Let's create a Government Report Viewer portal account.

Go to the MyTaxesPortal: MyTaxes.ky.gov

Select "Register a new account"



Add the required information. Create a user name based on the criteria below. Mobile phone will not be used for verification.

Username Information	×	
Username must be between 5 and 20 characters long. It can only contain letters (a-z, A-Z), numbers (0-9) and the following special characters: ! @ # S % ^ & *		
sign in with the temporary password sent to your email.		

Please select Government Report Viewer for the User Role.

## Sign up

After completing the registration form, please sign in with the **temporary password** sent to your email.

If you need help completing the form, contact the Customer Contact Center at <u>PortalHelp@ky.gov</u> or call 502-764-5555.

All fields are required unless marked optional.

Username 🥐

#### First name

Middle name

#### Last name

Email

Mobile phone

Optional

 $\sim$ 

Optional

MyTaxes Portal User Role ?

Government Report Viewer

Sign Up



Next step is to verify with email. Click the verification link in your email to continue:

Welcome to MyTaxes Self-Registration noreply choreoly@uat-ss-ido-revky.gov> To a propher source of this escage is displayed, disk here to serve it in a web browser.	(★)       (⊕)       (⊕)       Reply       (⊕)       Forward       (⊕)          The 2277/2025 10.18 AM       (⊕)
This Message Originated from Outside the Organization This Message is From an External Sender.	Report Suspicious
٦	
Hi Marshall, To finish setting up your Kentucky Department of Revenue (DOR) Taxes Dashboard account, verify your email by clicking on the button below or enter the provided code.	
Verify your email This link expires in 5 minutes Can't use the link? Enter a code instead: 013178	
This is an automated message. Replies are not monitored or responded to.	

Another browser window will appear with a code.



Return to the Sign Up page and enter the code.



Now that you have been verified, please use your user ID and sign in. A temporary password has been sent to your email.





You will then need to verify with a security method. You can select Email or password. In the example below, Email was selected.

KYDOR	
8.	
Verify it's you with method	n a security
Select from the following c	options
Email	→
Password	<b>→</b>

Request a verification email.

	TYDOR
	Dj
	8
1	Get a verification email
	Send a verification email by clicking on "Send me an email".
	Send me an email
	Verify with something else
	Back to sign in

The email contains a verification code.



Enter the code on the signup page.



Copy and paste the temporary password into the signup page.



Create a new password. It must be 14 characters.



You may add additional profile information, then click Finish.



You should receive a Password Changed email.



You will be directed to the dashboard. Select the tile called MyTaxes.

<b>3</b>	<b>?</b>			-	-
Sports Wagering - test.idp.spw.dor.k	Individual Income Tax Returns	Ride Share Excise Tax	SBX MyTaxes	UAT MyTaxes	MO MyTaxes
<u></u>	<i>—</i>	<u></u>	<u>e</u>	<u></u>	<i>—</i>
PERF MyTaxes	TRN MyTaxes	DEVSSO MyTaxes	Conv MyTaxes	Dev MyTaxes	PPTest MyTaxes
Ø	-				
Cigarette/Tobacco	PPDev MyTaxes				

### Click OK.



Your profile is not yet connected to an agency. You will now need to contact DOR to authorize the report. Email your User ID and the email address used to create the account to DOR.WEBResponseUtilityGrossReceiptsLicenseTax@ky.gov.

Once you have received confirmation of your report access from DOR, go to the MyTaxes.ky.gov and login.

You should now see the correct agency information.

KY TAXPAYER PORTAL from the Natricacy Department of Revenue								🛗 🛛 🖸 🥔		
		Home	User Profile	Messages+	Requests -	Reports	Help	FAQ	Log Out	
Welcome, You last logged in on Wednesday, 02/12/2023 12:02 PM	Contact Information TU00000428747 Agency Information BOYLE COUNTY BOARD O 101 CITATION DE STE C DATIVILE KY H04252227 UNITED STATES Explaration Date: No Explainton	FEDUCATION								

Select Reports. Select the UGRLT Allocations and Distributions Report.

						🛗 🗙 🖻 🥌			
	Ноте	User Profile	Messages-	Requests -	Reports	Help	FAQ	Log Out	
View Secure Reports									
* Report Name	Description								
UGRLT Allocations and Distributions Report	UGRLT Allocation	s and Distributions P	Report						
Showing 1 to 1 of 1 entries						н с	1 >	н	

Enter the correct parameters and then click Generate Report.

Example: To see the funds distributed at the end of March, you would enter February 1, 2025, as the Distribution Begin Date and February 28, 2025, as the Distribution End Date.

Note: MyTaxes will not contain historical data prior to March 2025.

UGRLT Allocations and Distributions Report							
Please specify the desired parameters for your report using the fields below.							
Report Parameters							
* Distribution Begin Date:							
* Distribution End Date:							
Cancel					Ge	enerate Re	port
	Department of Rev	enue				X	] 🥯
Home	User Profile	Messages-	Requests -	Reports	Help	FAQ	Log Out
UGRLT Allocations and Distributions Report							
UGRLT Allocations and Distributions Report Please specify the desired parameters for your report using the fields below.							
Please specify the desired parameters for your report using the fields below. Report Parameters Report Parameters Distribution Begin Date:							
Please specify the desired parameters for your report using the fields below. Report Parameters Please Specify the desired parameters Distribution Begin Date: 02/01/2025							
Please specify the desired parameters for your report using the fields below. Report Parameters Report Parameters Distribution Begin Date:							

# Report should open as a PDF in a separate window.

		Repo	ort					
For Distribution Dates: 2/1/2025 - 2/28/2025 School District: FAYETTE COUNTY SCHOOL DI	STRICT							
No data for selected criteria								
Taxpayer Legal Name	Account ID	Period Begin Date	Period End Date	Distribution Date	Tax Paid	P&1	Admin Cost	Net Distribu
		02/01/2025	02/28/2025	3/31/2025	1,875.00	0.62	9.38	1,86
Utility Name	Subtotal				1,875.00	0.62	9.38	1,86
Utility Nama		02/01/2025	02/28/2025	3/31/2025	900.00	0.00	4.50	89
Utility Name	Subtotal				900.00	0.00	4.50	89
Grand Total					2,775.00	0.62	13.88	2,70