

MYTAXES

HOW TO CREATE AN ACCOUNT

DOR User Guide



Disclaimer: The information in this presentation is for educational and informational purposes only and does not constitute legal advice. Information is presented as an overall review that is subject to law changes and may not apply to all statutes. Information in this presentation is believed to be accurate as of the date of publication. In the event that any information in this manual is later determined to be in error, this manual cannot be used by taxpayers in supporting a specific position or issue before the Department of Revenue, as it does not constitute statutory or regulatory authority.



Table of Contents

Create MyTaxes Account 2

User	Explanation
New MyTaxes Users	Users without a MyTaxes username

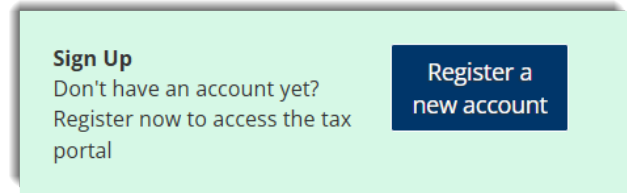




Create MyTaxes Account

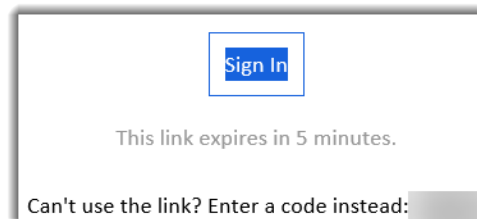
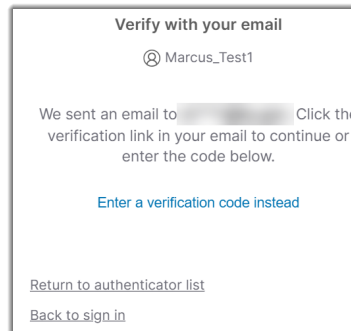
Follow the steps below to create a User Account in **MyTaxes**:

1. Navigate to MyTaxes.ky.gov 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.
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.



<input type="text"/> <small>Username</small>	<input type="text"/> <small>First name</small>	<input type="text"/> <small>Middle name</small> <small>Optional</small>	<input type="text"/> <small>Last name</small>
<input type="text"/> <small>Email</small>	<input type="text"/> <small>Mobile phone</small> <small>Optional</small>	MyTaxes Portal User Role <small>?</small> Select an Option Taxpayer Government Report Viewer Transmitters	

Sign Up





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.

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

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

Username

Next

Email

Password

Password
[redacted]

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

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.

