



MOTOR CARRIER
PORTAL KYU
REGISTRATION
FOR EXTERNAL AND INTERNAL USERS

Version 1.1

KENTUCKY TRANSPORTATION CABINET



Already Registered With KY Business One Stop

Note: If you have never used the Motor Carrier Portal or any other KYTC online application, please see the [First Time Users](#) section of this manual before proceeding.

1. Go to <https://apps.transportation.ky.gov/MotorCarrierPortal/>.
2. Enter your KY Business One Stop email address and password.
3. Click the **Sign In** button.

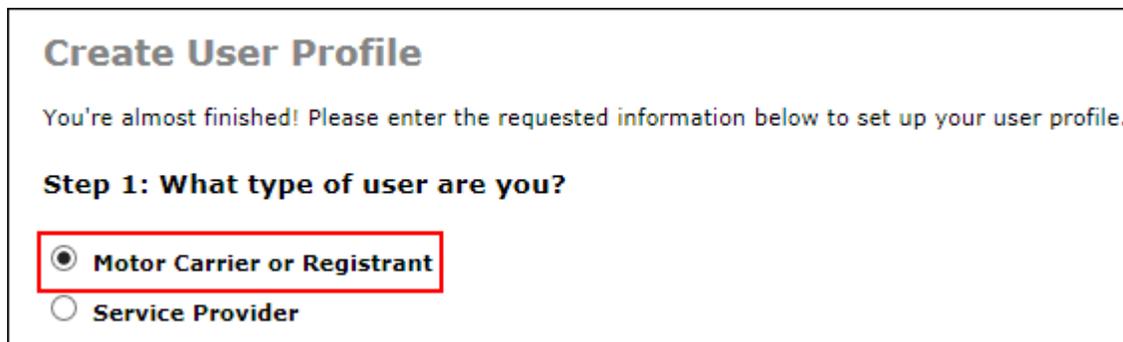


Sign in

Email:

Password: [Forgot your password?](#)

4. On the “Create User Profile” page, click whether you are a Motor Carrier/Registrant or a Service Provider. If you are unsure, select **Motor Carrier or Registrant**.



Create User Profile

You're almost finished! Please enter the requested information below to set up your user profile.

Step 1: What type of user are you?

Motor Carrier or Registrant

Service Provider

5. Read through the “Agreement of Responsible Party” and only click **Accept** if you agree to all of the terms in the agreement.
 - a. **Note:** If you decline the terms in the agreement, you will not be able to use the Motor Carrier Portal.

The screenshot shows a web form titled "Step 1: What type of user are you?". There are two radio button options: "Motor Carrier or Registrant" (selected) and "Service Provider". A modal dialog box titled "Agreement of Responsible Party" is open, containing the following text: "If a corporation, an officer of the company must sign the e-agreement and the office must be listed with the corporation on the Kentucky Secretary of State's website under business filings. If you are not the responsible party and you are acting on behalf of said responsible party then you must have a 'Power of Attorney' stating they have authority to do so. The Power of Attorney must give you complete authority to act on behalf of the responsible party. You must also keep the POA on file and be able to produce the document upon request. Under penalties of perjury, I certify that the information given is, to the best of my knowledge, true, accurate, and complete. In addition, I certify that I do not at present have any outstanding road tax obligations or suspensions. I agree to comply with inventory update requirements, reporting, payment, record keeping, and license display requirements as specified by KRS 138.655 through 138.7291 (<http://www.lrc.ky.gov/Statutes/chapter.aspx?id=37651>) I further agree that the Department of Vehicle". At the bottom right of the dialog box, there are "Accept" and "Decline" buttons, with the "Accept" button highlighted by a red box.

6. Click the **Next** button.
7. In Step 2 of the "Create User Profile" process, enter your **Taxpayer ID** (either your FEIN or social security number).
8. Optionally, enter your federal **USDOT** number or your KYTC **customer number** in their respective fields and click the **Next** button. You are taken to step 3.

The screenshot shows a web form titled "Create User Profile". Below the title is the text: "You're almost finished! Please enter the requested information below to set up your user profile." The section is titled "Step 2: Identifying information". It contains three input fields: "Carrier Tax ID:" with a dropdown menu set to "FEIN" and a text box containing "9"; "USDOT:" with a text box; and "Customer Number:" with a text box. The word "or" is placed between the USDOT and Customer Number fields. At the bottom right, there are "Previous" and "Next" buttons, with the "Next" button highlighted by a red box.

9. Review the information on the page before proceeding. If the information displayed is correct, click the **Finish** button.
10. You are taken to your company's Status Dashboard. See the following section for more information on understanding your Status Dashboard: [Viewing All License and Active Permit Information](#).