ABC License Renewal in Kentucky Business One Stop

1. **ABC License Renewal in Kentucky One Stop**

   To renew ABC licenses, please go to [http://onestop.ky.gov/](http://onestop.ky.gov/)

   ![One Stop Business Services](image1)

   Click the One Stop Business Services link.

2. **Kentucky Online Gateway Account Login**

   ![Kentucky Online Gateway](image2)
3. **Create KOG Account**

If you do not have an account you can set one up here.
3.1 Account Requested Confirmation

After you click “Sign Up”, the “Account Requested Confirmation” page appears.

You are done with creating your user account – for the moment.

Please monitor your email, (for the email address you entered on the “Create Account” page), for a confirmation message from KOG. This message is a prerequisite for completing the creation of your account.
3.2 Email Confirmation

Within a few minutes, you will receive a confirmation email from KOG_DoNotReply@ky.gov to the email account you provided. Click the link in the email below “Click on the below link now, to activate your account”.

If the link does not work, copy the link provided in the email into your browser’s address bar and press “Enter”.

After you have clicked on the link in the confirmation email, you will be redirected to the “Validate New Account” page in KOG, where you will click “Continue to Logon”.

4. Login to KOG
After you have successfully logged in to KOG, you will be redirected to the Kentucky Business One Stop (KBOS) “Dashboard”

5. Request Application and Role Access

You may grant access to business information through the “Request Access” icon on the Kentucky Business One Stop (KBOS) “Dashboard” as seen below under the Other Services heading.
When you select “Request Access”, you will be prompted to enter the following information on the “User Onboarding” page to prove ownership of the business:

- Your Application Number: This is the application number which is unique to each premises and assigned by ABC. Your application number is located on the previously emailed renewal notice.
- Your Site Id: ABC assigns this site id. This is located on your previously emailed renewal notice or license.
Then click “Submit”, if you want to request access for another site then click on the “Request More Access” the system will validate the information that you have entered and display any result message. “Go Back to Dashboard” will go to “My ABC Licenses” tab.

6. View ABC Business

On the Dashboard you will see several tabs. Select the “My ABC Licenses” tab. Your associated licenses will appear in the grid.
7. **View/Renew ABC Licenses**

The premises listed in the “My ABC Licenses” grid will have a “View” option for all the sites at any time, but the “Renew” option will only be available when the licenses are eligible for renewal. Licenses that require additional documentation to be submitted will not be eligible to renew online.*

*Caterer, microbrewery, Distiller Class A, Small Farm Winery, and Rectifier Class B license types cannot be renewed online.

7.1 **View**

View shows information about the licenses, business, and ownership.

7.2 **Renew**

The “Renew” option will direct you to the ABC Renewal Page. Enter the information needed for processing the renewal. Then click on “Continue to Payment”.
7.3 Payment Information

Select payment type of “Credit Card” or “ACH” There will be a fee of 2.75% for Credit Card transactions. There will be a fee of $0.35 applied to an ACH payment.
If the payment type selected is “Credit Card” the credit card screen appears.

Enter the payment details and click “Next” to proceed. It will take a few moments to process the payment. If there are errors you will receive a message and have a chance to correct problems. Confirm payment details and click "Pay Now". Then click on "Finish" to view site details and print your license.

If you select ACH payment type you will then see the ACH processing form. Fill in the necessary details to process the payment and click “Next”.

This system is not authorized to accept payments through the ACH process from a foreign bank. If your bank is outside the United States then you must use another payment method such as check or credit card.

Click the "No" button located above "Cancel" to indicate that your ACH payment is not from an international bank.

Review the details and click "Pay Now". This will authorize the payment.
7.4 Print License

You can print the license online for up to 2 business days by selecting “Click here to Print License”. The system will email the renewed license to the email address provided in the site contact for ABC.

You may now click on “Go Back to Dashboard” which will route you back to the Business One Stop Dashboard allowing you to view additional sites in the “My ABC Licenses” grid.