How to register to enter a catered event online

The steps below provide a guide for Kansas caterers who possess a state issued liquor license to register catered events if required.

Caterers are not required to register catered events for weddings, funerals, events sponsored by religious institutions or for business, industry or trade sponsored meetings including awards presentations and retirement celebrations.

1. Navigate to http://ksrevenue.org/

2. Look in the top right hand corner for sign in area. Click Log in or Register Now. Note – this is the same place you log in to pay your taxes online.

3. Log in by entering your email address and password. Then use the Sign In button.

4. Click on Accounts in the yellow area below.
5. Click the **Manage Account** link on your Liquor Drink Account Type row.

*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 785-296-6993 to obtain your Access Code. You will need to provide your Liquor License number to the Electronic Services representative in order to retrieve your Access Code.

Once you have received your access code, enter the Identification Number (your liquor license number) and the Access Code (provided by Electronic Services). Click Continue and then Save. This will link your account to the Accounts screen.

6. Under the Account Management Section for your Liquor Drink Account type, you will find **Register or View Catered Event**

**If you do not have the **Register or View Catered Event** option please contact Electronic Services at 785-296-6993 to request the Catered Event option be added to your existing Liquor Drink account type.