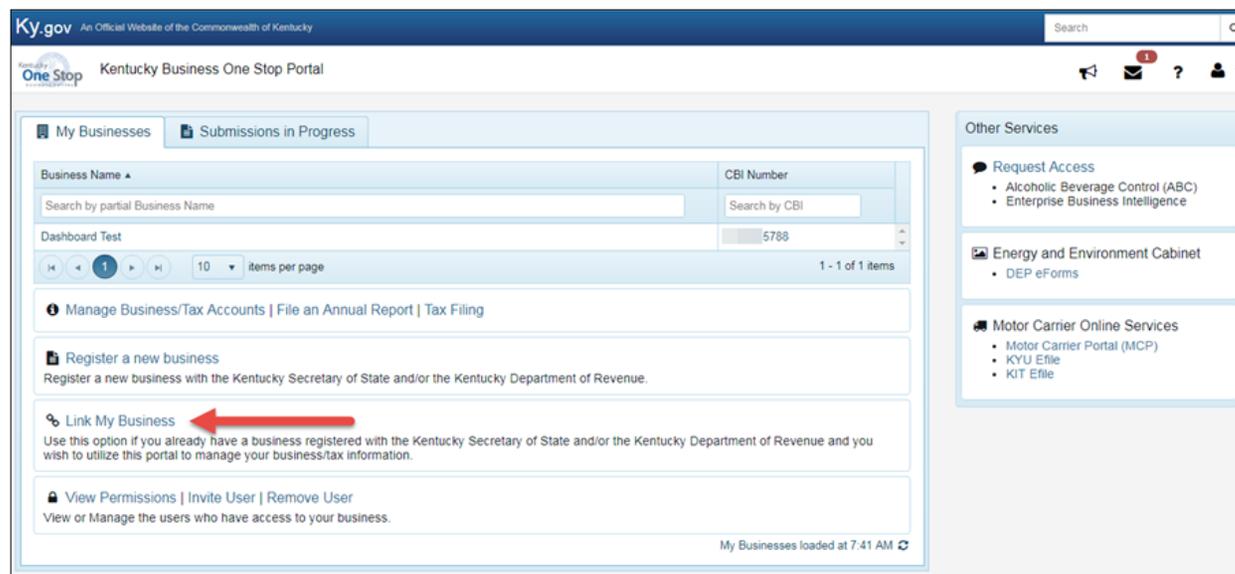
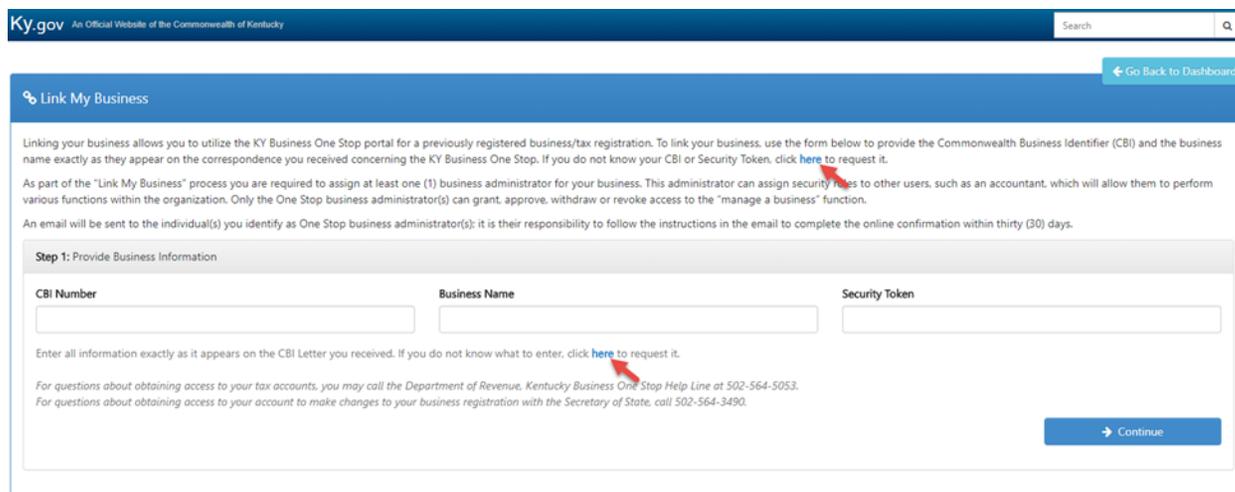


# Request My Commonwealth Business Identifier (CBI) and Security Token

- To request a CBI number and Security Token, click **Link My Business**.



- Click on either of the blue “here” links marked by the red arrows in the image at right.



## Step 1:

- The First Name, Last Name, and Email fields will all be prefilled. Fill in your telephone number and business name. Check “Yes” or “No” to the question, “Do you have Secretary of State Organization Number?” All of these fields are required.
- If you do not have a Secretary of State Organization Number, this completes Step 1. Click **Continue** to proceed to Step 2.

Ky.gov An Official Website of the Commonwealth of Kentucky

Request Commonwealth Business Identifier (CBI)

Step 1: Provide Business Information

First Name: John, Last Name: Doe, Email: NewServiceBill@gmail.com

Telephone Number: (201) 555-5555, Business Name: [Empty]

Do you have Secretary of State Organization Number?  Yes  No

Clear, Continue

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- If you indicate that you do have a Secretary of State Organization Number, you will be given a field in which you should enter that number.
- Click **Continue** to proceed to Step 2.

Ky.gov An Official Website of the Commonwealth of Kentucky

Request Commonwealth Business Identifier (CBI)

Step 1: Provide Business Information

First Name: John, Last Name: Doe, Email: NewServiceBill@gmail.com

Telephone Number: (502) 564-3306, Business Name: Lawn Services are Taxable

Do you have Secretary of State Organization Number?  Yes  No

Secretary of State Organization Number: 0123456

Clear, Continue

## Step 2:

- For immediate access, you will need to choose a tax type and enter your tax account number for that tax type. Then, click **Continue**.

Step 2: Additional Business Information

By providing the requested information you may gain immediate access to your business information.

Tax Type: Sales Use Tax

Tax Account Number: 05

Buttons: Previous Step, Continue

- If you selected “No” to the Secretary of State Organization Number question in Step 1, you will be required to provide the FEIN for your business (as shown at right).
- If your business does not have any tax accounts or if you do not have a history of returns on file, you won’t be eligible for immediate access and the only option is to have the information mailed.

Request Commonwealth Business Identifier (CBI)

Go Back to Dashboard

Step 1: Provide Business Information

First Name: John, Last Name: Doe, Email: NewServiceBill@gmail.com

Telephone Number: (502) 564-3306, Business Name: Lawn Services are Taxable

Do you have Secretary of State Organization Number? Yes No

By providing the requested information you may gain immediate access to your business information.

Tax Type: Sales Use Tax, Tax Account Number: 737

Buttons: Clear, Continue

Step 2: Additional Business Information

FEIN

Buttons: Previous Step, Continue

### Step 3:

- If your business has returns on file for the tax type and account number you supplied, you have the ability to get immediate access by answering a question related to the tax type you chose. In the example at right, the question asks for the Total Receipts from the July 2016 return filed with the Department of Revenue. Supply only the dollar amount—do not add the cents.
- Once you have provided the answer to the verification question, click **Submit Request**.

Step 3: Tax Amount Verification

Total receipts from the July 2016 return filed with DOR. Enter the dollar amount; do not include cents.

\$ 100.00

Previous Step

Submit Request

Go Back to Dashboard

- If you provide an incorrect amount you will receive an error message. You will only have three attempts to get the answer correct. If you answer the question incorrectly three times, the CBI to which the business is tied will be locked for 48 hours. After 48 hours, the account will be unlocked automatically. You will have the option to have the CBI letter mailed to you if you become locked out.

Step 3: Tax Amount Verification

Total receipts from the July 2016 return filed with DOR. Enter the dollar amount; do not include cents.

\$ 100.00

**Incorrect Amount.**

Previous Step

Submit Request

2 attempt(s) remaining

Go Back to Dashboard

- Once the correct answer is submitted, you are taken back to the main Link My Business page. You will see that the CBI Number, Business Name, and Security Token fields have populated. From here, you will continue through the Link My Business process described in the Department of Revenue tutorial titled, “Link My Business.”

**Link My Business**

Linking your business allows you to utilize the KY Business One Stop portal for a previously registered business/tax registration. To link your business, use the form below to provide the Commonwealth Business Identifier (CBI) and the business name exactly as they appear on the correspondence you received concerning the KY Business One Stop. If you do not know your CBI or Security Token, click [here](#) to request it.

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 revoke access to the "manage a business" function.

An email will be sent to the individual(s) you identify as One Stop business administrator(s); it is their responsibility to follow the instructions in the email to complete the online confirmation within thirty (30) days.

**Step 1: Provide Business Information**

<b>CBI Number</b>	<b>Business Name</b>	<b>Security Token</b>
<input type="text" value="0145338298"/>	<input type="text" value="Lawn Services are Taxable"/>	<input type="text" value="5A6831CS"/>

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 Department of Revenue, Kentucky Business One Stop Help Line at 502-564-5053.  
For questions about obtaining access to your account to make changes to your business registration with the Secretary of State, call 502-564-3490.*

[→ Continue](#)

If you are experiencing any issues with your account, please contact the help desk at (502) 782-8930 or email [KYBOS.Support@KY.gov](mailto:KYBOS.Support@KY.gov).

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