

5/27/2022

McSEN Technologies Inc.
1311 Scottish Ln
Union KY 41091

IMPORTANT:
Business Owner/Representative - Please Read Carefully and Retain for Your Records

Your business has registered with the Office of the Kentucky Secretary of State (SOS) and/or been assigned a tax account(s) with the Kentucky Department of Revenue (DOR). You may now access the referenced business within the Kentucky Business One-Stop (KyBOS) Portal to view and update information with the Secretary of State and Department of Revenue via the business dashboard.

You have been assigned a unique 10-digit **Commonwealth Business Identifier (CBI)** to use with the One Stop Portal. To gain secure access to the portal, you have also been provided a security token which is an enhanced security feature of the portal. Your security token is private and should be treated like your personal social security number. The CBI and security token authenticate your business and validate that you are registered to access your information online.

Please retain the number below for your records and use it to access the portal.

Commonwealth Business Identifier (CBI)	0170321278
Business Name	McSEN Technologies Inc.
Security Token	160D807F

Please note that your other public numbers such as tax accounts or EIN are still in effect. The CBI and security token are for secure interaction via the **onestop.ky.gov** portal.

To access your information via the portal, please follow these steps:

- 1) Go to **onestop.ky.gov**.
- 2) Click on the link for **One Stop Business Services**.
- 3) You will be transitioned to the Kentucky Online Gateway (KOG) login page. If you do not already have a KOG user account, click on the button labeled **Create An Account**. Once a user account has been created, an e-mail will be sent to you with further instructions to activate the account and login. Once logged in with KOG, you will either enter the Kentucky Business One Stop or be presented with the KOG landing page.
- 4) If at the KOG landing page, find the tile for **Kentucky Business One Stop** and click the **Launch** button.
- 5) Once within the Kentucky Business One Stop, go to the **Link My Business** option to access your business information by entering the above referenced CBI number, the exact business name as shown in

the box above, and your security token.

6) You need to name at least one **One-Stop Portal Business Administrator** (most likely the business owner or representative).

7) The administrator can then **delegate access** to other individuals—for example an attorney, accountant or manager. The administrator also determines the appropriate authority level for delegates to make changes—this could range from filing annual reports to changing the business address to filing and paying taxes.

Currently, the above referenced business may file various filings with the Secretary of State, including the most commonly filed Annual Report and Statements of Change. Furthermore, the business may apply for additional business tax accounts, update certain account information, and file and pay certain taxes online with the Department of Revenue. The Commonwealth is currently working on additional functionality to make your business experience faster, more efficient, and include other taxes and services.

For more information about registering and using the portal, visit onestop.ky.gov. For questions, please call 502-564-5053.

Sincerely,

Commonwealth of Kentucky, One Stop Business Services