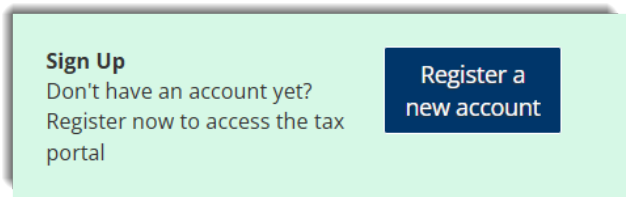
Create a MyTaxes Account for KY File

Follow the steps below to create an Account in **MyTaxes**:

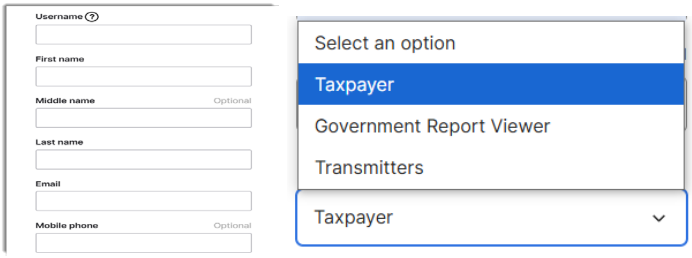
⚠ For technical assistance with creating your account, contact the Customer Contact Center at 502-764-5555 or email portalhelp@ky.gov.

1. Navigate to MyTaxes.ky.gov and select the **Register a New Account** option in the **Sign Up** section of the Welcome page.



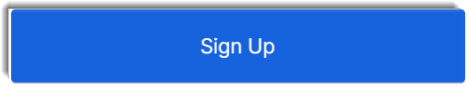
2. Create a username by completing the mandatory fields (**Username**, **First Name**, **Last Name**, and **Email**) on the Sign Up screen.

💡 Make sure the username is unique and free of special characters when creating an account.

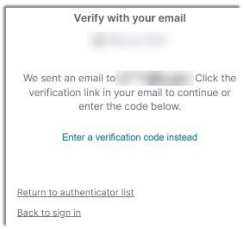


3. Use the **MyTaxes Portal User Role** dropdown to select **Taxpayer**.

4. Click the **Sign Up** button to move forward.

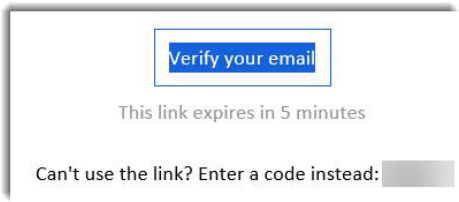


5. A message will appear confirming that a verification email was sent to the email that was used to create your username.

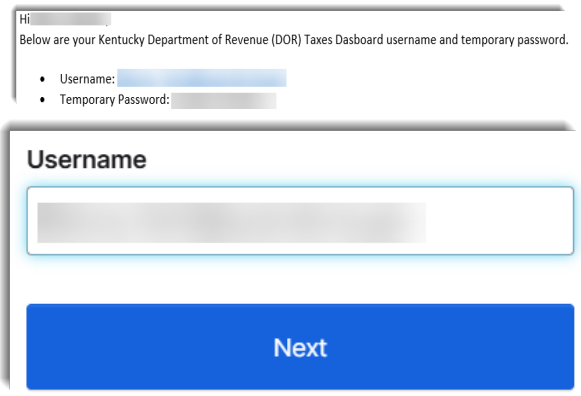


6. Check your email and open the **Welcome to MyTaxes Self-Registration** email.

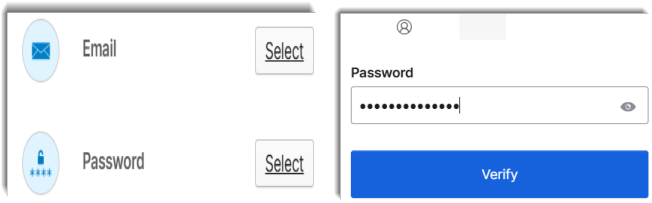
7. Click **Verify Your Email** at the bottom of the email or copy and paste the six-digit verification code in the **Enter a verification code instead** link on the previous page.



8. The system will prompt you to sign in. Navigate to your email and select the **Welcome to Kentucky DOR** email to view your username and temporary password.

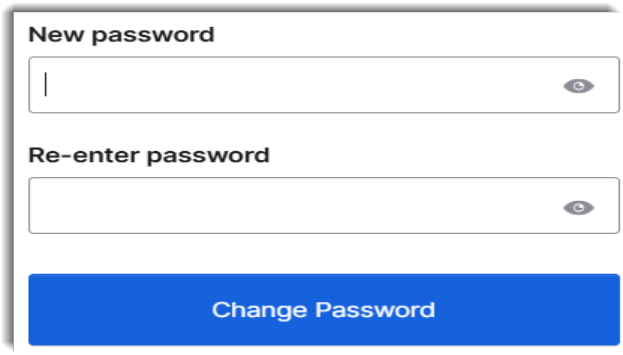


9. Use the presented Username from the Welcome email and place it into **Username** field and click the **Next** button.
10. Click the **Select** button across from **Password** and enter your Temporary Password found in your Welcome email.
11. Click the **Verify** button to move on.

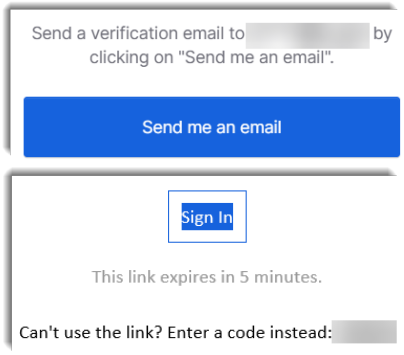


12. The page will prompt you to create a new password. Follow the rules and enter your new password into both fields and click **Change Password**.

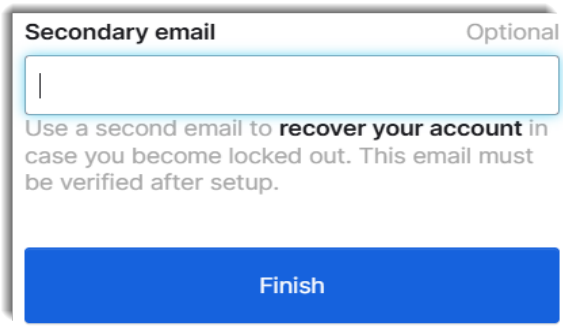
*Password must have 14 characters and must use one special character.



13. A sign in verification message will appear. Click the **Send me an email** button.
14. Navigate to your email and open the **One Time Verification** email.
15. Click **Sign In** or copy and paste the six-digit verification code in the **Enter a verification code instead** link on the previous page.



16. The page will prompt you to create a secondary email. To skip this step, click the **Finish** button.



17. Click on the KY File widget on the MyTaxes Dashboard screen.