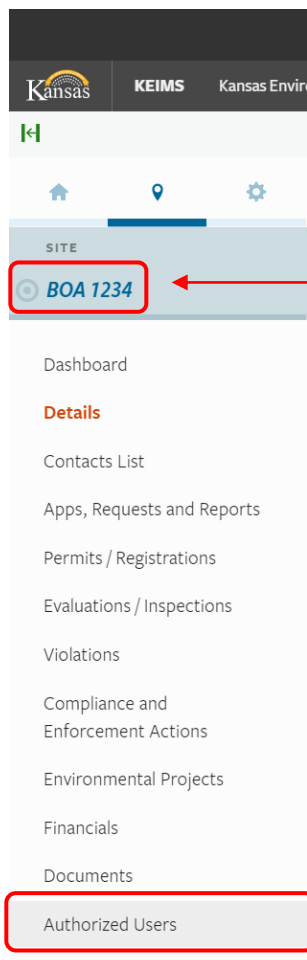


Adding Authorized Users

Follow these steps to add new authorized user(s) for your facility(s) and invite them to create a KEIMS account if they do not already have one.

1) Authorized Users Page

Beginning from the KEIMS homepage (<https://keims.kdhe.ks.gov>), log in to your account and navigate to the facility that new user(s) need to be added. From the left-menu you will choose the 'Authorized Users' option as shown below.

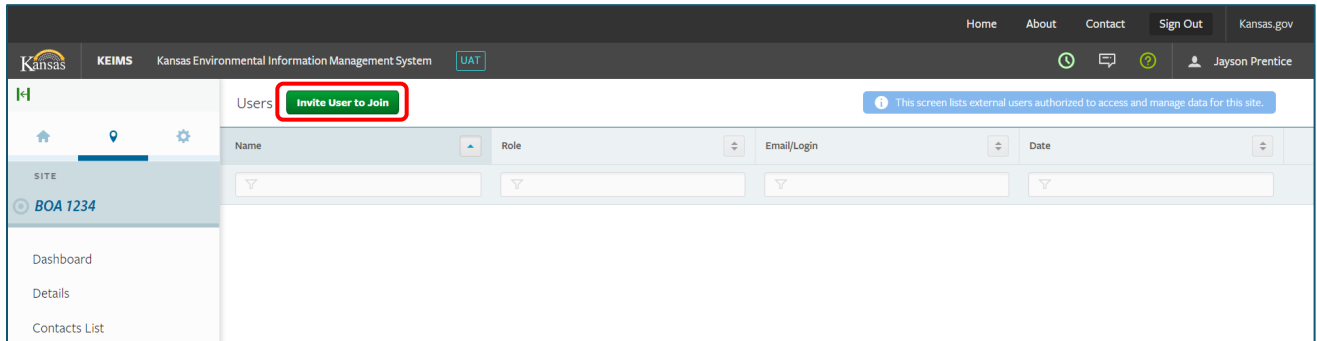


Verify you are on the proper site that you would like to add user(s) to.

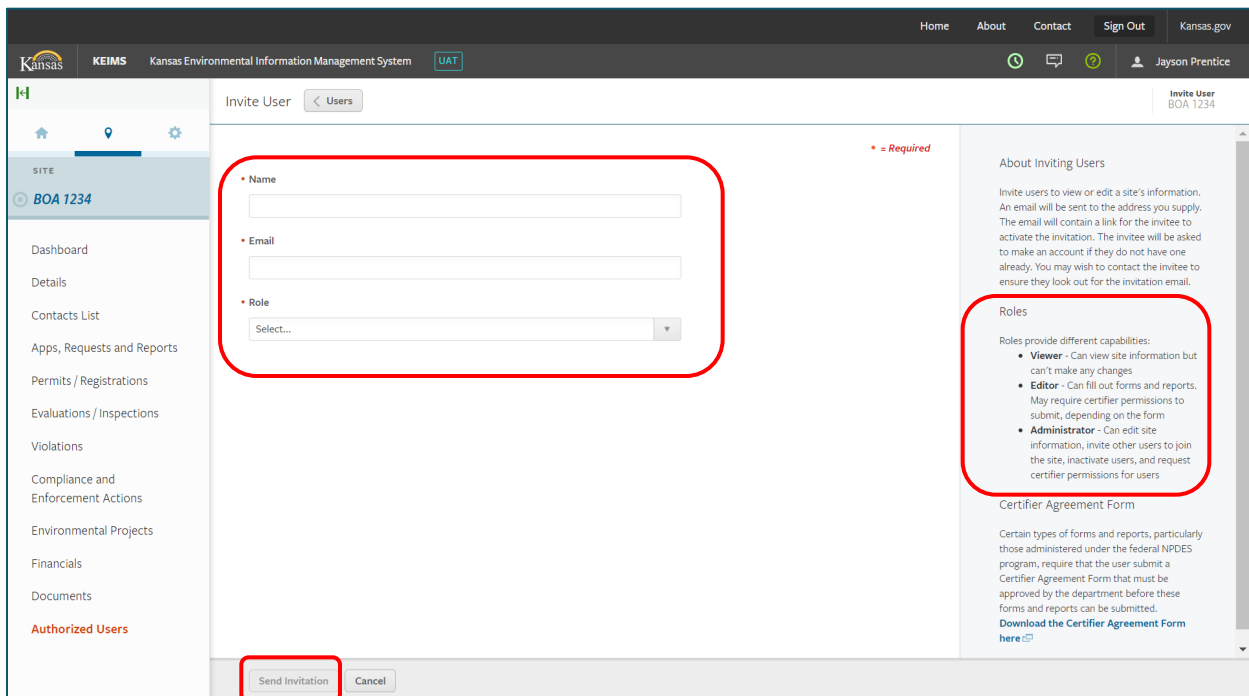
Select the 'Authorized Users' option from the menu

2) Invite User to Join

From the Users page you may see a list of current users for this facility, their role(s), and other information. To add a new user select the “Invite User to Join” button that is circled below.



You will then be prompted to fill in the name, email, and the role for this user. Descriptions for the roles and other information can be found on the right side of the page. Once completed select the “Send Invitation” button on the bottom of the page. An email invitation will be sent from the kdhe.keims_noreply@ks.gov email address. Once the user accepts the invitation, they will have access to the site. Note: If they do not see the invitation in their Inbox, make sure they check their Spam/Junk and other email folders.



For any additional assistance please see the KDHE KEIMS website for a complete user manual, contact information, and more - <https://www.kdheks.gov/bar/doe-keims-panels.html>