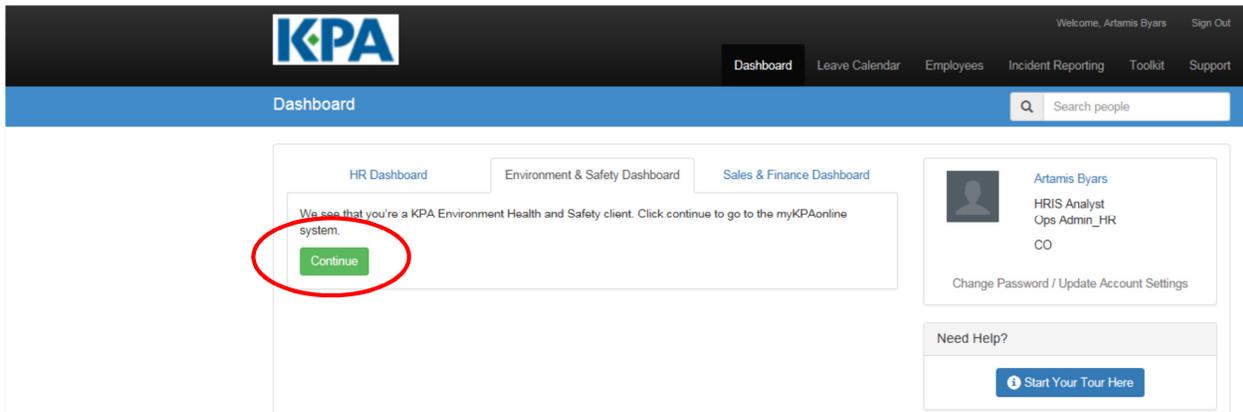


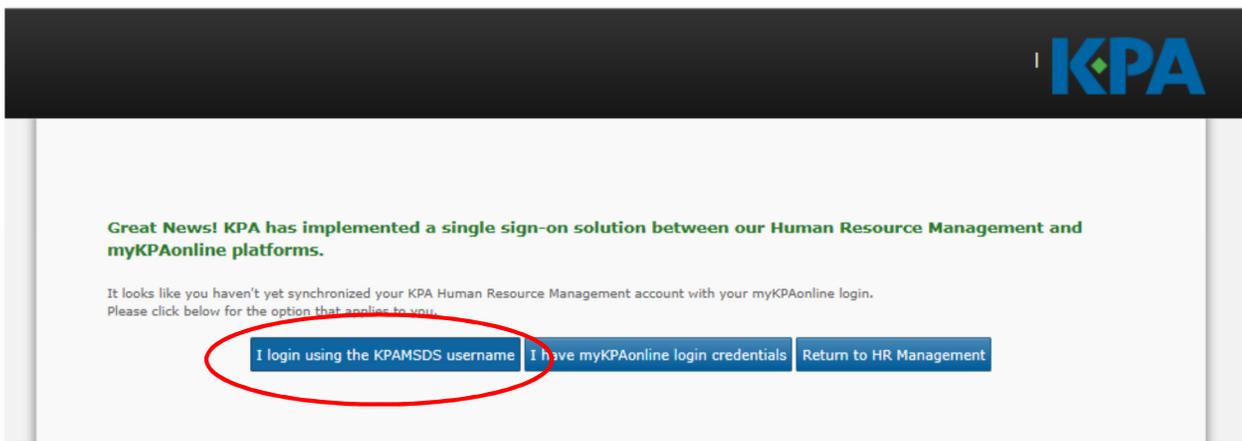
SSO Account Linking Instructions for HRM Users with a myKPAonline.com Training Account

Use the following instructions if you have a myKPAonline Training Account. Otherwise skip ahead to the section dedicated to myKPAonline user accounts.

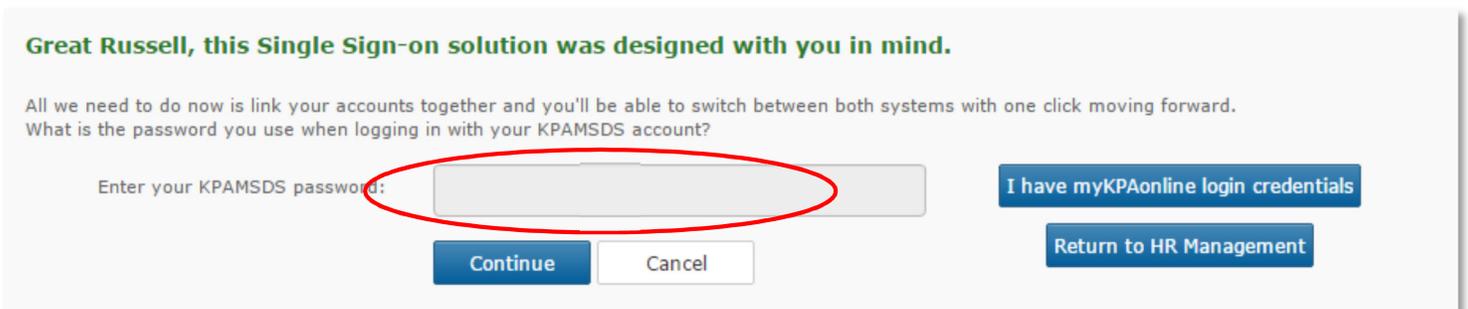
1. Login to www.kpahrm.com and click on the Environment & Safety Dashboard. If you do not know your kpahrm.com user name/password, please contact our HRM support team at hrm@kpaonline.com or at (866) 539-4718
2. Click the green "Continue" button



3. Click on "I login using the KPAMSDS Username"

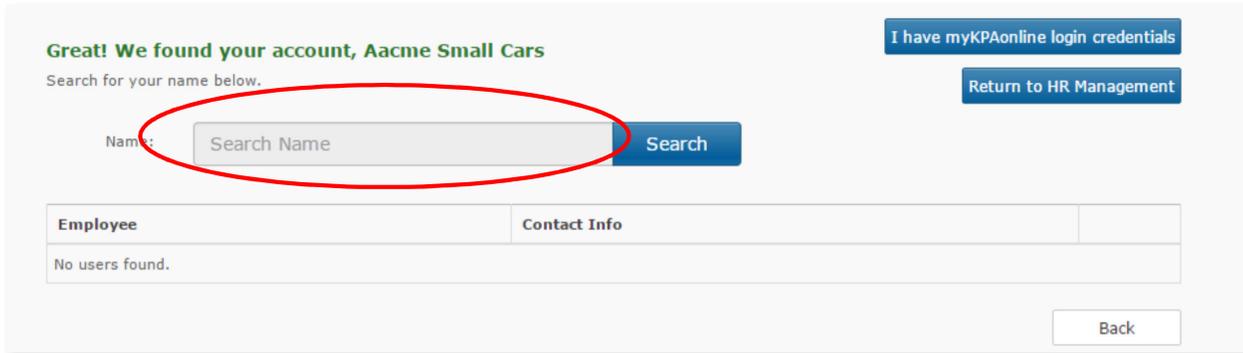


4. Enter your KPAMSDS password. If you don't know your password, contact our Support Team at (800) 486-0400



SSO Account Linking Instructions for HRM Users with a myKPAonline.com Training Account

5. Enter your **last name** only and click “search”



Great! We found your account, Aacme Small Cars

I have myKPAonline login credentials

Return to HR Management

Search for your name below.

Name: Search

Employee	Contact Info
No users found.	

Back

6. Your name will appear if you have an account in myKPAonline.com. Click the Login button next to your name. If your name doesn't appear, please contact support at support@kpaonline.com or at (800) 486-0400



Great! We found your account, Aacme Small Cars

I have myKPAonline login credentials

Return to HR Management

Search for your name below.

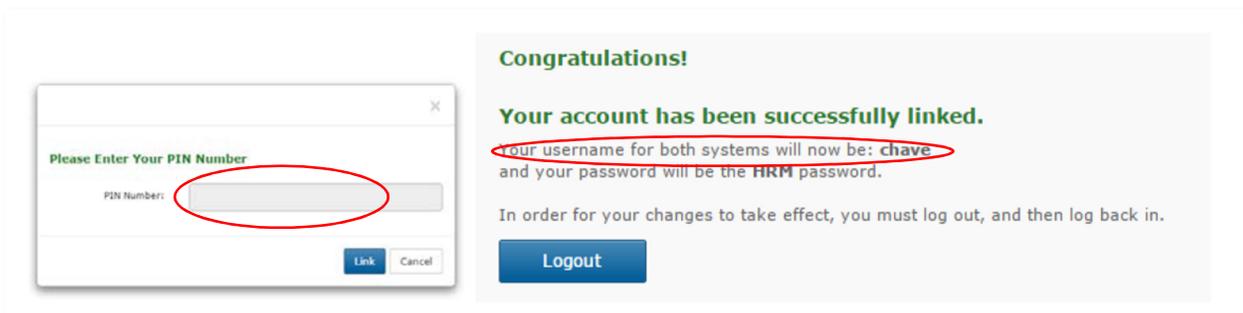
Name: Search

Employee	Contact Info
Zaidel, Peter - Product Manager	pzaidel@gmail.com

Login

Back

7. Enter your pin number and click the “Link” button. If you do not know your pin number or it doesn't accept your pin, please contact our support team support@kpaonline.com or at (800) 486-0400.



Please Enter Your PIN Number

PIN Number:

Link Cancel

Congratulations!

Your account has been successfully linked.

Your username for both systems will now be: chave and your password will be the HRM password.

In order for your changes to take effect, you must log out, and then log back in.

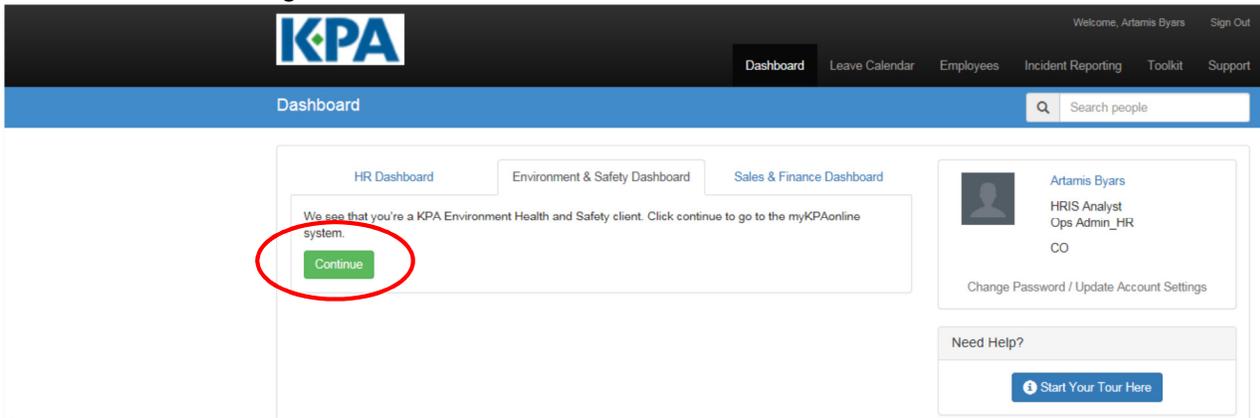
Logout

8. Once linked, you will get a “Congratulations” message, which will confirm your HRM user name. In order for the changes to finalize, you must log out/log back in to kpahrm.com. From now you will use your HRM login to access both systems.

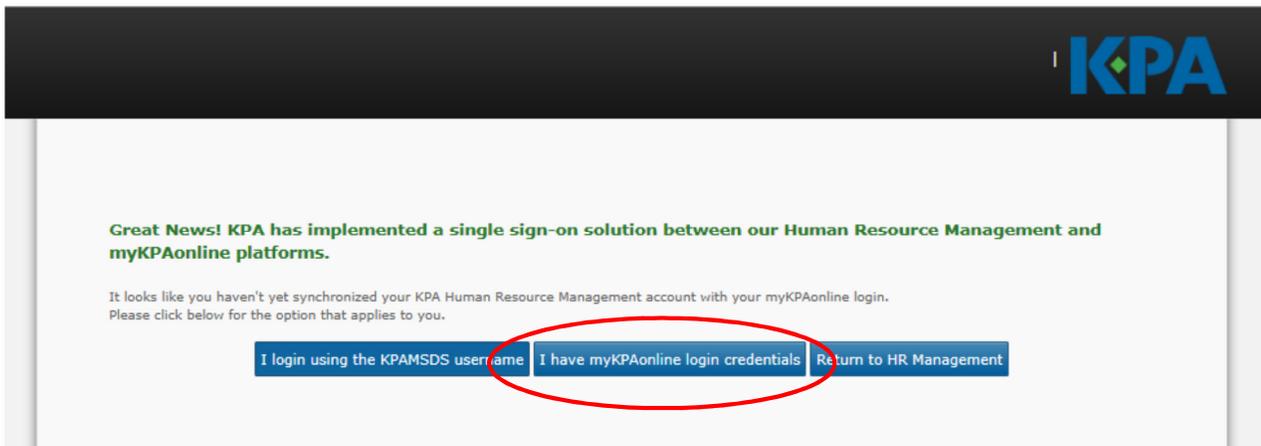
SSO Account Linking Instructions for HRM Users with a myKPAonline.com User Account

Use this section if you have a myKPAonline User Account!

1. Login to www.kpahrm.com and click on the Environment & Safety Dashboard. If you do not know your kpahrm.com user name/password, please contact our HRM support team at hrm@kpaonline.com or at (866) 539-4718
2. Click the green "Continue" button



3. Click on "I have myKPAonline login credentials"



4. Enter your myKPAonline.com user name and password and click the "Link Accounts" button. If you don't know your user name and/or password, please contact our team at (800) 486-0400.



SSO Account Linking Instructions for HRM Users with a myKPAonline.com User Account

5. Once linked, you will get a “Congratulations” message, which will confirm your HRM user name. In order for the changes to finalize, you must log out/log back in to kpahrm.com. **From now you will use your HRM login to access both systems.**

Congratulations!

Your account has been successfully linked.

Your username for both systems will now be: **chave**
and your password will be the **HRM** password.

In order for your changes to take effect, you must log out, and then log back in.

[Logout](#)