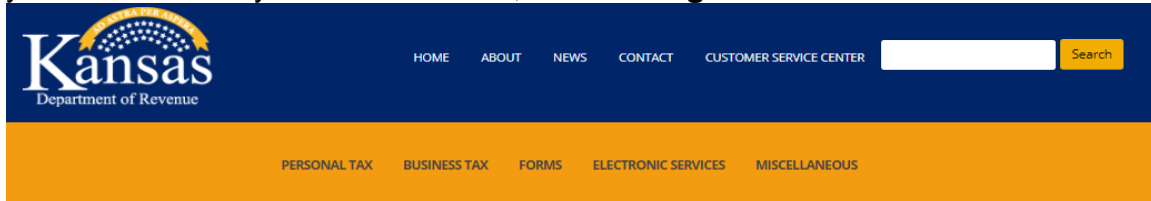


## How to register and enter a Class A Club event online

The steps below provide a guide for Kansas Class A Clubs who possess a state issued liquor license to register non-member events.

1. Navigate to <https://www.kdor.ks.gov/Apps/kcsc/login.aspx>. Note – this is the same place you log in to pay your taxes online.
2. Log in by entering your email address and password. Then use the **Sign In** button. If you do not already have an account, use the **Register Now** button.



### Kansas Department of Revenue Customer Service Center

#### Login Page

Thank you for using Kansas Department of Revenue Customer Service Center to manage your Department of Revenue accounts.

If you are accessing our site for the first time, select the "Register Now" button below.

#### Email Address

The email address you used when registering.

#### Password

Passwords are case sensitive.

[Forgot your password?](#)



3. Click on **Accounts** in the yellow area below.



4. Click the **Manage Account\*** link on your Liquor Drink Account Type row.

| Account | Name | Secondary Name | Filing Frequency | Account Type | Manage                          |
|---------|------|----------------|------------------|--------------|---------------------------------|
| 1       | D    |                | Monthly          | Liquor Drink | <a href="#">Manage Account*</a> |
| 1       | O    |                | Monthly          | Liquor Drink | <a href="#">Manage Account</a>  |

\*If you do not see your Liquor Drink Account listed, click on the blue button labeled **Add an Existing or Register a New account to this login.** Please dial 785-368-8222 to obtain your Access Code. You will need to provide your Liquor License number to the representative in order to retrieve your Access Code.

Once you have received your access code, enter the Identification Number (your 9 digit EIN) and the Access Code. Click Continue and then Save. This will link your account to the Accounts screen.

5. Under the Account Management Section for your Liquor Drink Account type, you will find **Register or View a Class A Club Event\*\***

**Account Management**

|   |   |
|---|---|
| <a href="#">File a Liquor Drink Return</a>            | Includes EFT Payment Option   |
| <a href="#">Register or View a Catered Event</a>      |   |
| <a href="#">Register or View a Class A Club Event</a> |   |
| <a href="#">Register or View a Special Event</a>      |   |
| <a href="#">Make an EFT Payment</a>                   | Payment Only  |
| <a href="#">View Account History</a>                  | View On-line Payments And Filed Returns                             |
| <a href="#">Manage Access to This Account</a>         | View/Remove who has Access to this Account                          |
| <a href="#">Manage Account Communications</a>         | Change Settings for this Account's Communication                    |
| <a href="#">Update Account Information</a>            | Modify Account information on file with the Kansas Dept. of Revenue |



\*\*If you do not have the **Register or View a Class A Club Event** option please call 785-368-8222 to request the Class A Club Event option be added to your existing Liquor Drink account type.