

Driver's Education Registration/DE-99

During your first visit to the Driver's Education website, you must register. During registration, you will establish your contact information, email address and password. Once you register, you will then link the accounts associated with your sign on.

Note: If you have filed KSWebTax for your business and already have registered an email and password, you do not have to register again. Please refer to the job aid, 'Linking an Existing Driver's Education Account to a Login.'

For assistance please contact:

Technical – 785-296-6993

Medical/Vision Unit – 785-368-8971

Registration

1. Type **www.ksrevenue.org** into 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 login window displays.
3. Click the **Register Now** button.
The Kansas Department of Revenue Customer Service Center Registration window displays.
4. Type the business contact information in the **Your Information** section (name, contact name, contact title, telephone number, fax number and email).

Note: You must have an email address to register.

5. Type a password in the **Password** field.
The password must be 8 characters in length. Password formatting recommendations are provided for you on screen.
6. Type the same password in the **Re-Enter Password** field.
7. Click the **Select a Security Question** drop-down list and select a security question you can answer.
Note: You also have the option of typing your own question in the **Other Question** field. When you select **Other**, you will then type your question in the **Other Question** text box.
8. Type the security question answer in the **Answer** field.
9. Type the security question answer again in the **Re-Enter Answer** field.
10. Click the **Accounts** radio button in the **Settings** section.
11. Review and deselect/select the check box options you would like in the **Send me an Email when** group in the **Settings** section.
12. Click the **Continue** button.
If you failed to provide required information or the email address you entered already exists, the registration cannot complete. Look at the top of the Kansas Department of Revenue Customer Service Center Registration window for feedback. Required fields are marked with a red asterisk (*). Complete the required information, and then click the Continue button again.
If all required fields are completed, the Confirmation window displays.
13. Verify that all the information displaying is correct.
You can click the **Print** button to keep a copy of your information for your records.
If you need to edit your information, follow steps 15-19; if not, skip to step 20.
14. Click the **Edit** button to change your information.
The Kansas Department of Revenue Customer Service Center Registration window displays.
15. Make the necessary corrections. You will have to type your password again.

16. Type your password and re-enter your password in the applicable fields.
 17. Click the **Continue** button when all your corrections are complete.

The Confirmation window displays.
 18. Verify that all the information displaying is correct.
 19. Click the **Save** button.

The Confirmation window displays the following message, “Your registration has been completed, please check your email for your verification email to continue”.

Leave the Confirmation window open.
 20. Check your email’s Inbox for an email from **KS Customer Service Center Online** with the subject of **Customer Service Center Email Verification**.

Copy/paste or write down the verification code (20 characters) given within the email.
 21. Return to the **Confirmation** window, and click the **Continue** button.

The **Confirm your email address** window displays.
 22. Type or paste your email verification code in the **Email verification code** field.
 23. Click the **Continue** button.

The following message displays: “Your email has been verified, you can [continue by clicking here](#)”.

You can click the link to go to the Customer Service Account Listing window.
- For additional information, please refer to the job aid entitled: Linking an Existing Driver’s Education Account to a Customer Service Center Login.