Kentucky Alcoholic Beverage Control Licensing Portal

Local Administrators User Guide

TEAM KENTUCKY
PUBLIC PROTECTION CABINET
Department of Alcoholic Beverage Control

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Install Google Chrome

To ensure optimum performance please download and install the Google Chrome Browser. The Google Chrome browser has been tested thoroughly and you may experience issues with other browsers such as Mozilla Firefox.

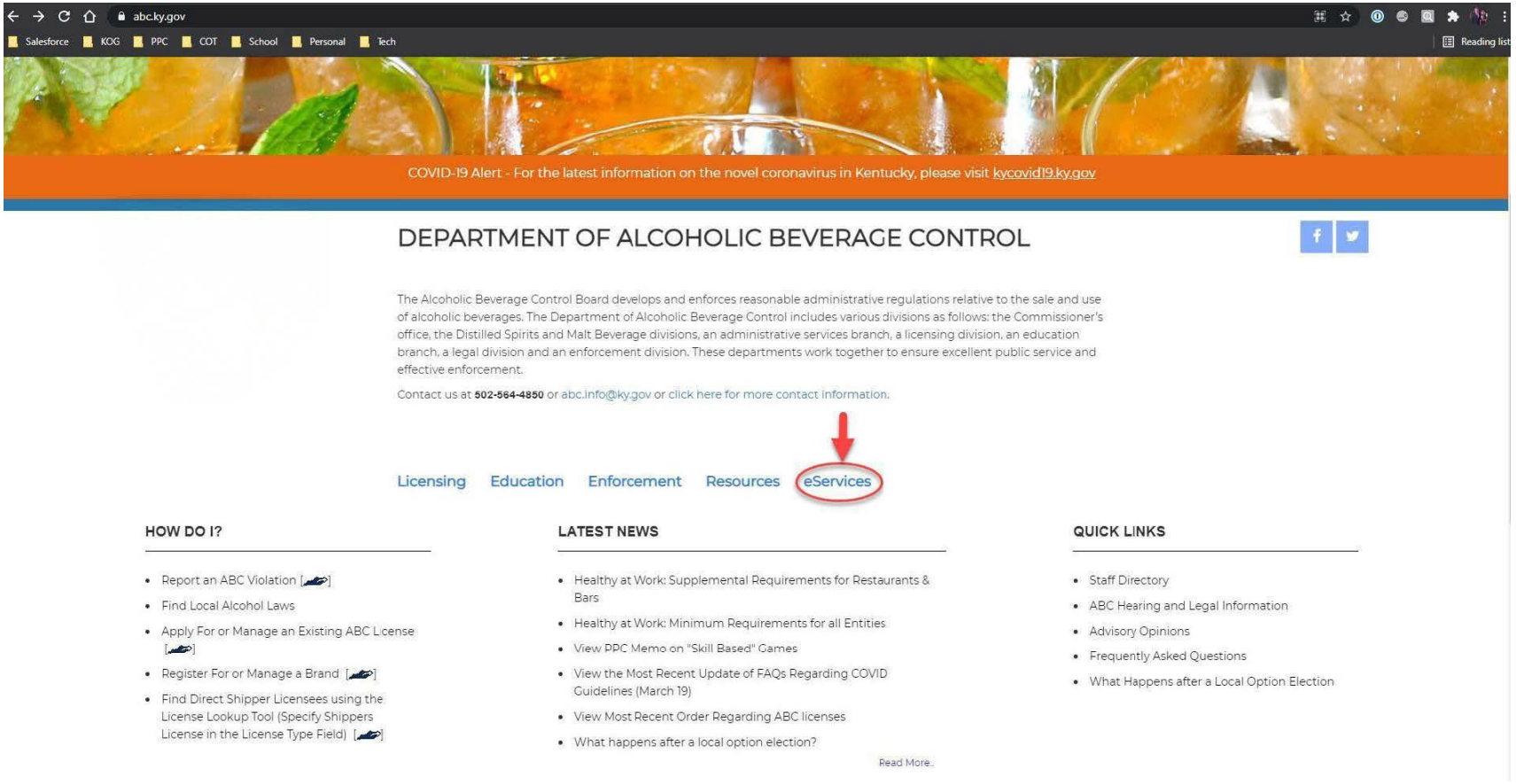
1. Navigate to https://www.google.com/chrome/ and install the latest Chrome browser by selecting **"Download Chrome".**
2. Follow the on-screen prompts to install the Google Chrome browser.

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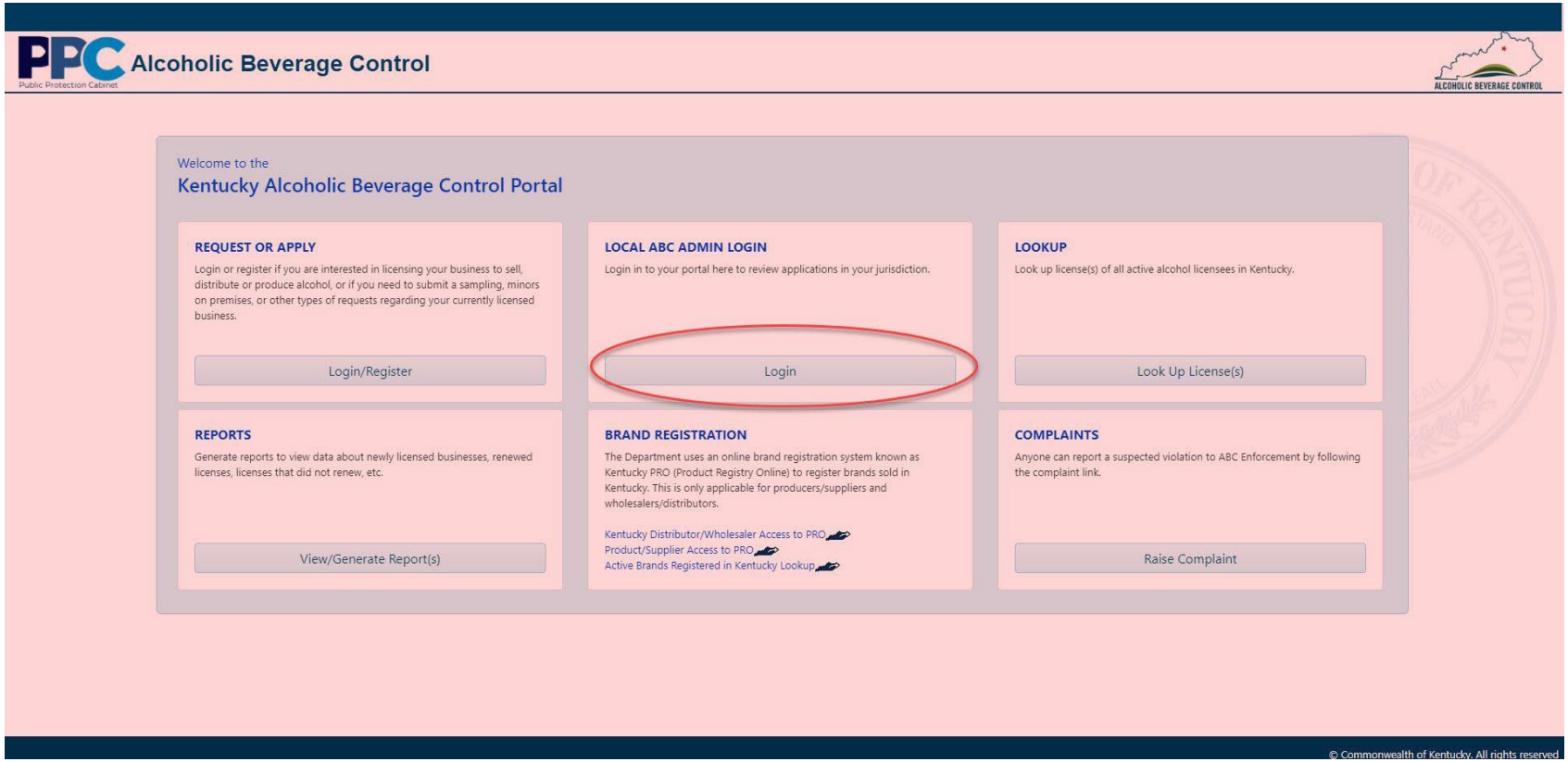
Existing Local Admin with KOG Login Account

Log into your KYID account using your existing Kentucky Online Gateway (KOG) email and password. For help or questions, contact the KYID Help Desk at KYIDHelpdesk@ky.gov or by phone (866)231-0003, OPT. 2.

1. Navigate to **abc.ky.gov** and select **eServices**.

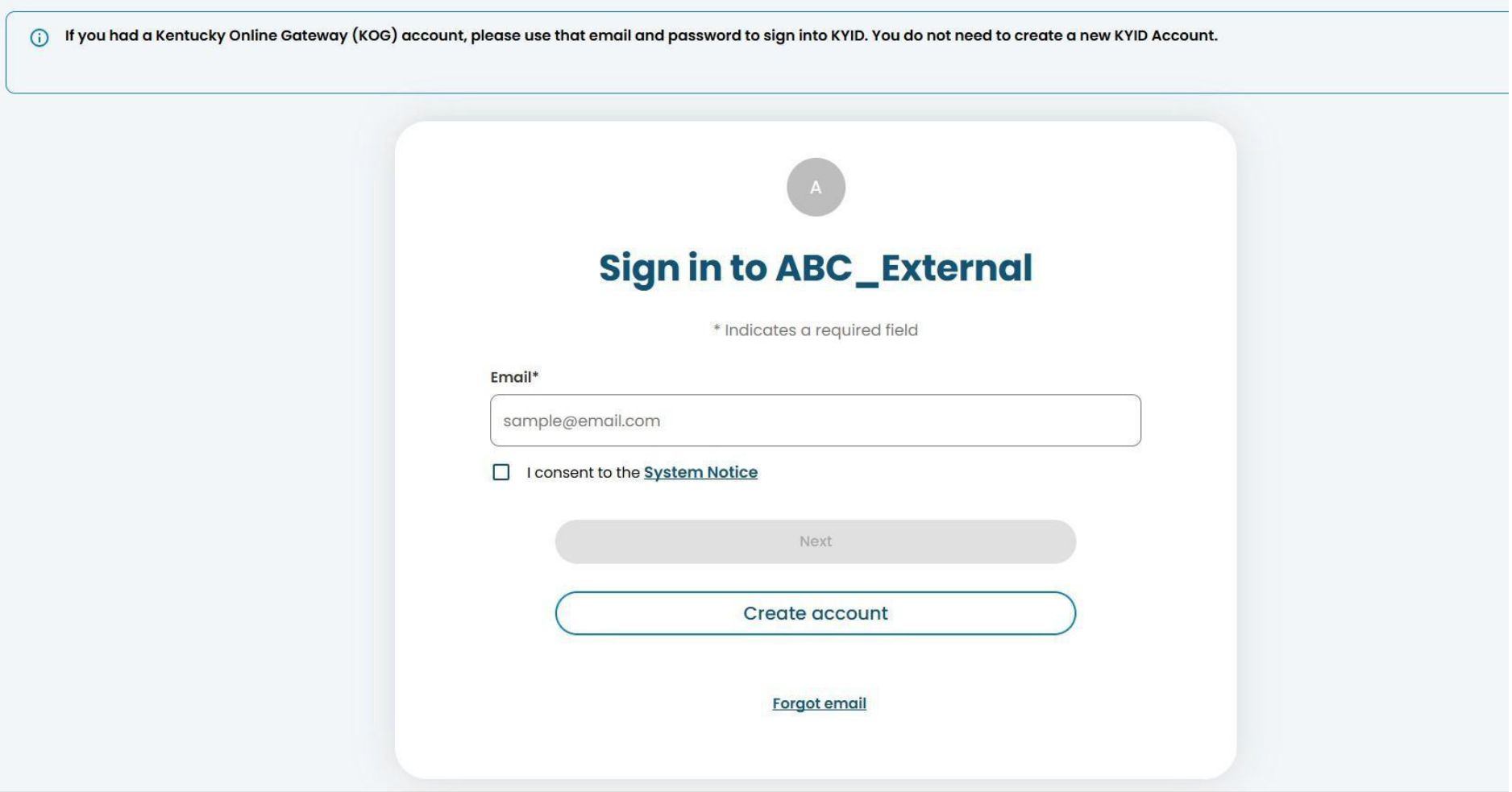


2. Click on the **Login** button within the Local ABC ADMIN LOGIN tile.



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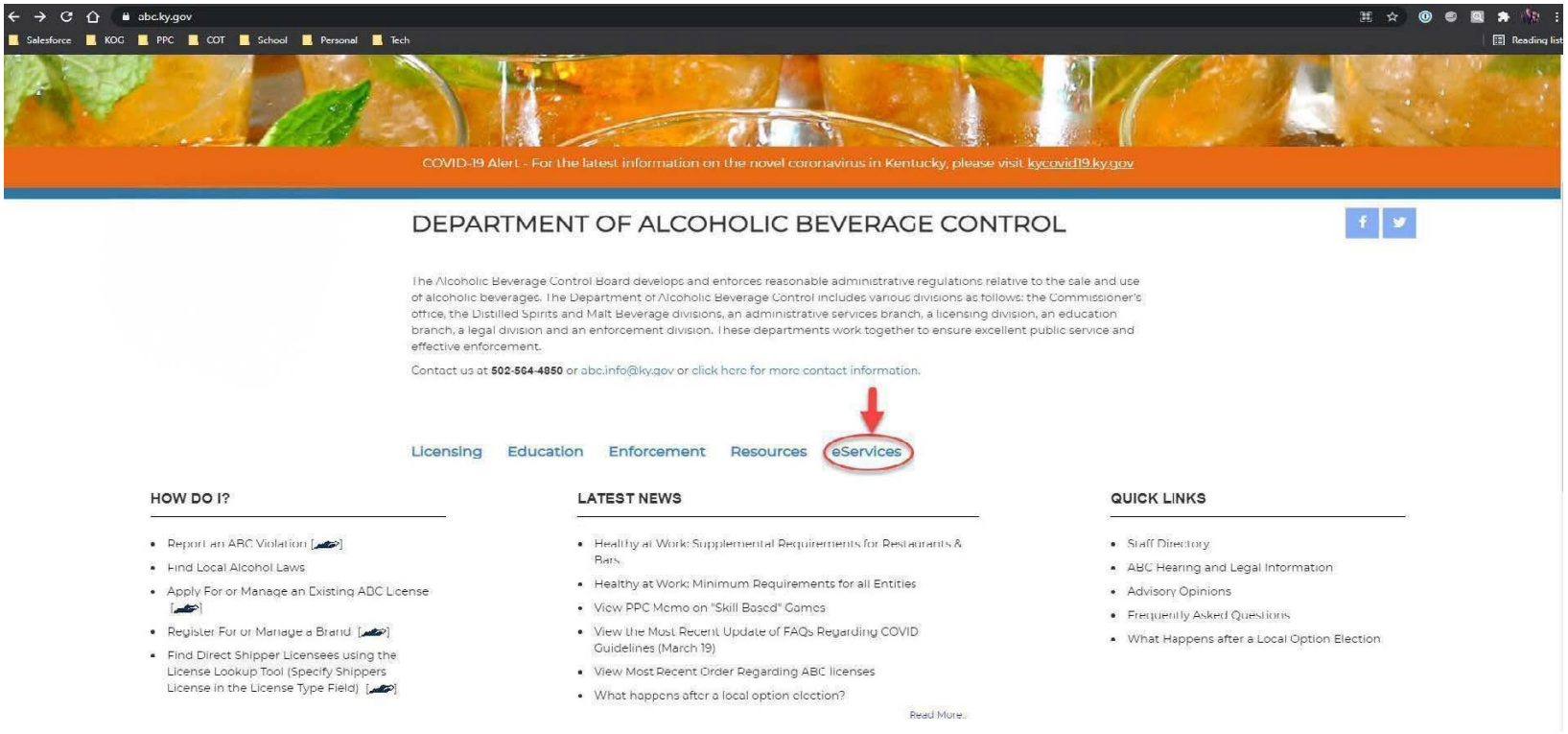
3. A screen will appear that looks like the image below. Enter your email address and password you set up with the Kentucky Online Gateway (KOG) and select **NEXT**.



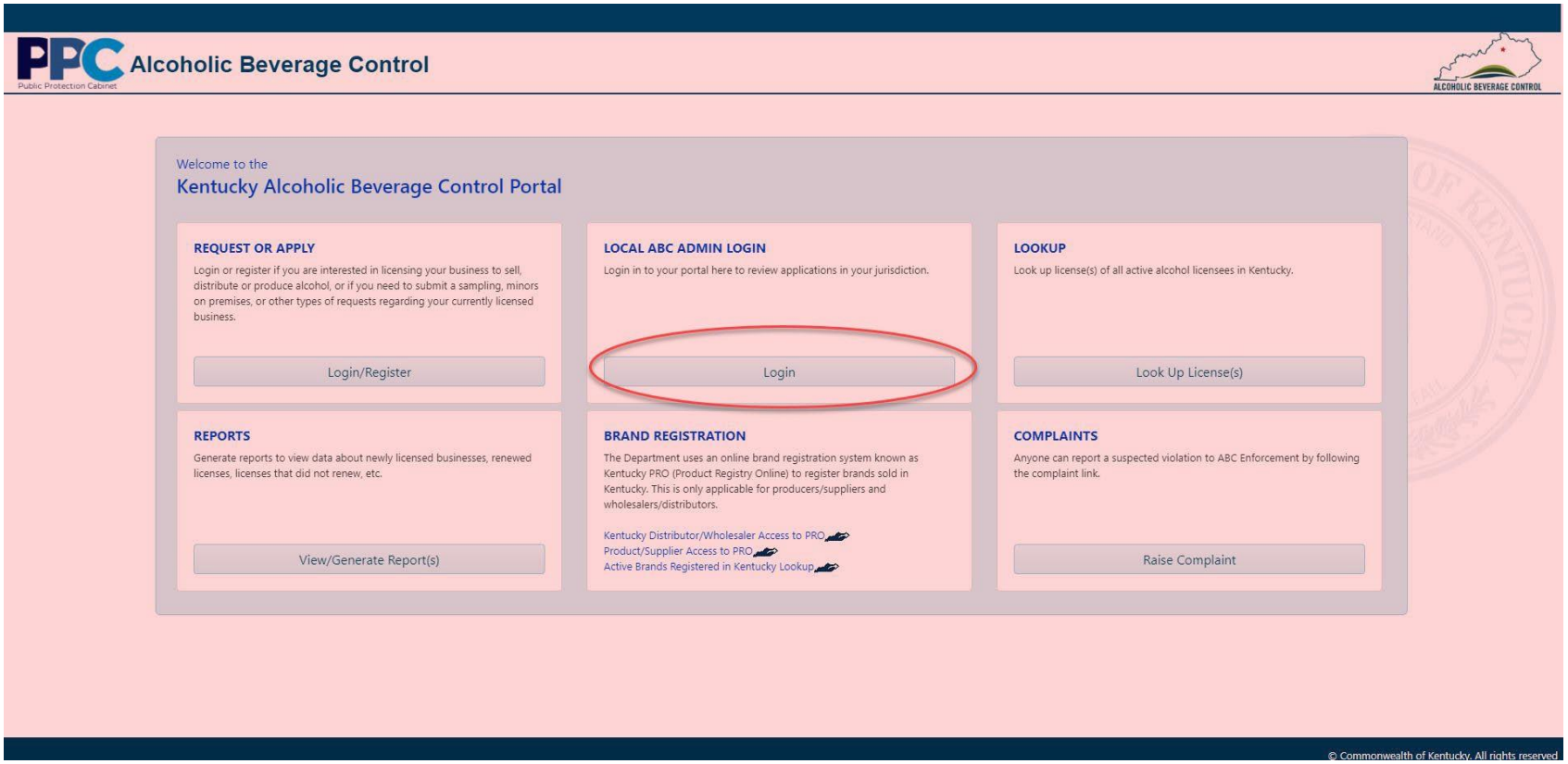
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New Local Admin without KYID Logon Account

1. Navigate to **abc.ky.gov** and select **eServices**

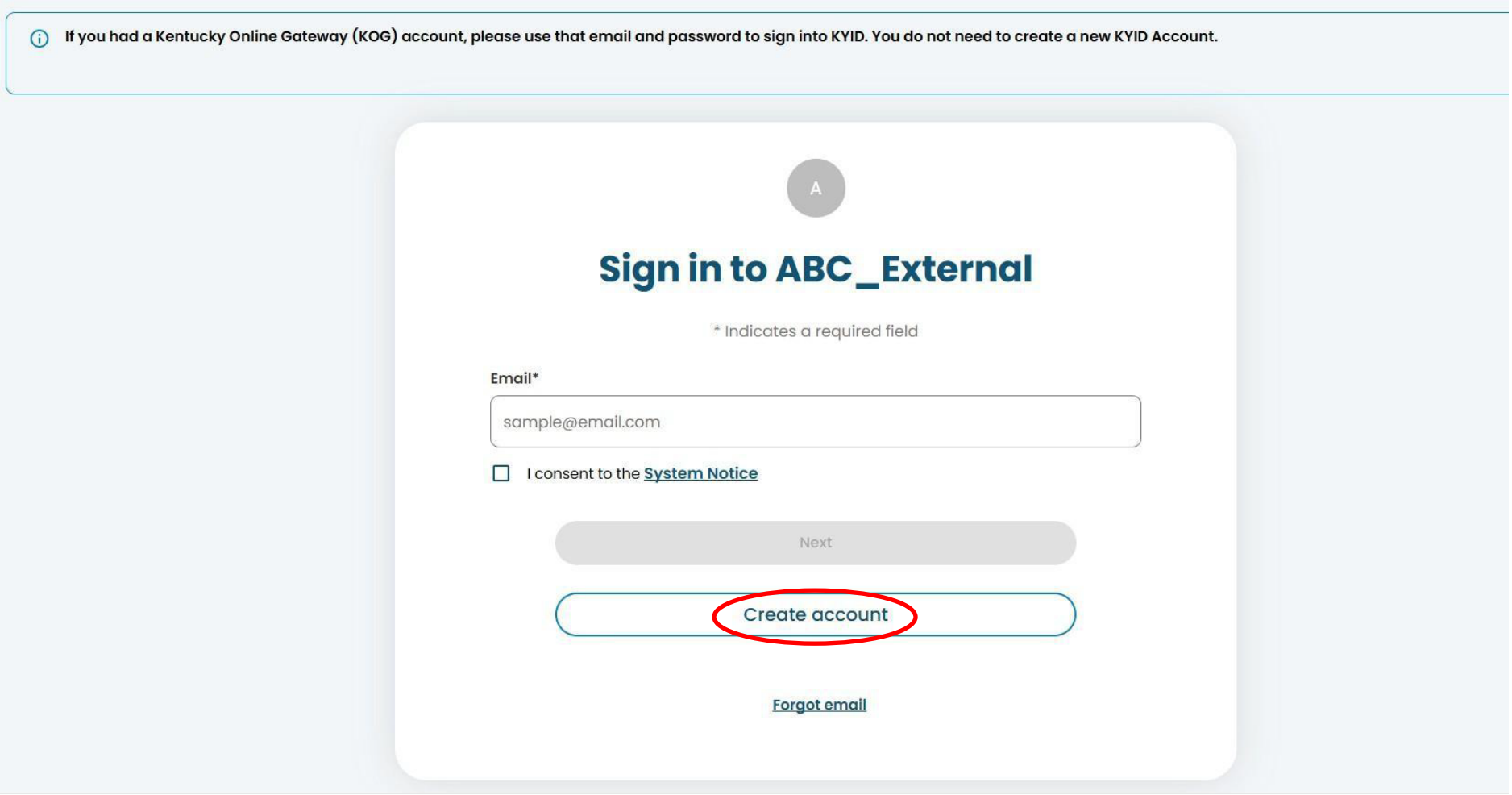


2. Click on the **Login** button within the Local ABC ADMIN LOGIN tile.

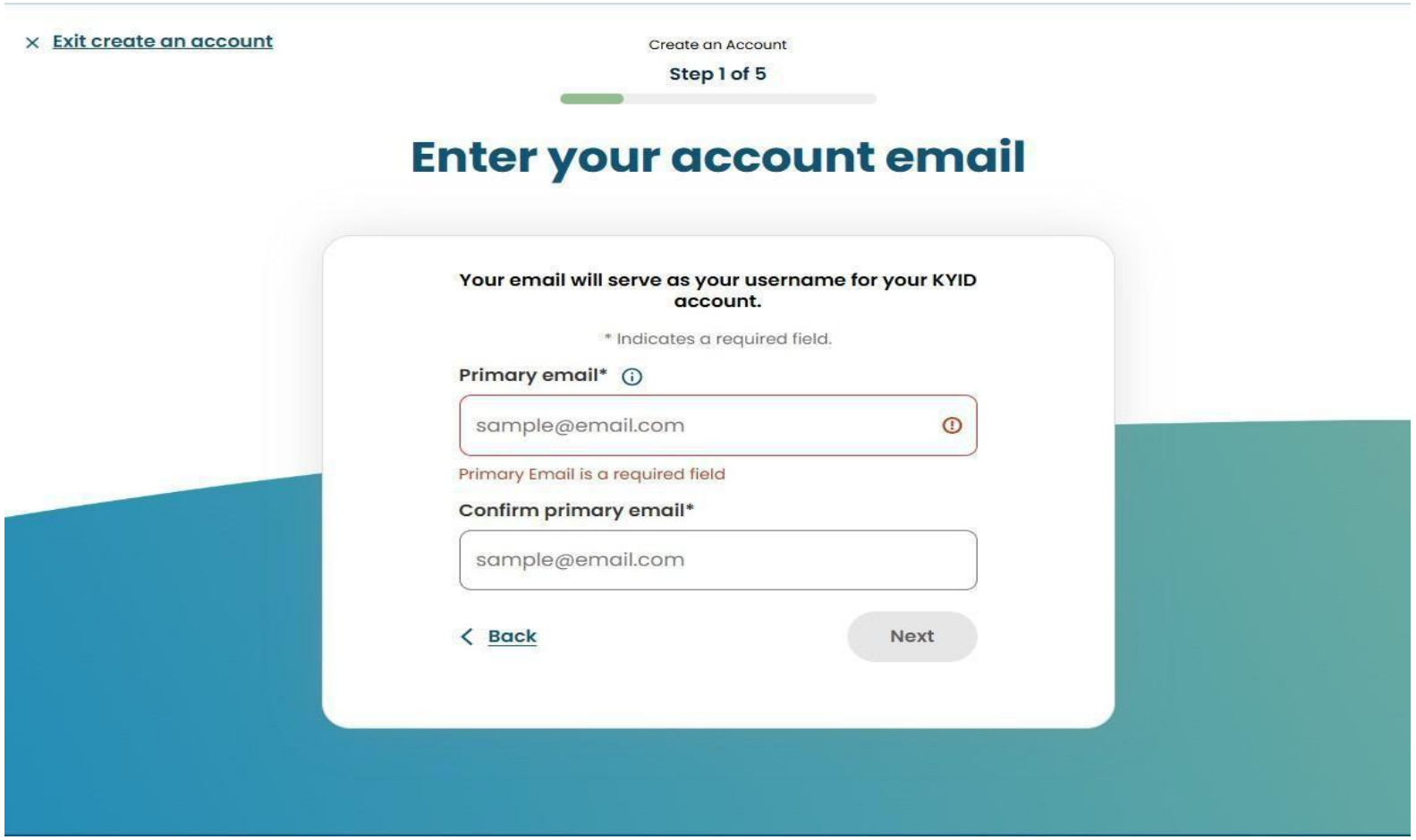


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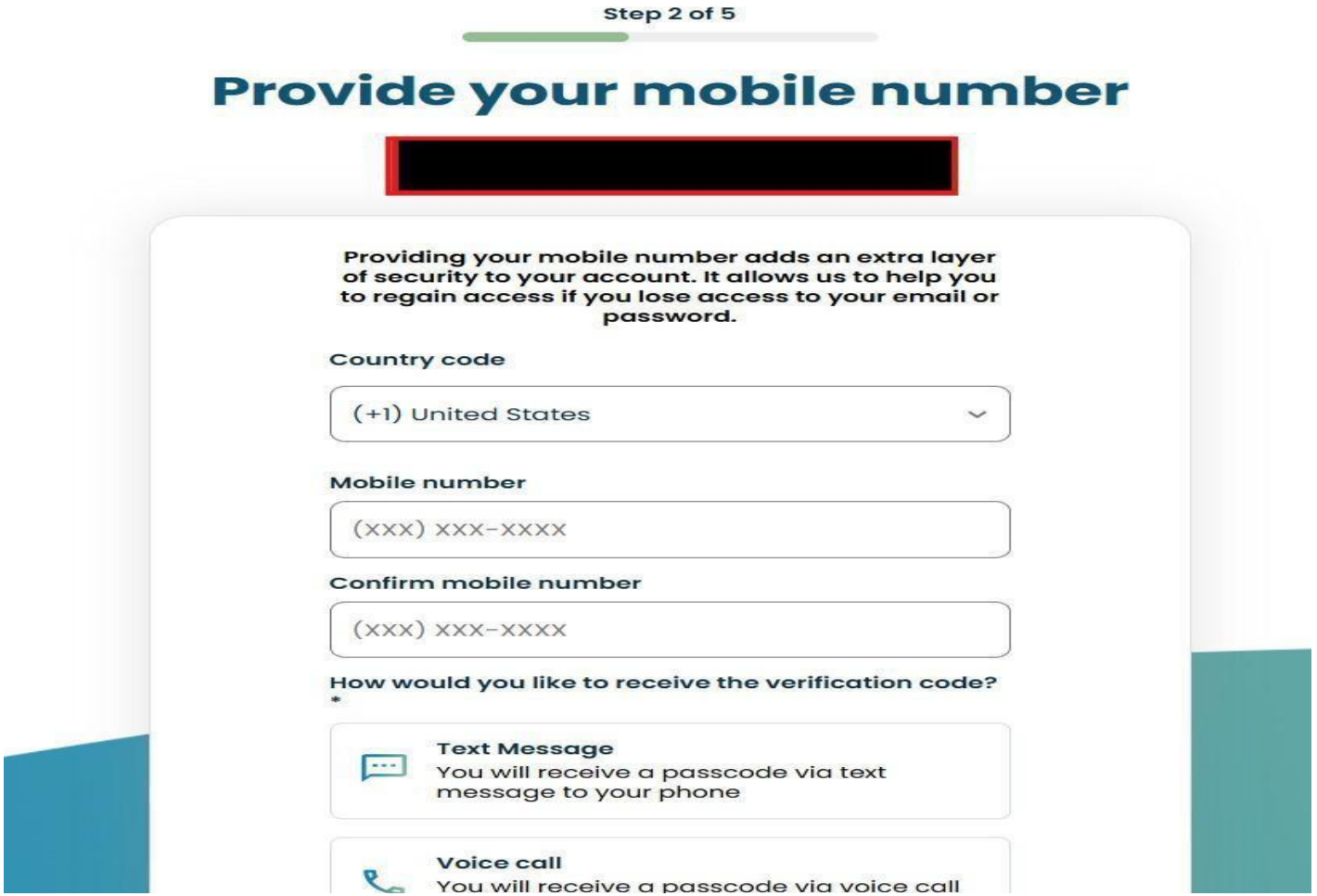
3. A screen will appear that looks like the image below, select the **Create Account** button. For help or questions, contact CHFS KYID Support at KYIDHelpdesk@ky.gov or (866) 231-0003 Option 2.



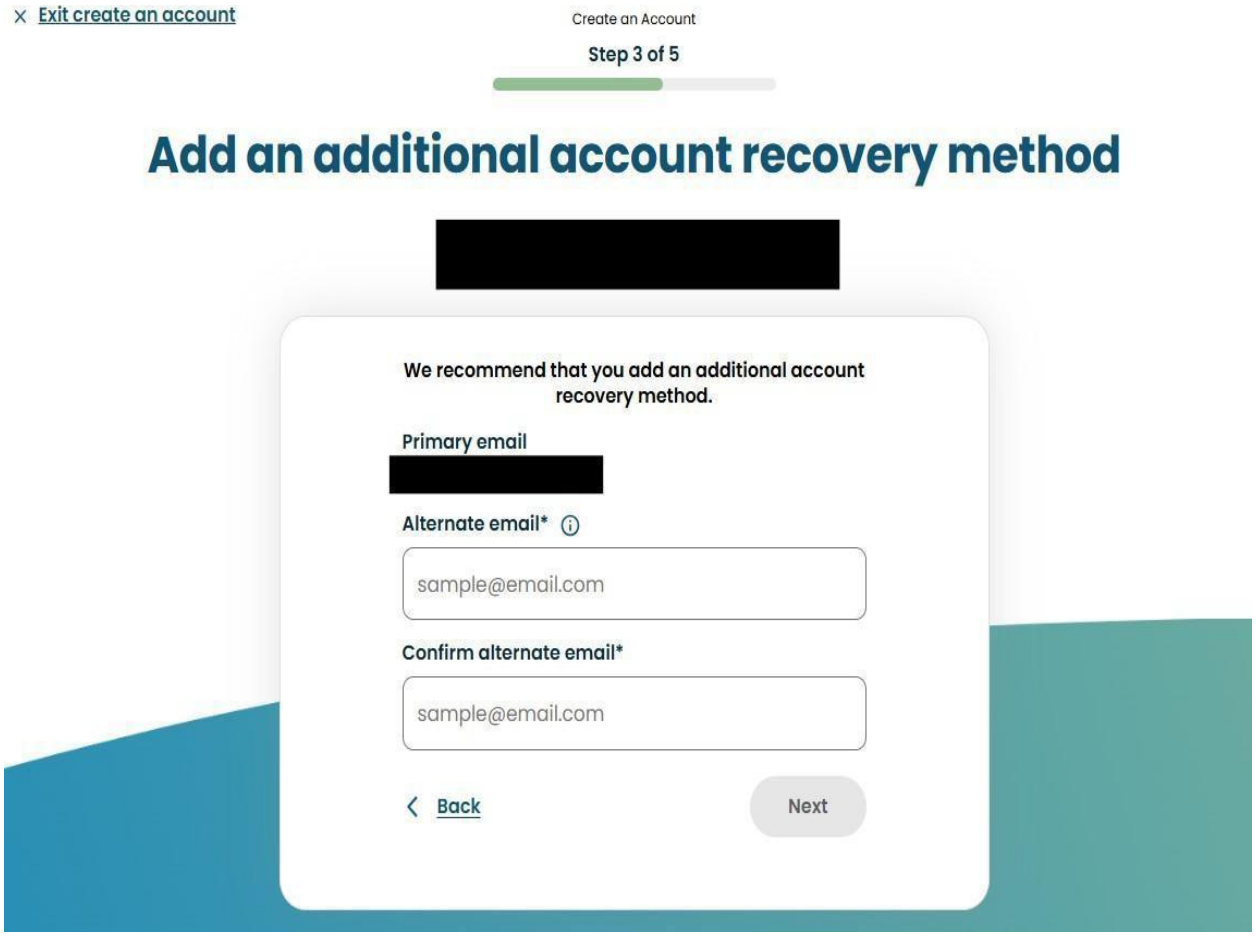
4. Enter and confirm your email address. Once you select next, a 6-digit verification code will be emailed to the email address entered



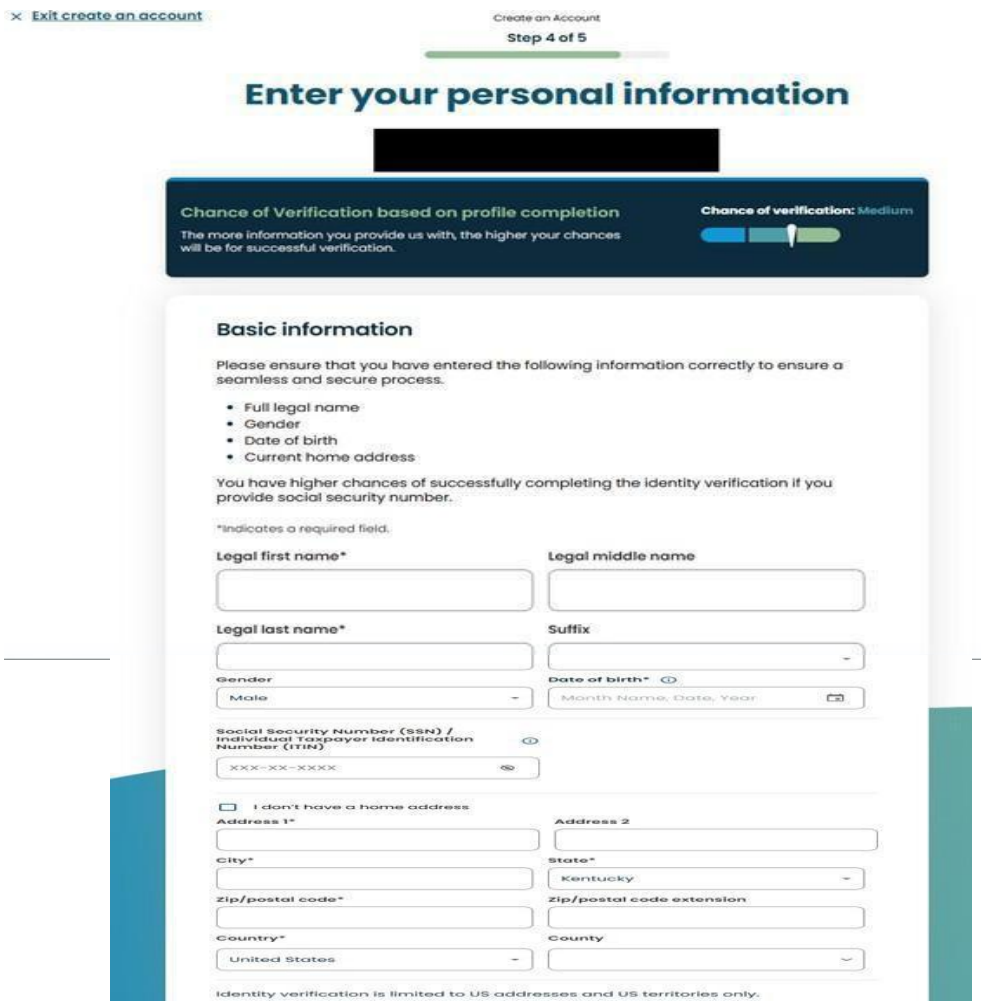
5. For an added layer of security, please provide your mobile number.



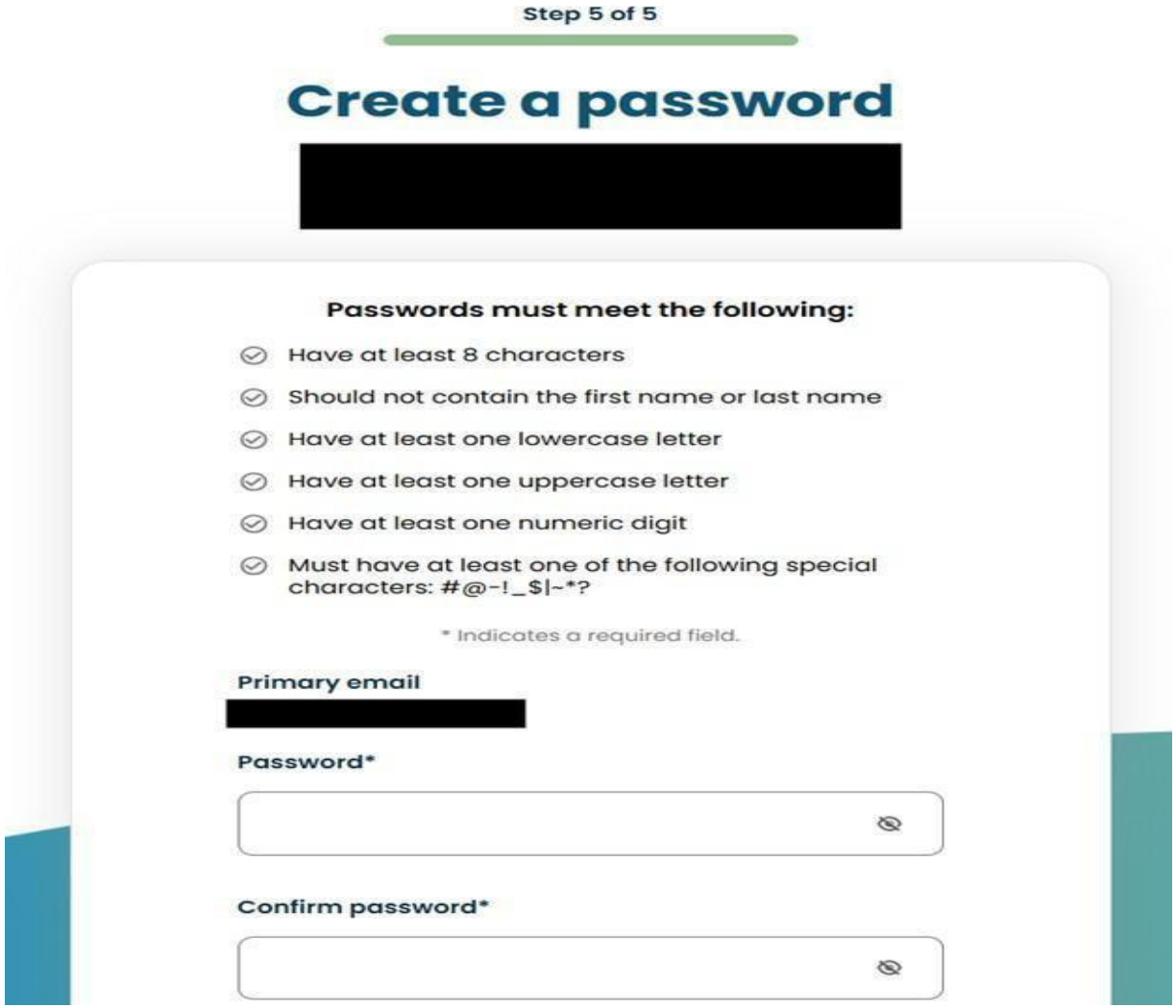
6. Add an additional account recovery method.



7. Enter your personal information and select next.



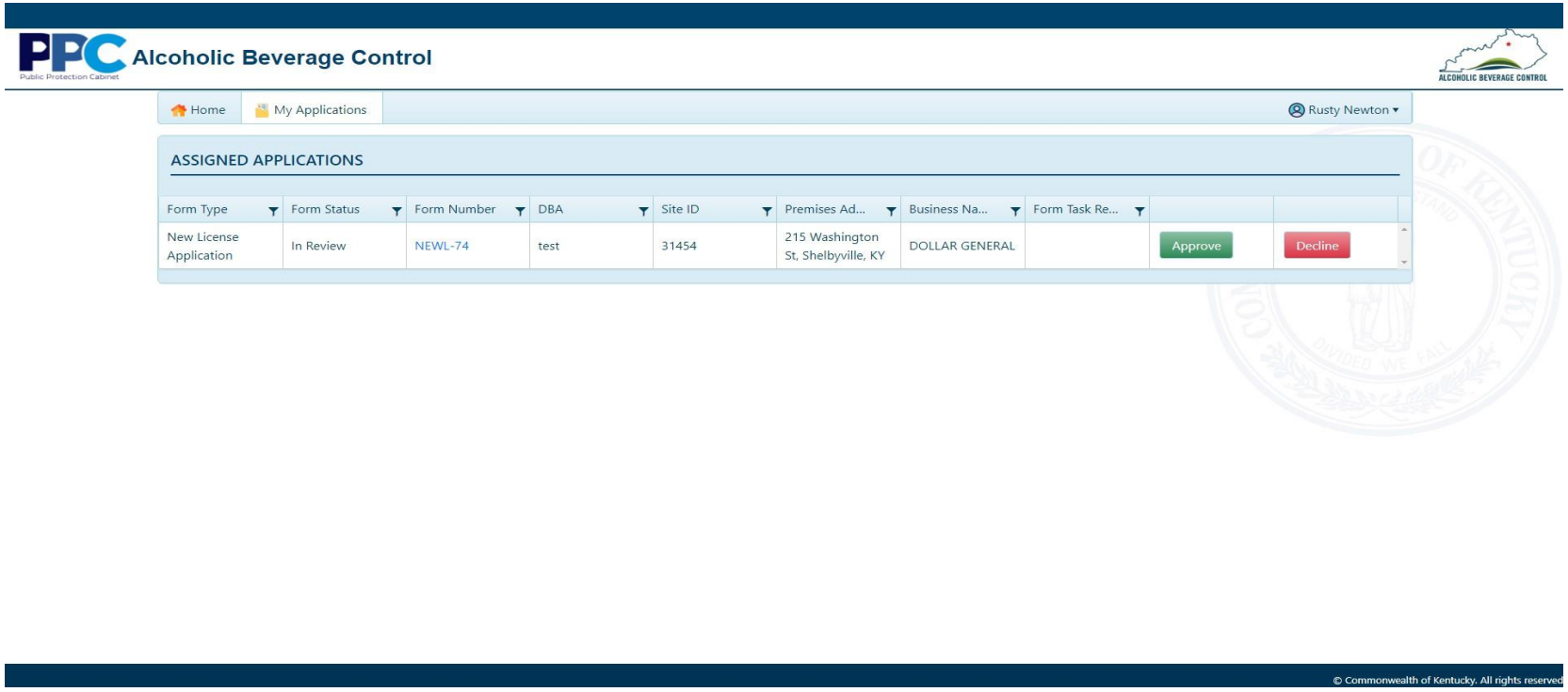
8. Lastly, create a password and complete the process.



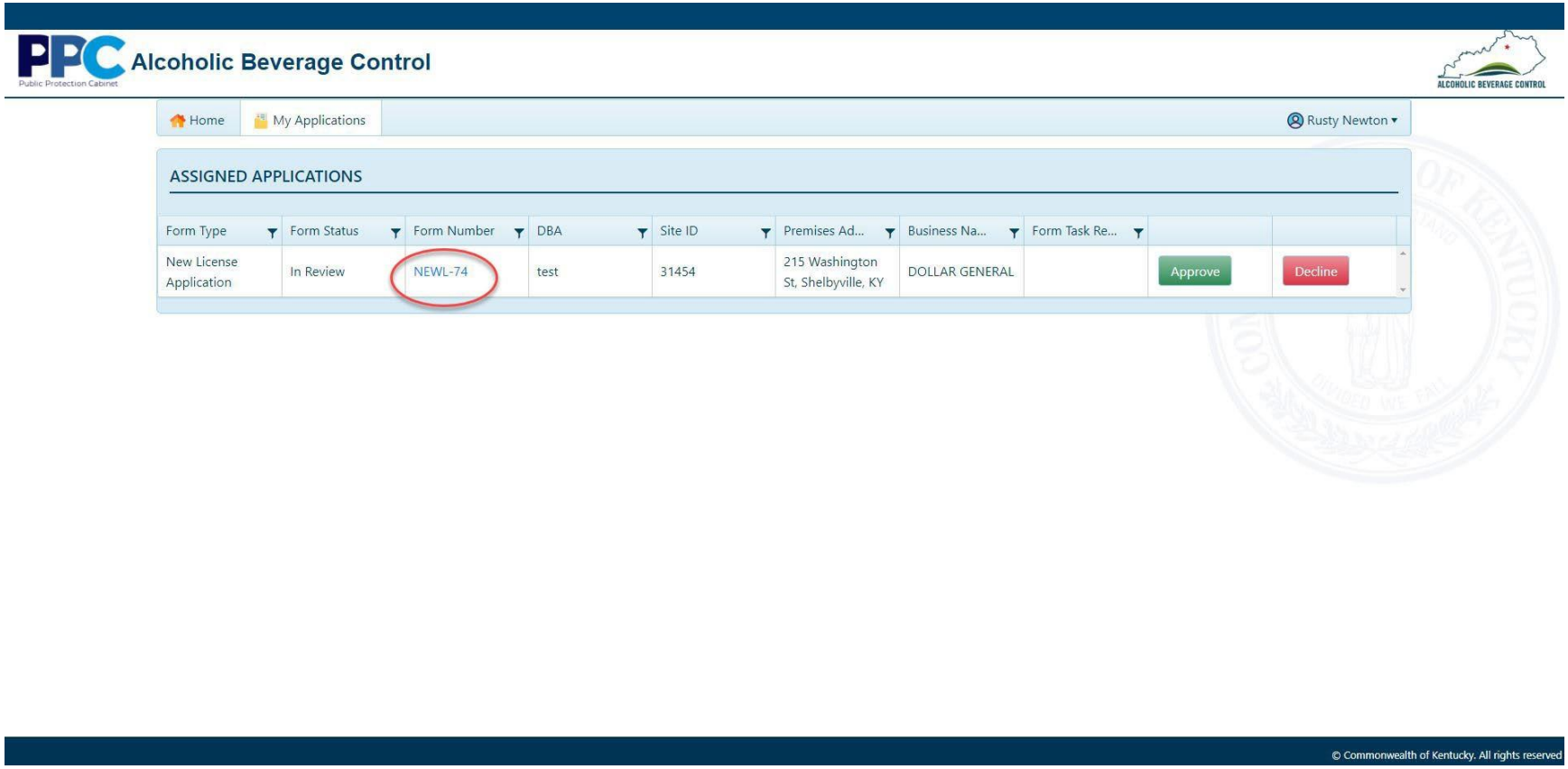
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Application Review

1. Upon logging in you will see any applications assigned to you as a Local Administrator.

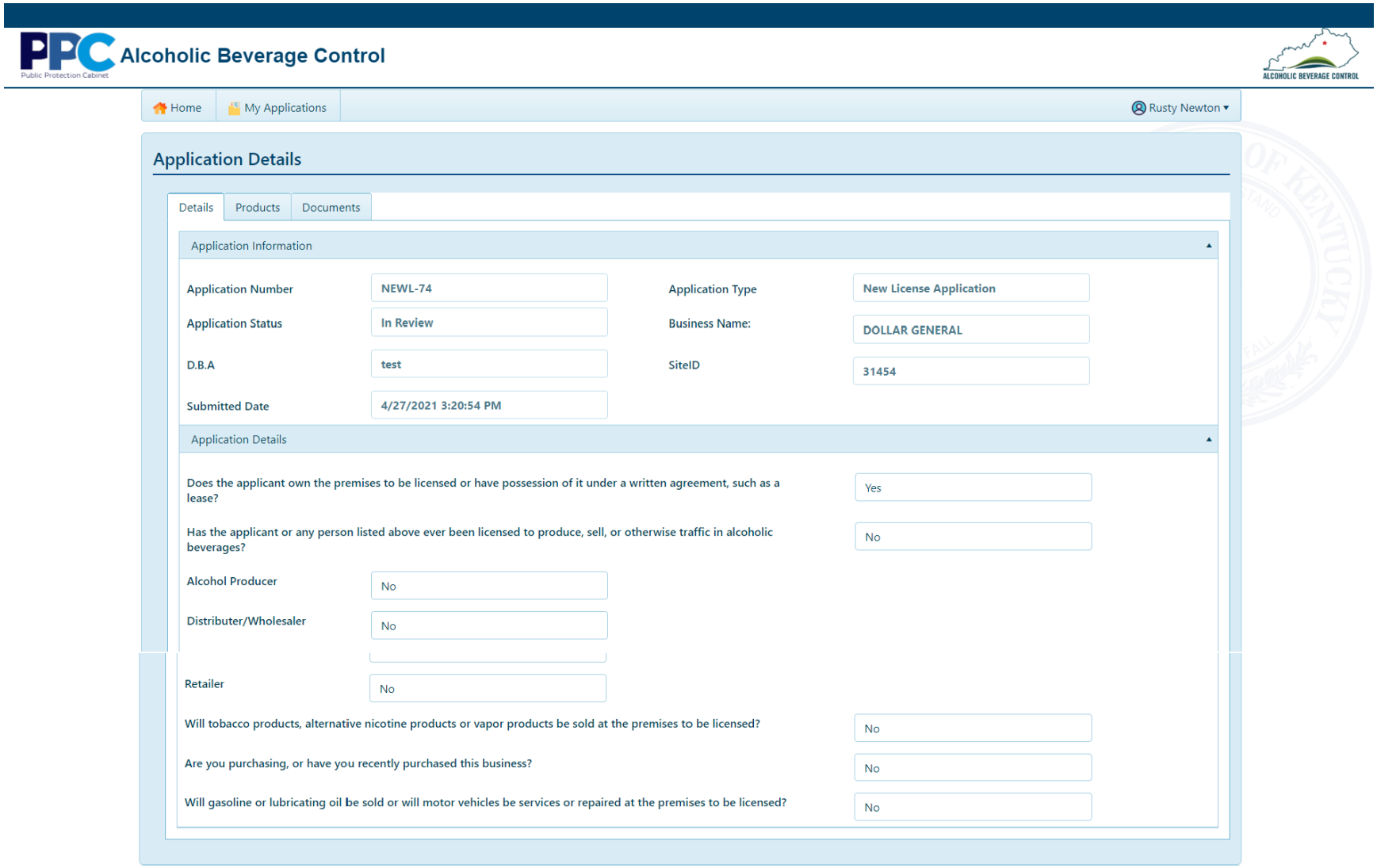


2. To view the details of the submitted application before approving or declining click the **Form Number** hyperlink.

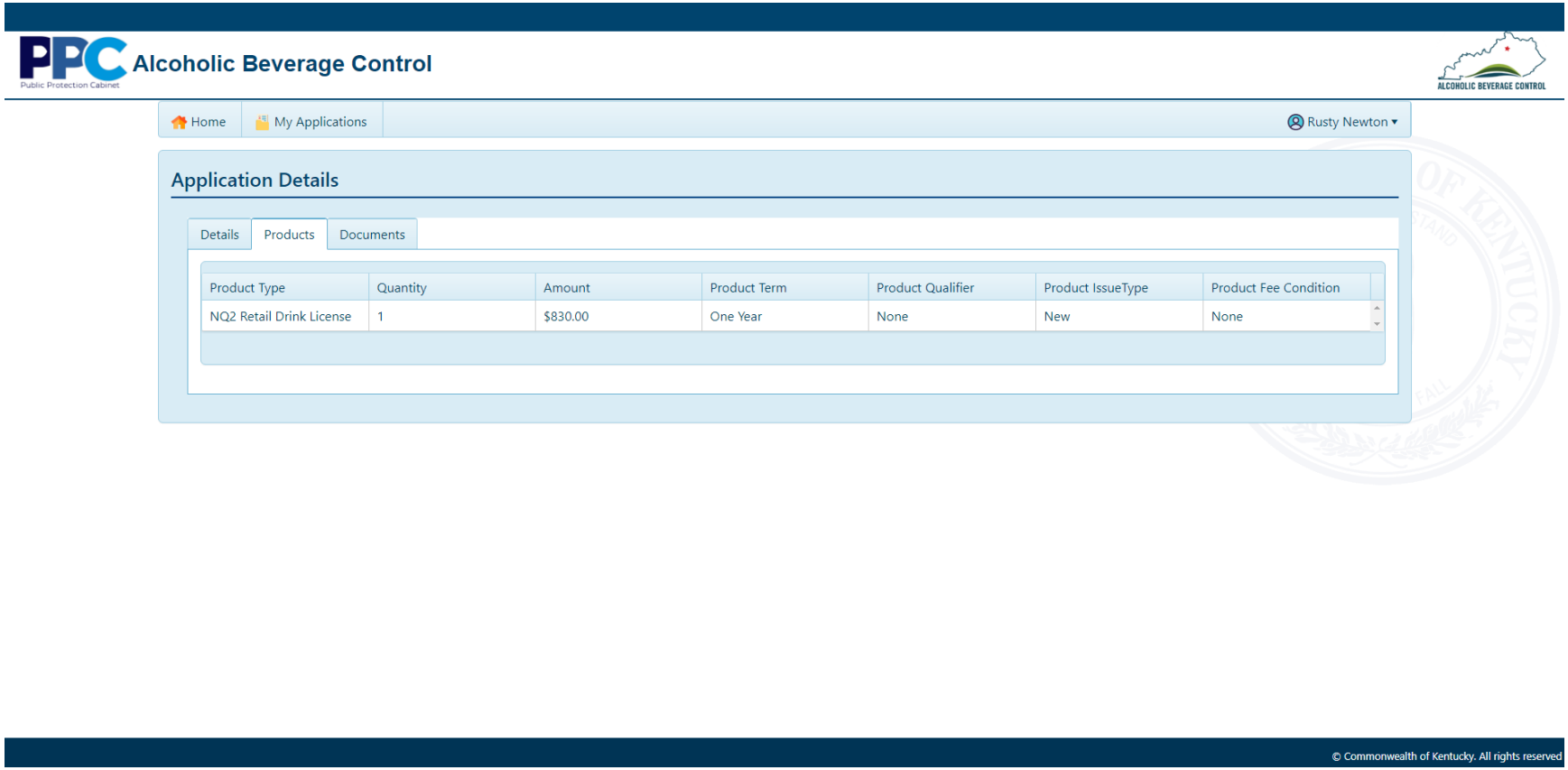


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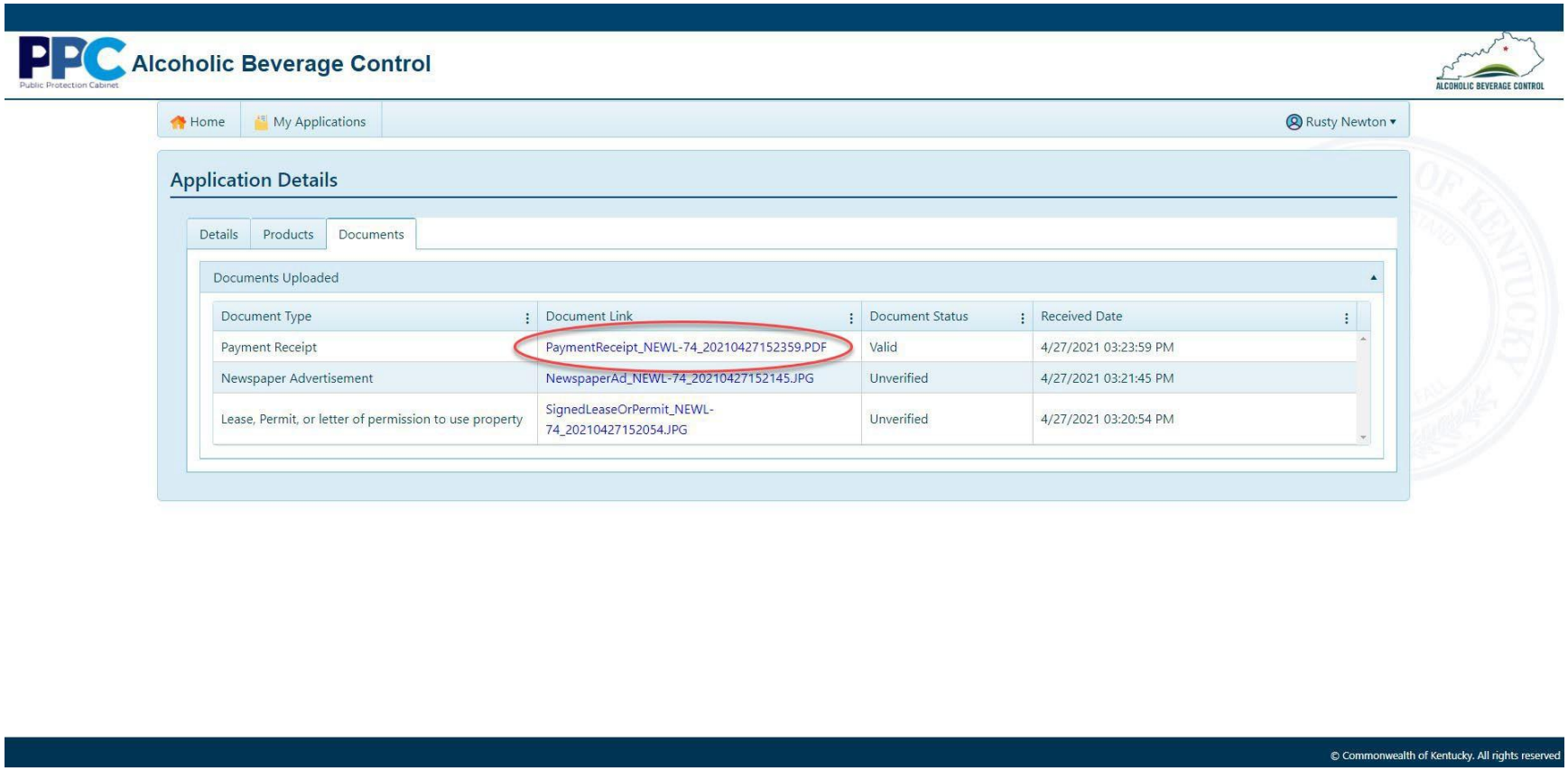
3. After clicking the hyperlink, you will be able to see all the details of the application. The first tab will be details.



4. The second tab will show the license or licenses for which the applicant applied.



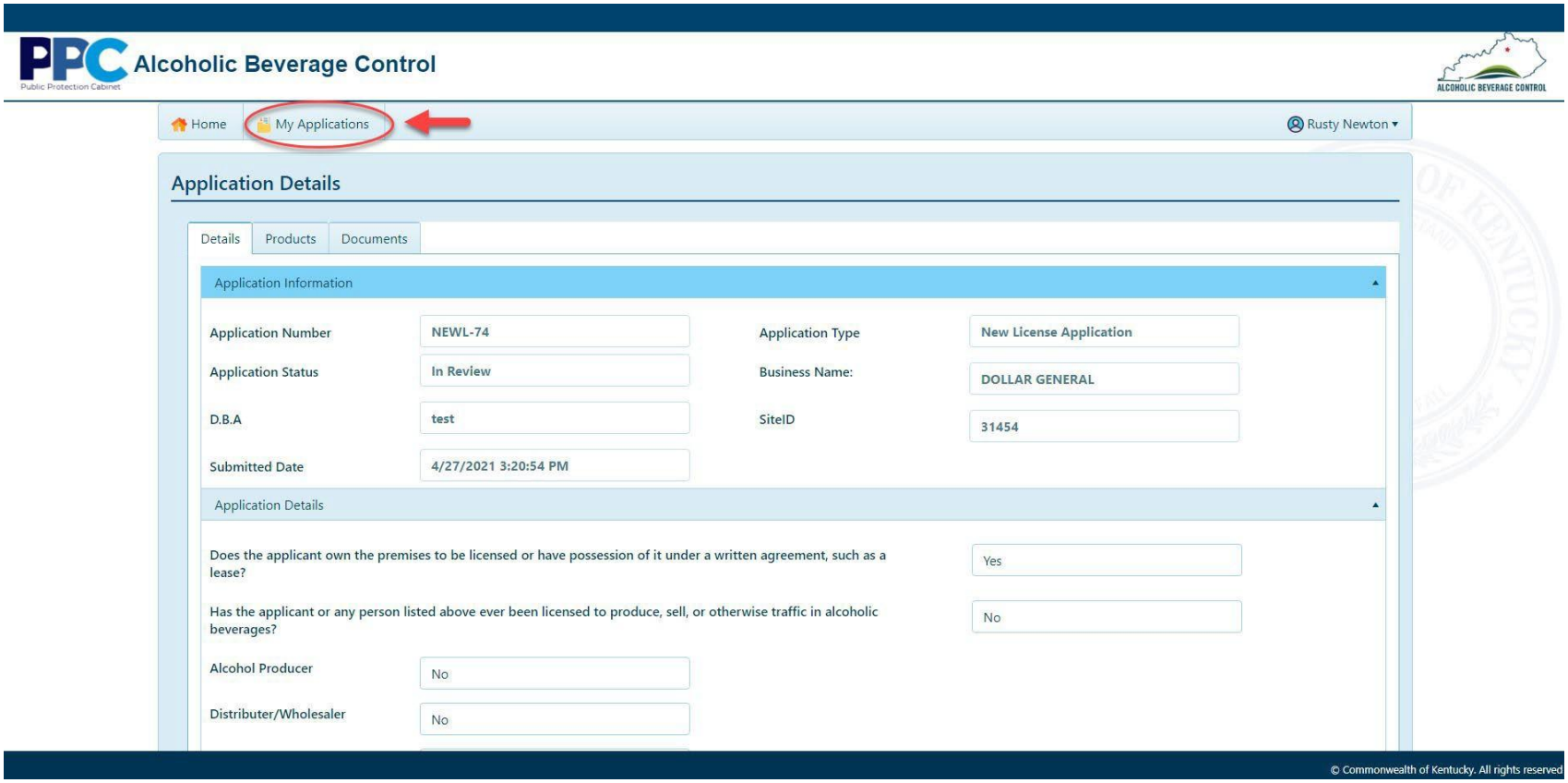
5. The third tab will allow you to see the documents uploaded for review to assist in approving or declining. You can click on the hyperlink to open the document for review.



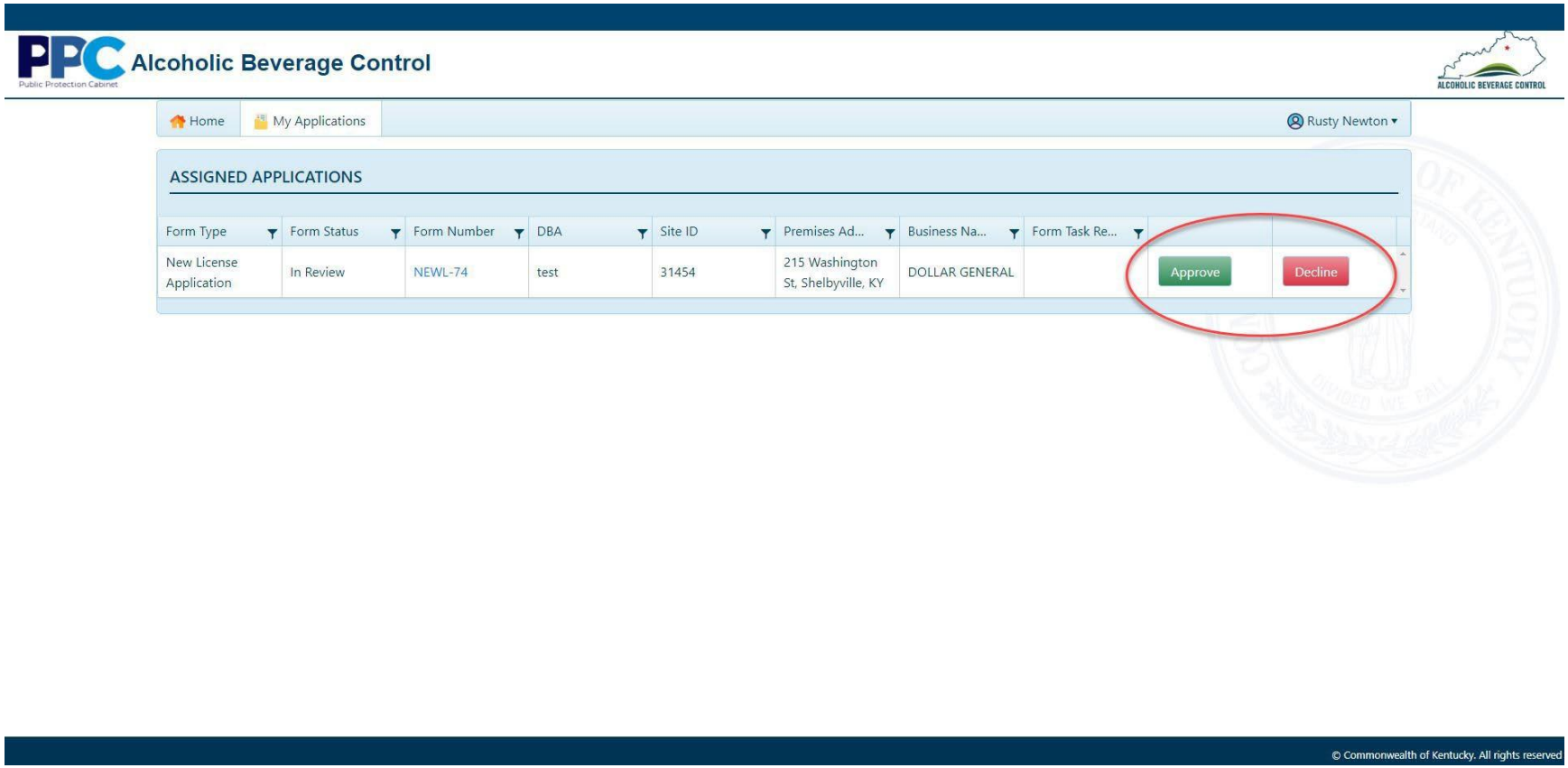
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Approve or Decline Application

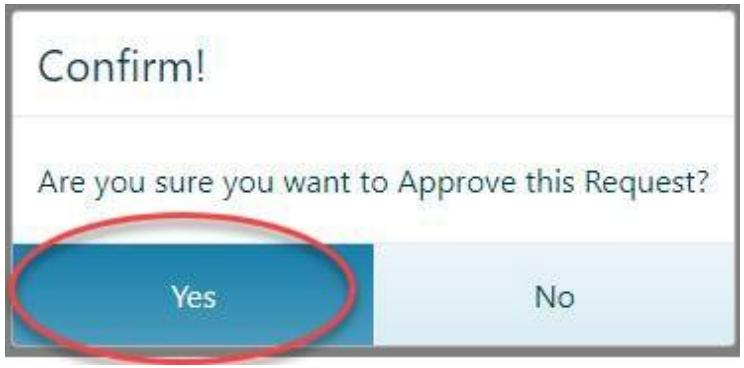
1. Once you are ready to approve or decline, select the **My Applications** tab.



2. The below screen will appear and you will be able to select either **Approve** or **Decline**.



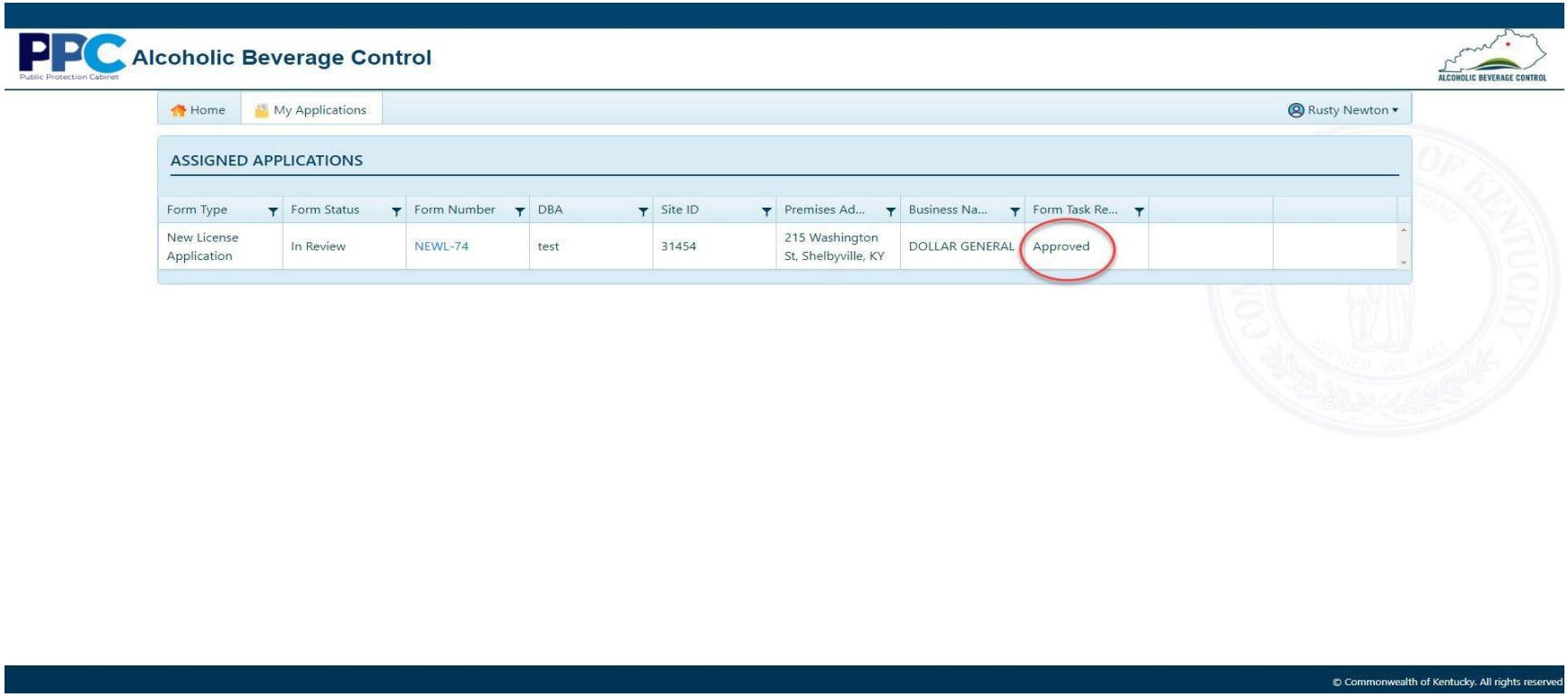
3. If you **Approve** a confirmation box will be presented.



4. If you **Decline** a reason for denial will be required.

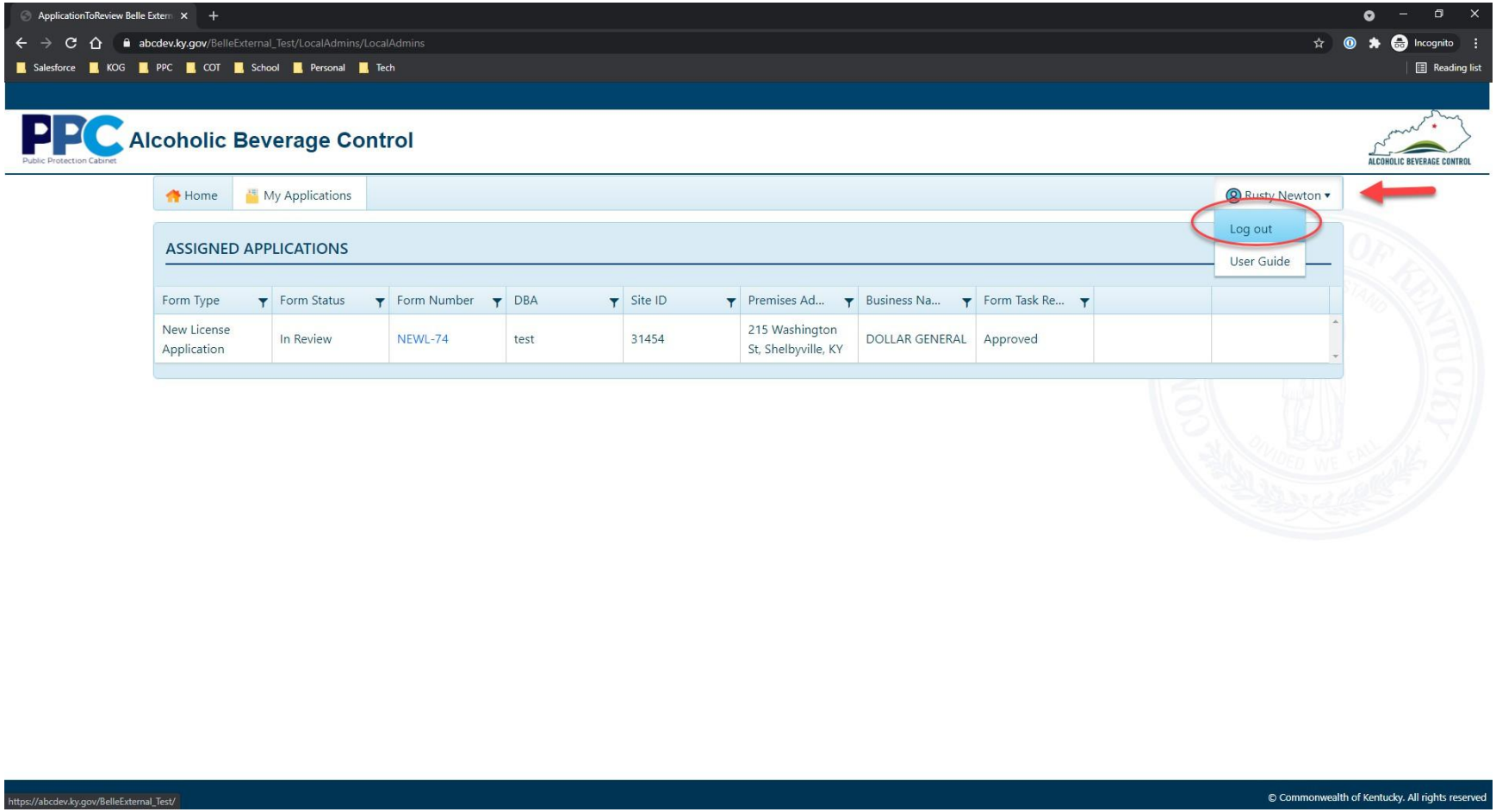


5. Once approved or declined the following screen will update accordingly.



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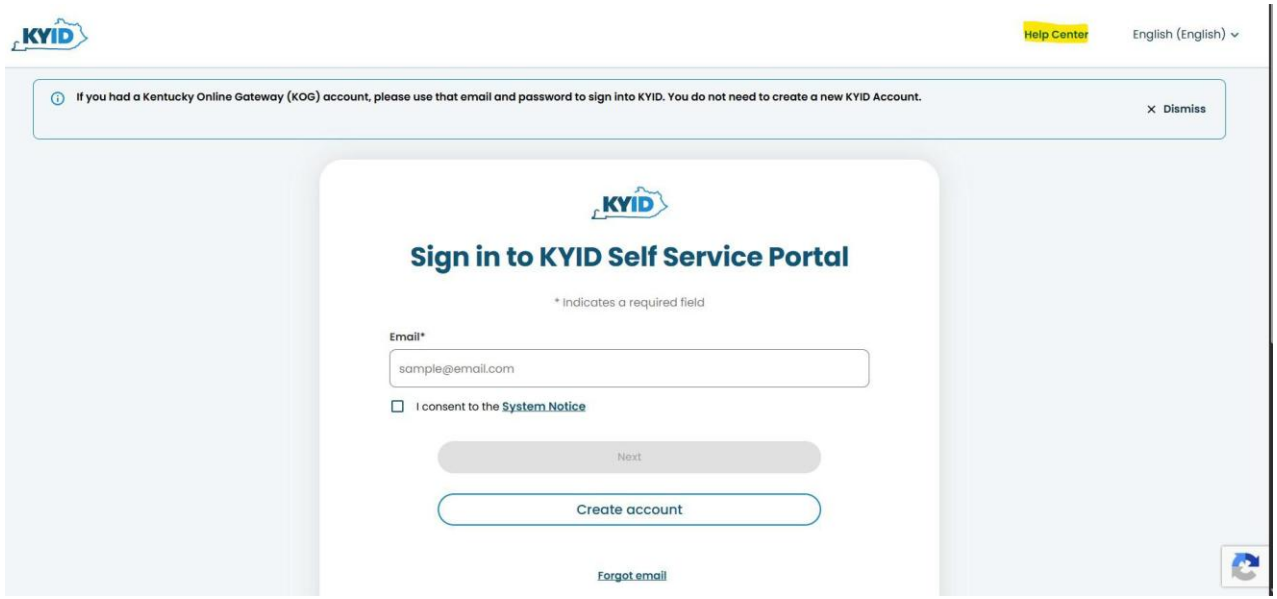
6. Once complete you may either close your browser window or select your name in the top left and select **Log Out.**

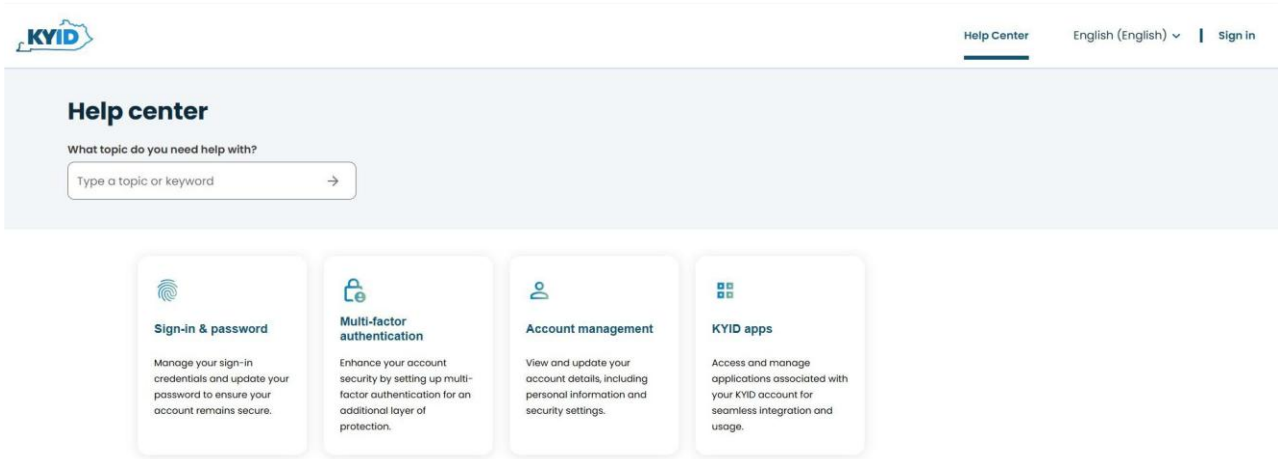


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Help and Support

KYID single sign-on manages all username and password issues. For help, select Help Center at the top right on the KYID Self Service Portal.






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