

Submitting an Application

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

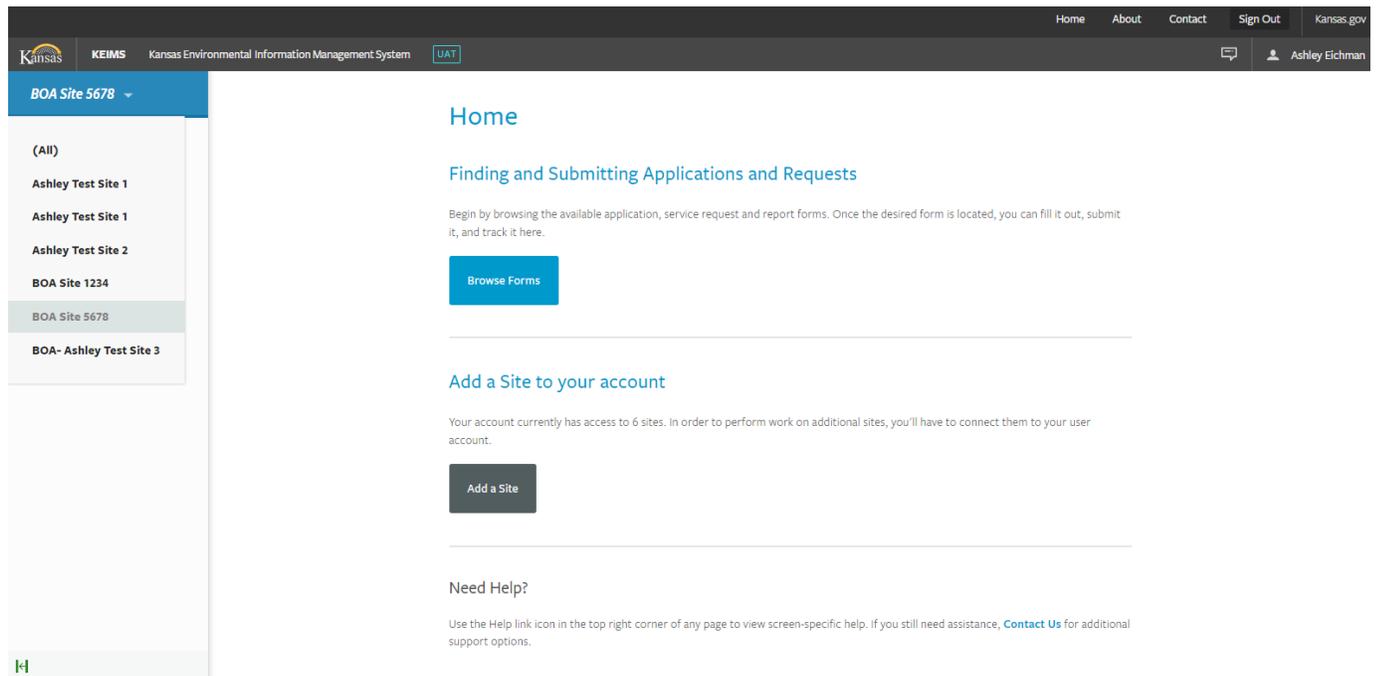
<https://keims.kdhe.ks.gov/nsuite/ncore/external/home>

Log into the site with your account. If you have a facility that has already been permitted **DO NOT** set up a new site. Instructions to claim your existing site can be found at <https://www.kdhe.ks.gov/249/KS-Environmental-Information-Management->.

To create a new site you will need to submit a new application. Once the application is submitted a Source ID number will be assigned to your site. Instructions for creating a new site can be found at <https://www.kdhe.ks.gov/249/KS-Environmental-Information-Management->.

Select the Site.

You will be taken to the specific Site page in KEIMS.



Home About Contact Sign Out Kansas.gov

Kansas KEIMS Kansas Environmental Information Management System UAT Ashley Eichman

BOA Site 5678

(All)

Ashley Test Site 1

Ashley Test Site 1

Ashley Test Site 2

BOA Site 1234

BOA Site 5678

BOA- Ashley Test Site 3

Home

Finding and Submitting Applications and Requests

Begin by browsing the available application, service request and report forms. Once the desired form is located, you can fill it out, submit it, and track it here.

[Browse Forms](#)

Add a Site to your account

Your account currently has access to 6 sites. In order to perform work on additional sites, you'll have to connect them to your user account.

[Add a Site](#)

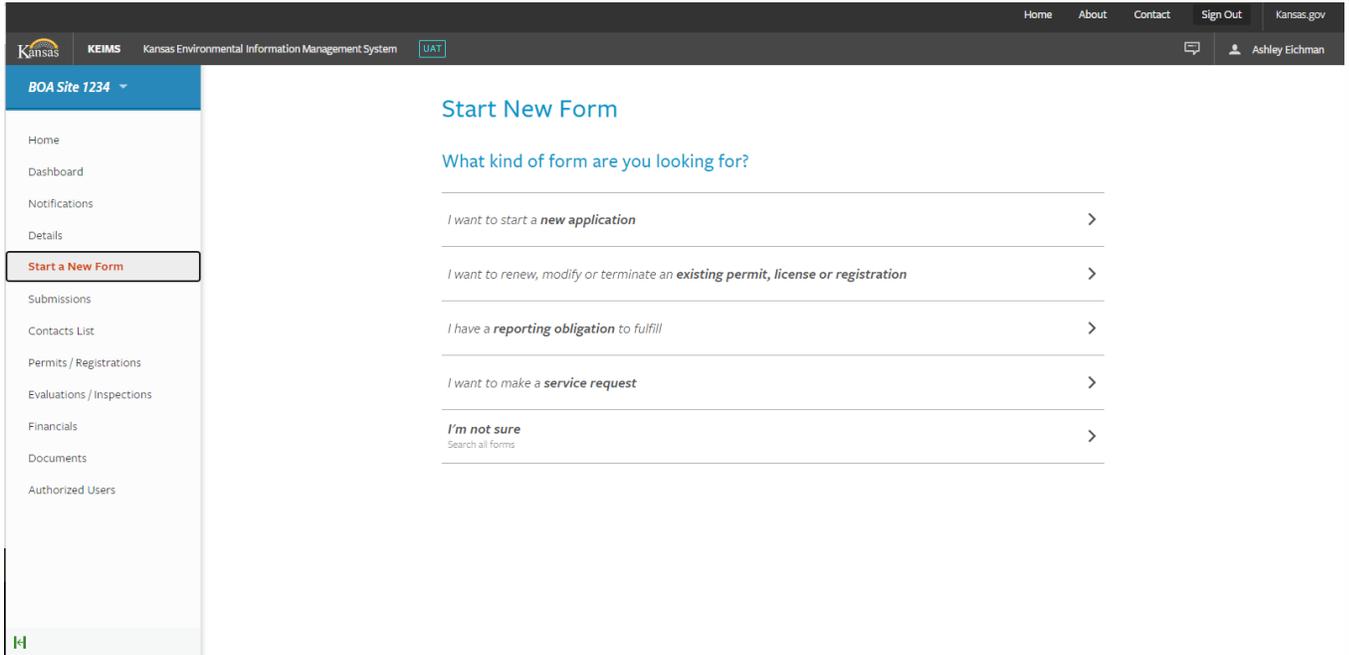
Need Help?

Use the Help link icon in the top right corner of any page to view screen-specific help. If you still need assistance, [Contact Us](#) for additional support options.

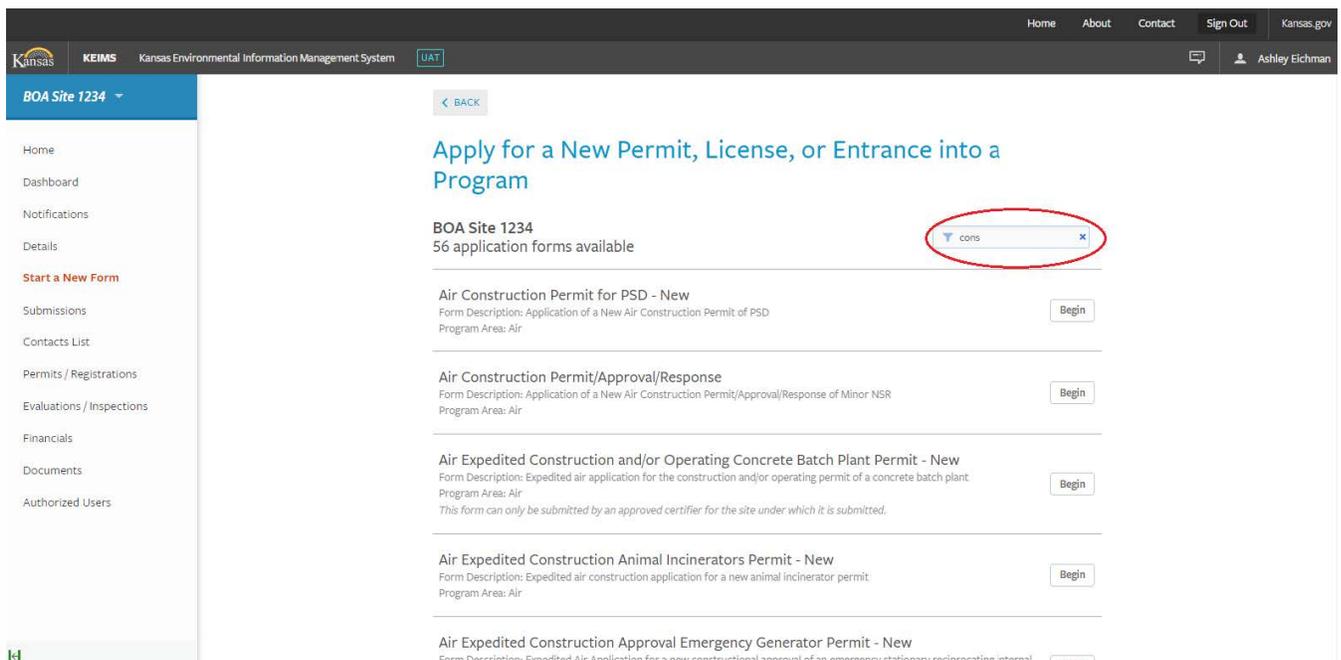
1. Select **Start a New Form** in the left-hand navigation column.

There are 2 Application Form Categories:

1. I want to start a new application.
2. I want to renew, modify or terminate an existing permit, license or registration.



For a new permit application select "**I want to start a new application**".
You will be taken to a form list where you can select the appropriate form.
You can filter (highlighted below) based on the form name (ex. Air Construction).



For a **modification** to an existing permit document select "**I want to renew, modify or terminate an existing permit, license or registration**".

1. You will need to select the correct **Permit Number** (ie. CSP, OP1, OP2, etc).
 - a. For permit documents with older tracking number (i.e C-12345 or O-12345) contact the BOA KEIMS Administrator at KDHE.BOAKEIMS@ks.gov for the updated Permit Number.
 - b. The correct Permit Number is listed under the application name (circled below)
2. Select the appropriate **Form Name** (note there will be multiple form options for each Permit Number, you will need to select the correct form).
3. Select **Begin** to start the application.

The screenshot shows the KEIMS web application interface. The top navigation bar includes links for Home, About, Contact, Sign Out, and Kansas.gov. The user is logged in as Ashley Eichman. The left sidebar shows the site name 'BOA Site 1234' and a menu with options like Home, Dashboard, Notifications, Details, Start a New Form, Submissions, Contacts List, Permits / Registrations, Evaluations / Inspections, Financials, Documents, and Authorized Users. The main content area is titled 'Permit Change Forms' and displays 'BOA Site 1234' with '4 permit change forms available'. The forms listed are:

- Air Class I Operating Permit Modification (Minor, Administrative, Reopening)**
Form Description: Permit application to modify (minor, administrative, reopening) an existing Class I (Title V) operating permit
Permit Number: CSP03004 v1.0
Program Area: Air
Begin
- Air Construction Permit - Modify**
Form Description: Application of a Modification for an Air Construction Permit of Minor NSR
Permit Number: CSP03004 v1.0 (circled in red)
Program Area: Air
Begin
- Air Construction Permit for PSD - Modify**
Form Description: Application of a Modification for an Air Construction Permit of PSD
Permit Number: CSP03004 v1.0
Program Area: Air
Begin
- Air Permit Request for Termination**
Form Description: Form used to request termination of an air permit.
Permit Number: CSP03004 v1.0
Program Area: Air
Begin