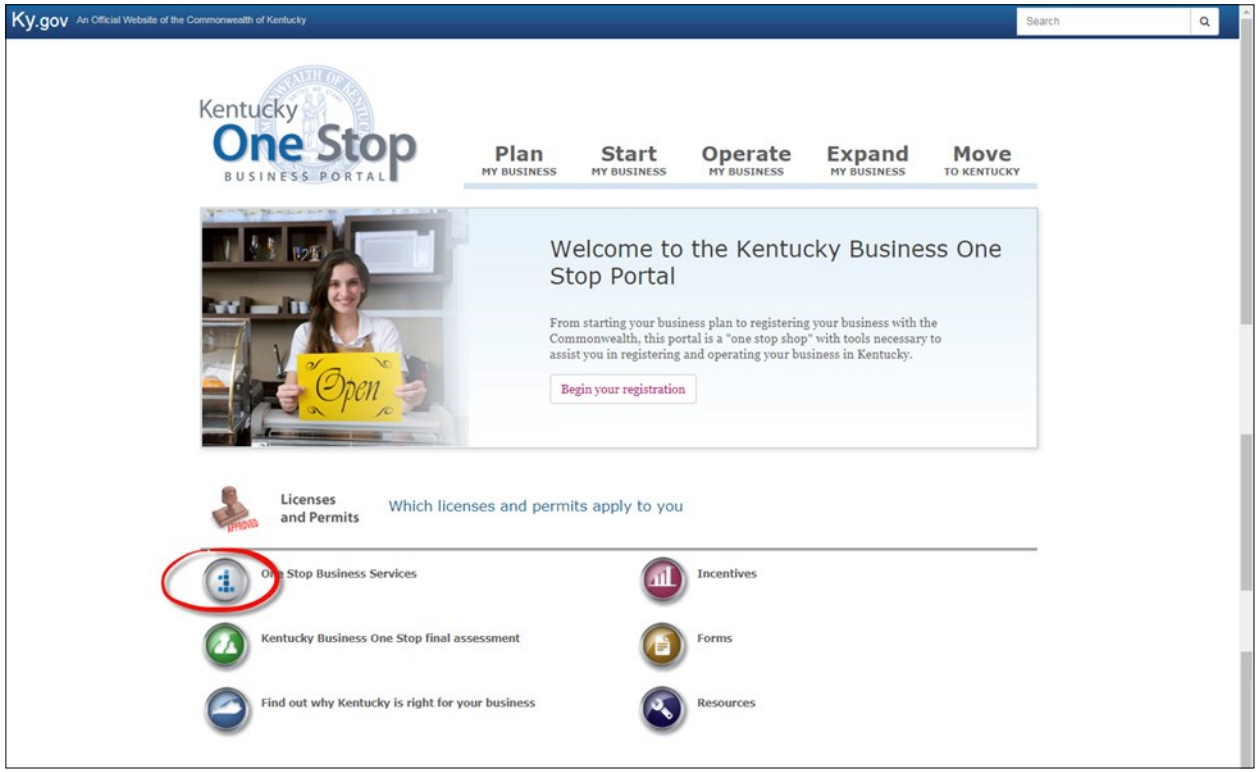
Link My Business

(Updated 5/04/18)

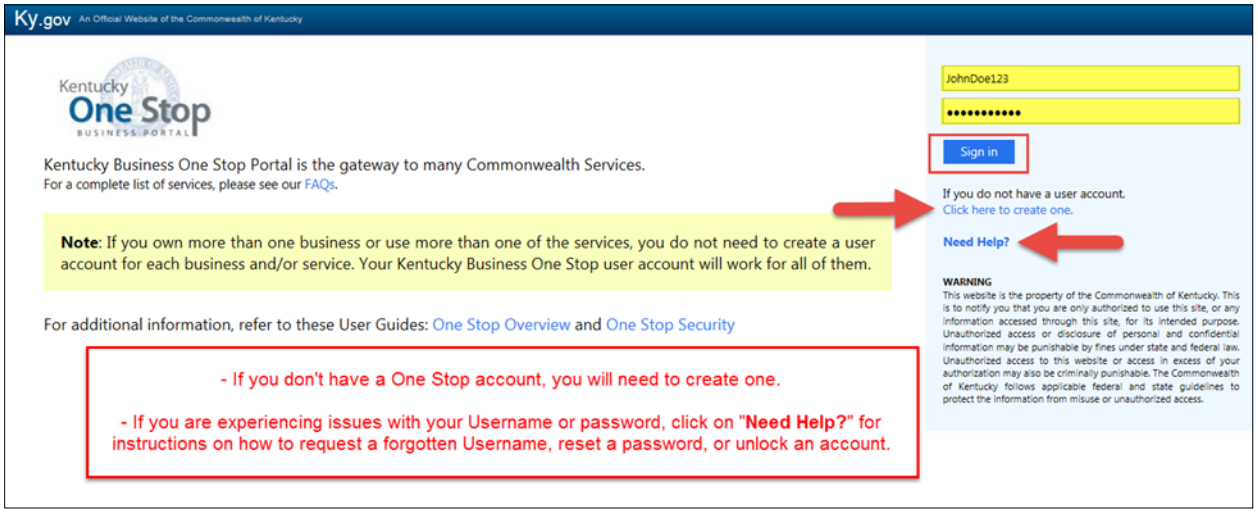
Log in to your One Stop account.

- Go to www.onestop.ky.gov.

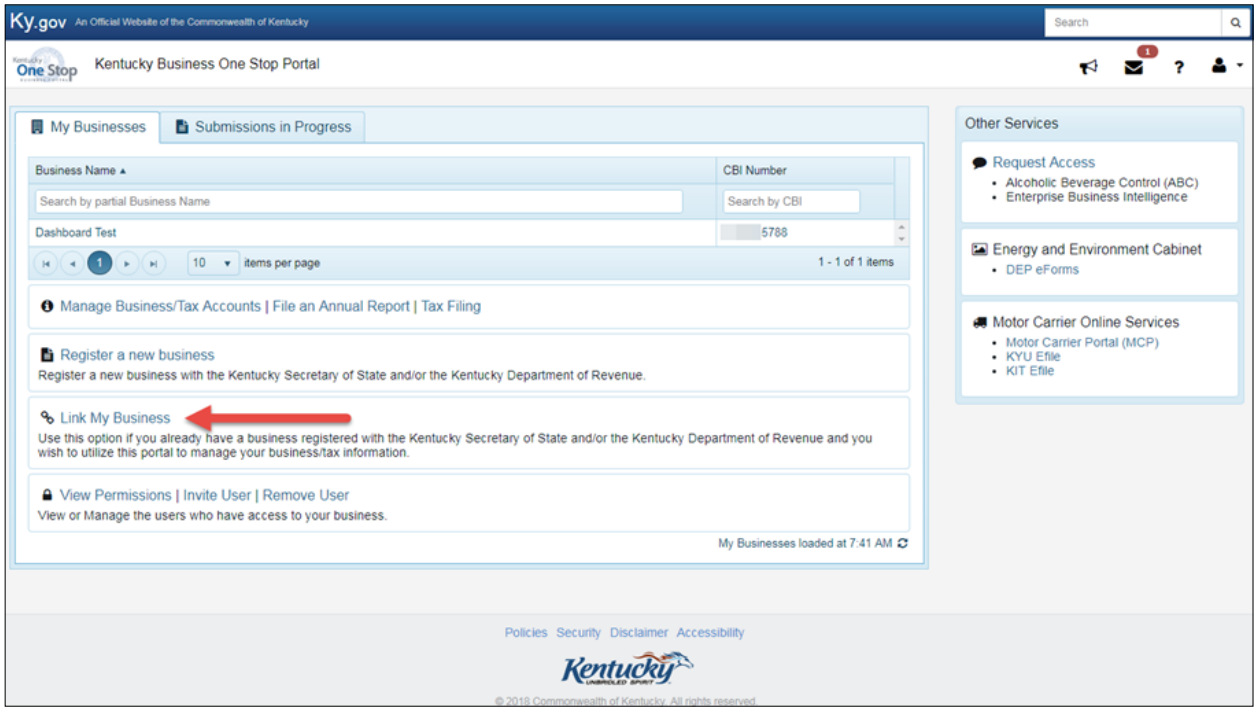


- Click on the One Stop Business Services Icon.

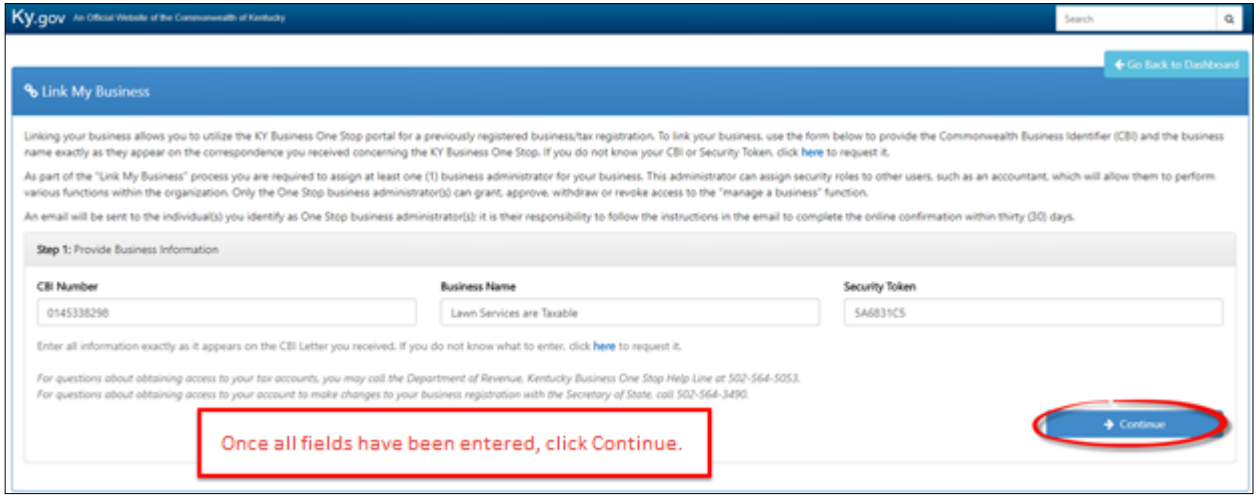
- At the next screen, type in your Username and password and click **Sign in**.



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

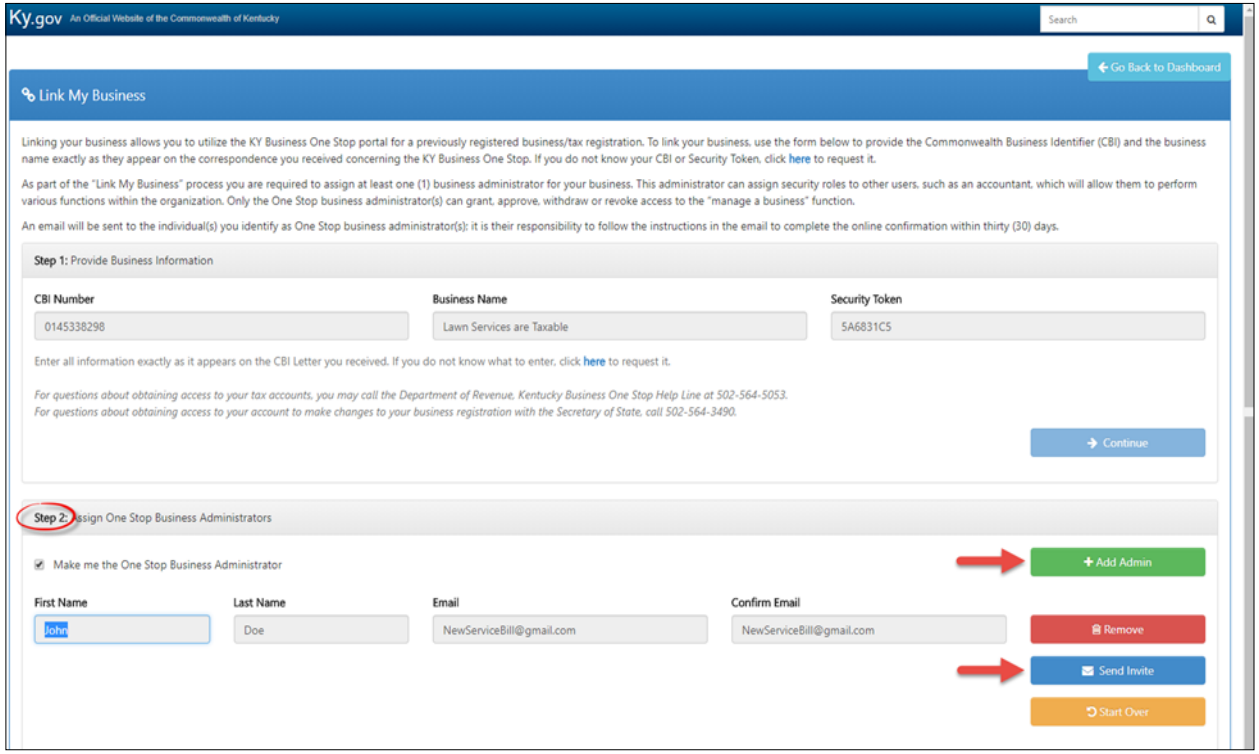


- Next, type in the CBI Number, Business Name, and the Security Token. **Please Note:** the Business Name must be typed exactly as it appears on the Kentucky Secretary of State site or in Department of Revenue records; this includes punctuation, capitalization, and spacing.

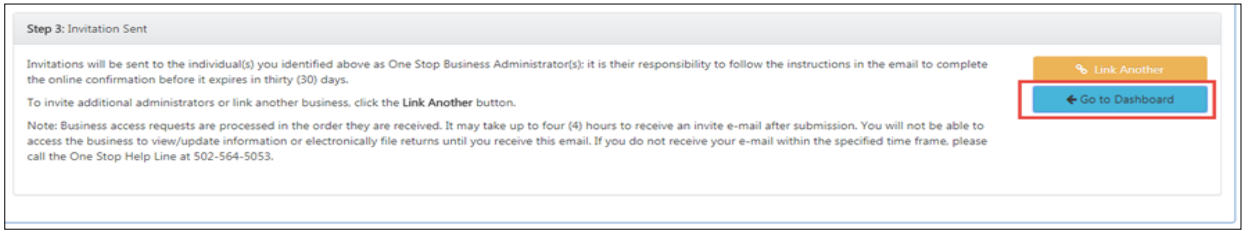


- If the business has an active account that is already enrolled for online filing, Step 2 will be adding the One Stop Business Administrator. Check the box next to “Make me the One Stop Business Administrator” to make yourself the One Stop Business Administrator. To add an additional administrator,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

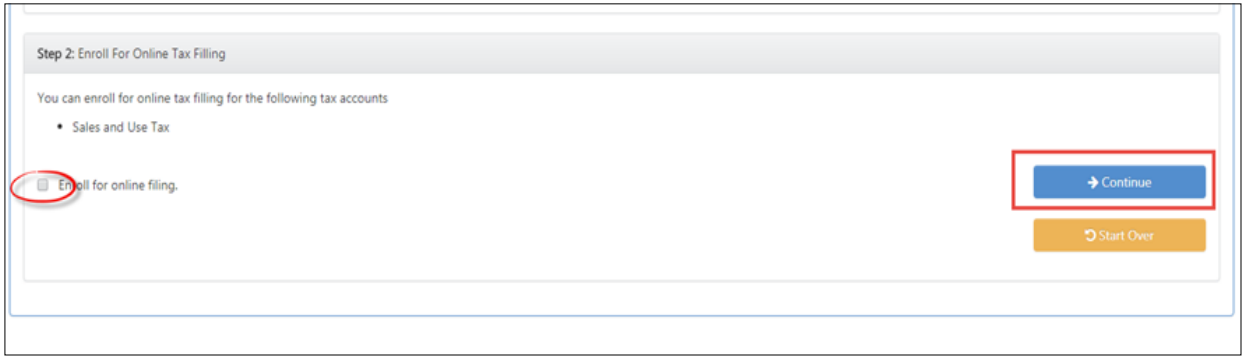
CPAs or accountants should not make themselves the Administrator; that role should be assigned to someone from the business.



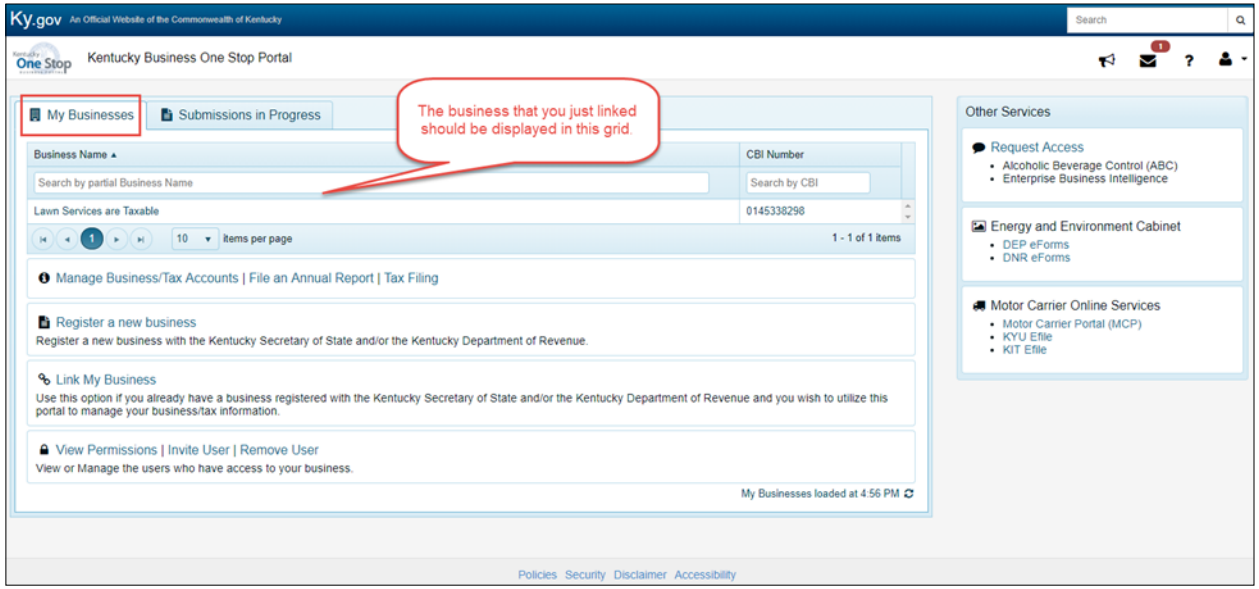
- Once you’ve added the One Stop Business Administrator, click **Go to Dashboard**.



- 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.



- 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 KYBOS.Support@KY.gov.

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