

Linking an Existing Driver's Education Account

Once you have registered, you will link your primary Driver's Education account to your login.

You will have received a letter or email from the department after your account has been created; the account was created from the information you provided. The letter/email will provide you with your PIN/Access Code. If you do not know your PIN/Access Code you may call the Electronic Services unit at 785-296-6993 or email at KDOR_EServices@ks.gov.

For assistance please contact:

Technical – 785-296-6993

Medical/Vision Unit– 785-368-8971

Adding a Primary Account

1. Type **www.ksrevenue.org** in your internet browser.
The Kansas Department of Revenue website displays.
2. Click the **Driver's Ed Instructor Portal** Quick links button located under the vehicles section towards the bottom of the screen.
The Kansas Department of Revenue Customer Service Center window displays.
3. Type your email address in the **Email Address** field.
4. Type your password in the **Password** field.
Note: If you forgot the password click the **Forgot your Password** link for further instruction.
5. Click the **Sign In** button.
The Kansas Department of Revenue Customer Service window displays.

6. Click the **Accounts Management** button.
The Account Listing window displays.
7. Click the **Add an Existing or Register a New account to this login** link.
The Add Account window displays.
8. Type the ID number in the **Identification Number** (FEIN/SSN) field.
9. Type the PIN/Access Code in the **Access Code** field.
10. Click the **Continue** button.
Account Information displays.
11. Verify the business account information to be added to your login.
If the account information is not correct, click the Edit button and the system will return you to the previous window to add the ID# and PIN. You can always cancel the transaction and start over by clicking the Cancel button.
12. Click the **Save** button, the account has been added to your login.
The Account Listing window displays. You can manage your driver's education accounts, view payment history or manage account access.

Adding a Bank Account

To add banking account information to your account:

1. Click the **Manage Account** link on the account window.
The Kansas Department of Revenue Customer Service Center Account Information window displays.
2. Click the **Add Additional Bank Account Information** button.
The Bank Account information window displays.
3. Type the bank routing number in the **Routing Number** text box.
4. Type the account number in the **Account Number** text box.
5. Select the account type from the **Account Type** drop-down.
6. Click the **Save Account** button.
The account information has been added message displays.
7. Click the **Back To Account** button to return to the account information window.

Adding a Secondary Account

You will be able to add secondary users to your account once they have registered; see the job aid Driver's Ed Portal Registration. You will need the email address that was used during their registration to allow them access to the primary account.

1. Click the **Manage Account** link on the Account window.
The Account Information window displays.
2. Click the **Manage Access to This Account** link.
The Manage Account Users window displays.
3. Click the **Add User** button.
4. Type the email address of secondary account in the **Email Address** field.
5. Select the access level from the **Access for Email Address** drop-down.
Full Payment Access – allows the user to see payment accounts, make payments, add new payment accounts and add secondary users.
No Payment Access –the user will not be allowed to see payment accounts, make payments or add secondary users.
6. Type the primary account PIN/Access Code in the **Access Code** field.
7. Click the **Add** button, the secondary account has now been added to the primary account.