

# Applicant/Agent Registration

This is the procedure for registering as an Applicant or an agent to one or more Registrants. After successful registration, you will be able to view the list of registrants and their products, add new products to registrants, renew existing products of one or more registrants, make ACH or credit card payments, etc. You will need to know your Applicant ID that is already in our system, as well as the Applicant access code. If you do not know this information, please email us at [ag.web@ky.gov](mailto:ag.web@ky.gov). You will also need a valid email address to complete the registration process.

- Go to the registration page from [www.kyagr.com/onlineportal](http://www.kyagr.com/onlineportal). You will be redirected to <https://www.kyagr-apps.com/AgExternal/Security/Account/Registration>
- Click on the “Register” button under “Product Registration Applicant”
- You will see the following screen:

Browser address bar: /AgExternal/Security/Account/RegisterApplicant

Navigation bar: ackoffice | PROD Reports | Bitbucket | Jira | TEST External | TEST Backoffice | AgNet | MailTester.com | JSON to CSV Conve...

Header: Kentucky Department of Agriculture  
A Consumer Protection and Service Agency

**Applicant Registration**

Applicant ID:

Access Code:

FirstName:

LastName:

Username/Email:

Confirm Email:

Password:   
Password must have a minimum of 8 characters with at least one uppercase, one numeric and one special character

Confirm password:

Phone Number:

CAPTCHA:  I'm not a robot reCAPTCHA  
[Privacy](#) [Terms](#)

- Fill out all of the information. Your password must be at least 8 characters, with at least one uppercase letter, one number, and one special character (!, @, #, etc.)
- Check the “I’m not a robot” box. You may be asked to verify your humanity with a prompt. Follow the instructions.
- Click the “Register” button
- You will receive a registration email at the email address you provided
- Click the link in the email
- Click “Continue Registration” and login with your newly created credentials