumes no responsibility for intentional or accidental receipt by a third party.


5. Click "Select" for Password, enter temporary password from email, click "Verify".




The image shows two side-by-side screenshots of the KYDOR verification process. The left screenshot is titled 'Verify it's you with a security method' and offers two options: 'Email' and 'Password', each with a 'Select' button. The right screenshot is titled 'Verify with your password' and shows a 'Password' input field with a masked password (dots) and a blue 'Verify' button. Below the input field are links for 'Forgot Password / Not Provided', 'Verify with something else', and 'Back to sign in'.

6. The process requires you to create a new password (the temp password immediately expires). **Must be at least 14 characters.** An email stating “the password was changed” will be sent.







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

ⓧ

Password requirements:

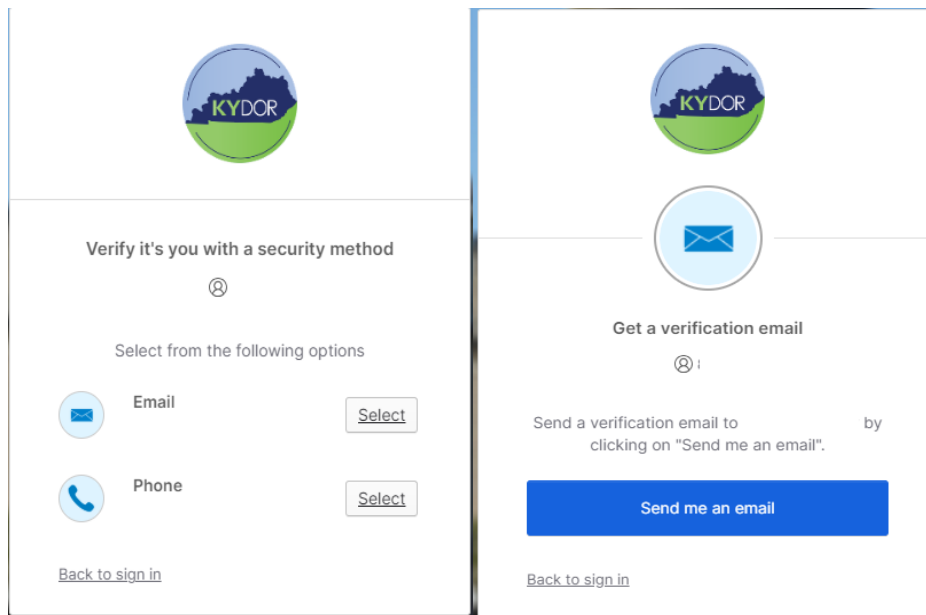
- **At least 14 characters**
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 24 passwords
- At least 1 day(s) must have elapsed since you last changed your password


New password

Re-enter password

[Change Password](#)

7. **System will re-verify after password update.** Click Select on “Email” then “Send me an email” or Click Select on “Phone” to receive a code if phone was setup.







Verify it's you with a security method


ⓧ


Select from the following options

 Email

 Phone

[Back to sign in](#)





Get a verification email

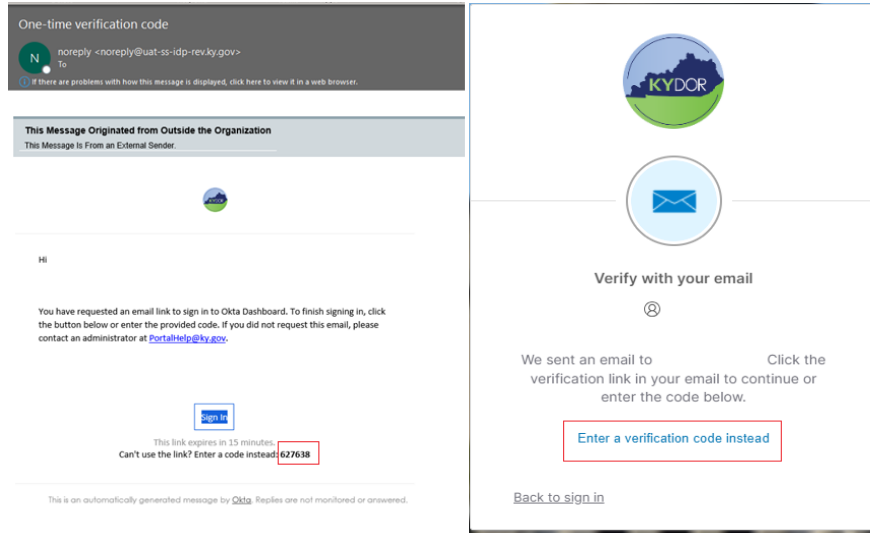
ⓧ

Send a verification email to _____ by clicking on "Send me an email".

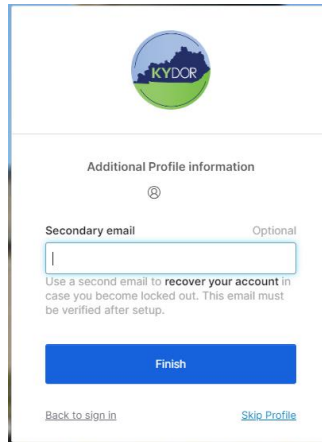
[Send me an email](#)

[Back to sign in](#)

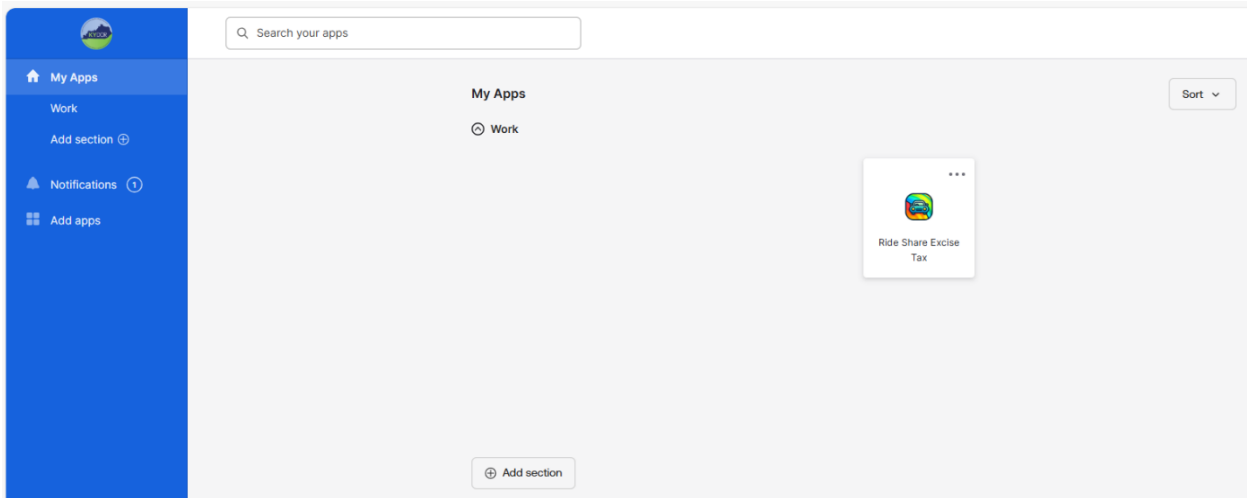
8. From the email (below left), click “Sign in” or use the code provided (below right).
- a. If clicked to verify by phone, enter code that was sent to phone.



9. Secondary email is optional.



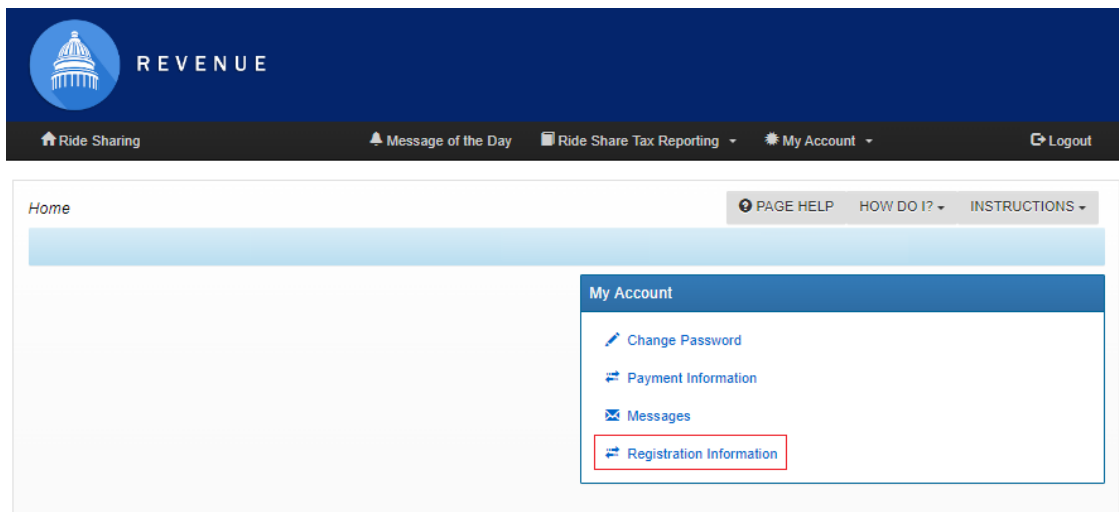
10. You are now at the dashboard for “My Apps”. Click the “Rideshare” app.



11. Click “No” to continue with the Ride Share registration.



12. 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.



13. 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. Motor Vehicle Carrier Type and Certificate Number - If you do not know this information, contact the Transportation Cabinet at (502) 564-1257 or: [Vehicle Registration & Renewals - DRIVE](#)
 - c. “Begin Date” is the date you began ride share activity in Kentucky.
 - d. Click the certification checkbox to certify and submit registration.

REVENUE

Ride Sharing Message of the Day Ride Share Tax Reporting My Account Logout

Edit Customer PAGE HELP HOW DO I? INSTRUCTIONS

Registration Information

Tax ID Type

Tax ID

Motor Vehicle Carrier Type

Certificate Number

Reason For Completing this application

Legal Business Name

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

Other Business Name

Begin Date

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

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

If yes, will payment be remitted from a bank located outside the U.S.?

Type of current ownership

Copy of Partnership Agreement Choose File No file chosen

Date of Incorporation

State of Incorporation

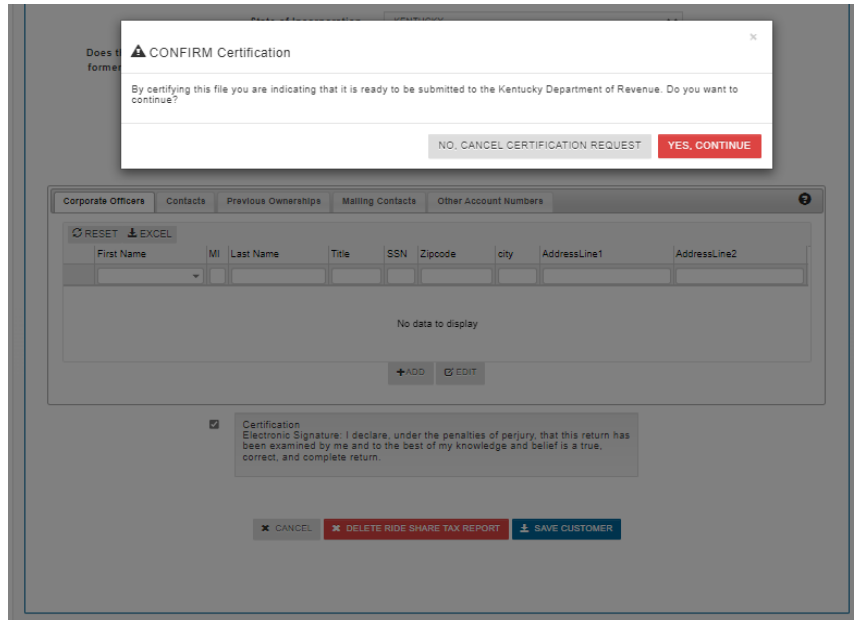
Does the applicant have any interest in any current or former Department of Vehicle Registration or had any certificate suspended, cancelled, or revoked

Explanation

Corporate Officers	Contacts	Previous Ownerships	Mailing Contacts	Other Account Numbers				
<input type="checkbox"/> RESET <input type="button" value="EXCEL"/>								
First Name	MI	Last Name	Title	SSN	Zipcode	city	AddressLine1	AddressLine2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No data to display								
<input type="button" value="+ADD"/> <input type="button" value="EDIT"/>								

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

14. Click “Yes, Continue”



15. 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

