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.

2. Enter your KY Business One Stop email address and password.
3. Click the **Sign In** button.

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**.

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.
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.

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](http://Drive.ky.gov/)