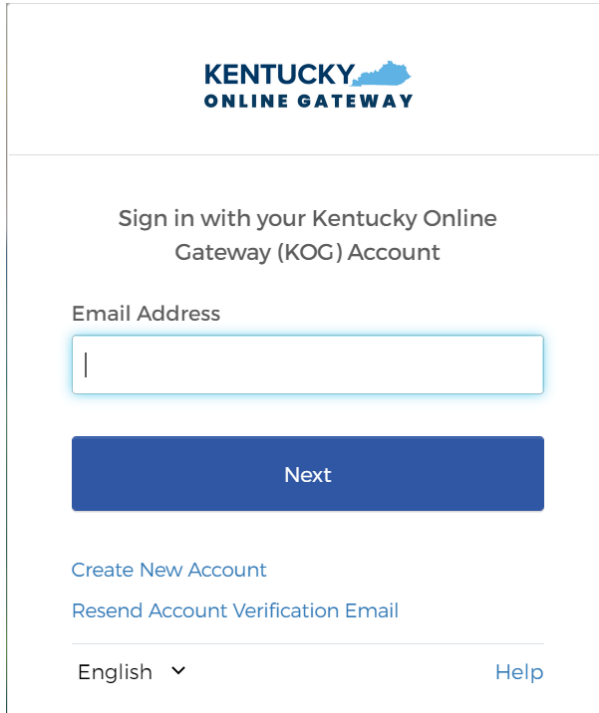


1. Go to <https://apps.transportation.ky.gov/MotorCarrierPortal/>.

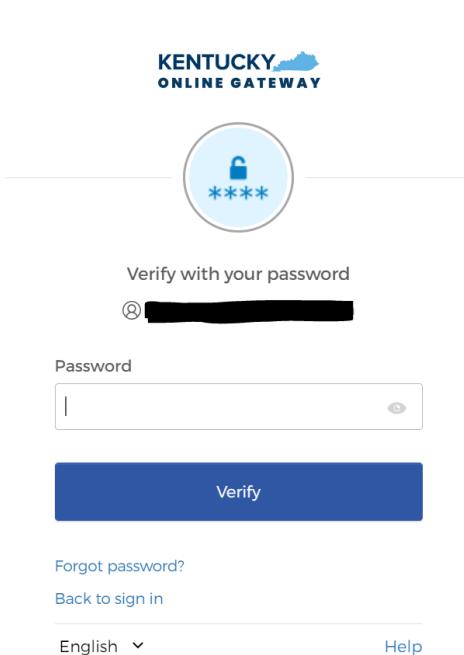
2. Enter your Kentucky Online Gateway email address. Click Next.

Note: If you do not have a Kentucky Online Gateway account, click the "Create New Account" hyperlink and follow the instructions.



The screenshot shows the sign-in page for the Kentucky Online Gateway. At the top is the logo "KENTUCKY ONLINE GATEWAY". Below it, the text reads "Sign in with your Kentucky Online Gateway (KOG) Account". There is a text input field labeled "Email Address" with a cursor inside. Below the input field is a blue button labeled "Next". Underneath the button are two links: "Create New Account" and "Resend Account Verification Email". At the bottom left, there is a language selector showing "English" with a dropdown arrow. At the bottom right, there is a "Help" link.

3. Enter your password and click Verify.



The screenshot shows the password verification page for the Kentucky Online Gateway. At the top is the logo "KENTUCKY ONLINE GATEWAY". Below it is a circular icon containing a padlock and five asterisks. The text reads "Verify with your password". There is a text input field for the password, which is currently masked with black bars. Below the input field is a blue button labeled "Verify". Underneath the button are two links: "Forgot password?" and "Back to sign in". At the bottom left, there is a language selector showing "English" with a dropdown arrow. At the bottom right, there is a "Help" link.

4. On the “Create User Profile” page, click whether you are a Motor Carrier, Registrant, or Service Provider. Click Next.

Note: If you operate using your own DOT authority, choose Motor Carrier. If you are leased to another carrier and operate using their DOT authority, choose 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?

- Registrant - A person or company **leased** to another motor carrier responsible for safety
- Motor Carrier - A Carrier is a person or company transporting property or passengers in a private or for-hire capacity
- Service Provider - A third party provider designated through a Power of Attorney to act on behalf of a motor carrier

Next

5. Read through the “Agreement of Responsible Party” and only click Accept if you agree to all terms in the agreement.

Note: If you decline the terms in the agreement, you will not be able to use the Motor Carrier Portal.

Agreement of Responsible Party

⚠ Electronic signature will represent responsible party. If the applicant is anything other than an individual, the entity must be registered with the Kentucky Secretary of State.

An individual for his or her own, individual (i.e, not on behalf of a corporation, company, partnership, joint venture, or other similar entity) application, may sign and submit the application without further documentation of authorization. All other applications must be accompanied by a power of attorney or resolution of

Accept Decline

6. Click the Next button.

7. In Step 2 of the “Create User Profile” process, enter your Taxpayer ID and Tax ID Type (EIN, FEIN, SIN, or SSN). Enter numbers only, do not enter dashes (-).

Note: If you are a US based carrier, be sure to select FEIN.

8. Enter your USDOT number **OR** your KYTC customer number in the respective fields. Click Next.

Note: Your KYTC customer number is **not** your KYU number.

Create User Profile

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

Step 2: Identifying information

Carrier Tax ID:

USDOT:

Customer Number:

- EIN - Employer Identification Number - Canadian
- FEIN - Federal Employer Identification Number - US
- SIN - Social Insurance Number - Canadian
- SSN - Social Security Number - US

Previous

Next

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.

11. To apply for a KYU license, click What Can I Do? and KYU Online – Manage or Apply For KYU License

The screenshot shows the Kentucky Motor Carrier Portal interface. At the top, there is a blue header with the 'PORTAL MC' logo and the text 'Kentucky Motor Carrier Portal Division of Motor Carriers'. Below the header is a navigation bar with links for 'Portal Home', 'What Can I Do?', 'Staff', 'Reports', and 'Help'. The 'What Can I Do?' dropdown menu is open, displaying a list of options: 'View My Profile', 'Customer Registration', 'EWD - Extended Weight Permits/Decals', 'IFTA File Search', 'IPC-IFTA', 'IRP Online', 'KIT Taxes - File', 'KYU Taxes - File', 'KYU Online - Manage or Apply For KYU License' (highlighted in yellow), 'Observations', 'Temp Permits/Certificates - Purchase View or Print', and 'Master Taxes'. On the left side of the page, there is a table with columns for 'Legal Name', 'Customer #', 'USDOT #', and 'Customer Type'. The table contains three rows: 'TC', 'KY', and '1927'. The 'KYU Online - Manage or Apply For KYU License' option is highlighted in yellow.

12. Click Yes if your vehicles are registered for greater than 59,999 lbs

Instructions for KYU (Kentucky Highway Use Tax) Application

Are your vehicles plated for 59,999 lbs or greater?

Yes

No

13. Choose whether you want to purchase a temporary permit or apply for a permanent license.

Note: Further instructions are based on choosing to apply for a permanent license.

Instructions for KYU (Kentucky Highway Use Tax) Application

Do you wish to apply for a temporary KYU trip permit?

By choosing to apply for a Temporary KYU Permit you are acknowledging that you are aware that the permit is good for only 10 days and you are responsible for paying the \$40 fee associated with this temporary permit.

Apply For Temporary KYU Permit

Do you wish to file for a permanent KYU license?

By choosing to file for a permanent KYU license you are acknowledging that you are responsible for filing quarterly taxes for the miles that are driven within the Commonwealth of Kentucky and keeping your vehicle inventory updated. There are no fees associated with applying for a KYU. However, if the taxes associated with the KYU account are not satisfied for every quarter you are in operation, then the KYU number will be revoked and penalties and interest will be accrued.

Apply For Permanent KYU License

Important: To Set up a KYU account, your state and federal credentials need to be active and up to date. Federal insurance and UCR registration may take up to 24-48 hours to show in our system.

14. Click Apply for KYU License

Instructions for KYU (Kentucky Highway Use Tax) Application

1. Please ensure that all federal and state licenses and/or credentials are active before applying for a KYU.
2. If you need a USDOT [Click here](#) or a KYTC number if you are leased onto another carrier [Click here](#)

Apply For KYU License →

15. Enter your Taxpayer ID and Tax ID Type (EIN, FEIN, SIN, or SSN). Enter numbers only, do not enter dashes (-). Click Next.

Note: If you are a US based carrier, be sure to select FEIN.

Enter Tax ID and Tax ID Type to continue.

DOT#: KYTC#:
Tax ID: Tax ID Type:
 US - FEIN (Federal Employer Identification Number)
 US - SSN (Social Security Number)
 CAN - EIN (Employer Identification Number)
 CAN - SIN (Social Insurance Number)

Next

16. Enter missing information in the relevant fields. Click Continue.

Note: SOS Company Number should only be completed if you are based in Kentucky (leave the field blank otherwise).

Note: Make sure zip codes are only 5 digits. If the zip code is pre-filled with more than 5 digits, delete the extra digits.

Enter Contact and Company Information for KYU

DOT#: KYTC#:
Tax ID: Tax ID Type:
Legal Name:
DBA:
Business Type: Sole Proprietor SOS Company Number:
Kentucky Based Partnerships, Corporations, LLC's and companies must be listed with the Kentucky Secretary of State. [Click here](#) to register.
Operation Classification: Authorized For Hire , Exem MC Number:

Contact Details

First Name: Last Name:
Phone #: Fax #:
Email:

Physical Address

Address:
City:
Country: USA State/Province: KY Zip/Postal:

Mailing Address

Address:
City:
Country: USA State/Province: KY Zip/Postal:

Previous

Save & Exit

Continue

17. Click the green Add button.

Maintain KYU Vehicle Inventory

Legal Name: ██████████

USDOT #: ██████████

KYTC #: ██████████

Show entries

Search:

VIN	Title	State	Unit #	Year	Plate	Make	Weight	+ Add
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

18. Select In State or Out of State and click Continue

Add Vehicle

Is it in state or out of state vehicle?

In State Out of State

19. Add vehicle information and click Save.

Note: Letters in the VIN must be entered as capital letters (ex. ABC).

Add vehicle

VIN: Rebuilt Title/Glider Kit

Unit #:

Country:

State Registered:

Plate #:

Model Year:

Make:

Combined Gross Weight(CGW):

20. Click Continue.

Vehicle has been added successfully.

Maintain KYU Vehicle Inventory

Legal Name: [REDACTED]

USDOT #: [REDACTED]

KYTC #: [REDACTED]

Show 10 entries

Search:

VIN	Title	State	Unit #	Year	Plate	Make	Weight	+ Add
1ABC2D3EFG4HIJK		AK	227	2022	ABC123	Peterbilt	80000	

Showing 1 to 1 of 1 entries

Previous 1 Next

[← Previous](#) [Save & Exit](#) [Continue →](#)

21. After reviewing and confirming that all information is correct, click Confirm.

Review and Confirm Application

Carrier Information

Legal Name: [REDACTED]

DBA: [REDACTED]

DOT: [REDACTED]

KYTC Number: [REDACTED]

Contact Person: [REDACTED]

Physical Address: [REDACTED]

[REDACTED]

Mailing Address: [REDACTED]

[REDACTED]

[REDACTED]

Show 10 entries

Business Information

Business Type: SoleProprietor

SOS BOS#: [REDACTED]

Operation Classification: Authorized For Hire , Exempt For Hire

MC Number: [REDACTED]

Identification Numbers

Tax Payer ID: [REDACTED]

Tax ID Type: [REDACTED]

Phone: [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

Search:

VIN	Title	State	Unit #	Year	Plate	Make	Weight
1ABC2D3EFG4HIJK		AK	227	2022	ABC123	Peterbilt	80000

[← Previous](#) [✓ Confirm](#)

22. Read the terms. If you agree, click Agree.

Note: If you disagree, you will not be issued a KYU license.

Please read and agree for the below legal agreement terms



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 reporting, payment, record keeping, and license display requirements as specified in the International Fuel Tax Agreement, and the rules and regulations of the Kentucky Department of Vehicle Regulation. I further agree that the Department of Vehicle Regulation may withhold any refunds due if I am delinquent on any taxes due to Kentucky and/or any member jurisdiction. I further certify that I am familiar with the Federal Motor Carrier Safety Regulations and the Federal Hazardous Materials Regulations. Failure to comply with these provisions shall be grounds for revocation of any license and/or authority in Kentucky or all member jurisdictions.

If Kentucky based corporation, an officer must sign and the officer must be listed with the corporation on the Kentucky Secretary of State's website under business filings.

Furthermore, I understand that as the responsible party, I can personally be liable for any delinquencies owed regarding the operations of this company and/or any other company I may be associated.

If third party is requesting they shall obtain and maintain a "Power of Attorney" stating they have authority to do so. Failure to produce a "POA" on demand may result in revocation of the KYU license and revocation of your third party provider privileges. Furthermore, as the third party provider I agree to all the terms of this agreement.

Disagree

Agree

23. You will be issued your KYU number on the following screen. Please maintain a copy of your KYU number for your records.

Note:

- There is no physical KYU license; your KYU is electronically tied to your DOT number.
- You do not have to display the KYU number on your vehicle unless you are leased to another carrier and are operating using their DOT authority.
- KYU returns **must** be filed quarterly, even if there are no operations in Kentucky. Failure to file a KYU return can result in revocation of the license and a \$500 penalty.