

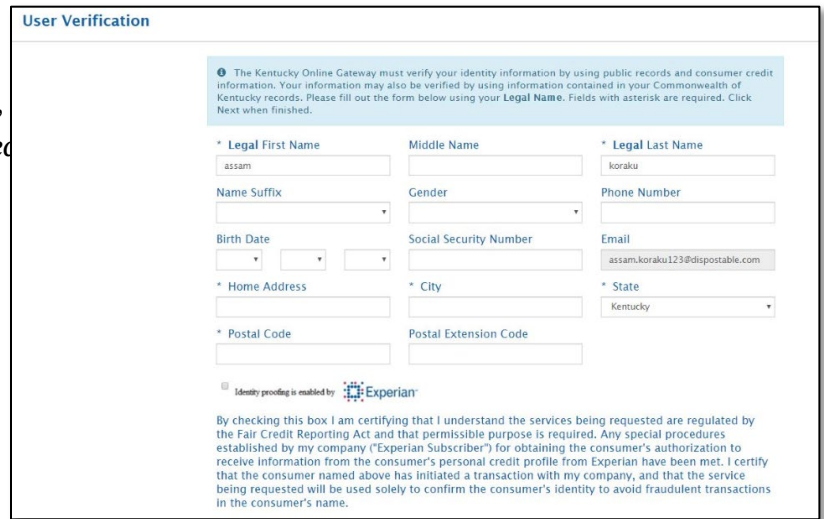


## Access Verification/Identity Proofing for Agents

After navigating to the [Insurance Agent Welcome Page](#) on the kynect Self-Service Portal and clicking **Let's Get Started**, you may be redirected to the **Access Verification/Identity Proofing** screen. To complete the identity proofing process, please follow the steps as listed below. Please reference the [Agent Welcome Packet](#) for additional detail.

### Steps for Completing the Identity Proofing Process:

1. Enter **your personal information** into all required fields on this screen. Do not enter your business address or phone number. Although not required, we recommend entering all information, even if not required. *This information is being used to verify you as an Individual and will not be shared or displayed in the system.*
2. Enter your name **exactly as it appears** on your Kentucky DOI license. Hyphens, suffixes, and any name changes should match the information provided to Kentucky DOI. *If you are unsure of how DOI has your information listed, you may search for it [here](#).*
3. Complete the subsequent screens and follow the onscreen instructions to confirm your identity.



**User Verification**

The Kentucky Online Gateway must verify your identity information by using public records and consumer credit information. Your information may also be verified by using information contained in your Commonwealth of Kentucky records. Please fill out the form below using your **Legal Name**. Fields with asterisk are required. Click Next when finished.

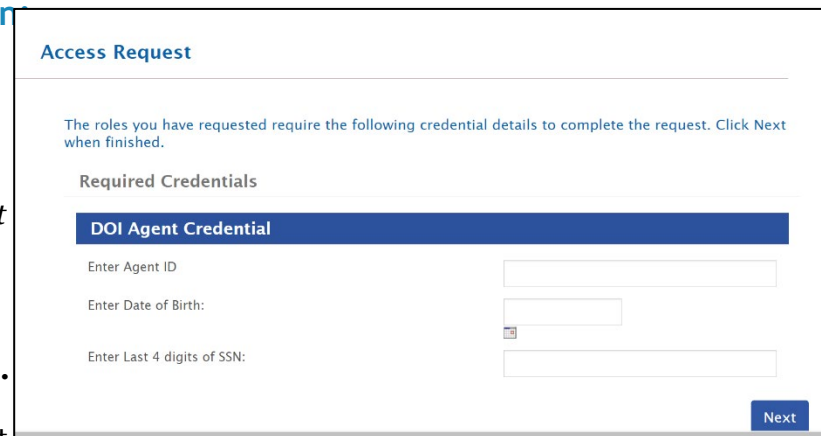
* Legal First Name assam	Middle Name	* Legal Last Name koraku
Name Suffix	Gender	Phone Number
Birth Date	Social Security Number	Email assam.koraku123@dispostable.com
* Home Address	* City	* State Kentucky
* Postal Code	Postal Extension Code	

Identity proofing is enabled by Experian

By checking this box I am certifying that I understand the services being requested are regulated by the Fair Credit Reporting Act and that permissible purpose is required. Any special procedures established by my company ("Experian Subscriber") for obtaining the consumer's authorization to receive information from the consumer's personal credit profile from Experian have been met. I certify that the consumer named above has initiated a transaction with my company, and that the service being requested will be used solely to confirm the consumer's identity to avoid fraudulent transactions in the consumer's name.

### Steps for Completing the Access Request screen

1. Enter the requested information. Your Agent ID is your Kentucky DOI number. **Do not enter** your National Producer Number (NPN). *If you are unsure of your DOI number, you may search for it [here](#).*
2. Confirm all information is entered correctly and click **Next**. Then, click to sign **User Agreements**.
3. Once you have received onscreen confirmation that your access has been granted, please proceed to the Symantec VIP token instructions (Section 4, page 17 of the [Agent Welcome Packet](#)).



**Access Request**

The roles you have requested require the following credential details to complete the request. Click Next when finished.

**Required Credentials**

**DOI Agent Credential**

Enter Agent ID:

Enter Date of Birth:

Enter Last 4 digits of SSN:

**Next**

