Driver’s Education Business Account Management Guide

1. Adding New School Account-

   Add in the Driver’s Education Admin site

2. Once account is added- Driver Review can sends out a Letter to School with the Account Number and the Pin/access code or give out the information over the phone.
3. User Registers at KS taxcenter
https://www.kdor.org/TaxCenter/login.aspx

Here they enter in account information and choose a password and login name.

***All Users must register to use the system

***Enter information then Click Continue
**Review information then Click Register**

If info is wrong, click Edit.

**Click Continue.**
**Check your email (the one you entered on the previous registration page) . You should have received a validation email.

***Enter the verification code then Log off

4. Once they get a validation email they can log on to taxcenter
The next step depends on if you’re a primary account holder or a secondary ‘No payment available’ account holder.

5.

A. Primary Account Holder

1). Once logged, and the validation email code has been entered, you should see a screen like below. Click Gov to Gov Accounts on left side menu selection. Then, click “Add an account to this login”. **This will only be for the Primary Account holder.

2). Enter in the ID number (Business FEIN) and the Pin/Access Code from your letter from Driver’s Review. Click ‘Continue’
3). The following screen should come up. Click ‘Save’

4). The account screen will come up. Click ‘Manage Account’
5). The Manage Account Screen will appear. From this screen you can:
Manage your Driver’s Education Accounts, View Payment History, or
Manage Account access.

6). Manage Account access — **add Secondary users to the account

a). Click ‘Manage Access to this Account’

b). You can Remove access, or Add a User
c). To add a secondary user click ‘Add User’. Secondary User should have already Registered (Step 5 B) on the main ‘Welcome page’ and submitted a user name and password. The secondary user, once registered, will need to provide the primary user their registered user id.

d). Primary user enters in secondary username/id and the primary account PIN/Access code

e). Choose access:

Full Payment Access – User can see Payment accounts, Make payments, add new payment accounts, and add secondary users.
No Payment Access – Secondary user can NOT see payment accounts, make payments, or add new secondary users.

Access for User ID - No Payment Access

The access levels depend on the tax type, so not all tax types will have all access levels

f). Click ‘Add’.

g). User should be added to list.
5. B. Secondary Account User

1). **User must register**

***Enter information then Click Continue***
**Review information then Click Register**

If info is wrong, click Edit.

**Click Continue.**
**Check your email (the one you entered on the previous registration page). You should have received a validation email.**

***Enter the verification code then Log off***

2). Once registered, the Primary account holder must add them as a secondary user. Log off and, give your primary user your registered User ID.

3). Once the Primary user has added the School account to the secondary login (5A Step 6), the secondary user should log back on. Click Gov to Gov Accounts on the side panel. You should then see the below screen with your account information listed. ‘Click Manage Account’
4). Depending on their access the secondary user will see one of the two screens.

a). No Payment Access – Secondary user can NOT see payment accounts, make payments, or add new secondary users.

Access for User ID: **No Payment Access**

The access levels depend on the tax type, so not all tax types will have all access levels.

b). Full Payment Access – User can see Payment accounts, Make payments, add new payment accounts, and add secondary users.

Access for User ID: **Full Payment Access**

The access levels depend on the tax type, so not all tax types will have all access levels.