



CREATE AN ACCOUNT IN MYTAXES

Department of Revenue User Guide



KENTUCKY DEPARTMENT OF
REVENUE

**TEAM
KENTUCKY.**
FINANCE AND
ADMINISTRATION CABINET

This guide provides step-by-step instructions for new users who need to create a MyTaxes account. This guide applies to individuals who do not yet have a MyTaxes username and must complete the registration process to gain access to MyTaxes services.

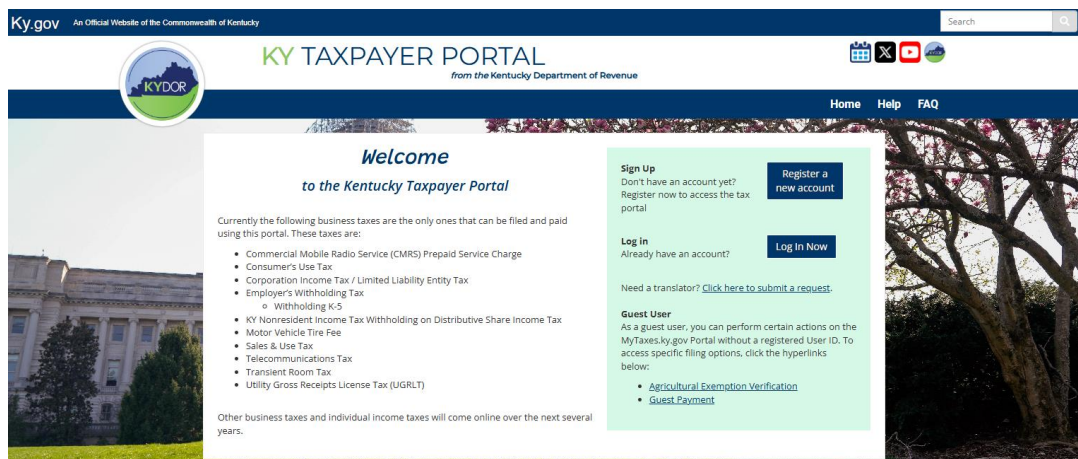
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User Guide Last Updated: 09/16/2026

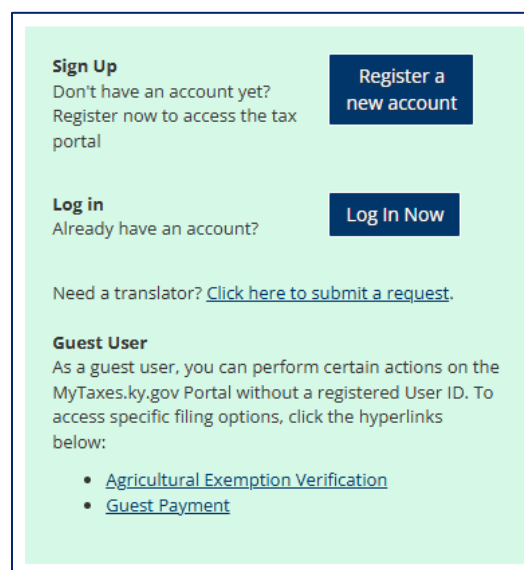
Creating a MyTaxes Account

Use the steps below to create a new MyTaxes user account. If you have already created a MyTaxes user account and are experiencing access issues, please visit the [MyTaxes Resource Center](#) for additional reference guides and videos.

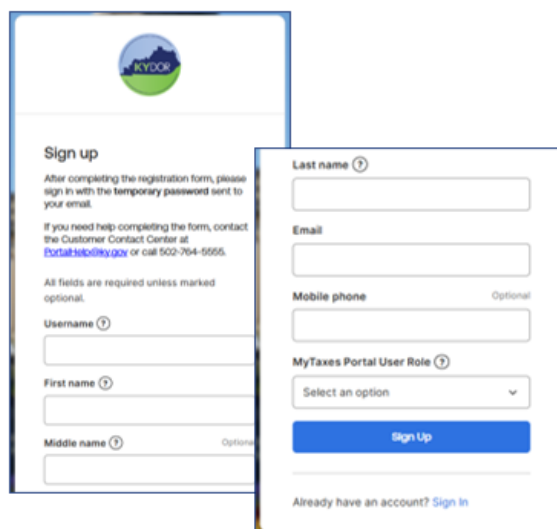
1. Navigate to the Kentucky Taxpayer Portal at MyTaxes.ky.gov.



2. Select the **Register a new account** button.



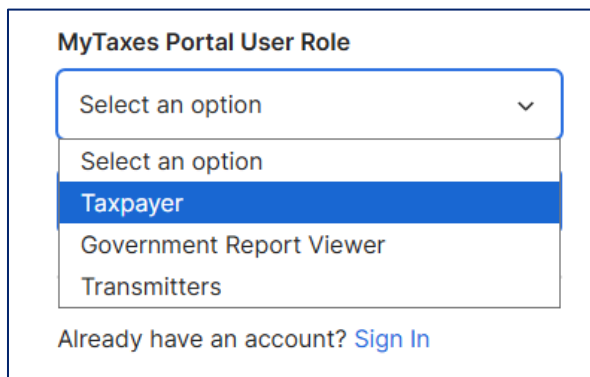
3. Complete the *required fields* on the registration form.
Note: Middle name and Mobile phone fields are optional.



The image shows a screenshot of the 'Sign up' form for the KY Tax Portal. The form includes fields for Last name, Email, Mobile phone (marked as optional), Username, First name, and Middle name (marked as optional). A dropdown menu for 'MyTaxes Portal User Role' is visible, with a blue 'Sign Up' button below it. A link for 'Already have an account? Sign In' is at the bottom.

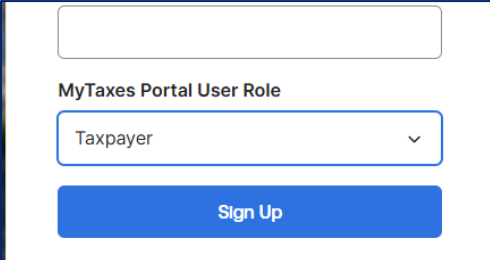
4. Select **Taxpayer** from the *MyTaxes Portal User Role* drop down.
Note: If you are registering an account as a Government Report Viewer or Transmitter, please do not move forward.

- For Government Report View account creation, please contact the Customer Contact Center at 502-764-5555.
- Transmitter account creation can be completed using the [How to Guide for Transmitters](#).



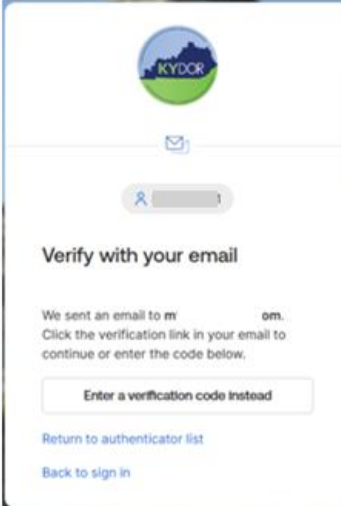
The image shows a close-up of the 'MyTaxes Portal User Role' dropdown menu. The menu is open, showing four options: 'Select an option', 'Taxpayer' (highlighted in blue), 'Government Report Viewer', and 'Transmitters'. Below the menu is a link for 'Already have an account? Sign In'.

5. Once all required information has been entered and the *MyTaxes Portal User Role* has been changed to *Taxpayer*, select **Sign Up**.



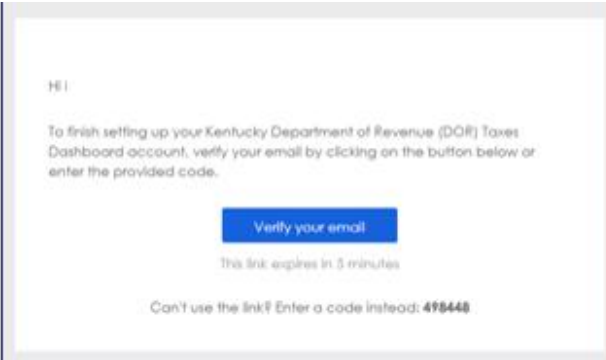
A screenshot of a web form. At the top is a white rectangular input field. Below it is the text "MyTaxes Portal User Role". Underneath is a dropdown menu with "Taxpayer" selected and a downward arrow. At the bottom is a blue button with the text "Sign Up" in white.

6. The *Verify with your email* screen will appear. A verification message will be sent to the email address provided on the Registration page.



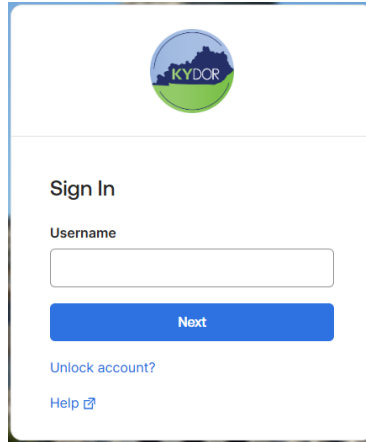
A screenshot of a verification screen. At the top is the KYDOR logo. Below it is an email icon and a user profile icon. The heading is "Verify with your email". The text says: "We sent an email to m...om. Click the verification link in your email to continue or enter the code below." Below this is a button that says "Enter a verification code instead". At the bottom are two links: "Return to authenticator list" and "Back to sign in".

7. Once the message is located and opened, select the **Verify your email** button or copy down the *six-digit code* offered in the message.



A screenshot of an email verification message. It starts with "Hi!". The text says: "To finish setting up your Kentucky Department of Revenue (DOR) Taxes Dashboard account, verify your email by clicking on the button below or enter the provided code." Below this is a blue button that says "Verify your email". Underneath the button is the text "This link expires in 5 minutes". At the bottom is the text "Can't use the link? Enter a code instead: 498448".

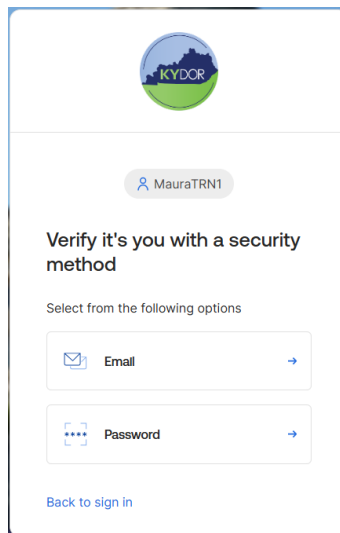
8. After selecting the **Verify your email** button in the email message, you will be prompted to begin the Sign In process by typing in your *Username*.

A screenshot of the KYDOR Sign In screen. At the top is the KYDOR logo, which features a green circle with a blue mountain silhouette and the text 'KYDOR'. Below the logo, the text 'Sign In' is displayed. Underneath is a label 'Username' followed by a white text input field. Below the input field is a blue button with the text 'Next'. At the bottom, there are two links: 'Unlock account?' and 'Help' with an external link icon.

Alternatively, you can select the **Enter a verification code instead** button to type in the *six-digit code* retrieved from the verification email. Select **Verify** once the code has been entered.

Then, select the *Username* then **Next**.

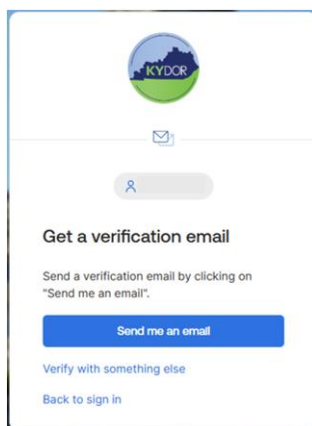
9. To continue verifying identity, choose the security method you prefer by selecting the **Email** button to receive a verification email or the **Password** button to set up your password.

A screenshot of the KYDOR Verify screen. At the top is the KYDOR logo. Below it is a user identifier 'MauraTRN1' with a person icon. The main heading is 'Verify it's you with a security method'. Below this is the text 'Select from the following options'. There are two buttons: 'Email' with an envelope icon and 'Password' with a password field icon. Both buttons have a right-pointing arrow. At the bottom left is a link 'Back to sign in'.

10. If *Email verification* is chosen, select **Send me an email** to have a verification message sent to your email inbox.

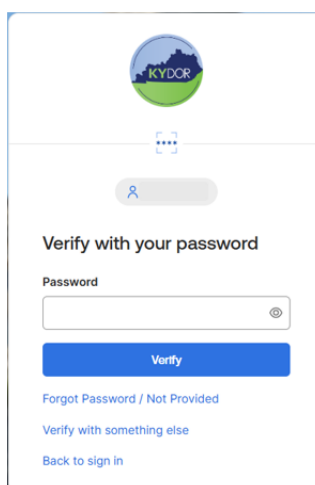
Follow the prompt within the message to select the **Verify your email** button to be logged in.

You can select the **Enter a verification code instead** button to type in the *six-digit code* retrieved from the verification email. Select **Verify** once the code has been entered.

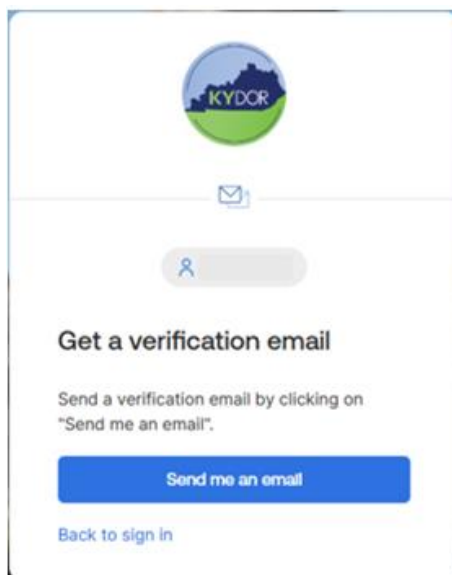


11. If the *Password* option is chosen, select **Forgot Password / Not Provided** to create the account password.

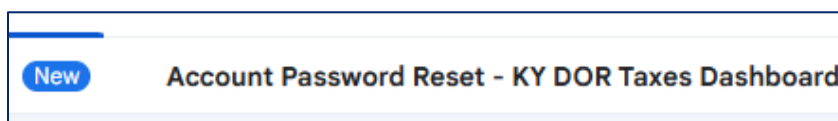
Typing in a password without completing this step will result in an error message.



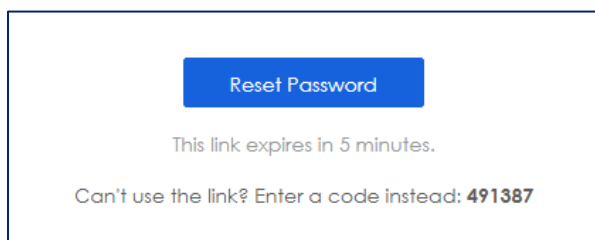
12. To receive the verification message, select **Send me an email**.



13. Locate the message in your email inbox with the subject line *Account Password Reset – KY DOR Taxes Dashboard*.



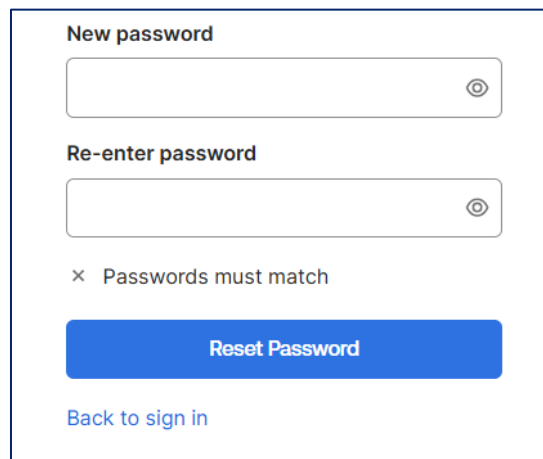
14. Within that message, select the **Reset Password** button or copy the *six-digit code* to type into the browser.



15. You will be prompted to set your password. Follow the requirements listed and type the password in both the *New password* and *Re-enter password* fields, then select **Reset Password**.

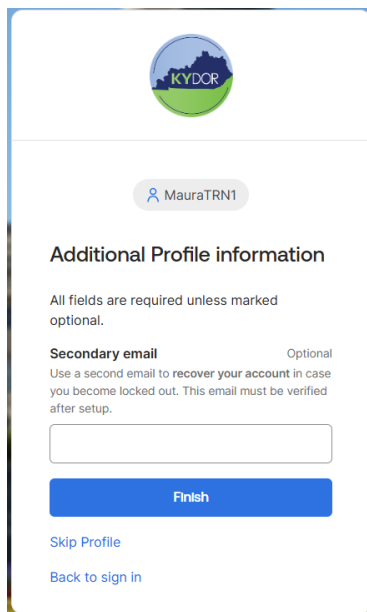
Password Requirements:

- At least 14 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name



The screenshot shows a password reset form with two input fields: 'New password' and 'Re-enter password'. Each field has a toggle icon on the right. Below the fields is a red error message: '× Passwords must match'. At the bottom is a blue 'Reset Password' button and a link that says 'Back to sign in'.

16. Once the password is successfully set, the Additional Profile Information screen will appear. Users have the option to add a Secondary Email to use in case of account lockout. This is optional and can be skipped by selecting **Finish**. This completes the account creation process.



KYDOR

MauraTRN1

Additional Profile information

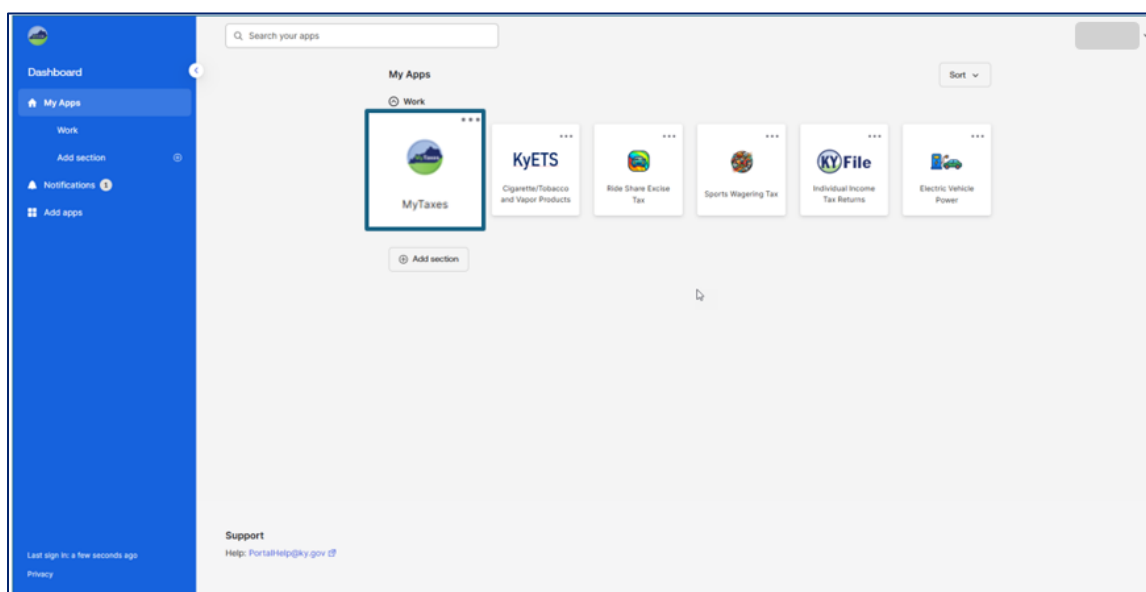
All fields are required unless marked optional.

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

[Skip Profile](#)
[Back to sign in](#)

17. Once you are signed in, you will be on the My Apps dashboard. Select the MyTaxes widget to access your MyTaxes account.



Thank you for doing business in Kentucky. For questions on the process contained in this guide or other MyTaxes portal questions, please contact the Kentucky Department of Revenue Customer Contact Center at 502-764-5555. Representatives are available to assist Kentuckians Monday through Friday, excluding State Holidays.