

*Below is an overview of how  
Community Based Organizations  
can use Business Connect.*



### **What is Business Connect?**

Business Connect is the online platform that Community Based Organizations (CBOs) use to post and verify opportunities for PATH Community Engagement participants.



### **Who Uses Business Connect?**

Community Based Organizations include non-profit organizations, Managed Care Organizations (MCOs), SNAP 50/50 Partners, and Kentucky Career Centers.



### **Why should CBOs use Business Connect?**

Posting Opportunities in Business Connect allows over 150,000 qualifying Kentucky HEALTH recipients to search and register for opportunities in Citizen Connect to help fulfill their PATH Community Engagement requirement.

**See instructions for how to begin using Business Connect  
on the other side!**

# How to Begin Using Business Connect

## Onboarding Application Instructions

**When Kentucky HEALTH begins** Community Based Organizations (CBOs) can use Business Connect to **post opportunities and reach potential volunteers!** In order to access Business Connect, each organization must submit an Onboarding Application.

### To complete a Business Connect Onboarding Application:

1. Go to ***BusinessConnect.ky.gov*** and click **Sign Up**.
2. On the Onboarding Application, fill out the **Organization Details** page, the **Contact Details** page, and the **PATH Details** page.
3. Click **Submit**.

**While filling out the Onboarding Application, the user will need to specify the organization type as one of the following:**

- Non-Profit
- For-Profit
- Managed Care Organization (MCO)
- SNAP 50/50 Partner
- Kentucky Career Center

**The Onboarding Application is a simple online process!**

**The person who submits the Onboarding Application will serve as the point of contact from the organization.** This individual will be able to track the status of the application on Business Connect and will receive email updates during the review process.

## Questions?

- Email **CourseSubmissions@ky.gov** if you have questions about the Business Connect onboarding process.
- Contact your local Kentucky Career Center (KCC) if you have broader questions about partnering with Kentucky HEALTH – find a KCC near you at **KCC.ky.gov**