Creating a New Bureau of Air Site

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/DocumentCenter/View/837/Claiming-a-Site-in-Kansas-Environmental-Information-Management-System-KEIMS-PDF.

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.

If you have questions contact the BOA KEIMS Administrator at KDHE BOAKEIMS@ks.gov.

A. If this is your first time creating a site in KEIMS the screen will look like the example below. Instructions for adding a site when you have existing sites are in Section B.

Select Start a New Form

Choose "I want to start a new application".

![Start New Form](https://keims.kdhe ks.gov/nsuite/ncore/external/home)
Select the appropriate form and select **Begin**

You can filter by the form name as circled in **red**.

You will now need to **Create New Site**. Type in the Site Name and press **Continue**

The site name should be in the following format:

**Company Name- Site Name**

The new site will be created once you begin the application.
B. If you have existing sites in KEIMS and wish to create a **new Air** site please follow the instructions below.

Select **Start a New Form**

Start New Form

What kind of form are you looking for?

- I want to start a *new application*
- I want to make a *service request*
- I'm not sure

Select the appropriate form and select **Begin**

You can filter by the form name circled in red.
From the drop down select -Create New Site-.

You need to name the site and select Continue.

The site name should be in the following format:
Company Name- Site Name

The new site will be created once you begin the application.