



Commonwealth of Kentucky

Security Information Management System

User Guide

Release 2.1
November 2016

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1 Login

The “Login” page for Kentucky Business One Stop is the gateway to many Commonwealth services, including Business Registration, Business and Tax Filing Services, Alcoholic Beverage Control license renewal, and Motor Carrier Online Services.

Security is an important consideration to the Commonwealth. You have entrusted the Commonwealth with confidential information and the Security Information Management System (Security System) ensures that only authorized individuals may access that information. For additional information about security, please refer to the [One Stop Security](#) user guide, available via the ‘One Stop Security’ link.

Ky.gov An Official Website of the Commonwealth of Kentucky

Kentucky One Stop BUSINESS PORTAL

Kentucky Business One Stop Portal is the gateway to many Commonwealth Services. For a complete list of services, please see our [FAQs](#).

Note: If you own more than one business or use more than one of the services, you do not need to create a user account for each business and/or service. Your Kentucky Business One Stop user account will work for all of them.

For additional information, refer to these User Guides: [One Stop Overview](#) and [One Stop Security](#)

Forgot Username or Password?
[Sign in](#)

If you do not have a user account.
[Click here to create one.](#)

If you are having trouble creating or using your account, please review the [FAQs](#). If you still have questions, please call us at: **502-782-8930**, or email KYBOS.SUPPORT@ky.gov

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 This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Policies Security Disclaimer Accessibility

Kentucky
 UNBROKEN SPIRIT

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 Kentucky.gov

Note

User accounts created when registering a business before May 1, 2015 will not work with the current version of Kentucky Business One Stop. If you created a user account for Kentucky Business One Stop after May 1, 2015, your user account will work with all Kentucky Business One Stop services.

Or, if you have a user account for the Withholding Return and Payment System (WRAPS), Alcoholic Beverage Control license renewal or Motor Carrier Online Services, your user account will work with all Kentucky Business One Stop services.

User accounts created for the Health Benefits Exchange may not be used to access Kentucky Business One Stop or its related services. You must create a new user account to access these services.

If you already have a valid user account, enter your Username and Password and click the ‘Sign in’ button. The Security System validates the information you entered and, if valid, displays the home page of the service you are attempting to access. For additional

information about One Stop and its services, please refer to the [One Stop Overview](#) user guide, available via the 'One Stop Overview' link.

If you do not have an account, use the link labeled 'Click here to create one' (see Section 3).

If you have forgotten your Username or Password, use the link labeled 'Forgot Username or Password?' (see Section 5).

If you are having trouble creating or using your account, please review the Frequently Asked Questions (FAQs) by clicking 'FAQs' under the 'Sign in' button on the right.

Sign In Frequently Asked Questions

Version 1.2, November 2016

[Show All Answers](#) [Hide All Answers](#)

General Questions

Q: [What is the Kentucky Business One Stop Portal?](#)

Q: [What services can I access through the Kentucky Business One Stop Portal?](#)

Q: [I already have a user account for the Withholding Return and Payment System \(WRAPS\). Can I use that username/password to sign into Kentucky Business One Stop?](#)

Q: [I already have a user account for the Health Benefits Exchange. Can I use that a username/password to sign into Kentucky Business One Stop?](#)

Q: [How do I create a new user account in Kentucky Business One Stop?](#)

Q: [Is my username case sensitive?](#)

Q: [Can I change my Username?](#)

Motor Carrier Questions

Q: [Why can't I sign in using my Kentucky Motor Carrier Portal email/account?](#)

Q: [Why can't I sign in using my Kentucky Intrastate Tax \(KIT\) eFile email/account?](#)

Q: [Why can't I sign in using my Kentucky Weight Distance \(KYU\) eFile email email/account?](#)

Q: [Whom do I contact with questions about the Kentucky Motor Carrier Portal?](#)

Q: [Why do I get a 'Server Error' when trying to access the Kentucky Motor Carrier Portal?](#)

Click any question to see the answer. You may show all answers or hide all answers by clicking the links underneath the page title.

2 Common Features

2.1 Framework

The framework is consistent across many Commonwealth services.



The blue section across the top is the Ky.gov banner; this section is standard on the Commonwealth of Kentucky’s official Web sites and offers a link to Kentucky’s official site. The search functionality in this banner searches all Ky.gov Web pages.



The light gray section across the bottom provides links to the Commonwealth’s Privacy, Security, Disclaimer, and Accessibility policies and statements as well as displaying copyright information. This section is standard on the Commonwealth of Kentucky’s official Web sites.

2.2 Security System Banner

The gray section directly underneath the Ky.gov banner is the Security System banner. When you are not logged into one of the Commonwealth services, the banner looks similar to this.



When you are logged into a service, the banner looks similar to this.



The following options are available in the banner, depending on whether you are logged in:

Icon	Function
	Takes you to the Kentucky One Stop Business Portal. If you are already logged into One Stop, it brings up the “Dashboard” (see the One Stop Overview on the “Login” page); if <u>not</u> , it brings up the “Login” page (see Section 1).
	Displays this user guide in a new tab for assistance as needed.

	Displays only if you are <u>not</u> logged in. Brings up the “Login” page (see Section 1).
	Displays only if you are logged in. The dropdown has options for Account Settings (see Section 4) to update your information and Logout.

2.3 Captcha

The Security System uses a CAPTCHA (**C**ompletely **A**utomated **P**ublic **T**uring test to tell **C**omputers and **H**umans **A**part) to verify that you are a person using the service.

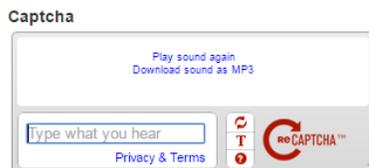
2.3.1 Text entry



The default Captcha layout asks you to type the text you see. Enter the characters, including spaces if appropriate.

When characters are difficult to read, you may use the refresh button  to display another set of characters or use the audio button  to switch to audio.

2.3.2 Audio Entry



The audio entry layout asks you to type the text you hear. You may increase the volume as needed to understand the spoken numbers/characters. You may use the text button  to switch back to text.

The question mark  brings up Captcha help information.

3 Create a User Account

If you have not created a user account for Kentucky Business One Stop, Occupations & Professions License Renewal, or the Withholding Return and Payment System, click the link labeled 'Click here to create a user account' on the "Login" page.

3.1 Create Account

The "Create Account" page appears.

Enter the following information:

- Username is the login name you want to use for Commonwealth services. Once your user account is created, you may never change your Username. Username must meet the following criteria:
 - Be between 8 and 20 characters.
 - Contain only uppercase and lowercase letters, numbers, hyphens (-) and underscores (_).
- Display Name is the name – or nickname – you want the Security System to use when addressing you.
- First Name and Last Name.
- Email and Confirm Email address – these must match. Email Address is the email that you would like for the Security System to use when corresponding with you. Once your user account is created, this email address will be forever associated with your Username and may not be used by someone with a different Username.
- Password and Confirm Password – these must match and meet the criteria for a secure password:
 - Be between 8 and 15 characters long.
 - Contain at least one number and one letter.
 - Contain at least one special character.

- o Contain at least one capital letter.

The 'Optional profile information' link expands the page for entry of other personal information

Optional profile information

Prefix Middle Name Suffix

Address 1

Address 2

PO Box Number

City State Zip Code

You may enter the following optional information: prefix (e.g., Mr., Ms.), your middle name, suffix (e.g., Jr., II), street address or PO Box Number, city, state and zip code.

If you decide not to enter this information, click the 'Optional profile information' link again to hide the display.

After entering the information for your user account, click 'Create Account' to proceed. (The 'Clear Form' button clears information that you have entered thus far.)

3.2 Account Creation Confirmation

After you click 'Create Account,' the "Account Creation Confirmation" page appears.

Create Account

You are almost done registering your user account with Kentucky Business One Stop.

You will receive an email which contains directions for activating your user account.

Follow the directions contained in that email to finish setting up your user account.

You may close this browser window. A new one will be opened for you when you click the link in the confirmation email.

You are done with creating your user account – for the moment.

Please monitor your email (for the email address you entered on the "Create Account" page) for a confirmation message from the Security System. This message is a prerequisite for completing the creation of your user account.

3.3 Email Confirmation

Within a few minutes, the Security System will send a confirmation to the email account you provided.

Click the link in the email. When the “Login” page appears, your account has been activated. You may immediately log in with the Username and password you created.

If the link does not work, copy the address below it into your browser’s address bar and press ‘Enter.’

4 Account Settings

When you click on 'Account Settings' underneath your name in the Security System Banner, this page appears.

The screenshot shows the 'Account Settings' page with a blue header. Below the header are three expandable sections, each with a right-pointing chevron:

- Name & Address**: Shows 'John Rockefeller'.
- Email**: Shows 'JohnDRockefeller1839@yahoo.com'.
- Password**: Shows a masked password.

Click the appropriate option to change your account profile information.

4.1 Change Name/Address

When you select 'Name & Address,' this page appears.

The screenshot shows the 'Change Name/Address' form with the following fields:

- Prefix**: Text input field.
- First Name***: Text input field containing 'John'.
- Middle Name**: Text input field.
- Last Name***: Text input field containing 'Rockefeller'.
- Suffix**: Text input field.
- Address 1**: Text input field.
- Address 2**: Text input field.
- PO Box Number**: Text input field.
- City**: Text input field.
- State**: Dropdown menu showing 'Alberta'.
- Zip Code**: Text input field.
- County**: Text input field.
- Country**: Dropdown menu showing 'Canada'.

At the bottom right of the form are three buttons: '< Back', 'Reset', and 'Submit'.

Update the following information as desired: prefix (e.g., Mr., Ms.), first name, middle name, last name, suffix (e.g., Jr., II), street address or PO Box Number, zip code, city, county, state, and country. First Name and Last Name are the only fields required.

After updating the information, click 'Submit' to save the information. (The 'Reset' button clears information that you have entered thus far. The 'Back' button returns you to the previous page.)

4.2 Change Email

Note

You may change the email address associated with your account to a new email address or to an email address previously associated with your Username. Once you update your email address, the email address will be forever associated with your Username and may not be used by someone with a different Username.

When you select 'Change Email,' this page appears.

The screenshot shows a web form titled 'Change Email' within an 'Account Settings' header. The form includes a text box for the 'Current Email Address' containing 'JohnDRockefeller1839@yahoo.com'. Below it are two text boxes for 'New Email Address*' and 'Confirm Email Address*'. At the bottom right, there are three buttons: '< Back', 'Clear Form', and 'Change Email'.

Your current email address will be displayed. Enter your new email address and confirm it. The Confirm Email Address must match your new email address.

After updating the information, click 'Change Email' to save the information. (The 'Clear Form' button clears information that you have entered thus far. The 'Back' button returns you to the previous page.)

Within a few minutes, the Security System will send an email confirmation to the new email account you provided. You may immediately use the security code in bold print in the email to confirm that you changed your email address.

Note

The security code is valid for 8 hours. If you do not use it within that timeframe, you will have to request another code.

4.3 Confirm Email Address

If you exited the system while waiting for the security code, you may return here by clicking the link provided in the email.

Account Settings

Confirm Email Address

Your request to change the email associated with your user account has been submitted. In a few minutes, you should receive an email to the new address you provided. Please follow the instructions within that email to finalize the change.
 NOTE: Until you confirm your email, your previously registered email will still receive any notifications from our systems.

Email Address
 RussellSage@mail.com

Security Code*

< Back Clear Form Confirm Email Address

Enter the security code and click 'Confirm Email Address.'

The Security System will update the email address associated with your account. (The 'Clear Form' button clears information that you have entered thus far. The 'Back' button returns you to the previous page.)

4.4 Change Password

When you click 'Change Password,' this page appears.

Account Settings

Change Password

Current Password*

New Password*

Confirm Password*

< Back Clear Form Change Password

Enter your current password, then enter the new and confirm passwords. Password and Confirm Password must match and meet the criteria for a secure password:

- Be between 8 and 15 characters long.
- Contain at least one number and one letter.
- Contain at least one special character.
- Contain at least one capital letter.

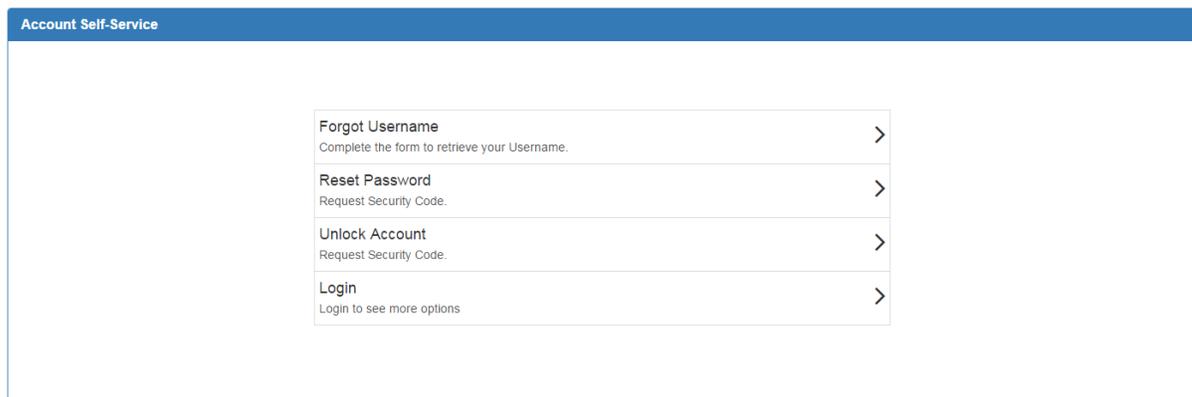
Click 'Change Password' to complete the process. (The 'Clear Form' button clears information that you have entered thus far. The 'Back' button returns you to the previous page.)

5 Forgot Username or Password?

If you are unable to log into the Security System, click the link labeled ‘Trouble accessing your account?’ on the “Login” page. The Security System allows you to resolve access issues through the email address associated with your user account.

5.1 Account Self-Service

The “Account Self-Service” page appears.



The screenshot shows the 'Account Self-Service' page with a blue header. Below the header is a white box containing a list of four options, each with a right-pointing chevron:

- Forgot Username**
Complete the form to retrieve your Username.
- Reset Password**
Request Security Code.
- Unlock Account**
Request Security Code.
- Login**
Login to see more options

Click the desired option.

Note

The Commonwealth is in process of securing a service to allow use of mobile phone numbers for account self-service. If you do not see Mobile Phone Number as an option, the feature is not yet available.

5.2 Forgot Username

When you select ‘Forgot Username,’ this page appears.



The screenshot shows the 'Forgot Username' page with a blue header. Below the header is a white box containing the following elements:

- Forgot Username**
Complete this form to retrieve your Username.
- Send Username To***
Select Option... (dropdown menu)
- Captcha**
A captcha image showing the number 157 and a text input field with the placeholder 'Type the text'. Below the input field is a link for 'Privacy & Terms' and a CAPTCHA logo.
- Buttons at the bottom right: < Back, Clear Form, Retrieve Username

Select 'My Email' in the 'Send Username To' dropdown. The page expands to allow entry of your email address.

The screenshot shows a web form titled "Account Self-Service" with a sub-header "Forgot Username". Below the sub-header, there is a prompt: "Complete this form to retrieve your Username." The form contains three main sections:

- Send Username To***: A dropdown menu with "My Email" selected.
- Email Address**: A text input field.
- Captcha**: A CAPTCHA image showing the number "450" and a text input field with the placeholder "Type the text". To the right of the input is a "reCAPTCHA" logo and a "Privacy & Terms" link.

 At the bottom right of the form, there are three buttons: "< Back", "Clear Form", and "Retrieve Username".

Enter your email address and type the text you see in the Captcha (see Section 2.3).

Click the 'Retrieve Username' button to request that the Security System send you your username. (The 'Clear Form' button clears information that you have entered thus far. The 'Back' button returns you to the previous page.)

The Security System will verify that that the email address you entered is registered.

- If the email address is registered, the Security System sends the corresponding user name to the email address you entered and displays the "Account Self-Service" page with a message that your Username has been sent as directed.
- If the email address is not registered, the Security System displays the "Account Self-Service" page with an appropriate error message.

Check your email for a message containing your Username. You may immediately use this Username to log in.

5.3 Password Reset: Request Security Code

When you select 'Reset Password,' this page appears.

Enter your Username and select 'My Email' in the 'Send Code To' dropdown. The page expands to allow entry of your email address.

Enter your email address and type the text you see in the Captcha (see Section 2.3).

Click 'Request Security Code' to request that the Security System send you a security code to reset your password. (The 'Already Have A Code? Click' button brings up the code entry page shown below, which is useful if you exited the system while waiting for delivery of the security code. The 'Clear Form' button clears information that you have entered thus far. The 'Back' button returns you to the previous page.)

The Security System verifies that the email address matches the Username entered.

- If they match, the "Reset Password" page appears with a message that a security code has been sent as directed.
- If the Username and email address do not match, the same page and message appear but the Security System has not sent a security code. This protects your information from potential hackers.

Check your email for a message containing a security code. You may immediately use the security code to reset your password in the Security System.

Note

The security code is valid for 8 hours. If you do not use it within that timeframe, you will have to request another code.

5.4 Reset Password

If you exited the system while waiting for the security code, you may return here by clicking the link provided in the email. You also may select 'Reset Password' on the "Account Self-Service" page, then the 'Already Have A Code? Click' button on the "Password Reset: Request Security Code" page.

The screenshot shows a web form titled "Account Self-Service" with a sub-header "Reset Password". A blue message box at the top states: "A Security Code has been sent to the delivery option you selected on the previous screen. Please provide that Security Code, along with the other information requested, into this form to reset your password." Below this are four text input fields labeled "Username*", "Security Code*", "New Password*", and "Confirm Password*". A "Captcha" section contains a CAPTCHA image and a text input field with the placeholder "Type the text". To the right of the CAPTCHA is a "reCAPTCHA" logo. At the bottom right of the form are three buttons: "< Back", "Clear Form", and "Reset Password".

Enter your Username, the Security Code sent to your email address, New Password, Confirm Password, and Captcha (see Section 2.3).

The New Password and Confirm Password must match and meet the criteria for a secure password:

- Be between 8 and 15 characters long.
- Contain at least one number and one letter.
- Contain at least one special character.
- Contain at least one capital letter.

Click 'Reset Password' to request that the Security System change your password as directed. (The 'Clear Form' button clears information that you have entered thus far. The 'Back' button returns you to the previous page.)

The Security System verifies the information entered

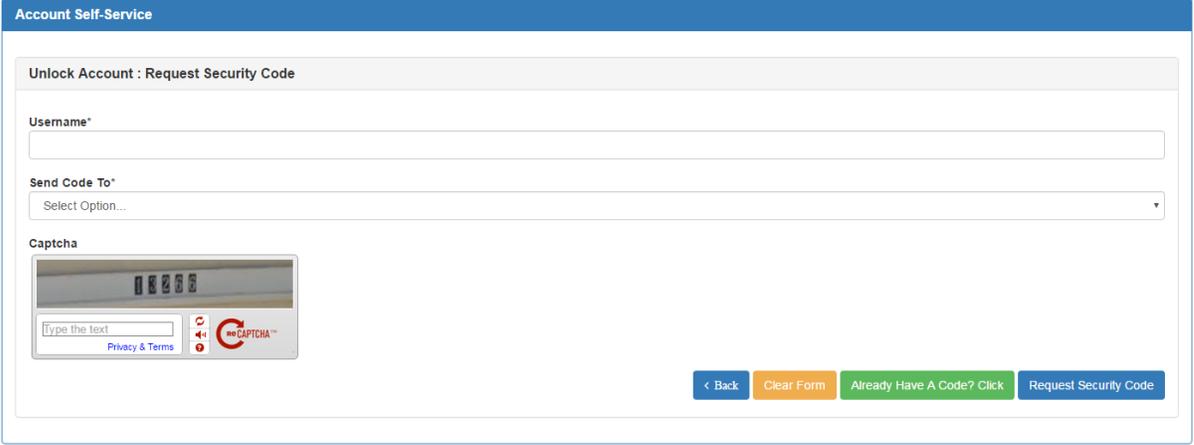
- If it is correct, the Security System displays a message that your password has been reset.
- If there is an error, the Security System displays an appropriate error message for you to correct the error and try again.

You may immediately use this new password to log in.

After you reset your password, the Security System sends another email to the email address for your account. This security measure makes you aware that your password has been reset and informs you whom to contact if you did not reset it.

5.5 Unlock Account: Request Security Code

When you select 'Unlock Account,' this page appears.



The screenshot shows a web form titled "Account Self-Service" with a sub-header "Unlock Account : Request Security Code". The form contains the following elements:

- A text input field labeled "Username*".
- A dropdown menu labeled "Send Code To*" with the text "Select Option..." and a downward arrow.
- A "Captcha" section featuring a CAPTCHA image with four characters, a text input field labeled "Type the text", a "Privacy & Terms" link, and a "reCAPTCHA" logo.
- Four buttons at the bottom right: "Back" (blue), "Clear Form" (orange), "Already Have A Code? Click" (green), and "Request Security Code" (blue).

Enter your Username and select 'My Email' in the 'Send Code To' dropdown. The page expands to allow entry of your email address.

The screenshot shows a web form titled "Account Self-Service" with a sub-header "Unlock Account : Request Security Code". The form contains the following elements:

- Username:** A text input field containing "JimFisk1834".
- Send Code To:** A dropdown menu with "My Email" selected.
- Email Address:** An empty text input field.
- Captcha:** A CAPTCHA image showing a grid of numbers and a "Type the text" input field. Below the input field are links for "Privacy & Terms" and a "reCAPTCHA" logo.
- Buttons:** Four buttons at the bottom right: "Back" (blue), "Clear Form" (orange), "Already Have A Code? Click" (green), and "Request Security Code" (blue).

Enter your email address and type the text you see in the Captcha (see Section 2.3).

Click 'Request Security Code' to request that the Security System send you a security code to unlock your account. (The 'Already Have A Code? Click' button brings up the code entry page. This is useful if you exited the system while waiting for delivery of the security code. The 'Clear Form' button clears information that you have entered thus far. The 'Back' button returns you to the previous page.)

The Security System verifies that the email address matches the Username entered.

- If they match, the "Unlock Account" page appears with a message that a security code has been sent as directed.
- If the Username and email address do not match, the same page and message appear but the Security System has not sent a security code. This protects your information from potential hackers.

Check your email for a message containing a security code. You may immediately use the security code to unlock your user account.

Note

The security code is valid for 8 hours. If you do not use it within that timeframe, you will have to request another code.

5.6 Unlock Account

If you exited the system while waiting for the security code, you may return here by clicking the link provided in the email. You also may select 'Unlock Account' on the "Account Self-Service" page, then the 'Already Have A Code? Click' button on the "Unlock Account: Request Security Code" page.

Account Self-Service

Unlock Account

A Security Code has been sent to the delivery option you selected on the previous screen. Please provide that Security Code, along with the other information requested, into this form to unlock your account.

Username*

Security Code*

Captcha

Type the text  

[Privacy & Terms](#)

[Back](#) [Clear Form](#) [Unlock Account](#)

Enter your Username, the Security Code sent to your email address, and the Captcha (see Section 2.3).

Click 'Unlock Account' to request that the Security System unlock your user account. (The 'Clear Form' button clears information that you have entered thus far. The 'Back' button returns you to the previous page.)

The Security System verifies the information entered

- If it is correct, the Security System displays a message that your account has been unlocked.
- If there is an error, the Security System displays an appropriate error message for you to correct the error and try again.

You may immediately log in with your Username and password.

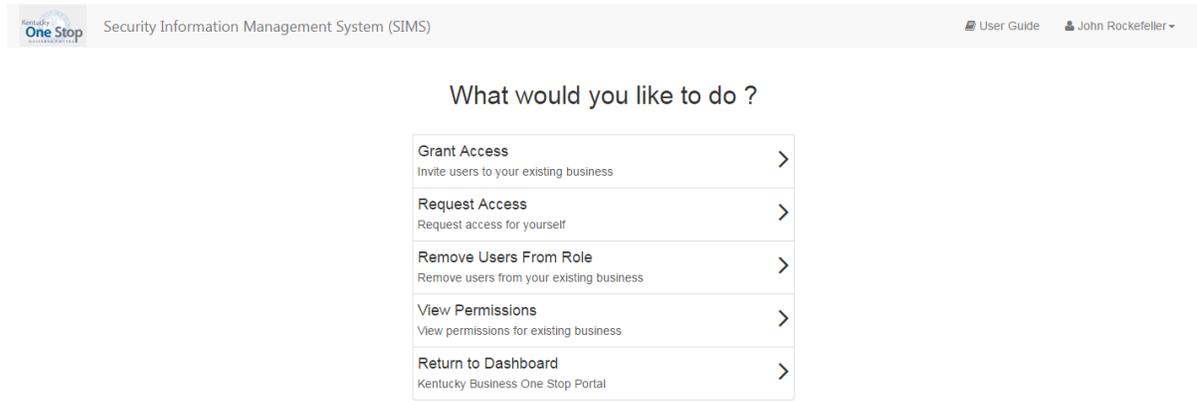
5.7 Login

When you select the 'Login' link, the "Login" page appears (see Section 1).

6 Manage or Request Access

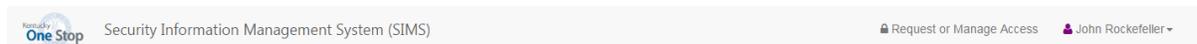
6.1 Home

When you select the 'Request or Manage Access' icon on the One Stop "Dashboard," this page appears.



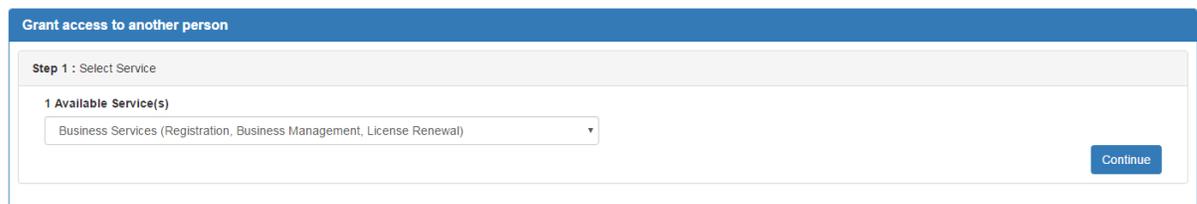
Select what you would like to do.

Note that once you select a function, the Security System banner will offer an option to 'Request or Manage Access.' Clicking that option will return you to this page to select another function.

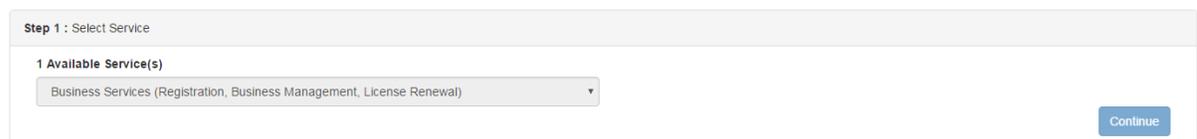


6.2 Grant access

When you select 'Grant access,' this page appears.



6.2.1 Step 1: Select Service



Today, Business Services, which includes Registration, Business Management, and License Renewal, is the only option.

Click 'Continue.'

6.2.2 Step2: Add invitee information

Step 2 : Add Invitee Information

Email Address* First Name* Last Name*

Previous Continue

Supply information about the individual to whom you want to grant access – this may be yourself. Enter the individual’s email address, first name and last name. All three fields are required. If you enter an email for an existing user account, the Security System will pre-populate the first name and last name. You may personalize the names for the invitation email if desired.

After entering the invitee’s information, click ‘Continue.’ (The ‘Previous’ button returns you to the previous step.)

6.2.3 Step 3: Select Business

Step 3 : Select Business

6 Available Business(s)

Previous Continue

Select the business for which you want to grant access. The list will include businesses for which you have authority to manage access.

After selecting the business, click ‘Continue.’ (The ‘Previous’ button returns you to the previous step.)

6.2.4 Step 4: Select Access Roles

Step 4 : Select Access Roles

Business Access Roles

- One Stop Business Administrator
- Registration Administrator

Account Access Roles

Account
+ Employer's Withholding : 000990434
+ Sales and Use Tax : 000889022
+ Utility Gross Receipts License Tax : 000050316
+ Telecommunications Tax : 000600276

Previous Continue

This page displays roles that you may grant for the selected business. See [Section 7.1 Access Roles and Descriptions](#) for a list of roles and their descriptions.

Click on the plus sign next to a specific tax account to see roles available at the tax account level.

Grant	Role
<input type="checkbox"/>	Sales and Use Tax Account Updater
<input type="checkbox"/>	Sales and Use Tax Account Viewer
<input type="checkbox"/>	Sales and Use Tax Administrator
<input type="checkbox"/>	Sales and Use Tax Return Filer
<input type="checkbox"/>	Sales and Use Tax Return Payer

Check the role(s) that you want to grant to the other person.

After selecting the role(s), click 'Continue.' (The 'Previous' button returns you to the previous step.)

6.2.5 Step 5: Verify Selected Access Roles

Step 5 : Verify Selected Access Roles

Account Access Roles
SUTaxAccountNumber

- Sales and Use Tax Account Updater
- Sales and Use Tax Return Filer
- Sales and Use Tax Return Payer

Previous
Continue

This page displays the role(s) you selected, allowing you to confirm your selections before finalizing them.

After confirming the role(s), click 'Continue.' (The 'Previous' button returns you to the previous step.)

6.2.6 Step 6: Invitation Sent

Step 6 : Invitation Sent

John Astor will receive an email with instructions for accepting your invitation.

← Go Back to Dashboard
Grant access to another person

The Security System has assigned the role(s) to the individual you entered and sent an invitation via email.

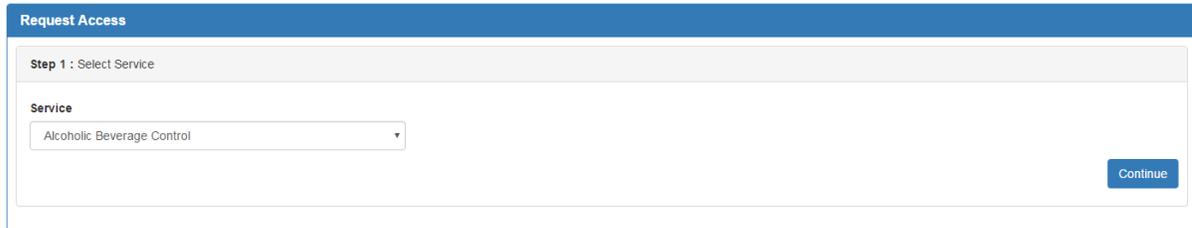
Note

If the person does not already have a user account with One Stop, he/she has 30 days to create one. After 30 days, the invitation expires.

You may 'Grant access to another person,' 'Go Back to Dashboard,' or return to the 'Request or Manage Access' home page via the Security System banner.

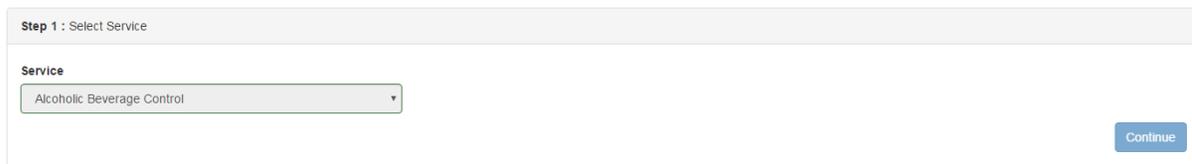
6.3 Request Access

When you select 'Request Access,' this page appears.



The screenshot shows a web interface titled "Request Access". Below the title is a section labeled "Step 1 : Select Service". Underneath, there is a label "Service" followed by a dropdown menu with "Alcoholic Beverage Control" selected. A blue "Continue" button is located in the bottom right corner of the form area.

6.3.1 Step 1: Select Service



This is a detailed view of the "Step 1 : Select Service" form. It features a "Service" dropdown menu with "Alcoholic Beverage Control" selected. A blue "Continue" button is positioned in the bottom right corner.

Select a service. Today, Alcoholic Beverage Control (ABC) and Enterprise Business Intelligence (EBI) are the only options.

Click 'Continue.' The next several sections vary depending on which service you select.

6.3.2 Step 2: Select Role / Alcoholic Beverage Control (ABC)

6.3.2.1 Step2: Select role



The screenshot shows a web interface titled "Step 2 : Select Role". Underneath, there is a label "Role" followed by a dropdown menu with "ABC Renewal" selected. In the bottom right corner, there are two buttons: a yellow "Previous" button and a blue "Continue" button.

This page displays the role(s) applicable to the selected service for which you may request access. Today, the only role available for Alcoholic Beverage Control is the 'ABC Renewal' role.

Click 'Continue.' (The 'Previous' button returns you to the previous step.)

6.3.2.2 Step 3: Prove Ownership

Step 3 : Prove Ownership

Your ApplicationNumber

Social Security Number

SiteId

Previous Continue

This page displays the information you must enter to prove that you should be allowed access to the service and role. The 'ABC Renewal' role requires entry of your application number, Social Security Number, and Site Id. As the authorized owner of a business with an ABC license, you should have this information at hand. This step in the process prevents other individuals from accessing your business information.

Enter the information requested and click 'Continue.' (The 'Previous' button returns you to the previous step.)

Note

The selected service will validate the information you provided. If it is invalid, the Security System will display an error message, allowing you to correct the error and try again. You will not be able to advance past this page until the selected service approves the information you entered.

The "Confirm Access Request" page appears (see Section 6.4).

6.3.3 Step 2: Select Role / Enterprise Business Intelligence (EBI)

6.3.3.1 Step 2: Select Role

Step 2 : Select Role

Role

Enterprise Business Intelligence External Access

Previous Continue

This page displays the role(s) applicable to the selected service for which you may request access. Today, the only role available for Enterprise Business Intelligence is the 'Enterprise Business Intelligence External Access' role.

Click 'Continue.' (The 'Previous' button returns you to the previous step.)

6.3.3.2 Step 3: Prove Ownership

Step 3 : Prove Ownership

Phone Number

Cabinet \ Agency

Agency Technical Contact

Reason for Request

This page displays the information you must enter to prove that you should be allowed access to the service and role. The ‘Enterprise Business Intelligence External Access’ role requires entry of your phone number, the Cabinet Agency that owns the data you want to view, the Agency Technical Contact, and the Reason for Your Request.

Enter the information requested and click ‘Continue.’ (The ‘Previous’ button returns you to the previous step.)

Note

Enterprise Business Intelligence has a manual process for reviewing access requests. You will be notified when the Cabinet Agency approves your request for access.

The “Confirm Access Request” page appears (see Section 6.4).

6.3.4 Step 4: Confirm Access Request

Step 4 : Confirm Access Request

On clicking the button below, your request for access will be submitted for processing.

This page allows you to confirm that you want to submit the request.

Click ‘Submit.’ (The ‘Previous’ button returns you to the previous step.)

6.3.5 Step 5: Request Access Complete

Step 5 : Request Access Complete

Your request for access has been submitted and will be processed in the order that it is received. Please note that some access requests require manual approval and may take a while before being fully processed. Until processed your system may indicate that you do not have the roles you selected. This is not an error.

Once your access request has been processed and/or approved, you will be able to access the service with all rights given to your assigned role. For example, for ABC Renewal, which does not require manual approval, you will see a grid on the Kentucky Business One Stop “Dashboard” with licenses available for view/renewal in a few moments.

You may ‘Request More Access’ or use the ‘Go Back to Dashboard’ button to return to the “Dashboard.”

6.4 Remove Users from Role

When you select ‘Remove Users from Role,’ this page appears.

Remove Access

Step 1 : Select User

First Name Last Name User Name

Email Address

6.4.1 Step 1: Select User

Step 1 : Select User

First Name Last Name User Name

Email Address

Supply information about the individual from whom you want to remove access. Enter the individual’s first name, last name, user name or email address, then click the ‘Search Users’ button.

Remove Access

Step 1 : Select User

First Name Last Name User Name

Email Address

User Name	Email Address	Full Name	
Johnjacobastor1822	johnjacobastor1822@yahoo.com	John Astor	<input type="button" value="Select"/>
johnjacobastor1763	johnjacobastor1763@gmail.com	John Astor	<input type="button" value="Select"/>

The page expands to show a list of individuals matching the search criteria who have access to one or more of the businesses under your authority.

Click ‘Select’ across from the appropriate individual.

6.4.2 Step 2: Select Access

Step 2 : Select Access

<input type="checkbox"/>	Role	Role for	#	Description
<input type="checkbox"/>	Sales and Use Tax Account Updater	SUTaxAccountNumber	000889022	BusinessName : Rockefeller Wildcat Oil Drilling CBI : 0140135692
<input type="checkbox"/>	Sales and Use Tax Account Viewer	SUTaxAccountNumber	000889089	BusinessName : Rockefeller Graphic Design CBI : 0140334586
<input type="checkbox"/>	Sales and Use Tax Administrator	SUTaxAccountNumber	000889089	BusinessName : Rockefeller Graphic Design CBI : 0140334586
<input type="checkbox"/>	Sales and Use Tax Return Filer	SUTaxAccountNumber	000889022	BusinessName : Rockefeller Wildcat Oil Drilling CBI : 0140135692
<input type="checkbox"/>	Sales and Use Tax Return Payer	SUTaxAccountNumber	000889022	BusinessName : Rockefeller Wildcat Oil Drilling CBI : 0140135692

This page displays the roles currently granted to the selected individual along with business information and tax account number as appropriate. See [Section 7.1 Access Roles and Descriptions](#) for a list of roles and their descriptions.

You may click on a column header in the grid to sort ascending or descending. You may click on  to filter the contents in a column.

Check all roles that you want to remove. The checkbox on the grid header allows you to select all/deselect all.

After making your selection(s), click the 'Remove Selected Roles' button. (The 'Previous' button returns you to the previous step.)

6.4.3 Step 3: Confirm Access Removal

Step 3 : Confirm Access Removal

Selected Username : ACarnegie1835

<input type="checkbox"/>	Role	Role for	#	Description
<input checked="" type="checkbox"/>	Sales and Use Tax Account Viewer	SUTaxAccountNumber	000889089	BusinessName : Rockefeller Graphic Design CBI : 0140334586
<input checked="" type="checkbox"/>	Sales and Use Tax Administrator	SUTaxAccountNumber	000889089	BusinessName : Rockefeller Graphic Design CBI : 0140334586

This page displays the user name and roles you have selected, allowing you to confirm your selections before finalizing them.

After confirming the role(s), click 'Confirm Removal.' (The 'Previous' button returns you to the previous step.)

6.4.4 Step 4: Access Removal Complete

Step 4 : Access Removal Complete

Your request to remove access for Johnjacobastor1822 has been submitted. Please note the processing of your request may take a few minutes; therefore, you may need to refresh your screen in order to see the changes you have submitted.

< Go Back to Dashboard Remove Access from Another User

The Security System has removed the role(s) from the individual. He/she no longer has access to the functionality that was came with the role. See [Section 7.1 Access Roles and Descriptions](#) for a list of roles and their descriptions.

You may 'Remove Access from Another User,' 'Go Back to Dashboard,' or return to the 'Request or Manage Access' home page via the Security System banner.

6.5 View Permissions

When you select 'View permissions,' this page appears.

View Permissions

Step 1: Select Service

Service

Business Services (Registration, Business Management, Licr

Continue

6.5.1 Step 1: Select Service

Step 1: Select Service

Service

Business Services (Registration, Business Management, Licr

Continue

Today, Business Services, which includes Registration, Business Management, and License Renewal, is the only option.

Click 'Continue.'

6.5.2 Step 2: Select Business

Step 2: Select Business

Business

Previous Continue

Select the business for which you want to grant access. The list will include businesses for which you have authority to manage access.

After selecting the business, click 'Continue.' (The 'Previous' button returns you to the previous step.)

6.5.3 Step 3: Results

Step 3: Results

- Name x				
Name ▲	Account Type	Account #	Email	Role ▲
▲ Andrew Carnegie				
Andrew Carnegie	Sales and Use Tax	000889022	AndrewCarnegie1835@mail.com	Sales and Use Tax Account Updater
Andrew Carnegie	Sales and Use Tax	000889022	AndrewCarnegie1835@mail.com	Sales and Use Tax Return Filer
Andrew Carnegie	Sales and Use Tax	000889022	AndrewCarnegie1835@mail.com	Sales and Use Tax Return Payer
▲ John Astor				
John Astor	Sales and Use Tax	000889022	johnjacobastor1822@yahoo.com	Registration Administrator
John Astor	Employer's Withholding	000990434	johnjacobastor1822@yahoo.com	Registration Administrator
John Astor	CBI	0140135692	johnjacobastor1822@yahoo.com	Registration Administrator
John Astor	Utility Gross Receipts License Tax	000050316	johnjacobastor1822@yahoo.com	Registration Administrator
John Astor	Sales and Use Tax	000889022	johnjacobastor1822@yahoo.com	Sales and Use Tax Account Updater
John Astor	Sales and Use Tax	000889022	johnjacobastor1763@gmail.com	Sales and Use Tax Account Viewer
John Astor	Sales and Use Tax	000889022	johnjacobastor1763@gmail.com	Sales and Use Tax Administrator

10 items per page 1 - 10 of 22 items

[Go Back to Dashboard](#) [Previous](#)

The grid supports the following functionality:

- The default grouping is by name. You may change the grouping by clicking on the column name with 'X' in the upper left. Then drag a different column header to that area of the grid to group by that column.
- You may click a column header to sort by that column – ascending or descending.
- You may filter column contents by clicking on  next to the column header.
- You may page through the list by using the forward and back buttons underneath the list. The first and last buttons on either end take you to the first and last page, respectively. The inside buttons take you one page at a time.
- You may change the number of items displayed on a page – click the dropdown and select a different value.
- The bottom right shows how many pages and how many items in the list.

The 'Previous' button returns you to the previous step. You may 'Go Back to Dashboard' or return to the 'Request or Manage Access' home page via the Security System banner.

7 Appendixes

7.1 Access Roles and Descriptions

7.1.1 Business Roles

If you are the One Stop Business Administrator, you may grant or remove access for the following roles available to every business in One Stop.

Role	What person with role may do:
One Stop Business Administrator	Manages security for the business, granting and revoking other people's access to the business and its tax accounts.
Registration Administrator	Manages business demographic information, including filings with the Office of the Secretary of State as well as tax account and responsible party information on file with the Department of Revenue.

7.1.2 Tax Account Roles

Depending on the business's assigned tax accounts as well as your authority to grant or remove access, you may see any or all of the following roles related to tax accounts:

Role	What person with role may do:
Consumer's Use Tax Account Updater	Manages demographic information (mailing address, phone number, etc.) for the specific Consumer's Use Tax Account.
Consumer's Use Tax Account Viewer	May view demographic information (mailing address, phone number, etc.), returns and payments for the specific Consumer's Use Tax Account.
Consumer's Use Tax Administrator	Manages security, may file and amend returns, and may pay obligations for the specific Consumer's Use Tax Account.
Consumer's Use Tax Return Filer	May file and amend returns for the specific Consumer's Use Tax Account.
Consumer's Use Tax Return Payer	May pay obligations for the specific Consumer's Use Tax Account.
Corporation and/or LLET Tax Account Updater	Manages demographic information (mailing address, phone number, etc.) for the specific Corporation Income Tax or Limited Liability Entity Tax Account.
Corporation and/or LLET Tax Account Viewer	May view information for the specific Corporation Income Tax or Limited Liability Entity Tax Account.
Nonresident Withholding Tax Account Updater	Manages demographic information (mailing address, phone number, etc.) for the specific Nonresident Income Tax Withholding on Distributive Share Income Tax Account.

Role	What person with role may do:
Nonresident Withholding Tax Account Viewer	May view information for the specific Nonresident Income Tax Withholding on Distributive Share Income Tax Account.
Sales and Use Tax Account Updater	Manages demographic information (mailing address, phone number, etc.) for tax accounts associated with this specific Sales and Use Tax Account, including Transient Room Tax, Motor Vehicle Tire Fee, and/or the CMRS Prepaid Service Charge.
Sales and Use Tax Account Viewer	May view demographic information, returns and payments for tax accounts associated with this specific Sales and Use Tax Account, including Transient Room Tax, Motor Vehicle Tire Fee, and/or the Commercial Mobile Radio Service Prepaid Service Charge.
Sales and Use Tax Administrator	Manages security, may file and amend returns, and may pay obligations for tax accounts associated with this specific Sales and Use Tax Account, including Transient Room Tax, Motor Vehicle Tire Fee, and/or the CMRS Prepaid Service Charge.
Sales and Use Tax Return Filer	May file and amend returns for tax accounts associated with this specific Sales and Use Tax Account, including Transient Room Tax, Motor Vehicle Tire Fee, and/or the CMRS Prepaid Service Charge.
Sales and Use Tax Return Payer	May pay obligations for tax accounts associated with this specific Sales and Use Tax Account, including Transient Room Tax, Motor Vehicle Tire Fee, and/or the CMRS Prepaid Service Charge.
Telecommunications Tax Updater	Manages demographic information (mailing address, phone number, etc.) for the specific Telecommunications Tax account.
Telecommunications Tax Viewer	May view information for the specific Telecommunications Tax account.
UGRL Tax Account Updater	Manages demographic information (mailing address, phone number, etc.) for the specific Utility Gross Receipts License Tax Account.
UGRL Tax Account Viewer	May view information for the specific Utility Gross Receipts License Tax Account.
Withholding Tax Account Updater	Manages demographic information (mailing address, phone number, etc.) for the specific Withholding Tax Account.
Withholding Tax Account Viewer	May view information for the specific Withholding Tax Account.