



- 1. Create or Log in to Your KYID Account**
 1. Navigate to [KYID](#) and create an account or log in using your existing credentials.
- 2. Set Up Multi-Factor Authentication (MFA)**
 1. Complete the required MFA setup using Symantec VIP or ForgeRock Authenticator (recommended).
- 3. Request Access to Agent Roles**
 1. Visit [Agent Portal Access Page](#) and click "Let's Get Started."
 2. Complete the Experian Identity Proofing steps.
- 4. Enter Your Agent ID and Access Request Details**
 1. After verifying your identity, enter your Agent ID (**Kentucky DOI number**) and complete all required details on the Access Request screen.
 2. **Do not use your National Producer Number (NPN).**
 3. Click "Next" to proceed.
 4. You will be taken to the kynect benefits application, login to the system. Once you have successfully logged in to kynect benefits **STOP.**
 5. Proceed to Step 5.
- 5. Launch Agent Training**
 1. Log in to [KYID](#) and locate the Agent Training tile on your dashboard.
 2. Click "Launch" to access the MyPurpose Learning Management System (LMS).
- 6. Complete the KHBE State-Based Marketplace Certification Training**
 1. Email KHBE.Program@ky.gov to request Agent training course.
 2. In the search bar, type "KHBE" then select the KHBE 2026 State-Based Marketplace Certification for new Agents training course. You must complete all training modules and the final assessment with a passing score of 80% or higher.
- 7. Access the Agent Portal**
 1. After completing the training, allow 24 hours for access to the Agent Portal via the KYID dashboard.

Please ensure you complete each step in order. If you encounter any issues, feel free to reach out for assistance to the KHBE program inbox.

