



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](#)

How To Use KPA EHS From Your Computer

1) Logging into the Website

yourcompany.kpaehs.com

The welcome email will have your login credentials along with a link to your company's website. Type your login credentials on your company's website login screen.

Welcome to KPA EHS

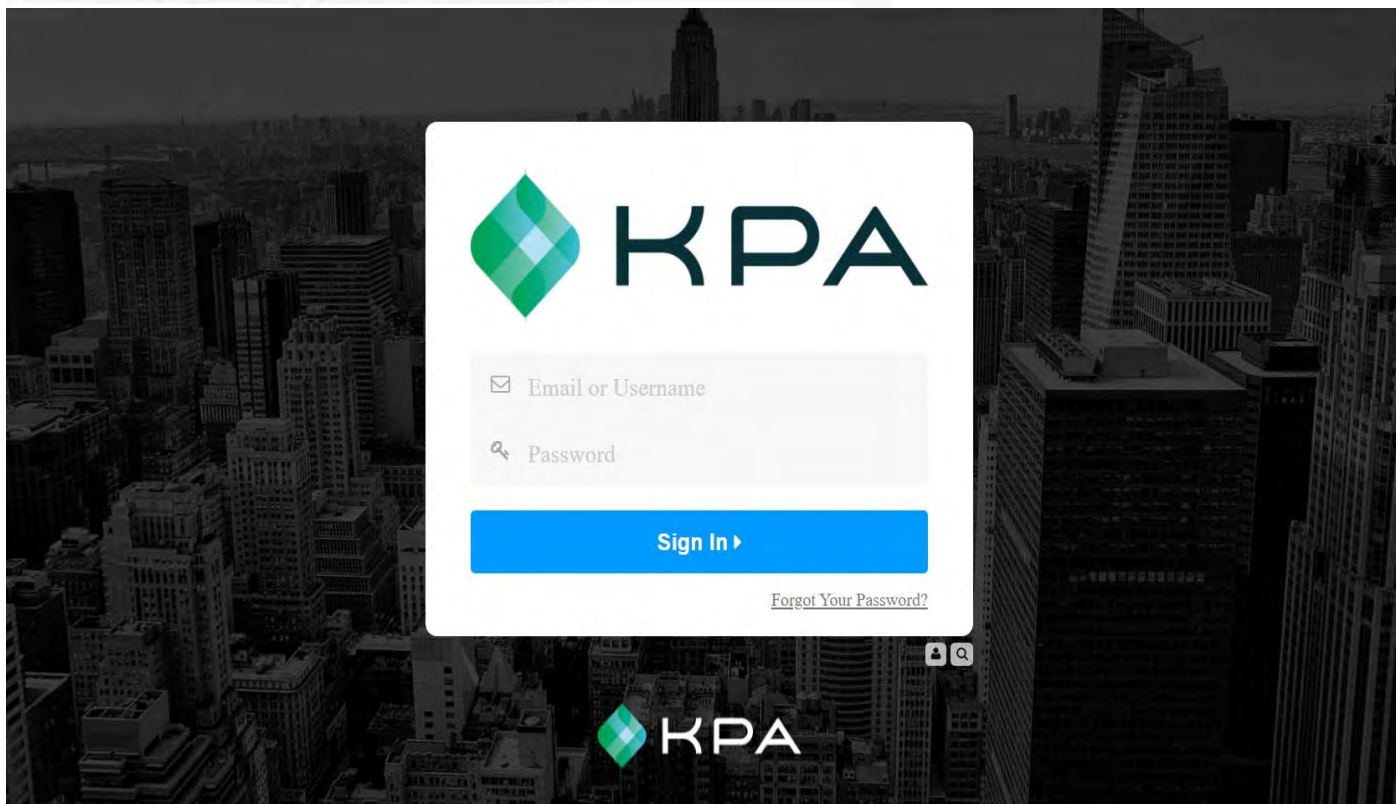
Please use the information below to get started with your account. You can use our website or app available on iOS and Android.

Sign-in Information

<https://sandbox.kpaehs.com>

Username: dmartin

Password: KPA-EHS-Safe1



2) Choose a Password

You need to choose a new password. Decide on a new password, enter it twice, then press "Continue".

Welcome to KPA EHS

Please choose a password.

REGISTRATION

Choose a Password:

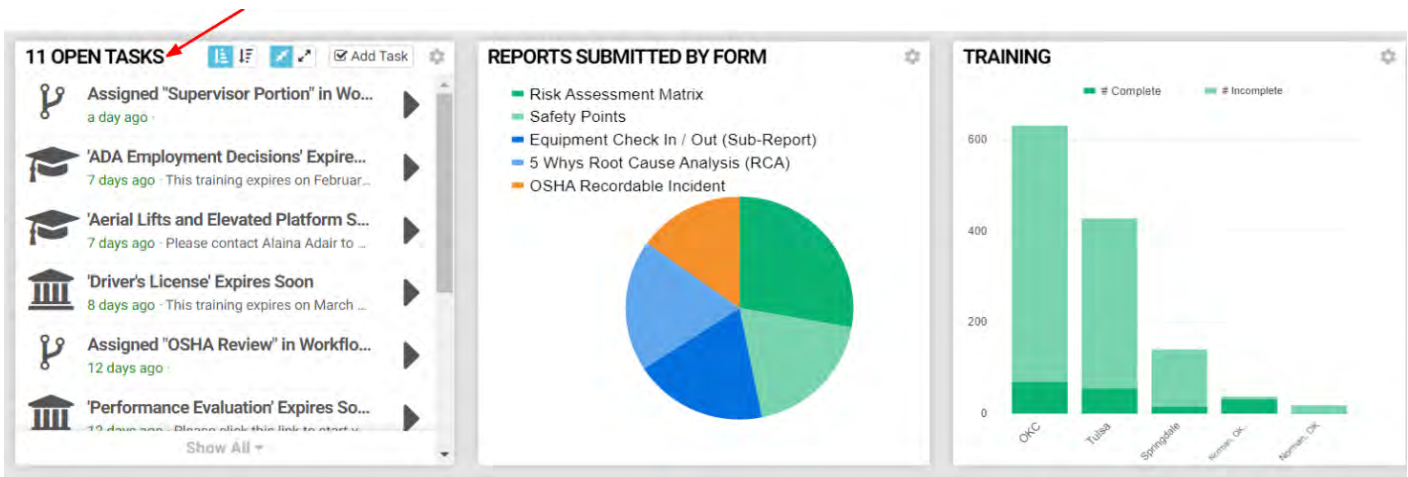
Re-enter the password:

[Continue](#)

3) Dashboard

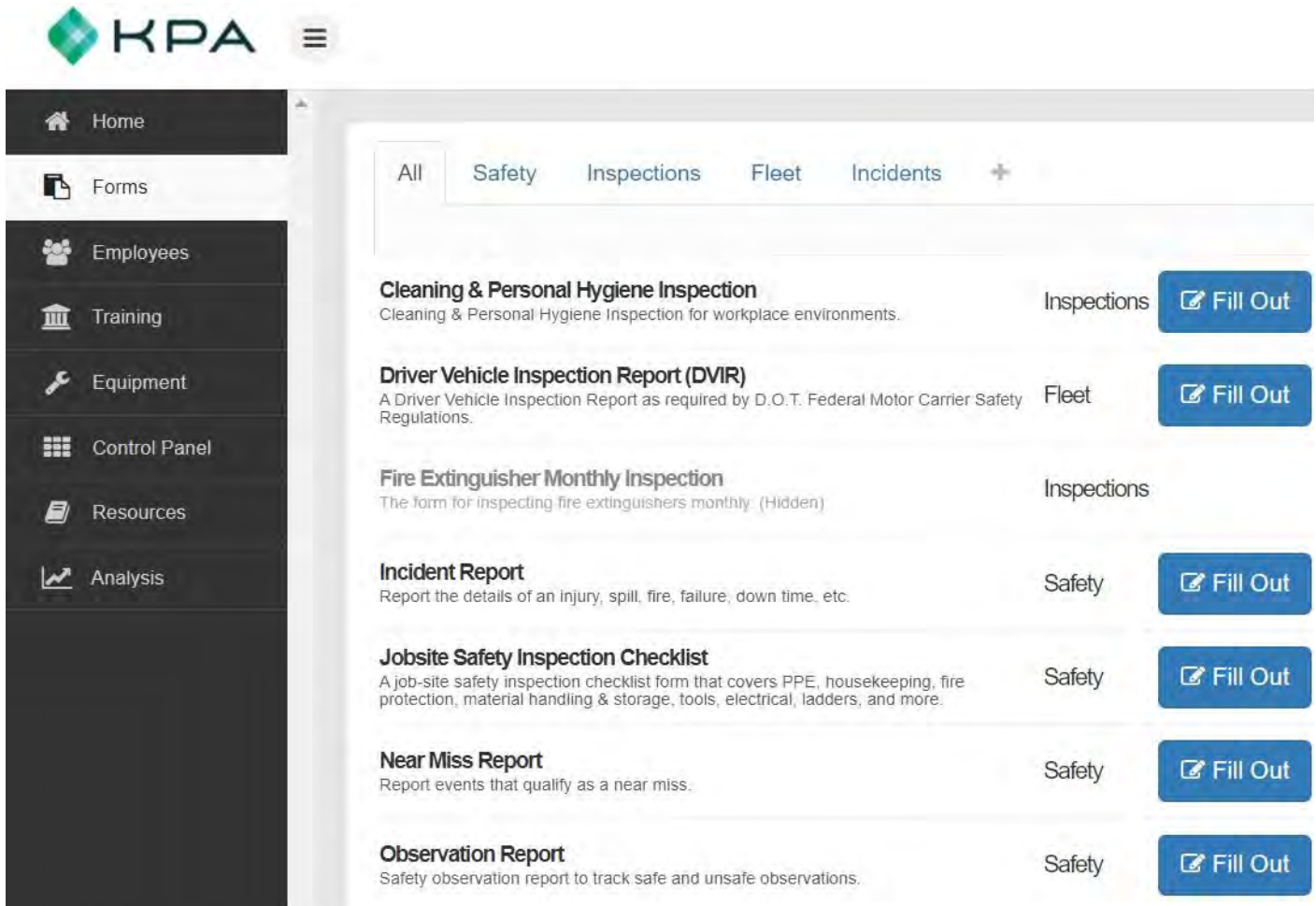
This is your homepage. If you have any open tasks, you will see them listed here.

Note: this will be based on access level



4) Choose a Form

You will also see a list of Forms that you can fill out. Click the Fill Out to begin filling it out.

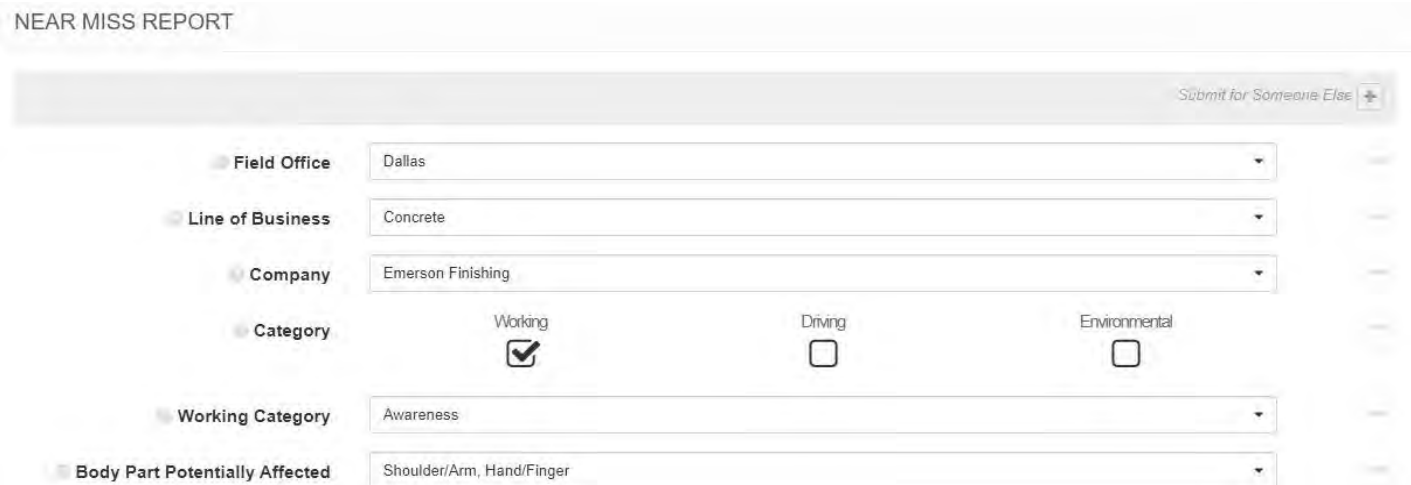


The screenshot shows the KPA dashboard interface. On the left is a dark sidebar with navigation options: Home, Forms, Employees, Training, Equipment, Control Panel, Resources, and Analysis. The main content area has a top navigation bar with tabs for All, Safety, Inspections, Fleet, and Incidents. Below this is a list of forms, each with a title, description, category, and a 'Fill Out' button.

| Form Title | Description | Category | Action |
|---|--|-------------|----------|
| Cleaning & Personal Hygiene Inspection | Cleaning & Personal Hygiene Inspection for workplace environments. | Inspections | Fill Out |
| Driver Vehicle Inspection Report (DVIR) | A Driver Vehicle Inspection Report as required by D.O.T. Federal Motor Carrier Safety Regulations. | Fleet | Fill Out |
| Fire Extinguisher Monthly Inspection | The form for inspecting fire extinguishers monthly. (Hidden) | Inspections | |
| Incident Report | Report the details of an injury, spill, fire, failure, down time, etc. | Safety | Fill Out |
| Jobsite Safety Inspection Checklist | A job-site safety inspection checklist form that covers PPE, housekeeping, fire protection, material handling & storage, tools, electrical, ladders, and more. | Safety | Fill Out |
| Near Miss Report | Report events that qualify as a near miss. | Safety | Fill Out |
| Observation Report | Safety observation report to track safe and unsafe observations. | Safety | 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.

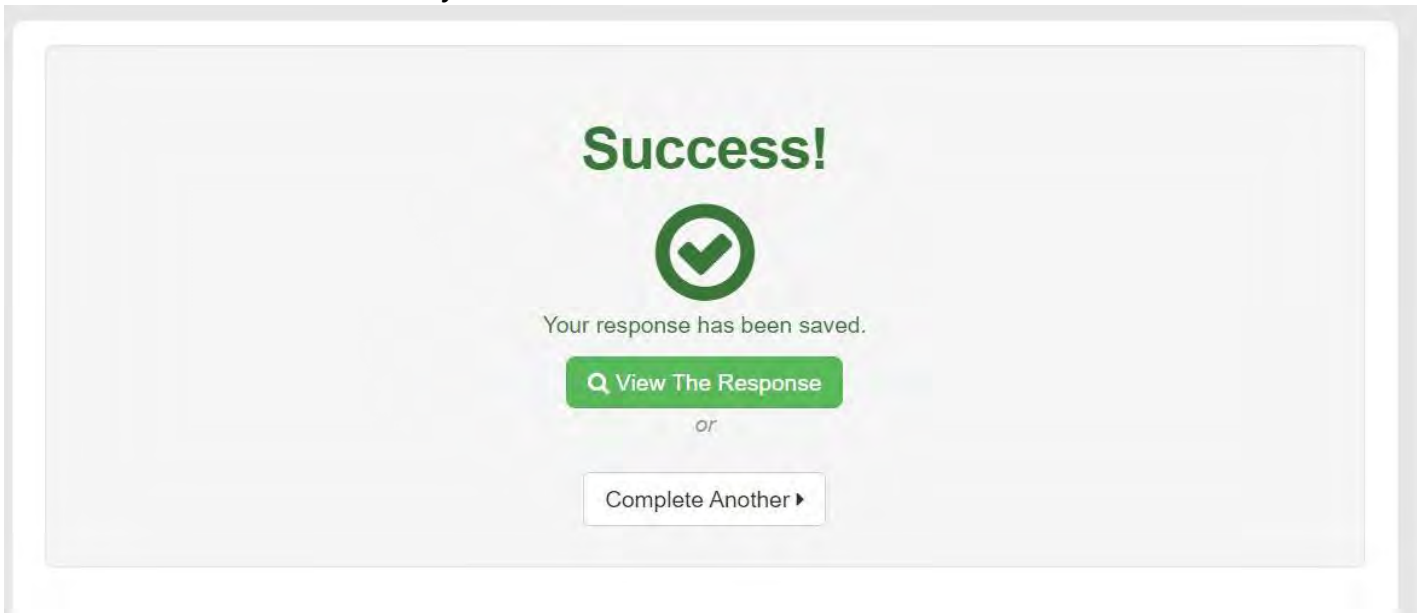


The screenshot shows the 'NEAR MISS REPORT' form. It includes a 'Submit for Someone Else' button in the top right corner. The form fields are as follows:

- Field Office: Dallas
- Line of Business: Concrete
- Company: Emerson Finishing
- Category: Working (checked), Driving (unchecked), Environmental (unchecked)
- Working Category: Awareness
- Body Part Potentially Affected: Shoulder/Arm, Hand/Finger

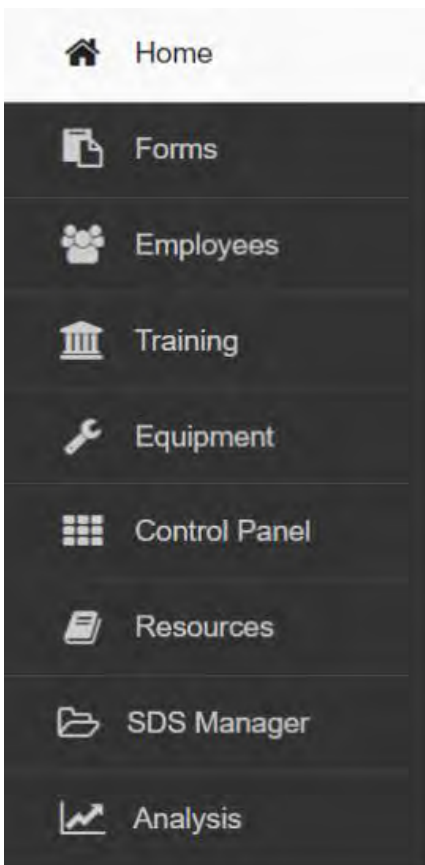
6) Success

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**



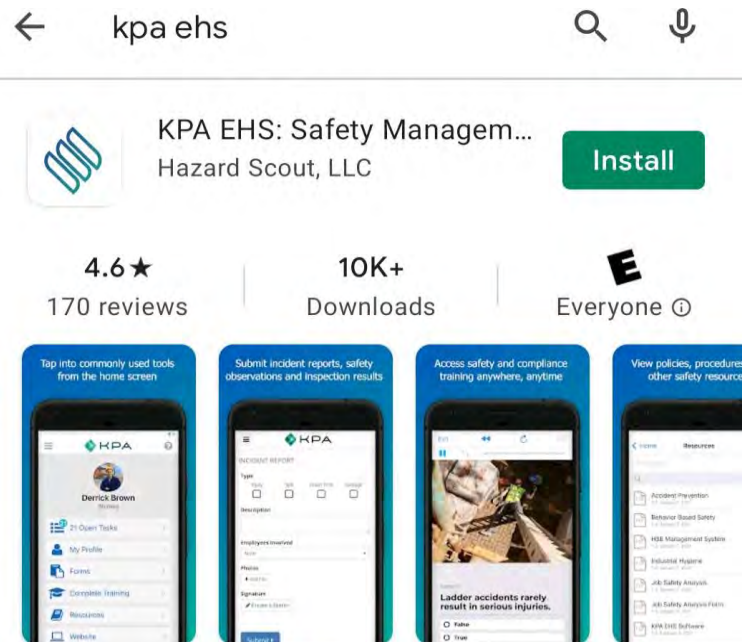
How To Use the KPA EHS App

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

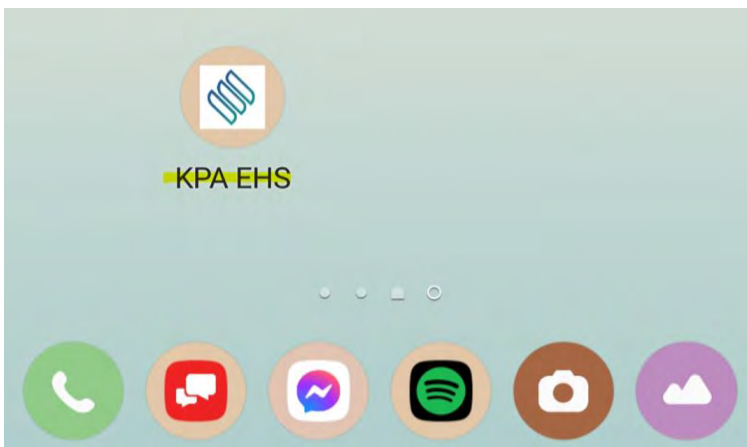
*iPhone and iPad users can search “KPA EHS” in the Apple App Store. Android users can search “KPA EHS” in the Google Play Store. *Note: The KPA EHS app is free.**



Previously iScout. KPA EHS is a powerful yet flexible safety management app.

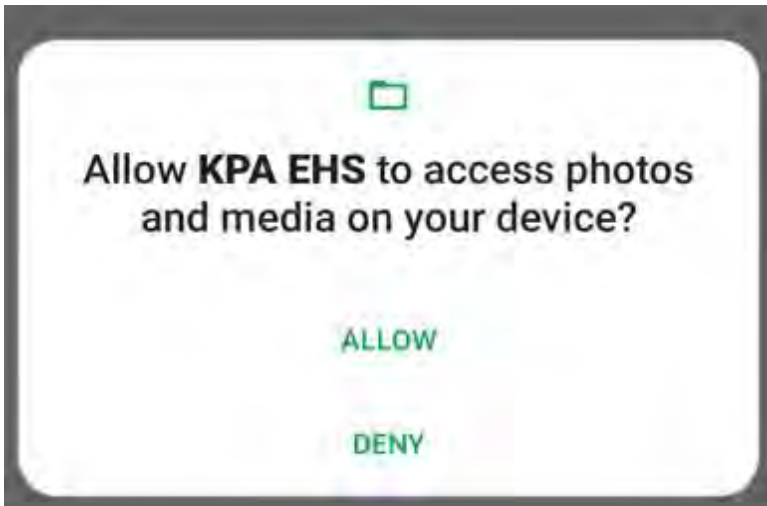
2) Open the App

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



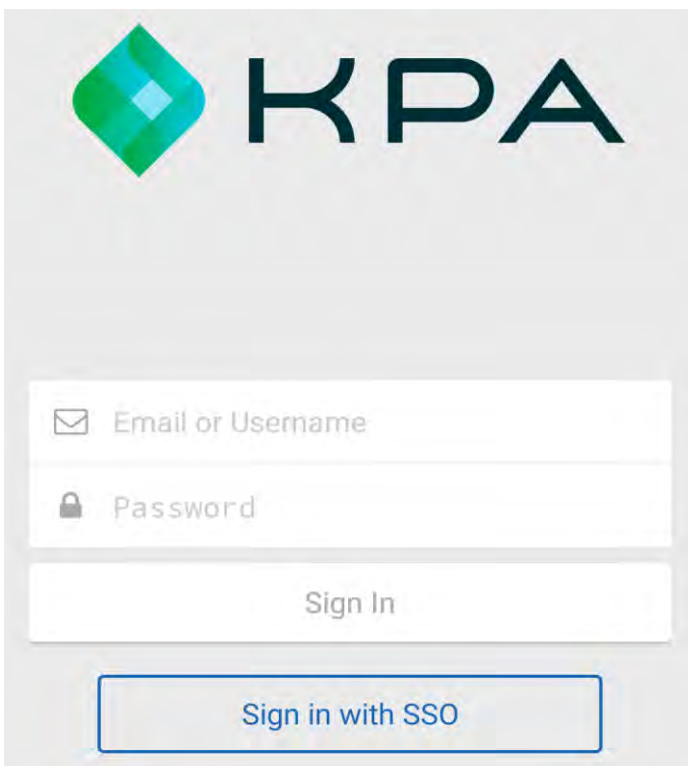
3) Allow Access

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



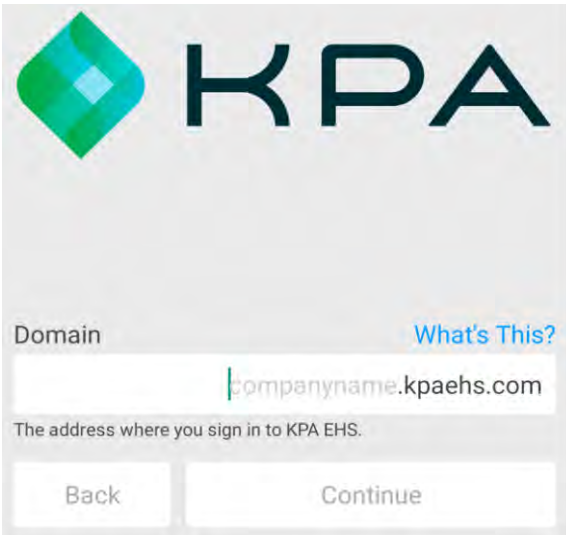
4) Sign In

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.



5) Domain Name

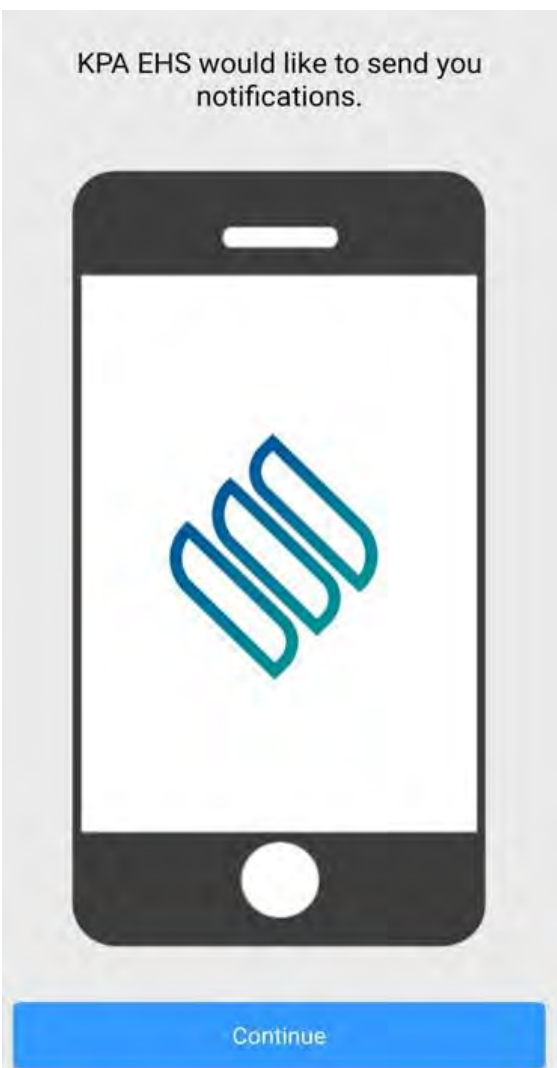
This is rare, but in some cases the app may ask for your Domain. This will be your website name.



The screenshot shows the KPA EHS app interface for domain selection. At the top left is the KPA logo, a green diamond shape with a white square inside. To its right is the text "KPA" in a bold, dark blue font. Below the logo and text is a "Domain" label in grey, followed by a text input field containing "companyname.kpaehs.com". To the right of the input field is a blue link that says "What's This?". Below the input field is a small grey text label: "The address where you sign in to KPA EHS.". At the bottom of the screen are two buttons: "Back" on the left and "Continue" on the right, both in a light grey color.

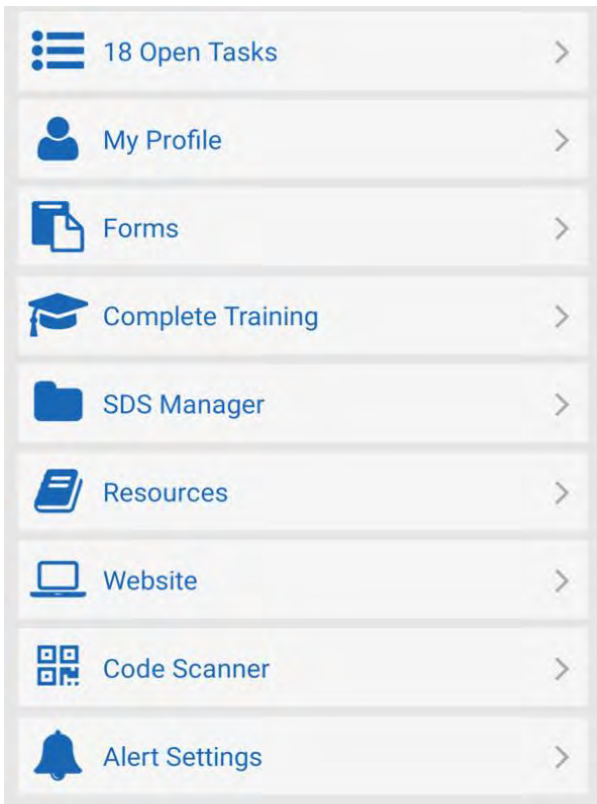
6) Enable Notifications

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



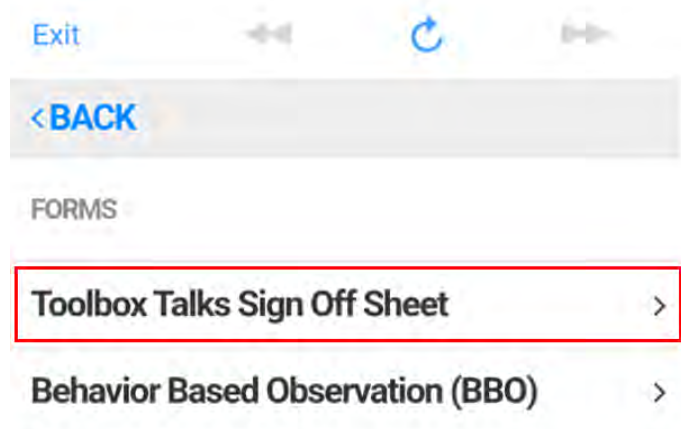
7) Home Screen

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



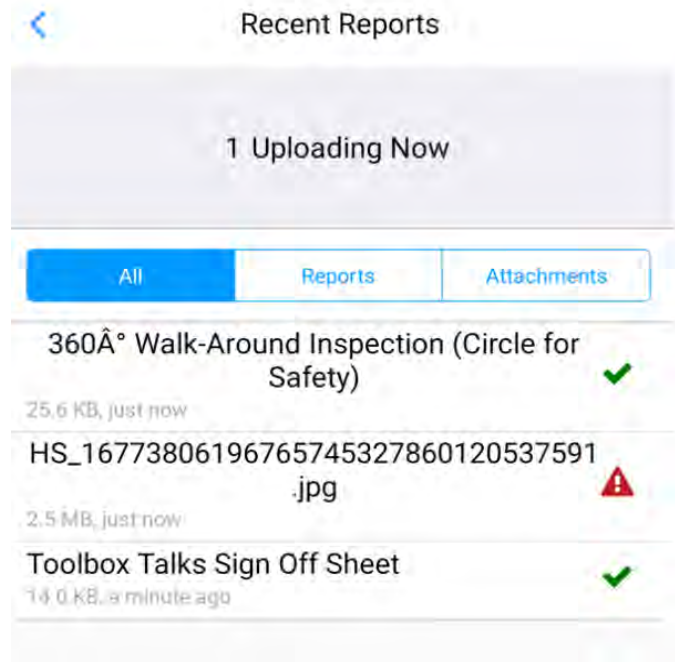
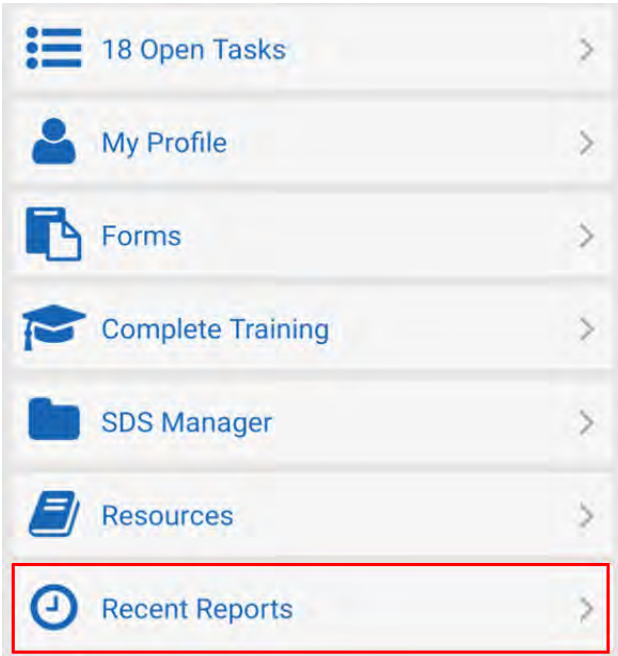
8) Forms

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



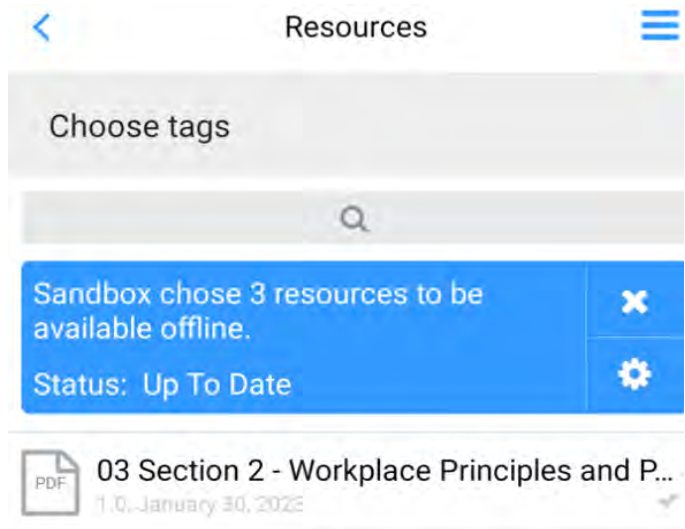
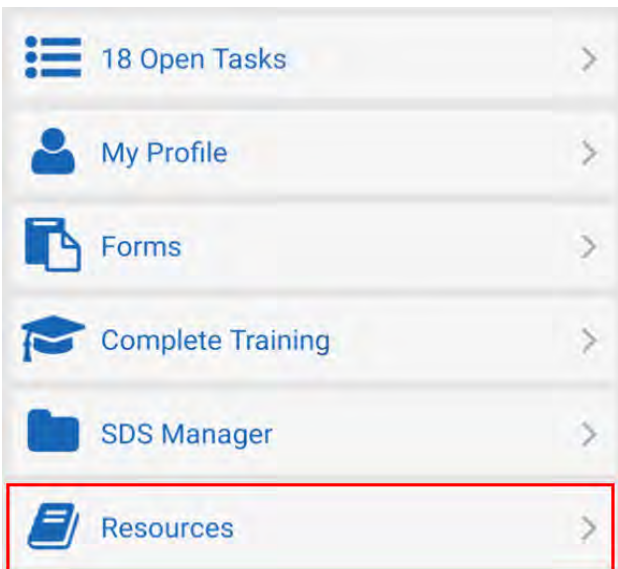
9) Recent Reports

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.



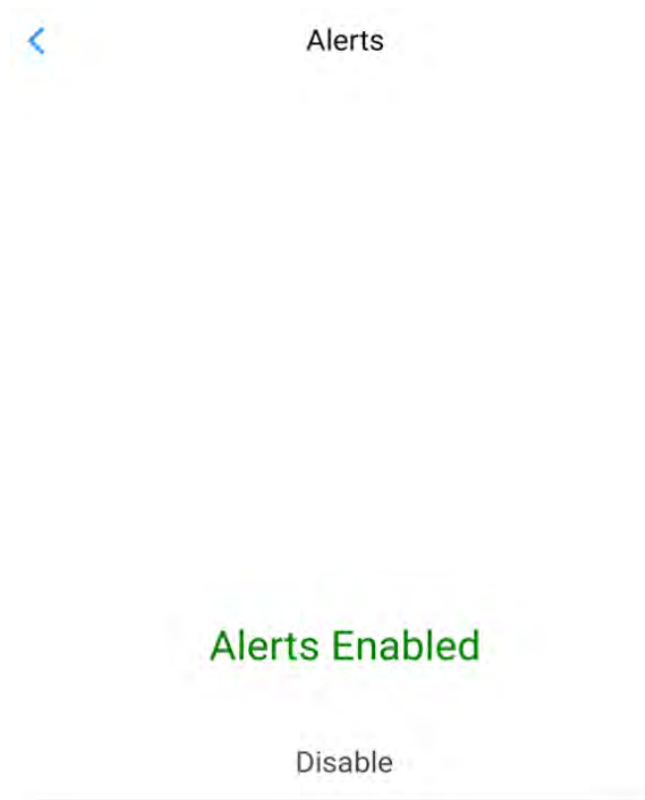
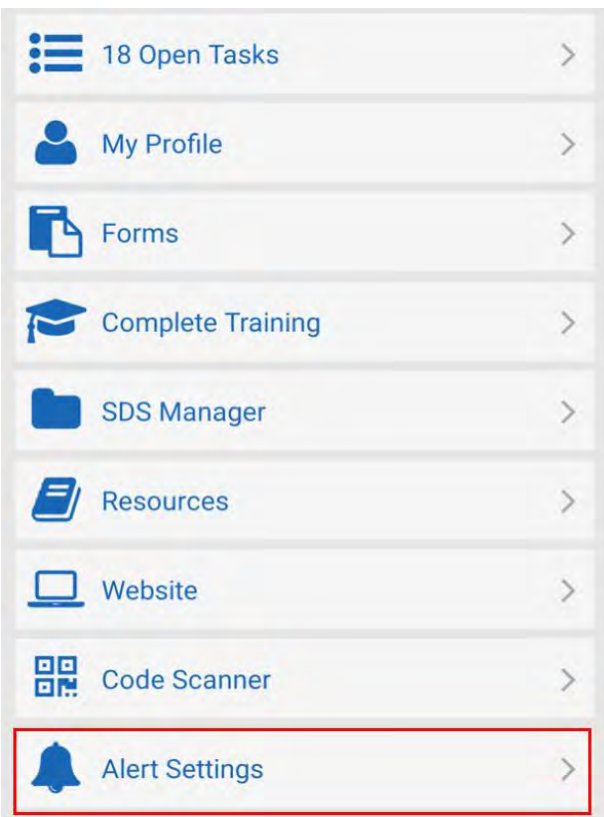
10) Resources

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



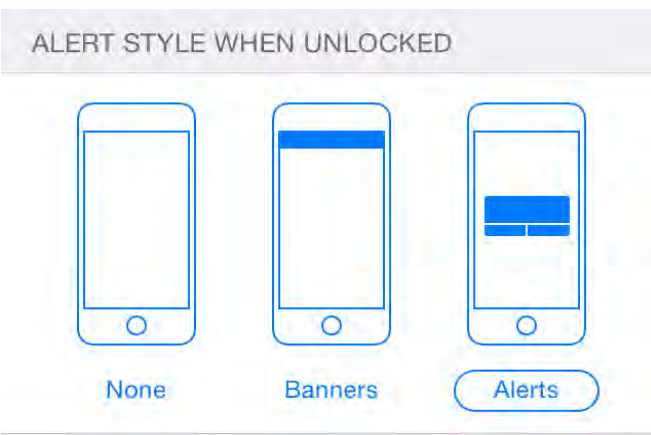
11) Alerts

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.



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](#)