

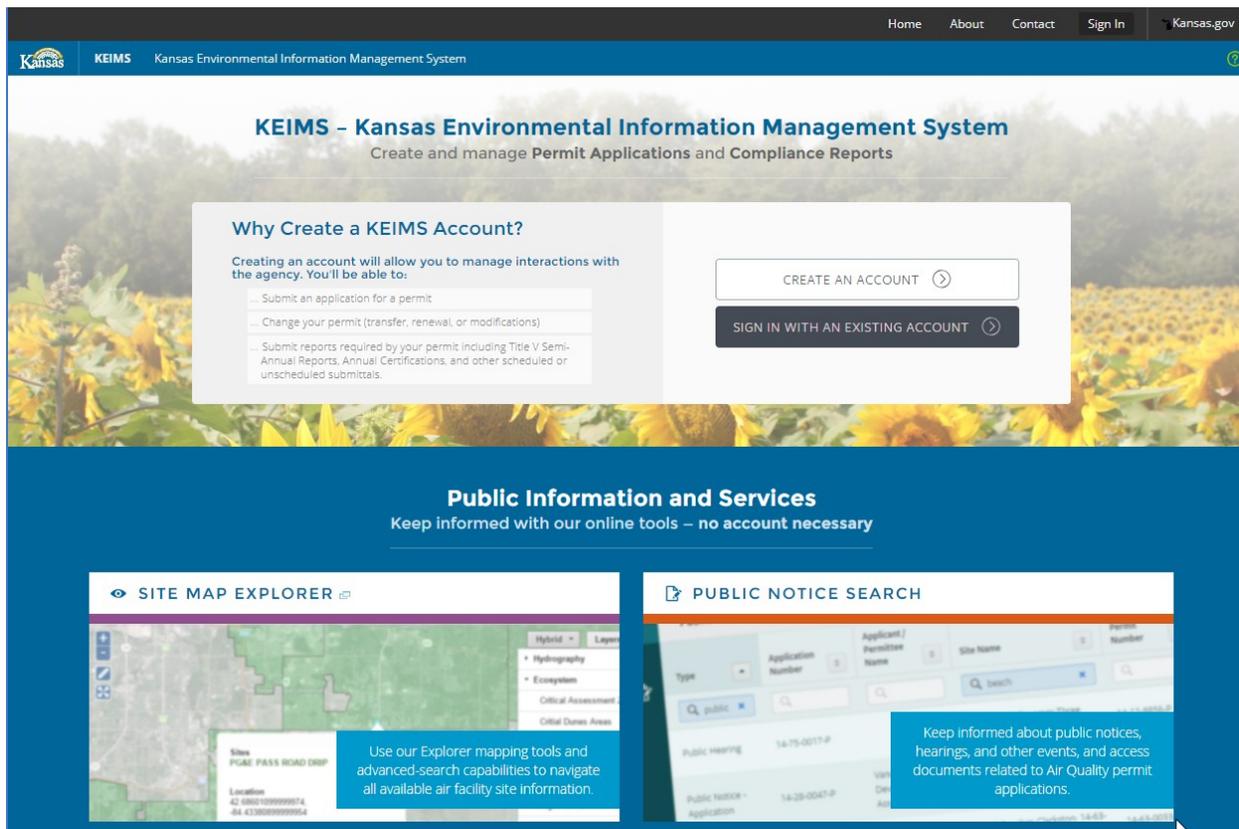
Setting Up Your Account

Please Note: All notifications and verifications come from the system email address kdhe.keims_noreply@ks.gov. Make sure this email address is trusted by your email server and firewall. If expecting notifications/verifications, always check inbox, spam, and trash folders.

To access the KEIMS Home Page, open your internet browser and type in:

<https://keims.kdhe.ks.gov/nsuite/ncore/external/home>

You will then see the log-in prompting you to either select “Create An Account” or “Sign In With An Existing Account”. You will be able to log-in to KEIMS on any desktop or mobile device as long that device has service and internet connection.



Those with existing SLEIS accounts may already have accounts in KEIMS contact KDHE BOA KEIMS Administrator at KDHE.BOAKEIMS@ks.gov to activate your existing account. See signing in with an existing account.

Setting Up Your Account

Creating An Account

First time external users must select “Create An Account” found on the KEIMS Home Page.



On the following page, you will be prompted to fill in your information. Please note that the email address you enter in the “Email Address” field will become your **KEIMS User Name**.

- **First Name** (required)
- **Email Address** (required)
- **Password** (required)
- **Phone Number, Extension**
- **Last Name** (required)
- **Confirm Email Address** (required)
- **Confirm Password** (required)
- **Organization or Company Name**

Create an Account

Account Info		Why Create an Account?	
* First Name	<input type="text"/>	Creating an account will allow you to manage interactions with the agency. You'll be able to: <ul style="list-style-type: none">• Submit an application for a permit• Change your permit (transfer, renewal, or modifications)• Submit reports required by your permit including Discharge Monitoring Reports (DMRs) and other scheduled or unscheduled submittals	
* Last Name	<input type="text"/>		
* Email Address	<input type="text"/>		
* Confirm Email Address	<input type="text"/>		
* Password	<input type="password"/>		
* Confirm Password	<input type="password"/>		
Phone Number	<input type="text"/>	Organization or Company Name	<input type="text"/>
Extension	<input type="text"/>		

Once your information is submitted, KEIMS will automatically send a “KEIMS Email – New User Account Confirmation” verification email to the email address provided in your registration. Click on the link provided in the email to verify your request.

A new window will open showing the screen below letting you know that “Your account has been created”.



After completing these steps, all subsequent log-ins will be made by selecting “Sign In With An Existing Account”.

If you have an existing facility **DO NOT** create a new site. Contact KDHE BOA KEIMS Administrator at KDHE.BOAKEIMS@ks.gov to be associated with your existing site.