1. To register for the first time with the electronic AOC registry, go to <http://kcoj.kycourts.net/PublicMenu/Register.aspx> and complete the fields listed below.
2. When finished, click the “Register” button at the bottom of the page.



1. You will receive the following message. Click the “Continue” button at the bottom of the box.
2. Shortly after, you will receive an e-mail sent to the address you entered into the AOC Fast Check/Public Menu Registration page.
3. The e-mail you receive will have a link embedded in it. You must click on that that link in order to activate your account. After you click the link, you will receive the following message.



1. Click “Continue” and you will be taken to the following page.



1. Click the “AOC FastCheck” link above.



1. After clicking on the fast check link, you will be routed to the page above. Click on “Click Here to Add a New Batch” to continue on to the area where you will enter the type of AOC check needed.
2. Once on the “Request Type Information” page, choose the “Category” and “Group” selection, from the drop down boxes, that meet the needs of the AOC check request.
	1. CHFS – Imminent Risk Investigation should appear like this:



* 1. CHFS – Non-Imminent Risk Investigation should appear like this:
	2. CHFS – Foster Care/Adoption Application should appear like this:
	3. CHFS – Foster Care/Adoption Certification should appear like this:

* 1. CHFS – Annual Recertification/Ongoing Case Work should appear like this: