1: **Create your online account on the Kentucky Online Gateway (KOG) site**

    1. Launch your browser and enter https://kog.chfs.ky.gov/home/

    2. Create Account by clicking [Create Account]

    3. Enter the appropriate information.

    4. You will be sent an E-mail asking you to confirm your account.

        a. This e-mail will be sent from KOG_DoNotReply@ky.gov

    5. Click the link provided to activate and validate your account

    6. Sign in to your account using your email and password.

2: **Login to your Online Account**

    1. Launch your browser and enter http://drive.ky.gov

    2. Select Motor Carriers, then Online Services, then choose

    3. This will take you to the Kentucky Online Gateway page.

    4. Sign in to your account using your email and password.

    5. If you have forgotten your password or username click "Forgot/ Reset Password?
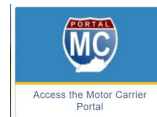
3: **Create Motor Carrier Portal (MCP) profile**

    1. If you have not already done so the MCP will ask you create a profile

    2. Select if you are a

        a. Motor Carrier –if you only have 1 company you are responsible for.

        b. Service Provider –if you have more than 1 company you are responsible for.

        c. Registrant - if you don't have a DOT and need to register.

    3. Follow the prompts to create the profile

    4. If you are a Motor Carrier you will see your information.

    5. If you are a Service Provider you will see a search feature to search for DOT's you want to work on.

4: **How To Login to Your ICA Account**

    1. Once you are logged into the Motor Carrier Portal, Select "What Can I Do?" in the menu bar.

    2. Select Your Certificate

    3. Follow the prompts

The Kentucky Transportation Cabinet
Department of Vehicle Regulations
502-564-1257