Link My Business

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Search

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Log in to your One Stop account.

• Go to www.onestop.ky.gov.

Kentucky Plan Start Expand Move Operate MY BUSINESS MY BUSINESS MY BUSINESS MY BUSINESS TO KENTUCKY Welcome to the Kentucky Business One Stop Portal From starting your business plan to registering your business with the Commonwealth, this portal is a "one stop shop" with tools necessary to assist you in registering and operating your business in Kentucky. Begin your registration Licenses Which licenses and permits apply to you and Permits top Business Services Incentives Kentucky Business One Stop final assessment Find out why Kentucky is right for your business Resources

• Click on the One Stop Business Services Icon.

 At the next screen, type in your Username and password and click Sign in.



 Multiple businesses may be linked to the same user account. To link a business, click on "Link My Business."

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My Businesses	Submissions in Progress				Other Services		
Business Name 🔺			CBI Number		Request Access		
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Manage Business/Tax Accounts File an Annual Report Tax Filing Register a new business Register a new business with the Kentucky Secretary of State and/or the Kentucky Department of Revenue.					Motor Carrier Online Services Motor Carrier Portal (MCP) KYU Efile KIT Efile		
& Link My Busine Use this option if you wish to utilize this po	u already have a business registered w	ith the Kentucky Secretary of State and/or the Kentucky mation.	Department of Revenue and	you			
View Permission View or Manage the	ons Invite User Remove User users who have access to your busine	\$\$.					
			My Businesses loaded at	7:41 AM 🕽			
		Policies Security Disclaimer #	Accessibility				
		Kentucky	3				

 Next, type in the CBI Number, Business Name, and the Security Token. Please Note: the Business Name must be typed exactly as it appears on the Kentucky Secretary of State site or in Department of Revenue records; this includes punctuation, capitalization, and spacing.

Ky.gov An Official Website of the Commonwealth of Kentucky			Search C		
			Go Back to Dashboar		
% Link My Business					
Linking your business allows you to utilize the KY Business One Stop portal fo name exactly as they appear on the correspondence you received concerning	r a previously registered business/tax registration. To link you the KY Business One Stop. If you do not know your CBI or Se	r business, use the form below to provide the Commonwealth Bus curity Token, click here to request it.	iness Identifier (CBI) and the business		
As part of the "Link My Business" process you are required to assign at least one (1) business administrator for your business. This administrator can assign security roles to other users, such as an accountant, which will allow them to perform various functions within the organization. Only the One Stop business administrator(s) can grant, approve, withdraw or revolve access to the "manage a business" function.					
An email will be sent to the individual(s) you identify as One Stop business as	ministrator(s): it is their responsibility to follow the instruction	s in the email to complete the online confirmation within thirty (3	0) days.		
Step 1: Provide Business Information					
CBI Number	Business Name	Security Token			
0145338298	Lawn Services are Taxable	5A6831C5			
Enter all information exactly as it appears on the CBI Letter you received. If	you do not know what to enter, click here to request it.				
For questions about obtaining access to your tax accounts, you may call the For questions about obtaining access to your account to make changes to yo	Department of Revenue, Kentucky Business One Stop Help Line or business registration with the Secretary of State, call 502-56	at 502-564-5053. 4-3490.			
Once all fields have	been entered, click Continue.		+ Continue		
Once all fields have	been entered, click Continue.				

 If the business has an active account that is already enrolled for online filing, Step 2 will be adding the One Stop Business Administrator. Check the box next to "Make me the One Stop Business Administrator" to make yourself the One Stop Business Administrator. To add an additional administrator, click Add Admin and enter the person's information. Then, click on Send Invite.

CPAs or accountants should not make themselves the Administrator; that role should be assigned to someone from the business.

- Once you've added the One Stop Business Administrator, click Go to Dashboard.
- If you have an active Sales Tax account that <u>is not</u> enrolled for online filing, Step 2 will ask if you want to enroll for online filing; if you do, check the box next to "Enroll for online filing." Click **Continue** to move forward and add the One Stop Business Administrator.

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Link My Business						
king your business allows y	you to utilize the KY Business One Stop	portal for a previously registered business/tax registration. To	o link your business, use the form be	low to provide the Commony	vealth Business Identifier (CBI) an	d the busin
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vitations will be sent to the individual(s) you identified above as One Stop Business Administrator(s): it is their responsibility to follow the instructions in the email to complete e online confirmation before it expires in thirty (30) days.	🗞 Link Another
invite additional administrators or link another business, click the Link Another button.	🗲 Go to Dashboard
ote: Business access requests are processed in the order they are received. It may take up to four (4) hours to receive an invite e-mail after submission. You will not be able to cress the business to view/update information or electronically file returns until you receive this email. If you do not receive your e-mail within the specified time frame, please if the One Strone Male Line as 750-564, SN3.	

Step 2: Enroll For Online Tax Filling	
You can enroll for online tax filling for the following tax accounts Sales and Use Tax 	
Epoll for online filing.	→ Continue
	C Start Over

 If you assigned yourself the role of One Stop Business Administrator, when you go back to the Dashboard, the business should be available under the My Businesses tab.



 If you sent an invite to someone else, he or she will need to follow the instructions within the email they receive. At right is an example of the email.



If you are experiencing any issues with your account, please contact the help desk at (502) 782-8930 or email <u>KYBOS.Support@KY.gov</u>.

Please note: DOR employees cannot supply Usernames or reset passwords.