







KOG Onboarding and Agent Training

In order to access Agent Portal through the Self-Service Portal (SSP), you must complete Kentucky Online Gateway (KOG) onboarding and the required Agent State-Based Marketplace (SBM) Registration Web-Based Training (WBT). Onboarding and training is a three-day process, as outlined below. Please reference the <u>Agent Welcome</u> Packet for more detailed instructions and screenshots.

Day 1: Gain Access to the Agent Role and Agent Training System



Access KOG

- If you have a preexisting KOG account, use that information to log into KOG.
- If you do not have a preexisting KOG account, follow the instructions in Section 3, page 7 of the Agent Welcome Packet.



Request Agent and Agent Training Roles

- From the Insurance
 <u>Agent Welcome Page</u>,
 click Let's Get
 Started to request
 access to the Agent and
 Agent Training roles.
- Complete the Identity Proofing/Access Verification screens if prompted.



Download Symantec VIP token

- If you do not have a Symantec VIP token, click <u>here</u> and select **Download**.
- If you already have a Symantec token, you only need to register with KOG.



Access MyPurpose

Log into KOG and click
 Launch on the Agent
 Training Tile. You will
 be redirected to
 MyPurpose, where you
 will complete the SBM
 training.

Please allow a minimum of 24 hours for MyPurpose to establish your profile and make the Agent training available for you to complete.

Day 2: Complete Training



Access MyPurpose

- Log into KOG and click **Launch** on the Agent Training Tile.
- You will be navigated to MyPurpose to complete your training.



Search for Training

- Enter **KHBE** in the search box and click to search.
- Select the State-Based
 Marketplace (SBM) for
 Agents training to register and
 launch the training



Complete Training and Assessment

- You must complete all content in each module before you can Activate and Launch the next module
- You must complete the Final Assessment with a score of 80% or better to pass the course.

Please allow a minimum of 24 hours for your completion to process before logging into Self-Service Portal (Agent Portal).

Day 3: Log in!



Access Agent Portal

• Log into KOG and click **Launch** on the **Self-Service Portal** tile. You will be navigated to the Agent Portal screen within SSP.



Congratulations!

• You have completed your onboarding to kynect!









