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 [Agent Welcome 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 Agent Welcome Page](#), 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 [here](#) 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!*