



KPA Flex

Getting Started Guide

KPA Flex 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 Flex Help Articles**](#)

Using KPA Flex from your computer

1) Login to the website

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

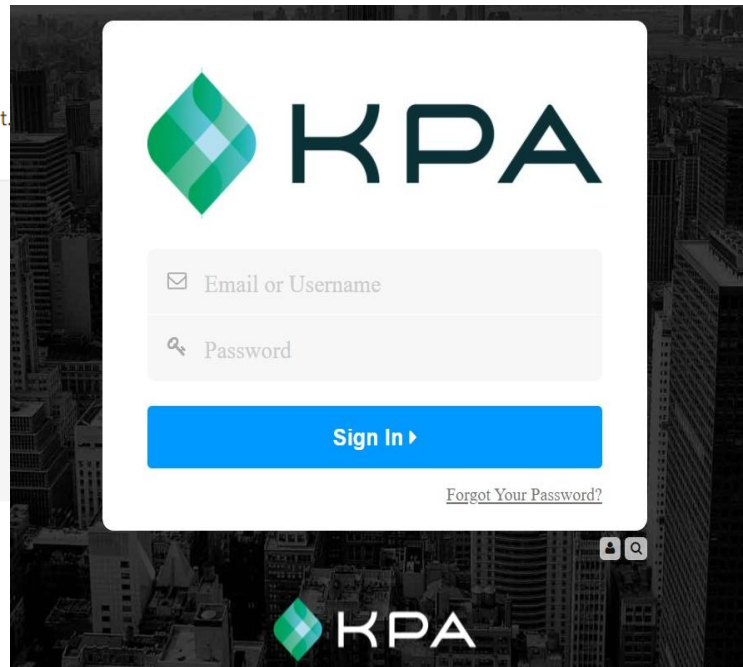
Please use the information below to get started with your account. You can use our website or app available on iOS and Android.

Sign-in Information

<https://sandbox.kpaehs.com>

Username: dmartin

Password: KPA-EHS-Safe1



2) Choose a password

Choose a new password, enter it twice, and then press "Continue". Passwords must be at least 12 characters and contain an uppercase, lowercase, and number.

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 assigned open tasks to complete, you will see them listed here.
*Note: This will be based on access level *

The dashboard is divided into 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...
- REPORTS SUBMITTED BY FORM:** A pie chart showing the distribution of reports. The legend includes: Risk Assessment Matrix (dark 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 comparing '# Complete' (dark green) and '# Incomplete' (light green) training across five locations: 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 features a sidebar with navigation options: Home, Forms (highlighted), Employees, and Training. The main area includes a 'New Form' button, a search bar, and a 'Forms Library' button. Below is a table of forms:

Form Folders	Name	Folder	Actions
All	Near Miss Report A near miss is a potential hazard or incident that has not resulted in any personal injury or property damage. It is a process to report unsafe conditions, unsafe work habits, and other safety concerns.	Forms	Fill Out

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

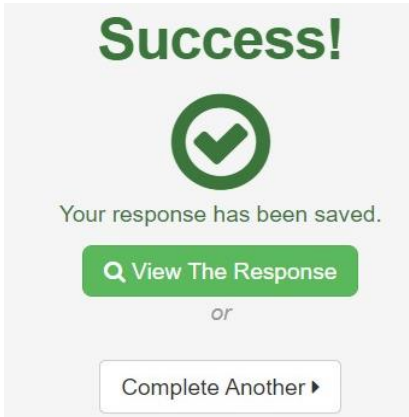
Line of Business: Concrete

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**

-  [Home](#)
-  Forms
-  Employees
-  Training
-  Equipment
-  Control Panel
-  Resources
-  SDS Manager
-  Calendar
-  Analysis

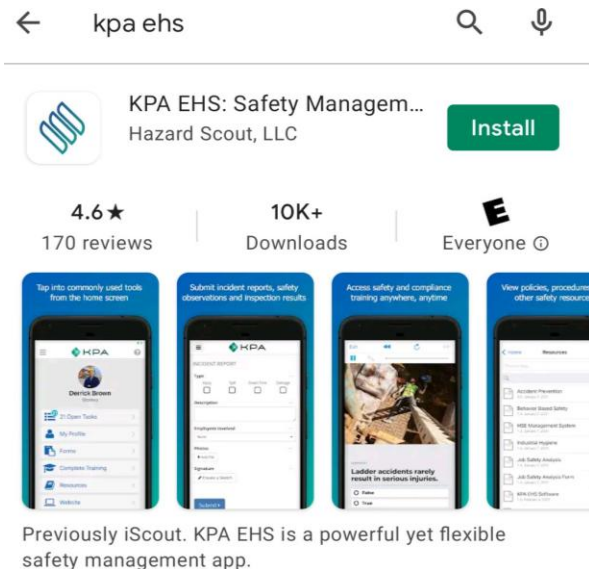
How To Use the KPA Flex App

The KPA Flex 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.

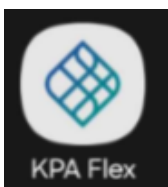
1) Install the App from the App Store

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



2) Open the App

Once you download the app from the App Store, you should see a KPA Flex 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.



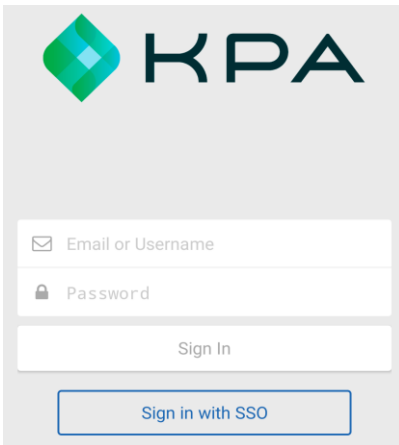
Allow **KPA EHS** to access photos and media on your device?

ALLOW

DENY

4) Sign In

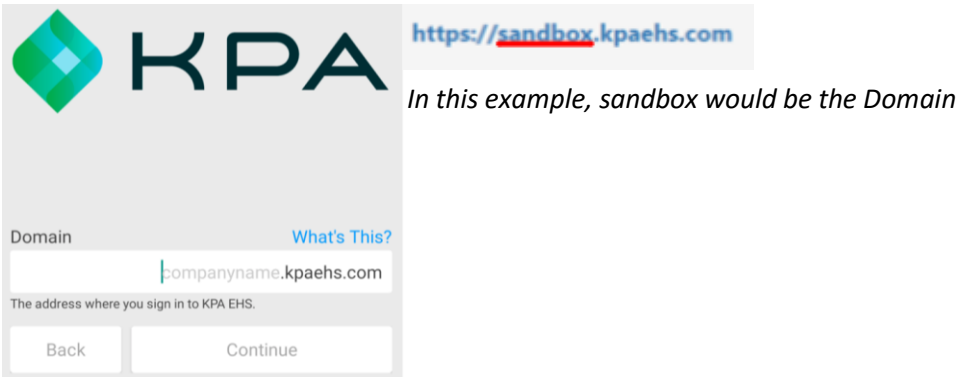
Now sign-in using your same username and password that you would use on the website. Your login info was provided by your company. Be sure to use your new password if you changed it.



The image shows the KPA Sign In screen. At the top left is the KPA logo, consisting of a green diamond shape with a white square inside, followed by the letters 'KPA' in a bold, sans-serif font. Below the logo are two input fields: the first is labeled 'Email or Username' and the second is labeled 'Password'. Below these fields is a 'Sign In' button. At the bottom of the screen is a blue button labeled 'Sign in with SSO'.

5) Domain Name

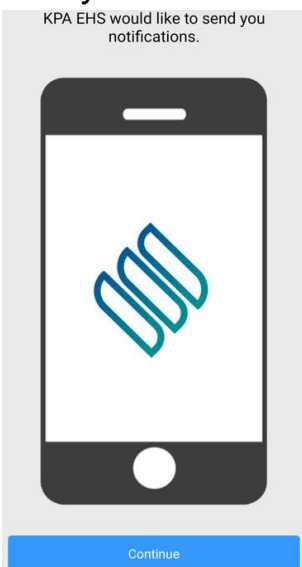
If the app asks for your Domain, this will be the portion between <https://> and [.kpaehs.com](https://sandbox.kpaehs.com) from your website:



The image shows the KPA Domain Name screen. At the top left is the KPA logo. To the right of the logo is the URL <https://sandbox.kpaehs.com>. Below the logo and URL is the text 'Domain' followed by a link 'What's This?'. Below this is an input field containing the text 'companyname.kpaehs.com'. Below the input field is the 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

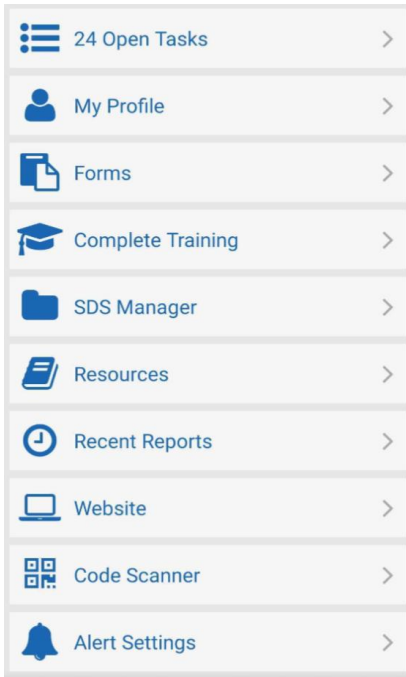
Now you need to confirm that the system can send alerts to this device. Press "Yes" then continue.



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

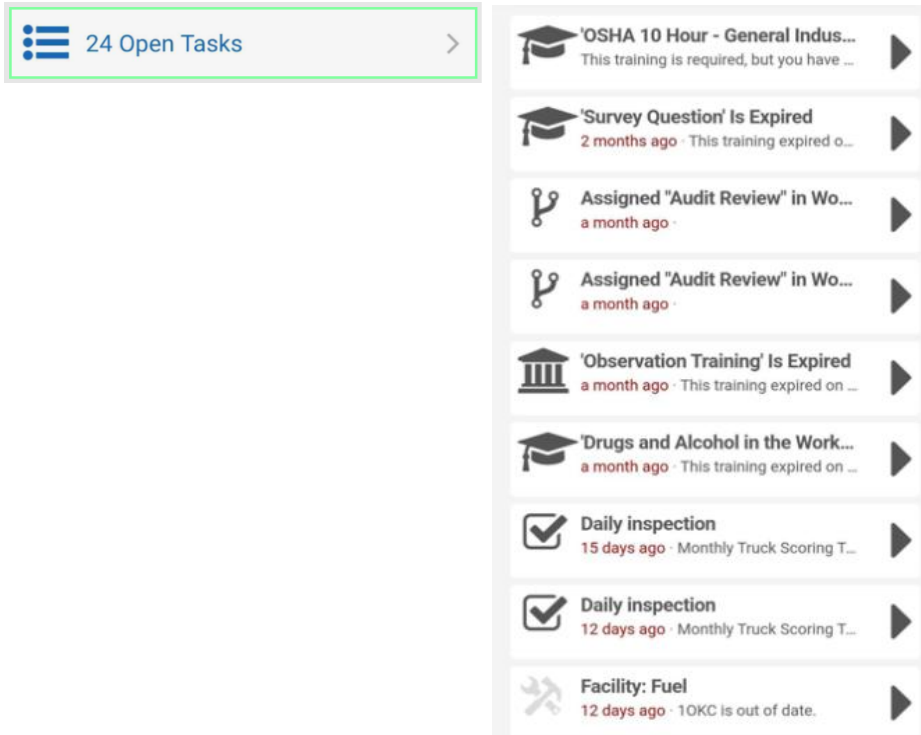
7) Home Screen

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.

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.

General Details

Date: Tuesday, September 26th 2023

Trainings: Anti-Harassment & Discrimination for Employees

Attachments: + Add File

11) Complete Training

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

- Aboveground Storage Tanks
- Access to Medical and Exposure Records
- Acid Handling

12) SDS Manager

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

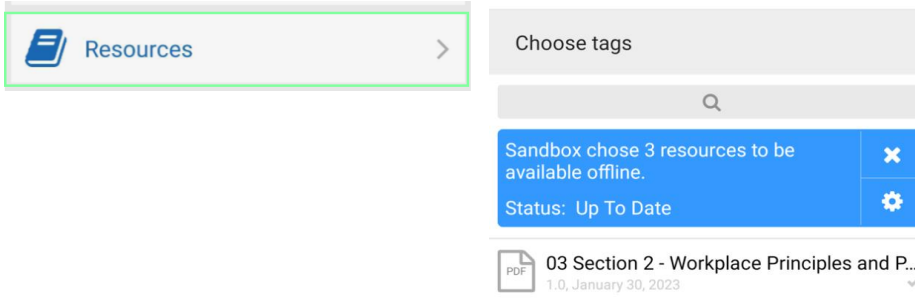
Choose tags

Sandbox chose 1 resources to be available offline.

- Oil Eater Cleaner/Degreaser (9272022.0, September 27, 2022)
- SC Johnson Windex Cleaner Original (1192023.0, January 19, 2023)

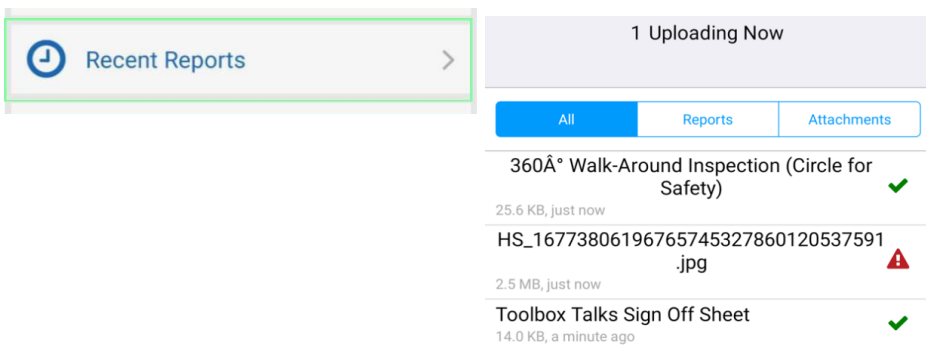
13) Resources

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



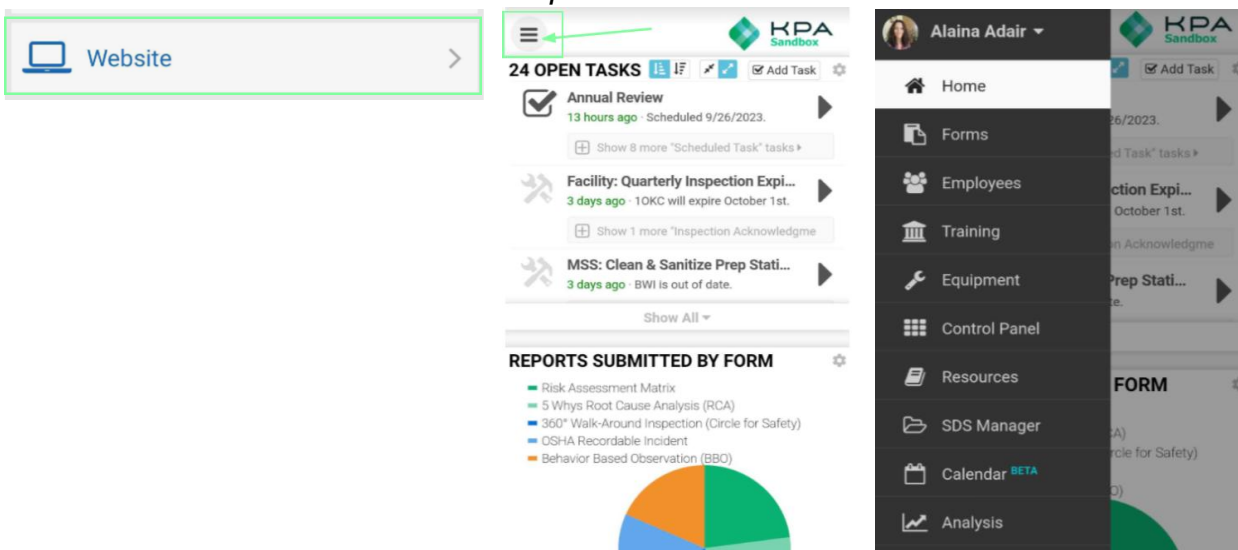
14) Recent Reports

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.



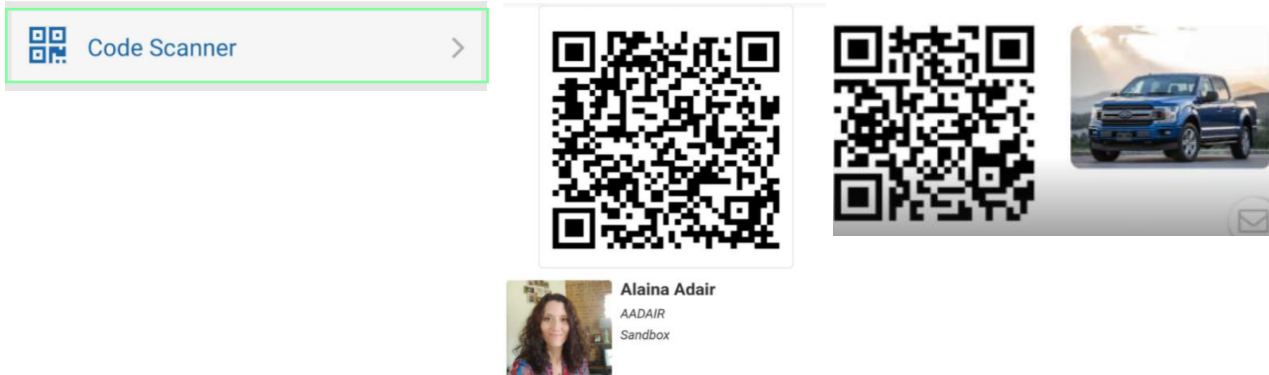
15) Website

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.



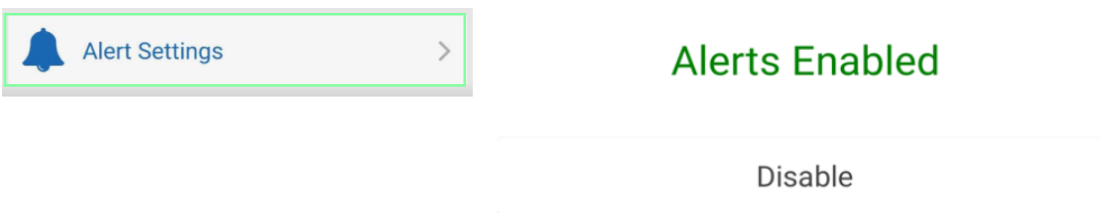
16) Code Scanner

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.



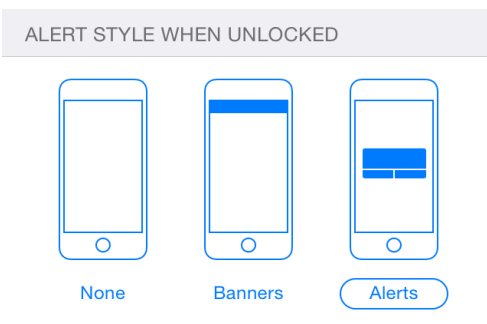
17) Alerts

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.



18) 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 Flex > Alert Style, & choose "Alerts".



For additional information, checkout our Video Guides:

[KPA Flex Help Videos](#)