

Kentucky Alcoholic Beverage Control Licensing Portal
Local Administrators User Guide

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Install Google Chrome

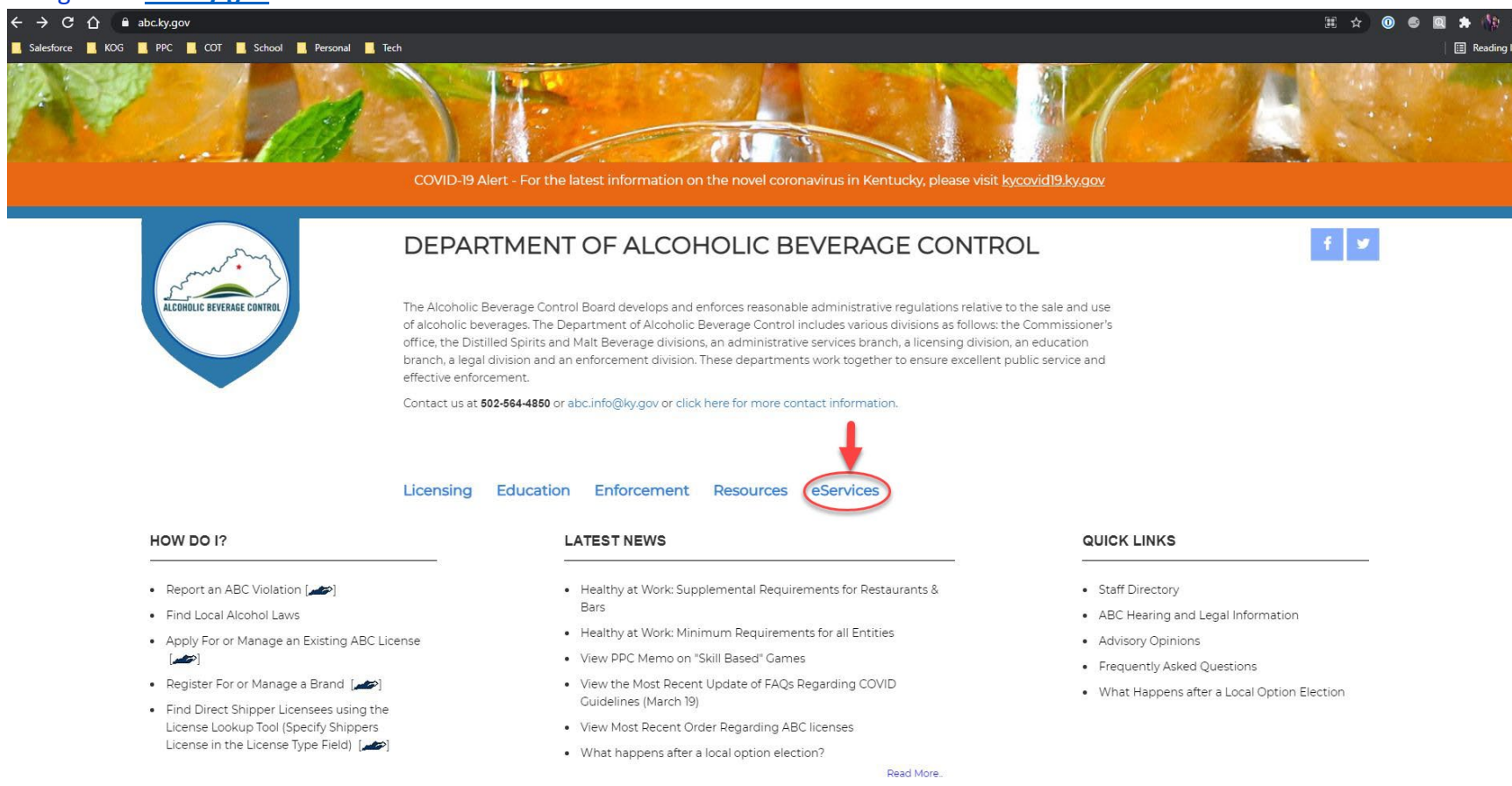
To ensure optimum performance please download and install the Google Chrome Browser. The Google Chrome browser has been tested thoroughly and you may experience issues with other browsers such as Mozilla Firefox.

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.

Existing Local Admin with KOG Login Account

If you had an account in the previous Salesforce portal, then logging in should be familiar.

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



The screenshot shows the homepage of the Department of Alcoholic Beverage Control (ABC) in Kentucky. The browser address bar shows abc.ky.gov. The website features a navigation menu with links to Salesforce, KOG, PPC, COT, School, Personal, and Tech. A banner image of a drink is displayed with a COVID-19 alert. The main heading is "DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL". Below this, a paragraph describes the department's mission and structure. A red arrow points to the "eServices" link in the navigation menu, which is also circled. The page is divided into three columns: "HOW DO I?" with links to report violations, find laws, apply for licenses, register brands, and find shipper licensees; "LATEST NEWS" with links to healthy at work requirements, minimum requirements, PPC memo, COVID guidelines, and order updates; and "QUICK LINKS" with links to staff directory, hearing information, advisory opinions, frequently asked questions, and election information.

COVID-19 Alert - For the latest information on the novel coronavirus in Kentucky, please visit kycovid19.ky.gov

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

The Alcoholic Beverage Control Board develops and enforces reasonable administrative regulations relative to the sale and use of alcoholic beverages. The Department of Alcoholic Beverage Control includes various divisions as follows: the Commissioner's office, the Distilled Spirits and Malt Beverage divisions, an administrative services branch, a licensing division, an education branch, a legal division and an enforcement division. These departments work together to ensure excellent public service and effective enforcement.

Contact us at **502-564-4850** or abc.info@ky.gov or [click here for more contact information](#).

[Licensing](#) [Education](#) [Enforcement](#) [Resources](#) [eServices](#)

HOW DO I?

- Report an ABC Violation [📄]
- Find Local Alcohol Laws
- Apply For or Manage an Existing ABC License [📄]
- Register For or Manage a Brand [📄]
- Find Direct Shipper Licensees using the License Lookup Tool (Specify Shippers License in the License Type Field) [📄]

LATEST NEWS

- Healthy at Work: Supplemental Requirements for Restaurants & Bars
- Healthy at Work: Minimum Requirements for all Entities
- View PPC Memo on "Skill Based" Games
- View the Most Recent Update of FAQs Regarding COVID Guidelines (March 19)
- View Most Recent Order Regarding ABC licenses
- What happens after a local option election?

[Read More...](#)

QUICK LINKS

- Staff Directory
- ABC Hearing and Legal Information
- Advisory Opinions
- Frequently Asked Questions
- What Happens after a Local Option Election

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

The screenshot displays the 'Kentucky Alcoholic Beverage Control Portal' with a light pink background. At the top left is the 'PPC Alcoholic Beverage Control' logo, and at the top right is a small map of Kentucky with the text 'ALCOHOLIC BEVERAGE CONTROL'. The main content area is a grey-bordered box containing several sections:

- REQUEST OR APPLY**: A section with a description of licensing and a 'Login/Register' button.
- LOCAL ABC ADMIN LOGIN**: A section with a description of the portal and a 'Login' button, which is circled in red.
- LOOKUP**: A section with a description of license lookup and a 'Look Up License(s)' button.
- REPORTS**: A section with a description of report generation and a 'View/Generate Report(s)' button.
- BRAND REGISTRATION**: A section with a description of the brand registration system and links for 'Kentucky Distributor/Wholesaler Access to PRO', 'Product/Supplier Access to PRO', and 'Active Brands Registered in Kentucky Lookup'.
- COMPLAINTS**: A section with a description of reporting violations and a 'Raise Complaint' button.

At the bottom right of the page, there is a small copyright notice: '© Commonwealth of Kentucky. All rights reserved.'

3. A screen will appear that looks like the below. Ensure that you are logging in as a **Citizen (or) Business Partner Sign In**. Enter your email address and password you set up with the Kentucky Online Gateway (KOG) and select **SIGN IN**.

MYKY
MyKentucky.gov

TEST

FAQ | Help | English

Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

Email Address
Enter Email Address

Password
Enter Password

[Forgot/Reset Password?](#)

[Resend Account Verification Email](#)

SIGN IN

WARNING

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[Don't already have a Kentucky Online Gateway Citizen Account?](#)

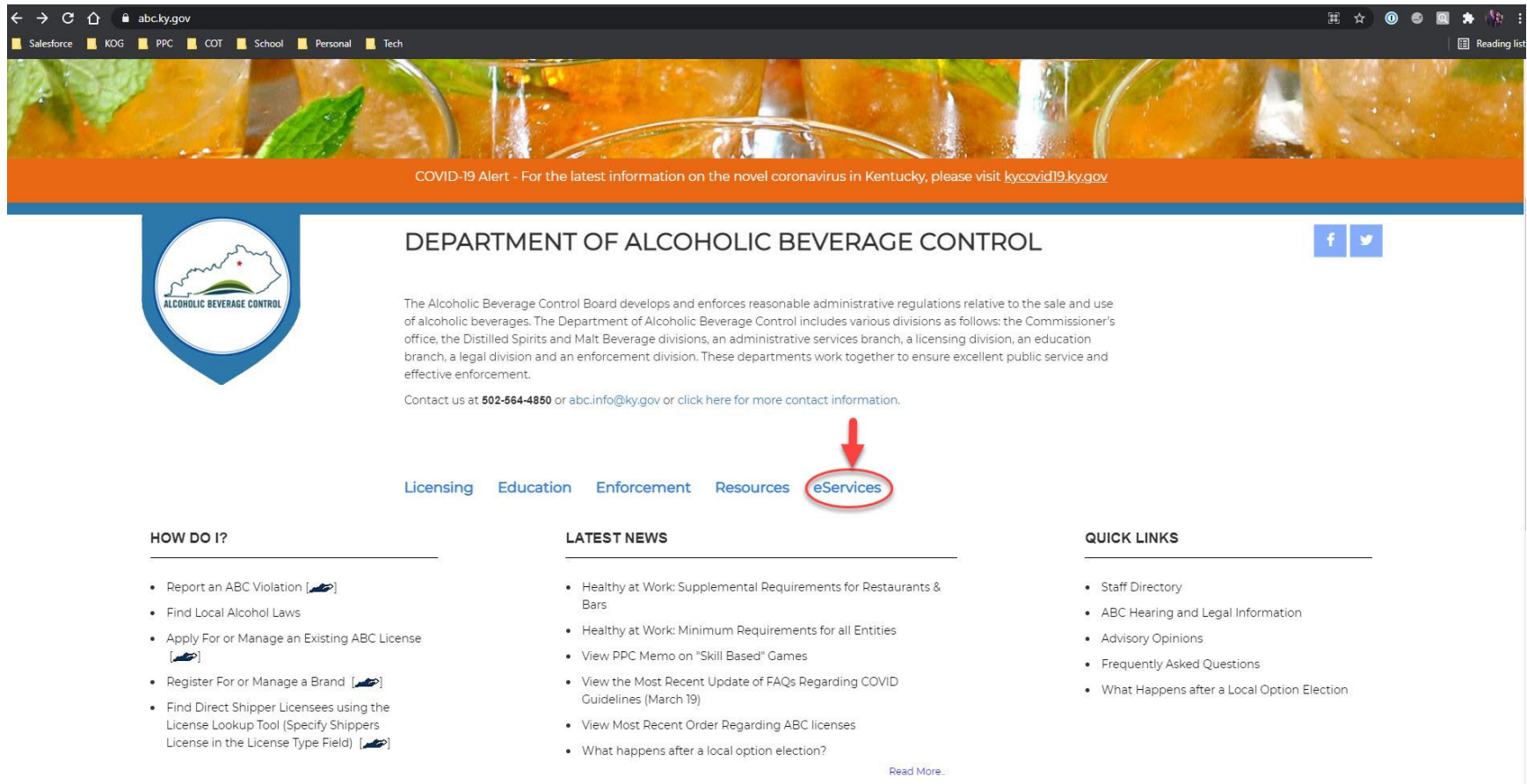
[Create An Account](#)

Kentucky
COMMONWEALTH OF KENTUCKY

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New Local Admin without KOG Logon Account

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



The screenshot shows the website abc.ky.gov in a web browser. The browser's address bar shows the URL. Below the address bar is a navigation bar with links: Salesforce, KOG, PPC, COT, School, Personal, and Tech. A banner image of a drink is at the top, with a COVID-19 alert below it. The main header reads "DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL". To the left is the department's logo. To the right are social media icons for Facebook and Twitter. Below the header is a paragraph describing the department's mission and contact information. A red arrow points to the "eServices" link in the navigation menu, which is circled in red. Below the navigation menu are three columns: "HOW DO I?", "LATEST NEWS", and "QUICK LINKS".

COVID-19 Alert - For the latest information on the novel coronavirus in Kentucky, please visit kycovid19.ky.gov

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

The Alcoholic Beverage Control Board develops and enforces reasonable administrative regulations relative to the sale and use of alcoholic beverages. The Department of Alcoholic Beverage Control includes various divisions as follows: the Commissioner's office, the Distilled Spirits and Malt Beverage divisions, an administrative services branch, a licensing division, an education branch, a legal division and an enforcement division. These departments work together to ensure excellent public service and effective enforcement.

Contact us at **502-564-4850** or abc.info@ky.gov or [click here for more contact information.](#)

[Licensing](#) [Education](#) [Enforcement](#) [Resources](#) [eServices](#)

HOW DO I?

- Report an ABC Violation [📄]
- Find Local Alcohol Laws
- Apply For or Manage an Existing ABC License [📄]
- Register For or Manage a Brand [📄]
- Find Direct Shipper Licensees using the License Lookup Tool (Specify Shippers License in the License Type Field) [📄]

LATEST NEWS

- Healthy at Work: Supplemental Requirements for Restaurants & Bars
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- View Most Recent Order Regarding ABC licenses
- What happens after a local option election?

[Read More..](#)

QUICK LINKS

- Staff Directory
- ABC Hearing and Legal Information
- Advisory Opinions
- Frequently Asked Questions
- What Happens after a Local Option Election

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

The screenshot displays the Kentucky Alcoholic Beverage Control Portal. At the top, the PPC Alcoholic Beverage Control logo and the state of Kentucky are visible. The main content area is titled "Welcome to the Kentucky Alcoholic Beverage Control Portal". It features six tiles arranged in a 2x3 grid:

- REQUEST OR APPLY**: Login or register if you are interested in licensing your business to sell, distribute or produce alcohol, or if you need to submit a sampling, minors on premises, or other types of requests regarding your currently licensed business. Button: Login/Register.
- LOCAL ABC ADMIN LOGIN**: Login in to your portal here to review applications in your jurisdiction. Button: Login (circled in red).
- LOOKUP**: Look up license(s) of all active alcohol licensees in Kentucky. Button: Look Up License(s).
- REPORTS**: Generate reports to view data about newly licensed businesses, renewed licenses, licenses that did not renew, etc. Button: View/Generate Report(s).
- BRAND REGISTRATION**: The Department uses an online brand registration system known as Kentucky PRO (Product Registry Online) to register brands sold in Kentucky. This is only applicable for producers/suppliers and wholesalers/distributors. Links: Kentucky Distributor/Wholesaler Access to PRO, Product/Supplier Access to PRO, Active Brands Registered in Kentucky Lookup.
- COMPLAINTS**: Anyone can report a suspected violation to ABC Enforcement by following the complaint link. Button: Raise Complaint.

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3. A screen will appear that looks like the below. Ensure that you are seeing the **Citizen (or) Business Partner Sign In** text on the left of your screen. On the right of your screen under **Don't already have a Kentucky Online Gateway Citizen Account?** select the **Create An Account** button.

MYKY
MyKentucky.gov

TEST

FAQ | Help | English

Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

Email Address
Enter Email Address

Password
Enter Password

[Forgot/Reset Password?](#)

[Resend Account Verification Email](#)

SIGN IN

WARNING

This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Don't already have a Kentucky Online Gateway Citizen Account?

Create An Account

Kentucky
Commonwealth of Kentucky

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- When prompted with the below screen enter all necessary information to create your Kentucky Online Gateway (KOG) account. Once all needed information is provided, select the **SIGN UP** button. Once successfully created, this login will provide you access to the Kentucky Alcoholic Beverage Control (ABC) Licensing Portal.

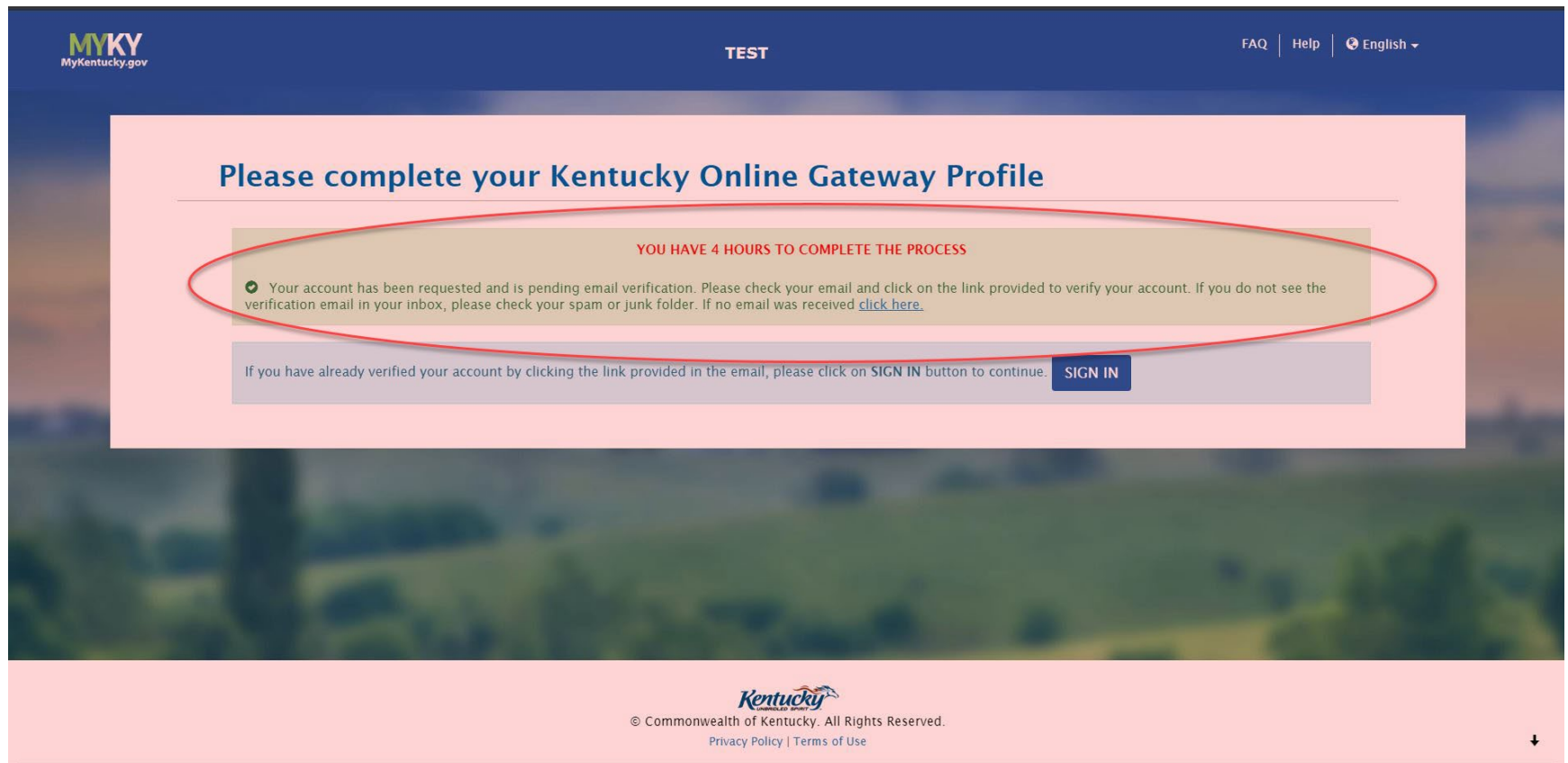
i If you already have an existing Kentucky Online Gateway (KOG) Account, please click [here](#) to reset your password OR click on the CANCEL button below to log into your account.

Please fill out the form below and click **Sign Up** when finished.
All fields with * are required.

* First Name <input type="text" value="BELLE"/>	Middle Name <input type="text"/>	* Last Name <input type="text" value="LocalAdmin"/>
* E-Mail Address <input type="text" value="BELLELocal@gmail.com"/>	* Verify E-Mail Address <input type="text" value="BELLELocal@gmail.com"/>	
* Password <input type="password"/>	* Verify Password <input type="password"/>	
Mobile Phone <input type="text"/>	Language Preference <input type="text" value="English"/>	
Street Address 1 <input type="text"/>	Street Address 2 <input type="text"/>	
City <input type="text"/>	State <input type="text" value="Kentucky"/>	Zip Code <input type="text"/>
Question <input type="text" value="In what city were you born? (Enter full name of city only)"/>	* Answer <input type="text" value="Test"/>	
Question <input type="text" value="What was the name of your first pet?"/>	* Answer <input type="text" value="Test"/>	


CANCEL SIGN UP


- Next you will see the below screen stating that you have 4 hours to verify your account via email verification. (You can safely exit out of this browser window.)




- Once you receive the email, example provided below, click the link to activate your account. Please be sure to check your SPAM folder as this email may be tagged as SPAM.

Account verification - TEST Spam x

 **KOG Test KOG-DoNotReply@kog.ky.gov** via kymsoffice.onmicrosoft.com
to BELLELocal ▾ 8:27 AM (2 hours ago) ☆ ↶ ⋮

 **Why is this message in spam?** It is similar to messages that were identified as spam in the past.

[Report not spam](#) 

BELLE LocalAdmin (BELLELocal@gmail.com).

This email is to help you complete the last step of account set-up.

Your account username is: BELLELocal@gmail.com

Click on the below link now, to activate your account.
<https://kogtestinternal.chfsinet.ky.gov/public/fwlink/?linkid=19947673-ac95-4d1d-a949-977397527b55>

If you need any assistance further, please contact the [Kentucky Online Gateway HelpDesk](#).

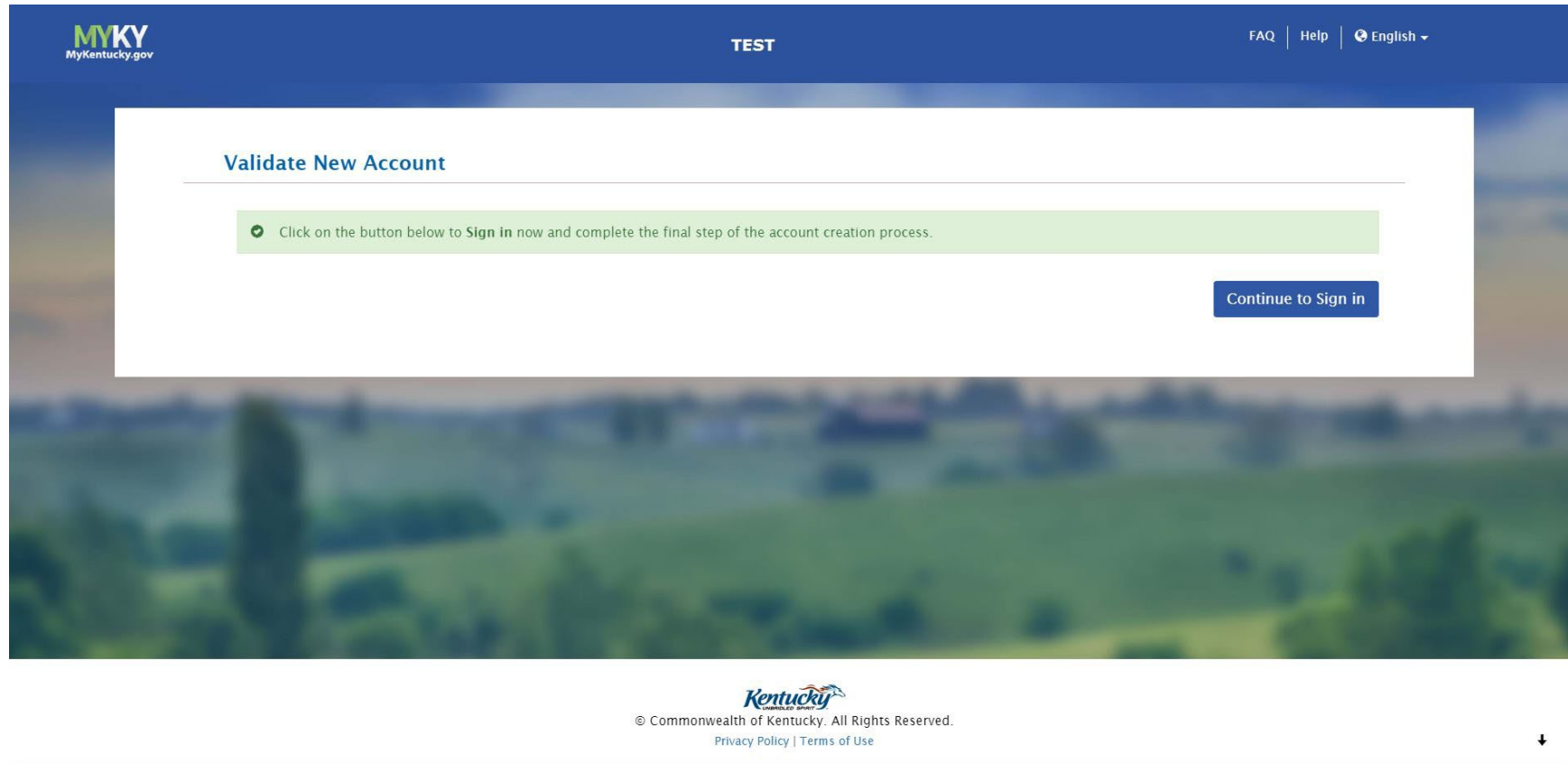
Kentucky Online Gateway
[Kentucky Online Gateway HelpDesk](#)

NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This email message is only for the person it was addressed to. It may contain restricted and private information. You are forbidden to use, tell, show, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

[↶ Reply](#) [➦ Forward](#)

- At the next screen do not select continue to sign in. Exit and close out of your browser.




- Lastly, continue logging in as an **Existing Local Admin with KOG Login Account** as outlined in pages 3-6 above.

Application Review

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

PPC Alcoholic Beverage Control
Public Protection Cabinet



Home

My Applications

Rusty Newton


ASSIGNED APPLICATIONS

Form Type	Form Status	Form Number	DBA	Site ID	Premises Ad...	Business Na...	Form Task Re...	
New License Application	In Review	NEWL-74	test	31454	215 Washington St, Shelbyville, KY	DOLLAR GENERAL		<div>Approve</div> <div>Decline</div>

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

PPC Alcoholic Beverage Control
Public Protection Cabinet



HomeMy Applications

Rusty Newton


ASSIGNED APPLICATIONS

Form Type	Form Status	Form Number	DBA	Site ID	Premises Ad...	Business Na...	Form Task Re...		
New License Application	In Review	NEWL-74	test	31454	215 Washington St, Shelbyville, KY	DOLLAR GENERAL		Approve	Decline

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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.

PPC Alcoholic Beverage Control
Public Protection Cabinet



Home

My Applications

Rusty Newton ▾

Application Details

DetailsProductsDocuments

Application Information

Application NumberNEWL-74

Application StatusIn Review

D.B.Atest

Submitted Date4/27/2021 3:20:54 PM

Application TypeNew License Application

Business Name:DOLLAR GENERAL

SiteID31454

Application Details

Does the applicant own the premises to be licensed or have possession of it under a written agreement, such as a lease?

Yes

Has the applicant or any person listed above ever been licensed to produce, sell, or otherwise traffic in alcoholic beverages?

No

Alcohol Producer

No

Distributor/Wholesaler

No

Retailer

No

Will tobacco products, alternative nicotine products or vapor products be sold at the premises to be licensed?

No

Are you purchasing, or have you recently purchased this business?

No


Will gasoline or lubricating oil be sold or will motor vehicles be services or repaired at the premises to be licensed?

No

15 | Page

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

PPC Alcoholic Beverage Control
Public Protection Cabinet



HomeMy Applications

Rusty Newton

Application Details

DetailsProductsDocuments

Product Type	Quantity	Amount	Product Term	Product Qualifier	Product IssueType	Product Fee Condition
NQ2 Retail Drink License	1	\$830.00	One Year	None	New	None

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- 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.

PPC Alcoholic Beverage Control
Public Protection Cabinet

ALCOHOLIC BEVERAGE CONTROL

[Home](#)
[My Applications](#)
Rusty Newton ▾

Application Details

[Details](#)
[Products](#)
[Documents](#)

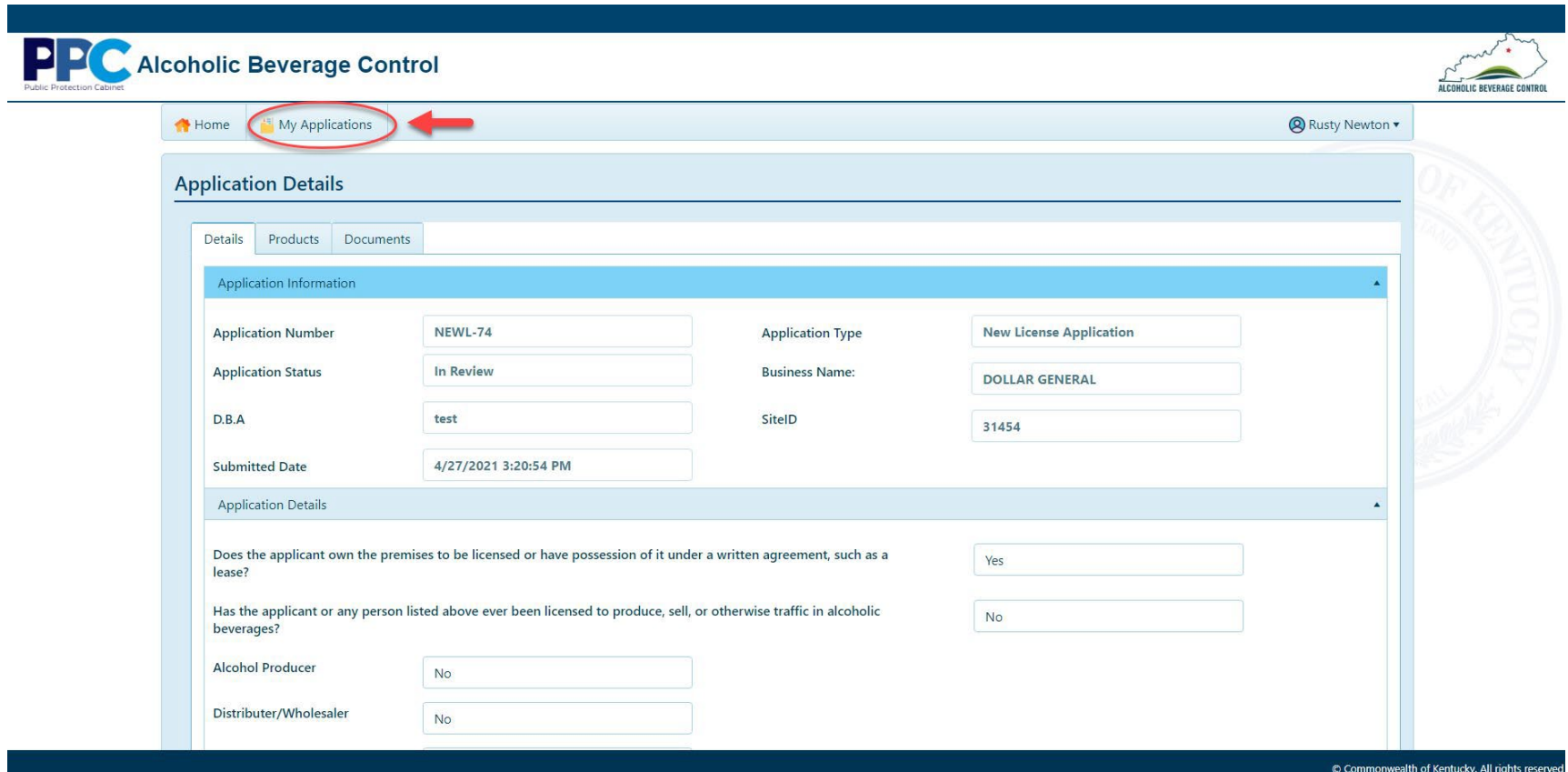
Documents Uploaded

Document Type	Document Link	Document Status	Received Date
Payment Receipt	PaymentReceipt_NEWL-74_20210427152359.PDF	Valid	4/27/2021 03:23:59 PM
Newspaper Advertisement	NewspaperAd_NEWL-74_20210427152145.JPG	Unverified	4/27/2021 03:21:45 PM
Lease, Permit, or letter of permission to use property	SignedLeaseOrPermit_NEWL-74_20210427152054.JPG	Unverified	4/27/2021 03:20:54 PM

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Approve or Decline Application

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



PPC Alcoholic Beverage Control
Public Protection Cabinet

Home **My Applications** Rusty Newton ▾

Application Details

Details Products Documents

Application Information

Application Number	NEWL-74	Application Type	New License Application
Application Status	In Review	Business Name:	DOLLAR GENERAL
D.B.A	test	SiteID	31454
Submitted Date	4/27/2021 3:20:54 PM		

Application Details

Does the applicant own the premises to be licensed or have possession of it under a written agreement, such as a lease?

Has the applicant or any person listed above ever been licensed to produce, sell, or otherwise traffic in alcoholic beverages?


Alcohol Producer

Distributor/Wholesaler

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

PPC Alcoholic Beverage Control
Public Protection Cabinet

ALCOHOLIC BEVERAGE CONTROL

Home

My Applications

Rusty Newton

ASSIGNED APPLICATIONS

Form Type	Form Status	Form Number	DBA	Site ID	Premises Ad...	Business Na...	Form Task Re...	
New License Application	In Review	NEWL-74	test	31454	215 Washington St, Shelbyville, KY	DOLLAR GENERAL		<div>ApproveDecline</div>

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

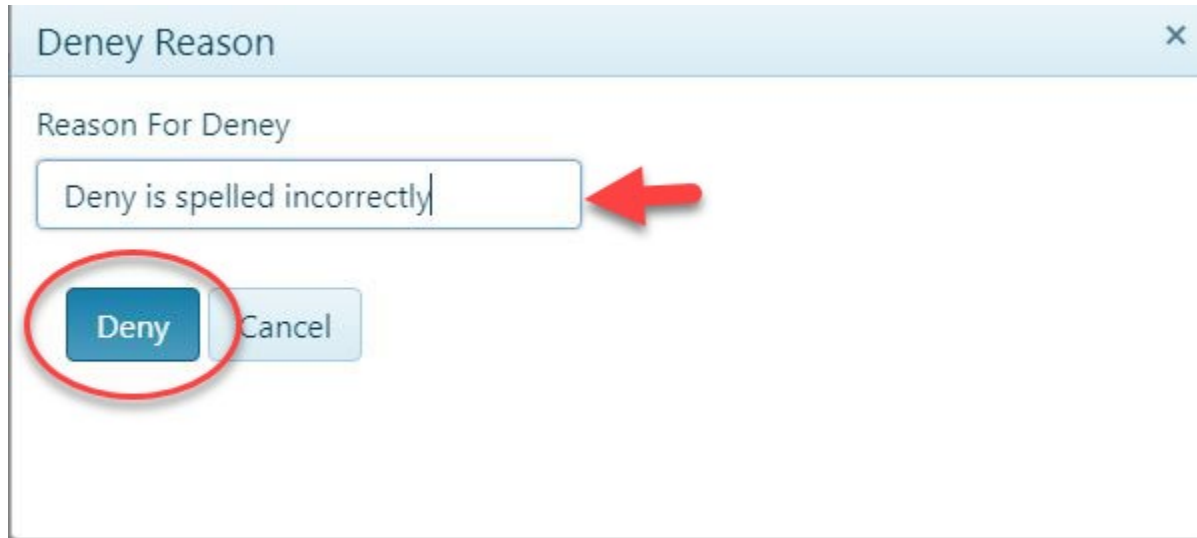
Confirm!

Are you sure you want to Approve this Request?

Yes

No

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



Deney Reason


Reason For Deney

Deny is spelled incorrectly

Deny Cancel

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

PPC Alcoholic Beverage Control
Public Protection Cabinet



ALCOHOLIC BEVERAGE CONTROL

Home

My Applications

Rusty Newton

ASSIGNED APPLICATIONS

Form Type	Form Status	Form Number	DBA	Site ID	Premises Ad...	Business Na...	Form Task Re...		
New License Application	In Review	NEWL-74	test	31454	215 Washington St, Shelbyville, KY	DOLLAR GENERAL	Approved		

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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**.

ApplicationToReview Belle Extern X +

abcdev.ky.gov/BelleExternal_Test/LocalAdmins/LocalAdmins

Salesforce KOG PPC COT School Personal Tech

Incognito

Reading list

PPC Alcoholic Beverage Control
Public Protection Cabinet

ALCOHOLIC BEVERAGE CONTROL

Home My Applications

Rusty Newton

Log out

User Guide

ASSIGNED APPLICATIONS

Form Type	Form Status	Form Number	DBA	Site ID	Premises Ad...	Business Na...	Form Task Re...
New License Application	In Review	NEWL-74	test	31454	215 Washington St, Shelbyville, KY	DOLLAR GENERAL	Approved

https://abcdev.ky.gov/BelleExternal_Test/

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The Kentucky Online Gateway (KOG) single sign-on manages all username and password issues. If you forget your password, you may reset it at sign-on, by email, or by phone.

The screenshot displays the MyKY website's sign-in interface. At the top, the navigation bar includes the MyKY logo and links for FAQ, Help, and English. The main heading is "Citizen (or) Business Partner Sign In". Below this, a sub-heading reads "Sign in with your Kentucky Online Gateway Account." The sign-in form consists of two input fields: "Email Address" and "Password". A red circle highlights the "Forgot/Reset Password?" link located to the right of the Password field, with a red arrow pointing to it. Below the form is a blue "SIGN IN" button and a green link "Resend Account Verification Email". To the right of the sign-in form is a yellow "WARNING" box containing a disclaimer about the website's ownership and unauthorized access. Below the warning box is a blue button "Create An Account" and a green link "Click here to select user account type".

- Email: KOGhelpdesk@ky.gov
- Phone: (502) 564-0104 Ext: 2

The Department of Alcoholic Beverage Control licensing staff are available to assist if you have any issues or questions applying or renewing licenses.

- Email: abc.info@ky.gov
- Phone: (502) 564-4850

