

# MYTAXES

## How To Guide for Transmitters

DOR User Guide



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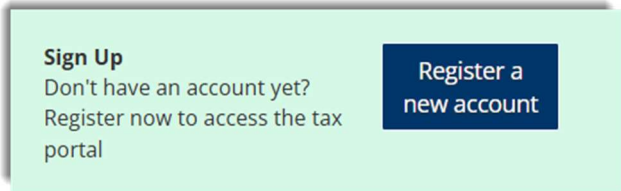
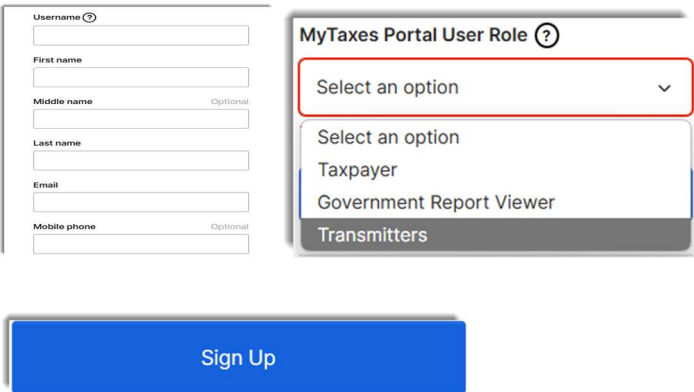
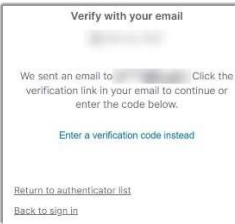

User	Explanation
<b>New MyTaxes Transmitters</b>	<b>Transmitters without a MyTaxes username. MyTaxes Users should select this option if they need to bulk upload Kentucky State Employer's Withholding Returns (Forms K-1, K-3, and amendments), WH Statements (Forms W-2, W-2C, W-2G, and 1099), W2 PIN filers or Streamline Sales Tax (SST) SER returns.</b>





## Create a MyTaxes Transmitters Account

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

<p>1. Navigate to <a href="https://MyTaxes.ky.gov">MyTaxes.ky.gov</a> and select the <b>Register a New Account</b> option in the <b>Sign Up</b> section of the Welcome page.</p>	
<p>2. Create a username by completing the mandatory fields (<b>Username</b>, <b>First Name</b>, <b>Last Name</b>, and <b>Email</b>) on the Sign Up screen. <b>**For Streamline Sales Tax (SST) Transmitters only, use your CSP ID (ex. CSP123456) for your username.</b></p> <p>3. Use the <b>MyTaxes Portal User Role</b> dropdown to select <b>Transmitters</b>.</p> <p>4. Click the <b>Sign Up</b> button to move forward.</p>	
<p>5. A message will appear confirming that a verification email was sent to the email that was used to create your username.</p>	
<p>6. Check your email and open the <b>Welcome to MyTaxes Self-Registration</b> email.</p> <p>7. Click <b>Verify Email</b> at the bottom of the email or copy and paste the six-digit verification code in the <b>Enter a verification code instead</b> link on the previous page.</p>	





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.

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

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

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.

**Username**

Email

Password

Password  
[redacted]

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.

**New password**

  
  
**Re-enter password**  
  

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.

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

This link expires in 5 minutes.

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





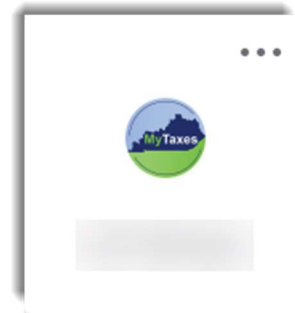
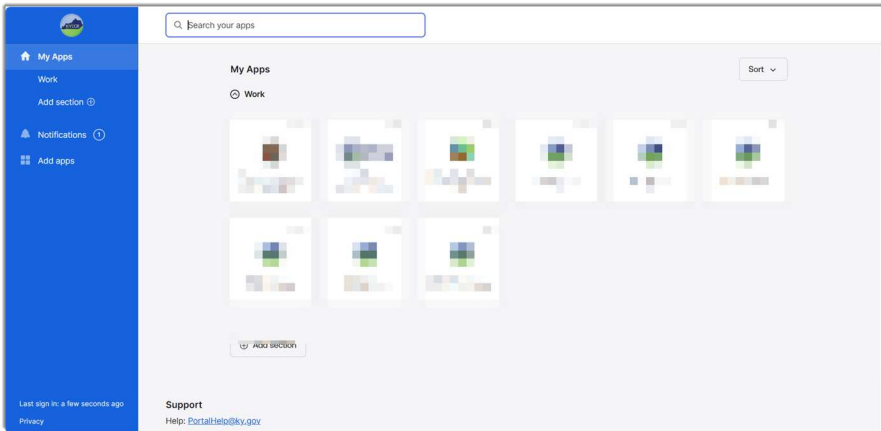
16. The page will prompt you to create a secondary email.  
To skip this step, click the **Finish** button.

**Secondary email** Optional

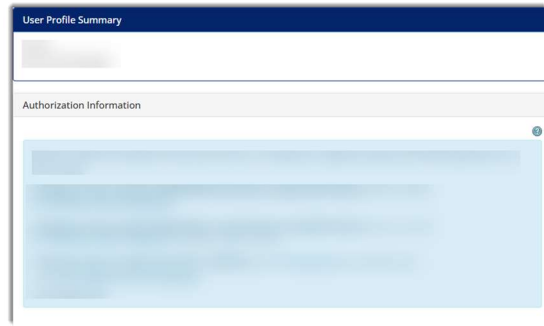
Use a second email to **recover your account** in case you become locked out. This email must be verified after setup.

**Finish**

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



18. An **Authorization Information** message will appear on your User Profile Summary page.



19. Send an email to [PortalHelp@ky.gov](mailto:PortalHelp@ky.gov) with the Transmitters information shown below.

**Transmitters Information:**

- *Business Name*
- *Transmitter ID*
- *User ID*
- *Name (First and Last)*
- *Phone Number*





20. You will receive a **MyTaxes.ky.gov Portal-Transmitter Approval** email within 24-48hrs of your sent email. This email will come to the email that is associated with your Transmitters Account.

**NOTE:** If you do not receive your approval email in 24-48hrs, please contact the Customer Contact Center at [portalhelp@ky.gov](mailto:portalhelp@ky.gov) or call 502-764-5555 to make us aware of the delay.

