

Create your online account on the Kentucky Online Gateway (KOG)

1. Launch your browser and enter <https://kog.chfs.ky.gov/>
2. Create Account by clicking [Create An Account](#)
3. You will be sent an E-mail asking you to confirm your account.
4. This e-mail will be sent from KOG_DoNotReply@ky.gov
5. Click on the HyperLink provided to activate your account

Login to your Online Account

1. Launch your browser and enter <http://drive.ky.gov>
2. Select Motor Carriers, Scroll Down to "Access The Motor Carrier Portal."
3. Click on the [Blue Login Tile](#) to Access the Motor Carrier Portal
4. This will take you to the Kentucky Online Gateway login page
5. Supply your username and password
6. Sign into the Gateway by clicking "Sign In."
*If you have forgotten your password or username click "Forgot/Reset Password?"
* You can select which Authentication method to use or Reset it.

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.
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.

How to Apply/Renew for an Intrastate Certificate Authority (Training Video's on [Motor Carriers - DRIVE \(ky.gov\)](#))

1. Once you are logged into the Motor Carrier Portal, Select "What Can I Do?" in the menu bar.
2. Select "Type of certificate under KENTUCKY INTRASTATE Certificates", DPV, BUS, TNC, Limo, Taxi, etc.
3. Click on the Type of Certificate in the left "Navigation bar" on the KY Intrastate Certificate page
4. Profile Information is pulled from the Motor Carrier Portal registration except for SOS (secretary of state number)
4. If changes need to be made to the certificate profile click on Portal account click save and it will return to KY Intrastate Certificate page.
5. If you're a Household Goods (HHG) Certificate applicant, upload a valid HHG Tariff for approval.
6. After the information is entered scroll to the bottom of the page and click on Save and continue
7. Click on create, enter policy #, Insurance Co name, Total Liability amount and effective date, Expiration date can be left blank, click on choose file to upload a valid Form E or Insurance Accord form (Liability Insurance)



8. Division of Motor Carriers will need to approve the Insurance before you can move forward with the process. If rejected, you will need to update valid proof of insurance before you can move forward.
9. Once Insurance is approved you will click on [Save and Continue](#)
10. Enter Contact information for the company then click on [Save and Continue](#)
11. Click create on the vehicle page click on in state or out of state registered and fill in the information and click create



12. Division of Motor Carriers will need to approve vehicle registration before moving forward. You will receive an email when approved or rejected.
13. Carrier will click continue and be directed to the payment page, once payment has been made, carrier can request a plate, and print their certificate, Division of Motor Carriers will issue a plate, plate and copy of certificate will be mailed out to the mailing address on file.

Interstate For Hire Carrier 's will only apply for a certificate, keep on file active insurance, and will never renew.

Questions : E-mail QP.DMC@ky.gov