KEIMS Instructional Series
UST Contractor Licensing in KEIMS Webinar
Contractor Company New License Application
When you sign into KEIMS, it defaults to Dashboard showing information for all your profiles.
Click “All” and then click on the name of the company whose license you want issued.
The following slides will show you how to access the application in KEIMS prior to April 13th, 2022.
Make sure the name of your company is listed in the top left of your screen. Click “Apps, Requests and Reports” in the left-hand column, and then click “Start New Form”.

[Image of the interface with highlighted sections showing the navigation and form options]
Click on “All Other Forms”.
Scroll down and click “Begin Submission” to the right of the form titled, “BER – Tanks – (USTCL) Underground Storage Tank Contractor Company License – NEW”. 
The following slides will show you how to access and complete the application in KEIMS beginning on April 13th, 2022.
Your screen will then default to “Dashboard”. Click “Start a New Form”.

Then click “I want to start a new application”.
Scroll down and click the form titled, “BER – Tanks – (USTCL) Underground Storage Tank Contractor Company License – NEW”.
When you get to this screen, click “Begin Form Entry”.

INSTRUCTIONS
This application will be used to renew licensing in the State of Kansas for contractor companies conducting installation, testing, removal, cathodic protection testing and installation, and other activities involving underground storage tanks (UST).

CONTACT INFORMATION
Main Address
Kansas Department of Health and Environment
Bureau of Environmental Remediation
Storage Tank Section
1000 SW Jackson, Suite 410
Topeka, KS 66612-1367

Billing Address
Kansas Department of Health and Environment
Bureau of Environmental Remediation
Storage Tank Section
1000 SW Jackson, Suite 410
Topeka, KS 66612-1367

CONTACTS
KDHE Storage Tank Section: 785-296-8061
Fill out the required information. Everything with a red asterisk is required to be filled out in order to submit the form.
Fill out the required information. Everything with a red asterisk is required to be filled out in order to submit the form.
Fill out the required information. Everything with a red asterisk is required to be filled out in order to submit the form.
Upload your pollution liability insurance if you have it. If not, you can skip this section.
This section explains our fee policy. No action is required here on this screen.
Review your application to ensure that all information is accurate.
Once you are ready to submit, click “Certify & Submit”.

Next Section
Certify & Submit
Click “Finalize Submission Submit Form” to officially submit the application.
Click on the method of payment you want to use.
By clicking “Pay Online”, it will bring you to the PayIt site. You do not need to log in. You can click on “Continue as Guest”.
By logging in or clicking “Continue as Guest”, it will show you your payment summary. To pay, add a payment method and click pay.
If you click “Pay By Mail”, it will show you this screen. Click “Download Payment Voucher” to download your payment voucher and take note of the address listed to send your check and payment voucher to. When finished, click “Return to Home”. You have now completed your license application.
Contractor Company License Renewal Application
The following slides will show you how to access the application in KEIMS prior to April 13th, 2022.
Make sure the name of your company is listed in the top left of your screen. Click “Apps, Requests and Reports” and then click “Start New Form”.

![Image of KEIMS interface showing the RANGER CONSTRUCTION section highlighted and the Forms menu with options to start a new form or view previous submissions.](image-url)
Click on “Permit Change Forms”.

**Select New Form Category**

Please choose from the following:

- **Permit Change Forms**
  - Forms used to reissue, modify, transfer or terminate a permit

- **All Other Forms**
  - Applications, Service Requests, and other forms not pertaining to permit change requests

**Assigned Forms and Schedules**

Reporting forms relating to current submissions, permits, and active compliance actions

- **New and Draft Assigned Forms**
  - Browse reporting forms relating to a submission, permit or compliance action

- **Submitted Reporting Forms**
  - View or revise previously submitted reports
Since you are renewing your company license, click “Begin Permit Change Submission” next to the form titled “BER – Tanks – (USTCL) Underground Storage Tank Contractor Company License Renewal”.

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Form Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRPDO0052v3.0</td>
<td>BER - Tanks - (USTCL) Underground Storage Tank Contractor Company License Renewal</td>
<td>Underground Storage Tank (UST) Contractor Company License Renewal</td>
</tr>
</tbody>
</table>

https://www.kdheks.gov/environment/index.html
The following slides will show you how to access and complete the application in KEIMS beginning on April 13th, 2022.
Make sure the name of your company is listed in the top left of your screen. Click “Start a New Form” and then click “I want to renew, modify or terminate an existing permit, license or registration.”
Since you are renewing your company license, click “Begin” next to the form titled “BER – Tanks – (USTCL) Underground Storage Tank Contractor Company License Renewal”.

 PLATFORM SCREENSHOT

**Permit Change Forms**

**BER - Tanks - (USTCL) Underground Storage Tank Contractor Company License Renewal**

Form Description: Underground Storage Tank (UST) Contractor Company License Renewal

Begin

**BER - Tanks - (USTCL) Underground Storage Tank Contractor License Renewal**

Form Description: Underground Storage Tank (UST) Contractor License Renewal

Begin
Click “Begin Form Entry”.

**BER - Tanks - (USTCL) Underground Storage Tank Contractor Company License Renewal**

**VERSION 2.1**

**INSTRUCTIONS**

This application will be used to renew licensing in the State of Kansas for contractor companies conducting installation, testing, removal, cathodic protection testing and installation, and other activities involving underground storage tanks (UST).

**CONTACT INFORMATION**

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Bureau of Environmental Remediation
Storage Tank Section
1000 SW Jackson, Suite 410
Topeka, KS 66612-1367

**Billing Address**
Kansas Department of Health and Environment
Bureau of Environmental Remediation
Storage Tank Section
1000 SW Jackson, Suite 410
Topeka, KS 66612-1367

**CONTACTS**
KDHE Storage Tank Section: 785-296-8861
Fill out the required information. Everything with a red asterisk is required to be filled out in order to submit the form. You can utilize the “Contact Auto-fill” to have your contact information automatically filled in for you by clicking “Contact Auto-fill”.

Contractor Company Contact Person

- Contact Auto-fill
- First Name
- Last Name
- Title
- Phone Type
- Phone Number
- Email
- Fax

Select which license(s) you are continuing to maintain:
- Tester
- Installer
- Remover

Specialized Work (leave blank if not applicable)

Specialized Work Contact (leave blank if not applicable)

CONTACT NAME
CONTACT PHONE

ADD ROW
Click on the name of the contact you want listed in your application.
It will then fill in the contact information that we have on file for the contact you selected.
Fill out the required information. Everything with a red asterisk is required to be filled out in order to submit the form. You can utilize the “Contact Auto-fill” to have your contact information automatically filled in for you by clicking “Contact Auto-fill”.

Contractor Company Contact Person

- **First Name**: Erik
- **Last Name**: Settle
- **Title**:
- **Phone Type**: Business
- **Phone Number**: 7852961677
- **Email**: erik.settle@TESTks.gov
- **Fax**:

**Select which license(s) you are continuing to maintain**
- [ ] Tester
- [ ] Installer
- [ ] Remover

**Specialized Work (leave blank if not applicable)**

**Specialized Work Contact (leave blank if not applicable)**

<table>
<thead>
<tr>
<th>CONTACT NAME</th>
<th>CONTACT PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Upload an up-to-date pollution liability insurance policy if you have it. If not, you can skip this section.
This section explains our fee policy. No action is required here on your part.
Review your application to ensure that all information is accurate. Once you are ready to submit, click “Certify & Submit”.
Click “Finalize Submission Submit Form” to officially submit the application.
Click on the method of payment you want to use. Once you have finished the payment process, you are done with the renewal application process. (See previous section for more details on paying your fee.)
Contractor New License Application
The following slides will show you how to access the application in KEIMS prior to April 13th, 2022.
Make sure the name of the worker that needs their license issued is listed in the top left of your screen. Click “Apps, Requests and Reports” and then click “Start New Form”.

![Screen capture showing the KEINS system with the 'Applications, Service Requests & Permit Change Forms' section highlighted. The 'Start New Form' button is visible.]
Click on “All Other Forms”.
Scroll down and click “Begin Submission” next to the form titled, “BER – Tanks – (USTCL) Underground Storage Tank Contractor License – NEW”.
The following slides will show you how to access and complete the application in KEIMS beginning on April 13th, 2022.
Make sure the name of the worker you are needing a new license issued for is listed in the top left of your screen. Click “Start a New Form” and then click “I want to start a new application.”
Scroll down and click “Begin” next to the form titled, “BER – Tanks – (USTCL) Underground Storage Tank Contractor License – NEW”.
Use the drop-down arrow to select the name of the worker you are submitting the application for. Then click “Select”.
Click “Begin Form Entry”.
Fill out the required information. Everything with a red asterisk is required to be filled out in order to submit the form.
Fill out the required information. Everything with a red asterisk is required to be filled out in order to submit the form.
Under “Manufacturer Certifications”, upload any certifications that the worker currently has. You can also provide a comment in the comment section.
The “Exams” section will provide links to the exams that the worker is required to complete. Once completed, you will upload the exams in the areas provided.
The “Exams” section will provide links to the exams that the worker is required to complete. Once completed, you will upload the exams in the areas provided.
Fill out the required information and use the contact auto-fill if you would like.
This section explains our fee policy. No action is required here on your part.
Review your application to ensure that all information is accurate.
In this section, you can click on the links of the documents you uploaded to ensure that correct versions.
Review your application to ensure that all information is accurate. Once you are ready to submit, click “Certify & Submit”.
Click “Finalize Submission Submit Form” to officially submit the application.
Click on the method of payment you want to use. Once you have finished the payment process, you are done with the renewal application process. (See previous section titled, “Contractor Company New License Application” for more details on paying your fee.)
Contractor License Renewal Application
The following slides will show you how to access the application in KEIMS prior to April 13th, 2022.
Make sure the name of the worker that needs their license renewed is listed in the top left of your screen. Click “Apps, Requests and Reports” and then click “Start New Form”.
Click on “Permit Change Forms”.
Since you are renewing a worker license, click “Begin Permit Change Submission” next to the form titled “BER – Tanks – (USTCL) Underground Storage Tank Contractor License Renewal”. Even if there are duplicate forms listed, you only need to complete the form once.
The following slides will show you how to access and complete the application in KEIMS beginning on April 13th, 2022.
Make sure the name of the worker whose license you are needing to renew is listed in the top left of your screen. Click “Start a New Form” and then click “I want to renew, modify or terminate an existing permit, license or registration.”
Since you are renewing a worker license, click “Begin” next to the form titled “BER – Tanks – (USTCL) Underground Storage Tank Contractor License Renewal”.

![Image of Permit Change Forms]

**BER - Tanks - (USTCL) Underground Storage Tank Contractor Company License Renewal**

Form Description: Underground Storage Tank (UST) Contractor Company License Renewal

Permit Number: TEST01659 v1.0

Program Area: BER - Storage Tanks

Begin
Click “Begin Form Entry”.

INSTRUCTIONS
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Billing Address
Kansas Department of Health and Environment Bureau of Environmental Remediation Storage Tank Section 1000 SW Jackson, Suite 410 Topeka, KS 66612-1367

CONTACTS
KDHE Storage Tank Section: 785-296-8061
Fill out the required information. Everything with a red asterisk is required to be filled out in order to submit the form. The contact information listed under “Contractor” represents the information we have on file. This is not something that can be changed within this form. You will need to contact KDHE if you need that changed.
Under “Manufacturer Certifications”, upload any certifications that the worker currently has. You can also provide a comment in the comment section.
The “Exams” section will provide links to the exams that the worker is required to complete. Once completed, you will upload the exams in the areas provided.
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Fill out the required information. Everything with a red asterisk is required to be filled out in order to submit the form. You can utilize the “Contact Auto-fill” to have your contact information automatically filled in for you by clicking “Contact Auto-fill”.

Contractor Company Information

Contractor Company

Contact Auto-fill

Company
KDHE TANK TESTING

ADDRESS
Address Line 1
1000 SW Jackson Street

Address Line 2
City
Topeka
State/Area
KS
Postal Code
66612

Contractor Company License Number
CD679

Contractor Company License Expiration Date
03/21/2024
This section explains our fee policy. No action is required here on your part.
Review your application to ensure that all information is accurate.
Review your application to ensure that all information is accurate. Once you are ready to submit, click “Certify & Submit”.
Click “Finalize Submission Submit Form” to officially submit the application.
Click on the method of payment you want to use. Once you have finished the payment process, you are done with the renewal application process. (See previous section titled, “Contractor Company New License Application” for more details on paying your fee.)
Q&A Portion