



KPA

Getting Started Guide

Watch the app video tutorial here:
[KPA EHS Mobile App Video Tutorial](#)

KPA EHS can be used from your computer's web browser (Chrome is recommended for best performance) or from the iPhone/Android app.

This guide explains both methods.

*For additional information,
check out the help articles using the link below:*

[KPA EHS Help Articles](#)

Using KPA EHS from your computer

1) Login to the website

votrentreprise.kpaehs.com

The welcome email will contain your login credentials as well as a link to your company's website. Enter your login credentials on your company's website login screen.

Welcome to KPA EHS

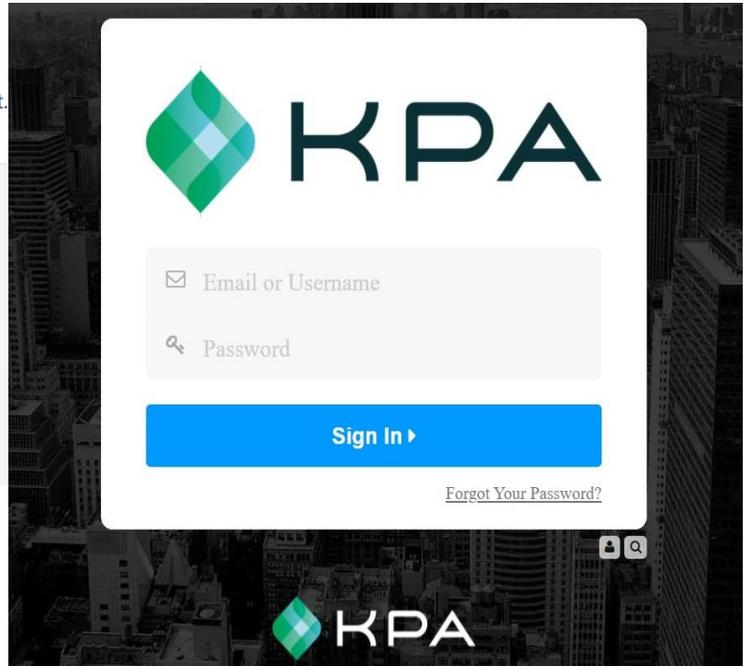
Please use the information below to get started with your account. You can use our website or app available on iOS and Android.

Sign-in Information

<https://sandbox.kpaehs.com>

Username: dmartin

Password: KPA-EHS-Safe1



2) Choose a password

You must choose a new password. Choose a new password, enter it twice, and then press "Continue".

Welcome to KPA EHS

Please choose a password.

REGISTRATION

Choose a Password:

Re-enter the password:

[Continue](#)

3) Dashboard

This is your homepage. If you have open tasks, you will see them listed here.

*Note: This will be based on access level *

The dashboard features three main sections:

- 11 OPEN TASKS:** A list of tasks with icons and due dates. A red arrow points to the 'Add Task' button. Tasks include: 'Assigned "Supervisor Portion" in Wo...' (a day ago), 'ADA Employment Decisions' Expire...' (7 days ago), 'Aerial Lifts and Elevated Platform S...' (7 days ago), 'Driver's License' Expires Soon (8 days ago), 'Assigned "OSHA Review" in Workflo...' (12 days ago), and 'Performance Evaluation' Expires So...' (12 days ago).
- REPORTS SUBMITTED BY FORM:** A pie chart showing the distribution of reports. The legend includes: Risk Assessment Matrix (green), Safety Points (light green), Equipment Check In / Out (Sub-Report) (blue), 5 Whys Root Cause Analysis (RCA) (dark blue), and OSHA Recordable Incident (orange).
- TRAINING:** A bar chart showing the number of completed and incomplete training sessions. The legend includes: # Complete (green) and # Incomplete (light green). The x-axis categories are OKC, Tulsa, Springdale, Norman OK, and Norman OK.

4) Choose a form

You'll also see a list of forms you can fill out. Click the Fill button to start filling it out.

The 'Forms' section includes a sidebar with navigation options: Home, Forms (highlighted), Employees, Training, Equipment, Control Panel, and Resources. The main area shows a search bar and a table of forms:

Form Folders	Name	Folder	Actions
All	30-Day Short Service Employee (SSE) Evaluation Form <small>*Keep Hidden* 30-Day Short Service Employee (SSE) Evaluation Form</small>	Forms	Fill Out
Forms	360° Walk-Around Inspection (Circle for Safety) <small>A 360° Walk-Around Inspection or Circle for Safety procedure is a safe practice any driver can follow to ensure that the area around the vehicle is safe before departing. This is a chance to spot mechanical issues or any potential hazards around the equipment/vehicle.</small>	Forms	Fill Out
MOC			
Internal			
External			

5) Fill Out the Form

Now you can fill out the form. If you are prompted for access to your location, be sure to allow access to your location. Press "Submit" when finished.

NEAR MISS REPORT

Submit for Someone Else +

Field Office: Dallas

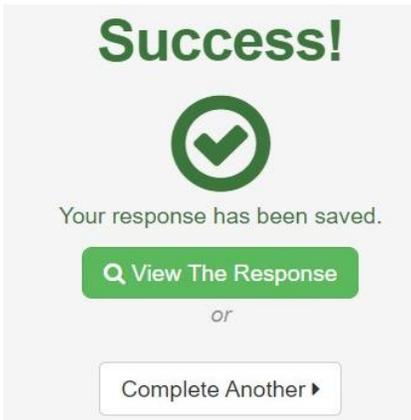
Line of Business: Concrete

Company: Emerson Finishing

Category: Working Driving Environmental

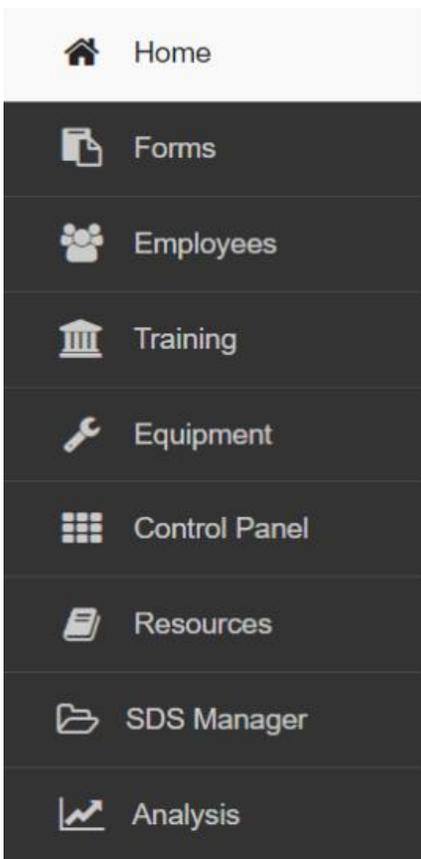
6) Success

That's it! You have successfully submitted a form via the website.



7) Menu Options

*The menu on the left allows you to navigate the website. You can view the home page or you can press "Forms" to submit a form. *Note: options shown will be based on access level**



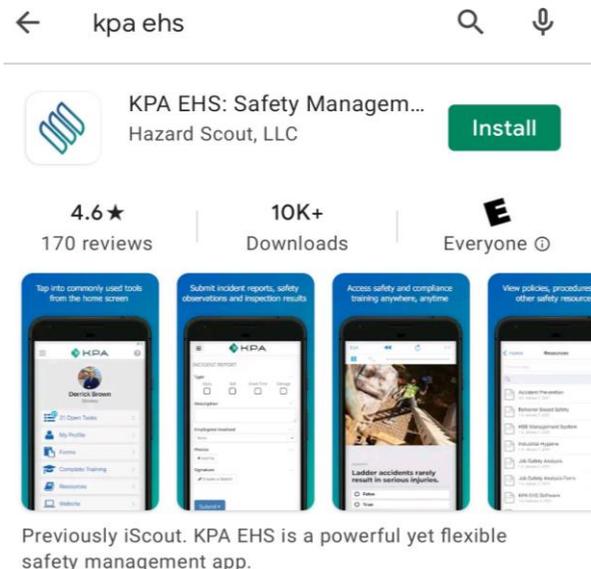
How To Use the KPA EHS App

The KPA EHS App is available for iPhone, iPad, and Android devices.

The app allows you to fill out reports without an internet connection, receive notification, and more.

1) Install the App from the App Store

iPhone and iPad users can search “KPA EHS” in the Apple App Store. Android users can search “KPA EHS” in the Google Play Store. *Note: The KPA EHS app is free.*



2) Open the App

Once you download the app from the App Store, you should see a KPA EHS icon on your device. Click on the app icon.



3) Allow Access

The app will ask to allow access to your photos and media. Make sure you press ALLOW when you are prompted.

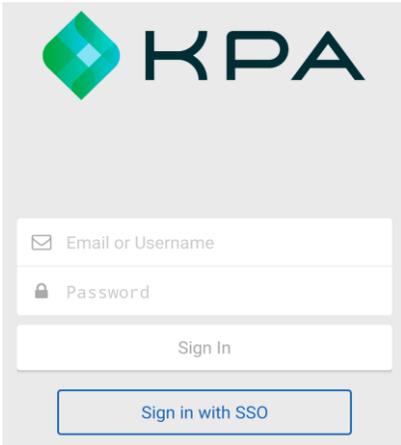


ALLOW

DENY

4) Sign In

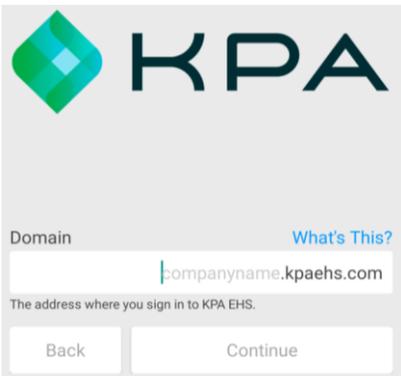
Now sign-in using your same username and password that you would use on the website. Your login info was provided by your company. Be sure to use your new password if you changed it.



The image shows a mobile application sign-in screen for KPA. At the top left is the KPA logo, consisting of a green and blue diamond shape followed by the letters 'KPA'. Below the logo are two input fields: the first is labeled 'Email or Username' with an envelope icon, and the second is labeled 'Password' with a lock icon. Below these fields is a white button with the text 'Sign In'. At the bottom of the screen is a blue button with the text 'Sign in with SSO'.

5) Domain Name

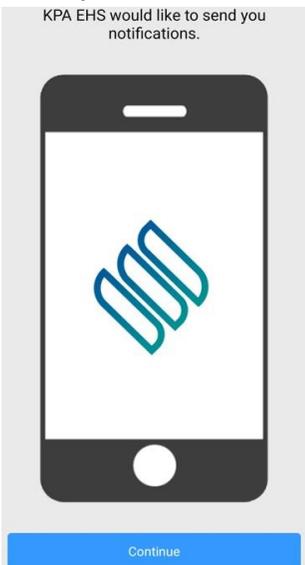
In some cases the app may ask for your Domain. This will be your website name.



The image shows a mobile application screen for entering a domain name. At the top left is the KPA logo. Below it, the word 'Domain' is displayed next to a blue link that says 'What's This?'. There is a text input field containing the placeholder text 'companyname.kpaehs.com'. Below the input field is a small line of text: 'The address where you sign in to KPA EHS.' At the bottom of the screen are two buttons: 'Back' and 'Continue'.

6) Enable Notifications

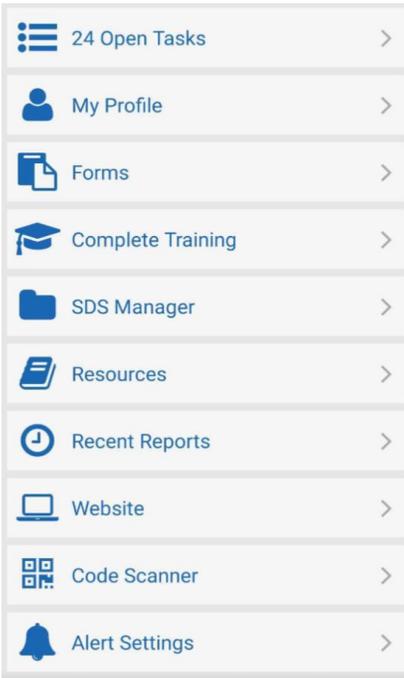
Now you need to confirm that the system can send alerts to this device. Press "Yes" then continue.



The image shows a mobile application notification screen. At the top, the text reads 'KPA EHS would like to send you notifications.' Below this text is a large graphic of a smartphone. The screen of the smartphone displays the KPA logo. At the bottom of the screen is a blue button with the text 'Continue'.

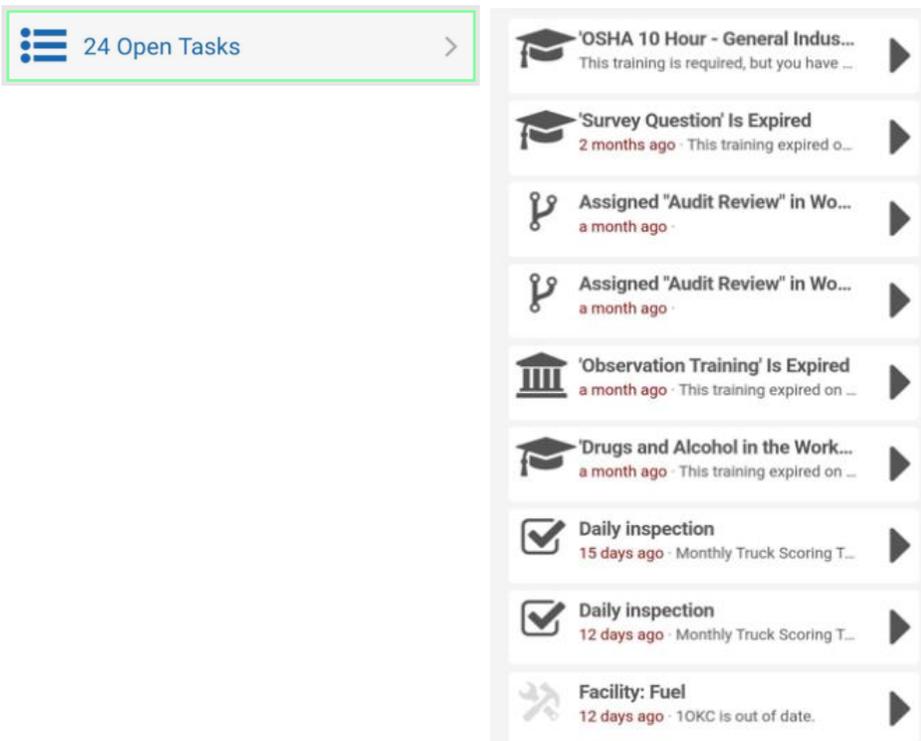
7) Home Screen

Congratulations, you're in! You should see your name along with a few different links for your open tasks, forms, trainings, resources, etc.



8) Open Tasks

The open tasks will show your current tasks to complete. These are your assigned trainings, forms, and inspections to complete. Click into each task to complete each one.



9) My Profile

My profile will show your unique QR code, profile data, and your completed training records.

The screenshot shows the 'My Profile' page. On the left, there is a button labeled 'My Profile'. In the center, there is a QR code. Below the QR code is a profile picture of Alaina Adair with the text 'Alaina Adair AADAIR Sandbox'. On the right, there is a section titled 'Active Trainings' with a dropdown menu showing '55'. Below this is a table with two columns: 'Training' and 'Expires'.

Training	Expires
Aboveground Storage Tanks	in 9 months
Access to Medical and Exposure Records	in 9 months

10) Forms

To submit a form, press the "Forms" button then choose the folder, then the form.

The screenshot shows the 'Forms' page. On the left, there is a button labeled 'Forms'. In the center, there is a list of forms under the heading 'FORMS'. The 'Toolbox Talks Sign Off Sheet' form is highlighted. On the right, there is a detailed view of the 'Toolbox Talks Sign Off Sheet' form. The form has a title bar, a 'General Details' section, a 'Date' field set to 'Tuesday, September 26th 2023', a 'Trainings' dropdown menu set to 'Anti-Harassment & Discrimination for Employees', and an 'Attachments' section with an 'Add File' button.

11) Complete Training

Complete Training are trainings NOT required trainings but available to take. To complete your required trainings, go through your Open Tasks.

The screenshot shows the 'Complete Training' page. On the left, there is a button labeled 'Complete Training'. In the center, there is a list of training categories under the heading 'COMPLETE TRAINING'. The categories are 'Aboveground Storage Tanks', 'Access to Medical and Exposure Records', and 'Acid Handling'.

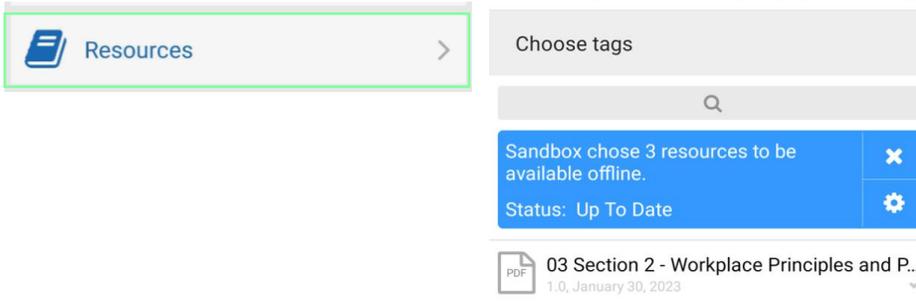
12) SDS Manager

If your company subscribes to SDS Manager, you will see the option to pull SDS from the app.

The screenshot shows the 'SDS Manager' page. On the left, there is a button labeled 'SDS Manager'. In the center, there is a search bar. Below the search bar, there is a notification that says 'Sandbox chose 1 resources to be available offline'. Below the notification, there is a list of SDS resources. The first resource is 'Oil Eater Cleaner/Degreaser' with a PDF icon and the text '9272022.0, September 27, 2022'. The second resource is 'SC Johnson Windex Cleaner Original' with a PDF icon and the text '1192023.0, January 19, 2023'.

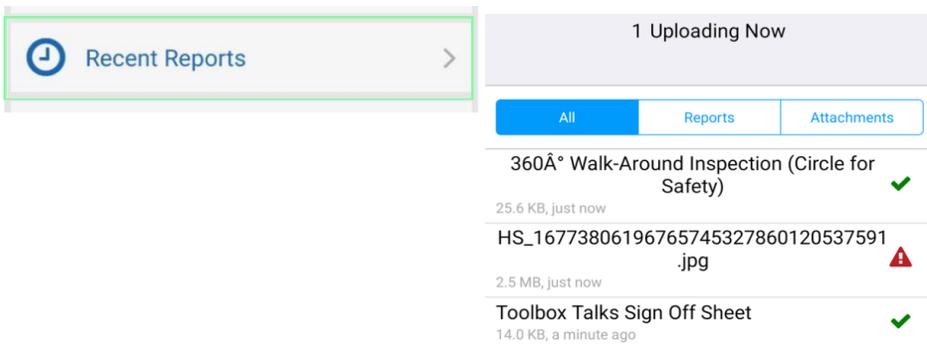
13) Resources

You can view your company's resources (PDFs, etc) by pressing the "Resources" button.



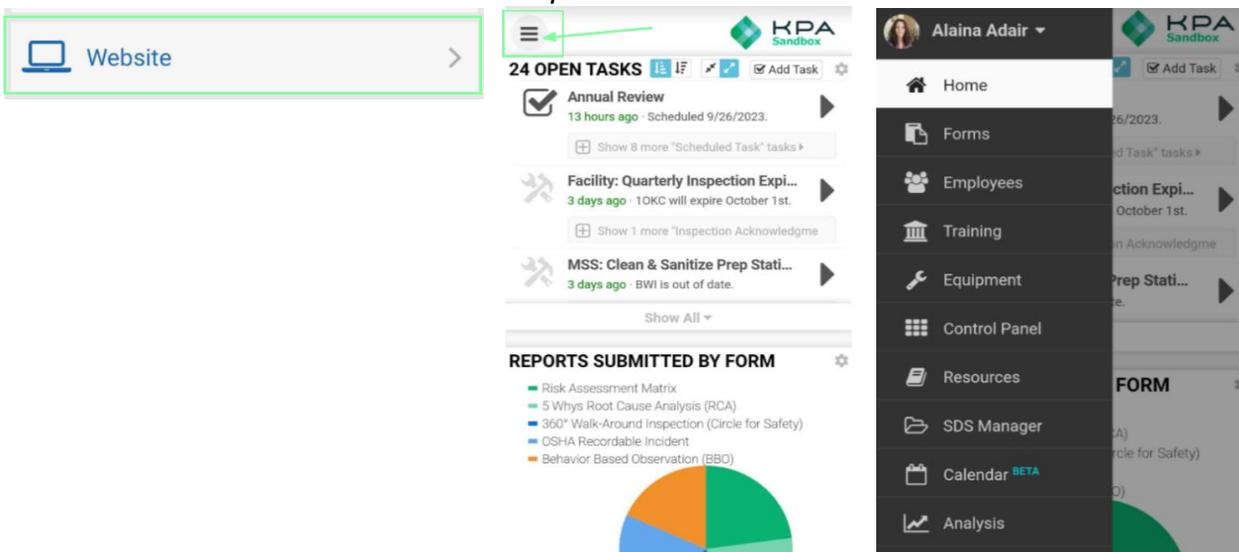
14) Recent Reports

Once you submit a form, it will create a section on the app called "Recent Reports". If it was submitted with connectivity, it will be uploaded immediately. If you didn't have connectivity, then the form response will stay in "Recent Reports" until a connection is established. You can view the "Recent Reports" screen to see if any form responses are still on your device.



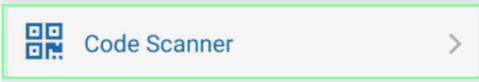
15) Website

The website button will allow you to get the full functionality of the website within an app view. Click on the menu button to see the menu options.



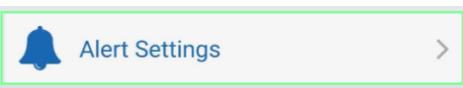
16) Code Scanner

Each employee and equipment added to KPA will have a unique QR code generated for that profile. The Code Scanner allows you to scan employee or equipment profiles.



17) Alerts

Press the "Alert Settings" button to make sure alerts are enabled for your device. Your employee profile on the website will let you send yourself a test alert to make sure it is setup properly.

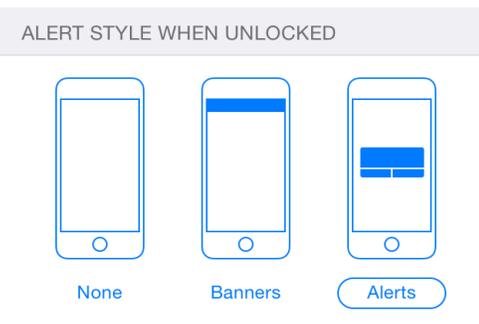


Alerts Enabled

Disable

12) iOS Alert Style

By default, iPhone will show alerts at the top of the screen. If you wish to show them in the center of the screen, go to Settings App > Notifications > KPA EHS > Alert Style, & choose "Alerts".



For additional information, checkout our Video Guides:

[KPA EHS Help Videos](#)