Motor Vehicle Rental Rideshare Registration instructions

Go to https://idp-rev.ky.gov/app/bookmark/0oac0nrv88n2J6YI84h7/login

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

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Optional
Optiona

 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.

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@	TYDOR
Welcome to Revenue Self Registration!	
н	Verify with your email
To finish setting up your account, verify your email by clicking on the button	0
Verify your email	We sent an email to Click the verification link in your email to continue or enter the code below.
Or enter the verification code 835408 This link expires in 15 minutes	Return to authenticator list
This is an automatically generated message by Otto. Replies are not monitored or answered.	Back to sign in

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

TYDOR	KYDOR	TRYDOR
Set up security methods		
8	Set up phone authentication	
Security methods help protect your uat-ss-idp- rev.ky.gov account by ensuring only you have access.	Enter your phone number to receive a verification code via SMS.	Set up phone authentication
Set up optional	SMS	
Verify with a code sent to your phone	Voice call	A code was sent to your phone. Enter the code below to verify. Carrier messaging charges may apply
Used for access or recovery Set up	United States	Enter Code
	Phone number	1
Continue	+1	
Back to sign in	Receive a code via SMS	Verify

4. Enter Username that you just created, click next. <u>Another email</u> will be sent to your email address with temporary password (below right).



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



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 expire	* A.gov password has ed
Password re	equirements:	
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Re-enter pa	assword	
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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.



- 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.

One-time verification code noreply <noreply@uat-ss-idp-revky.gov> or of there are problems with how this message is displayed, dick here to were it in a web browser. This Message Originated from Outside the Organization The Message Is from an External Sender.</noreply@uat-ss-idp-revky.gov>	KYDOR
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н	Verify with your email
You have requested an email link to sign in to Okta Dashboard. To finish signing in, click the button below or enter the provided code. If you did not request this email, please contact an administrator at <u>PortalHelp@Pkracp</u> .	8
The link express in 15 minutes. Can't use the link? Enter a code instead 627638	We sent an email to Click the verification link in your email to continue or enter the code below.
This is an automatically generated message by \underline{Otta}_{i} Replies are not monitored or answered.	<u>Back to sign in</u>

9. Secondary email is optional.



<u>a</u>	Q Search your apps	
My Apps Work Add section ⊕	My Apps ⓒ Work	Sort v
 Notifications (1) Add apps 		Ride Share Excise Tax
	Add section	

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

11. Click "No" to continue with the Ride Share registration.

Motor Vehicle Rental/Ride Sharing Excise Tax	Existing Ride Share account YES
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 motor vehicle rental/ride sharing excise tax report.	Click No to complete new registration NO
Call 502-564-3853 or email KRC.WEBResponseMotorFuels@ky.gov for assistance.	

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.

REVENUE		
	A Message of the Day	■ Ride Share Tax Reporting + # My Account + C+ Logout
Home		PAGE HELP HOW DO I? - INSTRUCTIONS -
		My Account Change Password Payment Information Messages Registration Information

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

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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.		Certification Electronic Signat been examined b correct, and com	ure: I declar by me and to plete return.	e, unde the bes	r the penalties at of my knowle	of perjury, dge and b	that this return has ellef is a true,		
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14. Click "Yes, Continue"

By c cont	ertifying this fil nue?	e you are indicating	that it is read	ly to be	submitted to the	e Kentuck	y Department of Rever	ue. Do you want to	
					NO, CANC	EL CERTI	IFICATION REQUEST	YES, CONTINUE	
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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 <u>KRC.WEBResponseMotorFuels@ky.gov</u>

