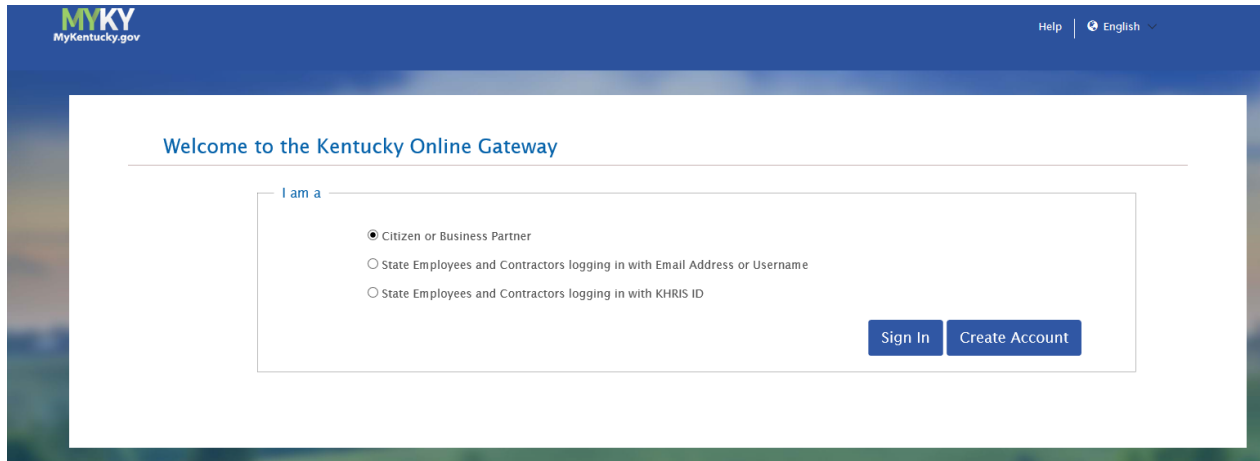


KOG Onboarding for CAN Check Requests

Open your browser and enter the following URL <https://ssointernal.chfs.ky.gov>.



Select **Citizen or Business Partner**. Click on **Create Account** button.

Please complete your Kentucky Online Gateway Profile

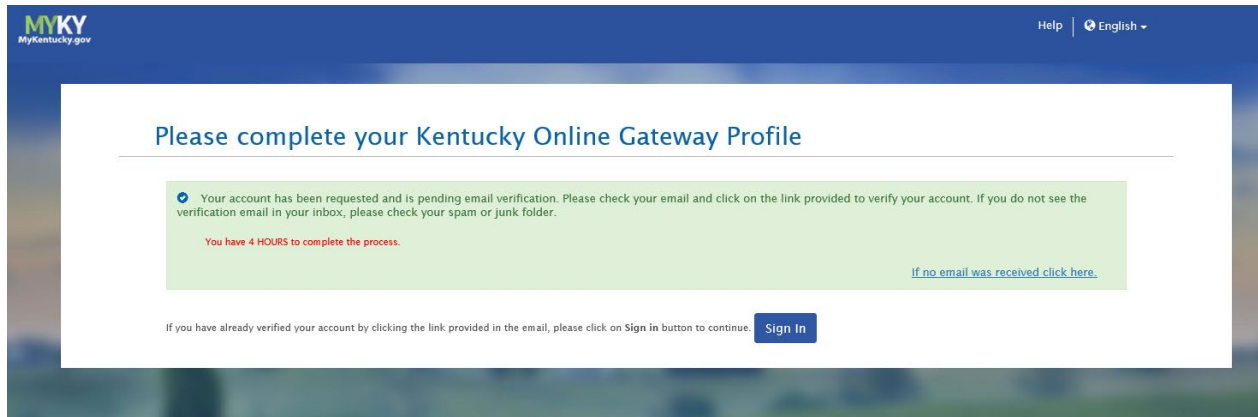
i If you already have an existing Kentucky Online Gateway (KOG) Account, please click [here](#) to reset your password OR click on the **Cancel** button below to log into your account.

Please fill out the form below and click **Sign Up** when finished.
All fields with * are required.

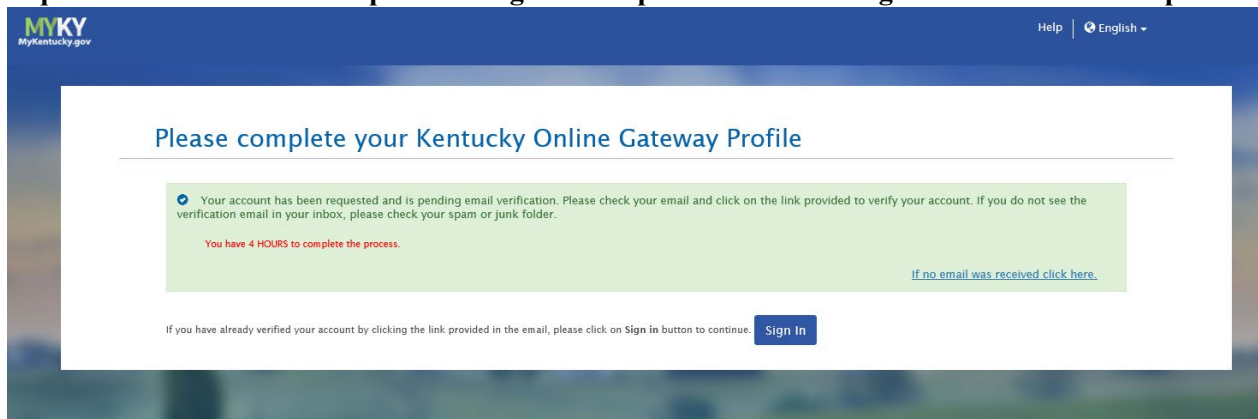
* First Name	Middle Name	* Last Name
* E-Mail Address	* Verify E-Mail Address	
* Password	* Verify Password	
Mobile Phone	Language Preference	
	English	
Street Address 1	Street Address 2	
City	State	Zip Code
	Kentucky	
Question	* Answer	
In what city were you born? (Enter full name of city only)		
Question	* Answer	
What was the name of your first pet?		

Cancel **Sign Up**

Enter the required information on the displayed screen and click the **Sign Up** button to complete your KOG Profile. **NOTE: The provided E-Mail address will be used for the account username.**



A success message is displayed if required information was submitted. An E-Mail from KOG_DoNotReply@ky.gov is automatically sent to the E-Mail address provided. **NOTE: The requestor has 4 hours to complete the registration process or a new registration must be completed.**



Access your E-Mail account and click on the activation link in the **Account Verification E-Mail** to complete validation of the requested KOG profile.

This email is to help you complete the last step of account set-up.

Your Citizen account username [REDACTED]

Click on the below link now, to activate your account.

<https://kog.chfs.ky.gov/public/fvlink/?linkid=14408a3f-4cdd-4e0f-8332-67b8d1bf83a3>

[Click here for Help Desk contact information](#)
Kentucky Online Gateway

NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This email message is only for the person it was addressed to. It may contain restricted and private information. You are forbidden to use, tell, show, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

If an E-Mail is **not** received within 30 minutes, click on the **No E-Mail received** link. Enter the previously provided E-Mail address and click **Verify** to resend E-Mail.

The screenshot shows the 'Didn't receive an account verification email?' screen. At the top left is the MYKY logo. At the top right are links for 'Help' and 'English'. The main heading is 'Didn't receive an account verification email?'. Below this is a light blue box containing two numbered instructions: 1. Check Spam and Junk folders on your email. 2. Ask for a new account verification email. Below the instructions is a red line stating 'You will have 4 hours to verify your account.' At the bottom, there is a text input field labeled 'E-Mail Address' and a blue 'VERIFY' button. A 'Sign In' button is located at the bottom right of the page.

Once the user clicks on the E-Mail activation link the requestor will be sent to the **Validate New Account** screen, where they will be prompted to **Continue to Sign In**.

The screenshot shows the 'Validate New Account' screen. At the top left is the MYKY logo. At the top right are links for 'Help' and 'English'. The main heading is 'Validate New Account'. Below this is a green box with a checkmark icon and the text 'Click on the button below to Sign In now and complete the final step of the account creation process.' At the bottom right is a blue 'Continue to Sign In' button.

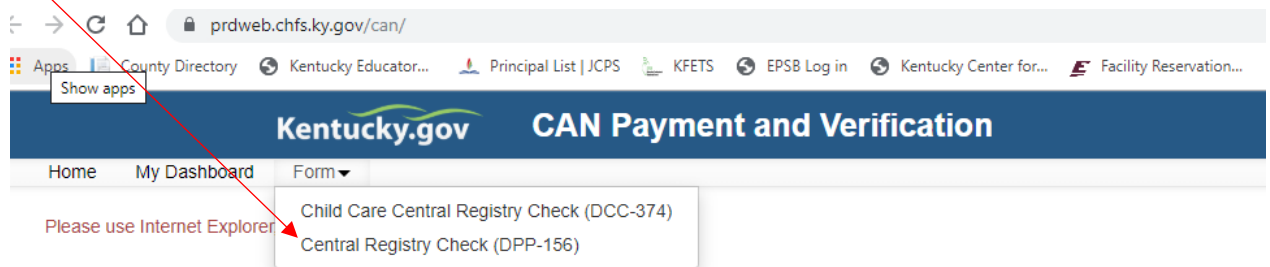
User will be redirected to the **KOG External Gateway Log In** screen. (You may want to save the URL to your Favorites.) Enter your username and password and click **Sign In**.

The screenshot shows the 'Citizen (or) Business Partner Sign In' screen. At the top left is the MYKY logo. At the top right are links for 'Help' and 'English'. A light blue box at the top contains an information icon and the text 'Attention Citizens and Business Partners: As of March 30, 2019, logging into the Kentucky Online Gateway with your username/password is no longer supported. You will now be required to login with your email address and password. If you have previously created an account, simply login with the email address associated to that account.' Below this is a white box with the heading 'Citizen (or) Business Partner Sign In' and the subheading 'Sign in with your Kentucky Online Gateway Account.' Inside this box are two input fields: 'Email Address' and 'Password'. There is a 'Forgot/Reset Password?' link next to the password field. A 'Sign In' button is at the bottom right of the white box. Below the white box is a 'Resend Account Verification Email' link. To the right of the white box is a yellow box with a 'WARNING' heading and text about the website's property and unauthorized access. Below the yellow box is a 'Don't already have a Kentucky Online Gateway Citizen Account?' link. At the bottom right is a blue 'Create An Account' button. At the very bottom right is a green link 'Click here to select user account type'.

Go to CAN Payment and Verification and click Enroll

Transportation Applications MC KYU CDL KIT KEPT PDP STRUT DBE Click above buttons to access respective Transportation Application.	CHFS BI HSSMB EXT HSSMB Business Objects reports can access externally. Enroll	Abortion Physician por prescribed fo an abortion.
CAN Payment and Verification The Child Abuse and Neglect (CAN) application allows the electronic submission, payment and validation of Child Care Central Registry Check (DCC-374) and Central Registry Check (DPP-156) form(s). Enroll	Career Counseling Manage your workforce case, locate Kentucky Career Centers, discover opportunities for training, career workshops and set career goals . Enroll	CHFS BI TWIST BI EXT Portal for TW users under t Services (CHF
Child Sexual Abuse Prosecution Data Collection	Child Support Website	CLPPP

Under Form, choose Central Registry Check (DPP-156)



Welcome

To begin a new request, select the Form menu item located in the upper left hand corner.
To check the status of a previously submitted request, select My Dashboard in the upper left hand corner.
Refunds cannot be issued if you submit the wrong form or if your supporting document is not clearly received. If you submit an incorrect form, see contact section below.

Contact

For questions on how to submit a request in the CAN Payment and Verification database, please contact the Central Registry Check (DPP 156) related issues or the Division of Childcare at 502-564-2524. For questions related to Child Care Central Registry Check (DCC 374) related issues. If you are unable to access the database or receive an error message, please contact the IT Helpdesk at 502-564-2524.

Complete the online form; you will need to upload either your Driver's License/State ID, Birth Certificate, Social Security Card/Individual Taxpayer ID, Passport or work ID

Kentucky.gov CAN Payment and Verification

Welcome :

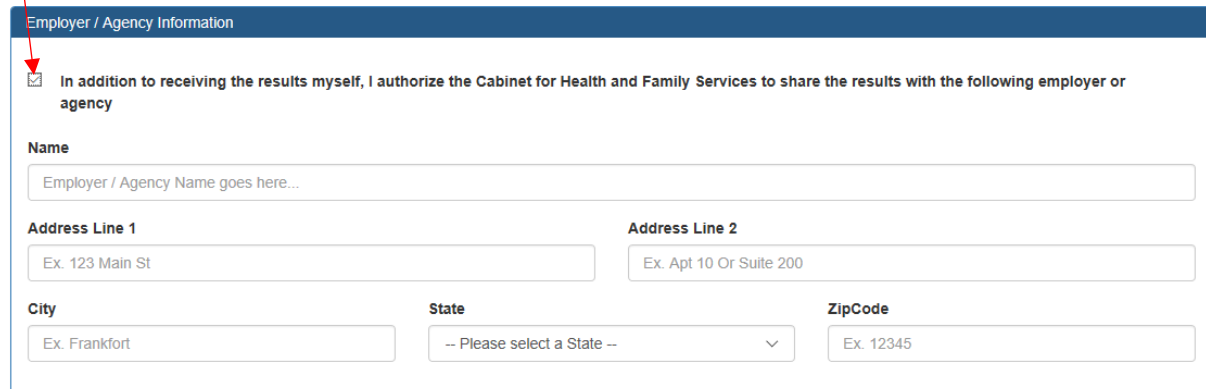
Home My Dashboard Form

CENTRAL REGISTRY CHECK

* FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM, STATE LAW OR KENTUCKY ADMINISTRATIVE REGULATION REQUIRE A CHILD ABUSE/NEGLECT (CAN) CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM. PLEASE CHECK THE CATEGORY LISTED BELOW FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED:

- ☐ Child-Placing Agency (Foster/Adoption/Independent Living) Employee or Volunteer (Required by 922 KAR 1:310)
- ☐ Residential Child-Caring Facility Employee or Volunteer (Institution/Group Home/Emergency/Wilderness) (Required by 922 KAR 1:300)
- ☒ Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member (Required by KRS 160.380)
- ☐ Private, Parochial, or Church School Employee or Student Teacher (Permitted by KRS 160.151)
- ☐ Youth Camp Employee, Contractor, or Volunteer (Required by KRS 194A.380-194A.383)
- ☐ Power of Attorney Regarding the Care and Custody of a Child (Required by KRS 403.352)
- ☐ Supports for Community Living (SCL) Employee (Required by 907 KAR 1:145)

Check the box marked “In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency.”



Employer / Agency Information

☒ In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency

Name

Address Line 1

Address Line 2

City

State

ZipCode

*****There is no need to fill this section out if you are completing the CAN report as an admission requirement to Professional Education.*****

Once you have completed the form and uploaded your document, click Submit.

The site will then prompt you for payment (\$10.00) either by debit or credit card.

Once payment has been made, you will receive the report in your email within 48-72 hours.

Once you receive the report, please upload a copy of your CAN Check to your application via the Graduate application portal.