

CHAF ACCESS PROCEDURES

Non-KYTC Users Initial Access Request

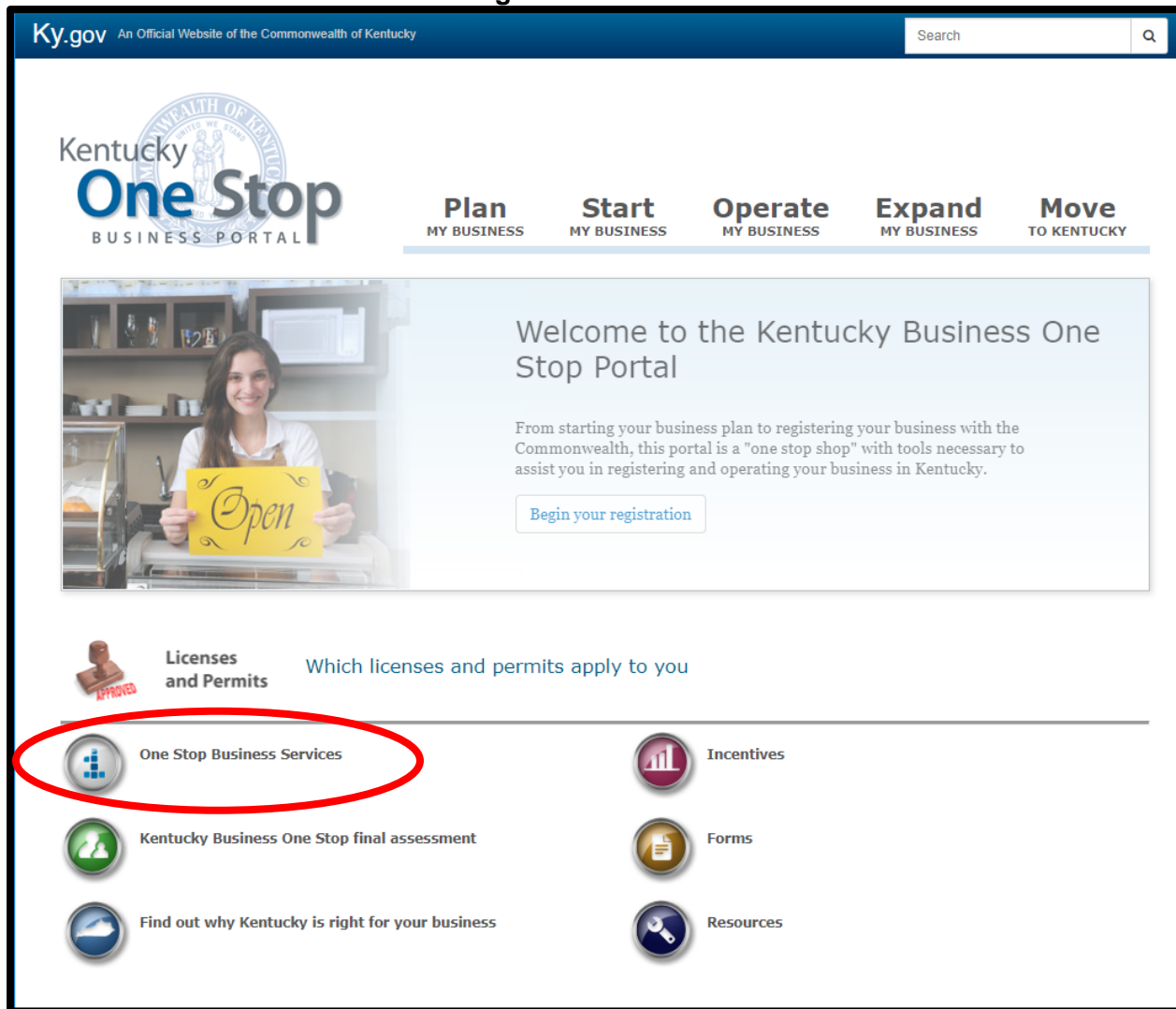
The process to request access for all Non-KYTC users is as follows:

- 1) All Non-KYTC users will need to set up a Kentucky Business One Stop (KYBOS) account prior to requesting a CHAF user account. Copy/paste or enter the link below in your browser.

Non-KYTC Users Link: <https://onestop.ky.gov/Pages/default.aspx>

- 2) The KYBOS Service Portal will open (See Figure 1). Click the One Stop Business Services tab in the lower left of the webpage.

Figure 1 - KYBOS Service Portal



- 3) Select “ If you do not have a user account, click here to create one” link on the right side of the webpage (See Figure 2).

Figure 2 - Create KYBOS User Account

Ky.gov An Official Website of the Commonwealth of Kentucky

Kentucky One Stop BUSINESS PORTAL

Kentucky Business One Stop Portal is the gateway to many Commonwealth Services.
For a complete list of services, please see our [FAQs](#).

Note: If you own more than one business or use more than one of the services, you do not need to create a user account for each business and/or service. Your Kentucky Business One Stop user account will work for all of them.

For additional information, refer to these User Guides: [One Stop Overview](#) and [One Stop Security](#)

Username
Password
Sign in

If you do not have a user account, [Click here to create one.](#)

[Need Help?](#)

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- 4) All fields designated with an asterisks * must be completed before the **Blue** Create Account button can be selected (See Figure 3). Optional profile information can be entered but is not required to create an account.

Figure 3 - KYBOS User Profile

Kentucky One Stop BUSINESS PORTAL Security Information Management System (SIMS) [User Guide](#) [Login](#)

Create Account

Username* Display Name*
First Name* Last Name*
Email Address* Confirm Email Address*
Password* Confirm Password*

[Optional profile information](#)

Clear Form **Create Account**

- 5) KYBOS will send confirmation to the email you provided with instructions to complete your KYBOS account set up.
- 6) After your KYBOS account has been successfully created you are ready to copy/paste or enter the link below in your browser to request access to CHAF.

Non-KYTC Users Link: <https://apps.transportation.ky.gov/pdp>

7) The User Profile window will open (See Figure 4). Enter your information in the User Profile boxes, making sure all fields are complete.

- You must prefix your username with “citz\” so that it appears as “citz\username”

8) Press the blue save button.

Figure 4 - User Profile

The screenshot shows a 'User Profile' form with the following fields and values:

- Organization Type:** Central Office
- Organization Name:** Planning
- First Name:** Jahan
- Last Name:** Khan
- User Name:** KYTC\jahan.khan
- Email:** jahan.khan@ky.gov
- Phone Number:** 5027825088
- Extension:** (empty)
- City:** (empty)
- County:** Select County
- State:** Kentucky

At the bottom, there is a section 'Type Of Project(s) I Work' with two toggle switches: 'CHAF' (checked) and 'Preconstruction' (unchecked). A blue 'Save' button is circled in red in the bottom right corner.

9) After the User Profile is completed and saved, send an email to the KYTC Central Office CHAF Program Manager (Jahan.khan@ky.gov) stating your User Profile has been submitted and is ready for review.

10) A notification of approval or denial will be sent via email by the CHAF Program Manager.

11) When CHAF authorization has been approved, access to CHAF can be obtained by clicking the link in the authorization email or using the link in step 6 above.