

# KYeCourts

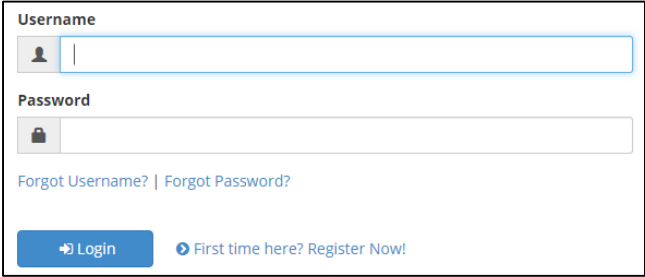

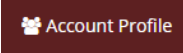



## Sub Account Creation

### Quick Reference Guide

Administrative Office of the Courts  
 1001 Vandelay Drive  
 Frankfort, KY 40601  
 (502) 782-8699



Legend: Look for *Helpful Hints*      Bold Text = Action      Bracketed Text<> = button or link  
 Click=Select w/ Mouse or Touch Pad      Italicized Text = Object of Action      Single Quotes = Description

Step	Objective	Action
1	<b>Login</b>  <i>Helpful Hint:</i> You can recover a forgotten username or password by selecting the 'Forgot Username' or 'Forgot Password' hyperlinks.	<ol style="list-style-type: none"> <li><b>Browse</b> to <a href="https://kcoj.kycourts.net/kyecourts/Login">https://kcoj.kycourts.net/kyecourts/Login</a></li> <li><b>Enter</b> your <i>username</i> and <i>password</i> in the 'Username' and 'Password' fields</li> <li><b>Click</b> on &lt;Login&gt;</li> </ol> 
2	<b>Creating a Sub Account</b>  <i>Helpful Hint:</i> Each sub account is \$10 per month.	<ol style="list-style-type: none"> <li><b>Select</b> the <b>User Profile</b> tile  </li> <li><b>Select</b> Account Profile  </li> <li><b>Select</b> the &lt;Manage Users&gt; button  </li> <li><b>Select</b> the &lt;+Sub Account&gt; button  </li> <li><b>Enter</b> sub account user information   </li> </ol>

For additional questions, please contact the Service Desk at (502) 782-8699.

**Helpful Hint:** a “Payer” for the account can pay the bill; an “Administrator” manages the account profile and runs reports.

**Helpful Hint:** User will receive an invitation and instructions via email regarding how to register.

**Helpful Hint:** KBA verification is required for the sub account user to eFile. For more information on KBA verification, please refer to the [First Time Log On Sub Account Holder Quick Reference Guide](#).

6. **Review and Select user permissions**

Additional Properties
<input type="checkbox"/> Is User a Payer for Account?
<input type="checkbox"/> Is User an Administrator for this Account?
<input checked="" type="checkbox"/> Does User Perform Searches?

Establishing a sub account that performs searches will activate a recurring monthly charge.

7. **Click the <Send Invite> button**

