

Good day Valued Traders,

Please be advised that the process in which you apply for an Agent to clear your goods on your behalf will change. This process will now be done Via COLS and is now the sole responsibility of the trader to apply.

**In order for any trader to submit an Appointment of Agent, they MUST be registered in COLS first!!!**

Registration Process:

1. Go to COLS website. <https://online.gov.ky/cols/faces/pages/login.jsf>
2. Click "Pre-Register here"
3. Register as an Individual or Company/Business.

**Note:**

1. *If a Trader has already been registered with an Agent, there is no need to go through this process, the account is valid.*
2. *There is also no need to re-appoint the agent.*

Once Registered:

How to submit an Appointment of Agent

1. Once logged into COLS click "Declarations.
2. In the left menu options click "Agent Authorization"
3. Select the Agent of interest in the "Available Agents" box then click the arrow button pointing to the right to move the Agent to the "Authorized Agent" box.
4. Click "Submit" to submit the application to the Agent. You will now receive a notification that "Your Agent Authorization has been saved successfully".

At this point your "Trader Name" and "TIN" will now populate the Agent List, available to them to select in order to clear on your behalf.

How to remove an Agent previously Appointed

1. Select the Agent of interest in the "Authorized Agents" box then click the arrow button pointing to the left to move the Agent to the "Available Agent" box.

2. Click "Submit", you will now receive a notification that "Your Agent Authorization has been saved successfully".

At this point the De-selected Agent will no longer see your "Trader Name" and "TIN" available to be used.

#### How do Agents know that a trader has authorized them as their Agent?

1. Once logged into COLS click "Declarations.
2. In the left menu options click "Agent Authorization"
3. Now a field appears that shows all traders that have selected you to be their Agent.

If the "Trader Name" and "TIN" does not appear in the list, the trader has not select that Agent.