

# MYTAXES

## HOW TO CREATE AN ACCOUNT

DOR User Guide



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New MyTaxes Users	Users without a MyTaxes username

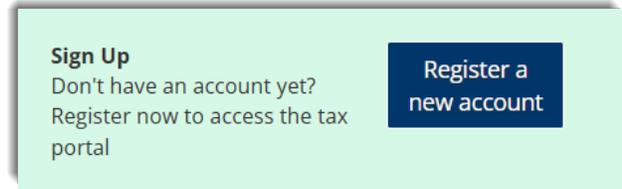




## Create MyTaxes Account

Follow the steps below to create a User Account in **MyTaxes**:

1. Navigate to [MyTaxes.ky.gov](http://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.



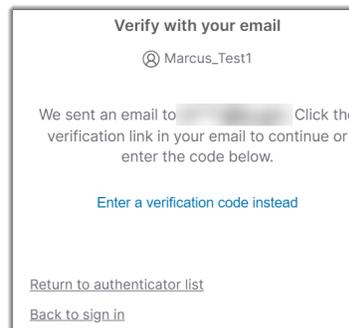
Make sure the username is unique and free of special characters when creating an account.

3. Use the **MyTaxes Portal User Role** dropdown to select your appropriate role. Select the Taxpayer role if you are the Taxpayer or an Administrator of a Taxpayer Account that needs to register, file and pay taxes administrated by the Department of Revenue.

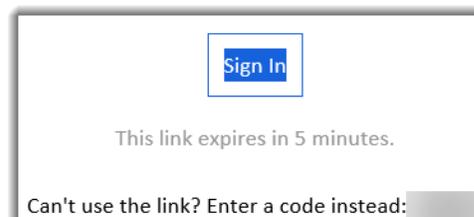


4. Click the **Sign Up** button to move forward.

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 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.



Password Changes/ Resets can only be administered once in a TRUE 24-hour interval.

(Ex. 3pm Tues – 3pm Wed)

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.

Hi [redacted]

Below are your Kentucky Department of Revenue (DOR) Taxes Dashboard username and temporary password.

- Username: [redacted]
- Temporary Password: [redacted]

**Username**

**Next**

	Email	Select	<input type="password"/>
	Password	Select	

**Verify**

**New password**

**Re-enter password**

**Change Password**

Send a verification email to [redacted] by clicking on "Send me an email".

**Send me an email**

**Sign In**

This link expires in 5 minutes.

Can't use the link? Enter a code instead: [redacted]





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

**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**

The MyTaxes Dashboard Displays.

