

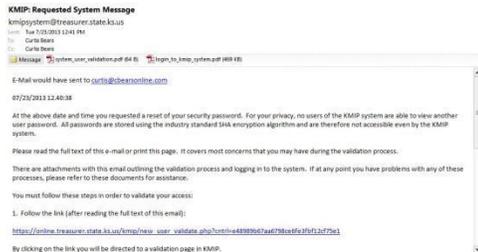
Kansas Pooled Money Investment Board

Kansas Municipal Investment Pool (KMIP) System User Help

System User Validation

Last Updated: 09/13/2022

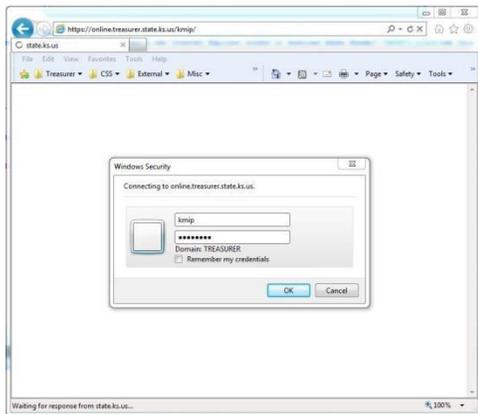
The KMIP system requires a valid email address for all users. To make sure there is one, an email validation process is required before a user is allowed to log in. When a new user security account is added to our system a message is generated to the email address connected to the account. This email includes instructions for successful completion of the process as well as links to follow.



The first link includes a control number used by the system for validation. Depending on your email client, the control number may be partially cut off of the address. If this is the case, you will want to use the second link that does not contain the control number. User help documents are also attached to assist with user validation, system log in and collection entry.

Click on one of the links.

The KMIP system has dual-layer security which requires the entry of 2 sets of operator IDs and passwords for entry. The first set is used by the entire community of system users while the 2nd defines your personal permissions while using the system.



We recommend using the latest version of Microsoft Edge or Google Chrome.

The first time you go to the site after opening your browser, you will receive a window requesting the entry of operator ID and password. Enter the operator ID “kmip” in the first field and the password “pmibkmip” in the second and click “Ok”.



If you were able to use the first link, the control number will already be filled in for you. If not, you will want to highlight and copy the control number from the validation email and paste it in the top field on the page.

In the second field on the page, enter the **TEMPORARY** password you were given over the phone by the PMIB staff person that set up your account. The name and phone number of this person should be in the validation email.

In the third and fourth fields, enter a new password for your account. Under the fourth field are listed the criteria your chosen password must meet in order to be accepted. Click “Validate Your Account”.



If you did everything appropriately, you will receive a “Record Successfully Validated” window and be presented with the main system login page. This is same page you will see every time you visit the system and is where you will put your personal Operator ID and Password. In most cases, your Operator ID will be your email address and the password will be the one you just entered in fields 3 and 4 on the user validation page. Click “Log Me On”.

If, at any time in the future you have forgotten your password, come to this page enter your Operator ID next to “Enter your operator ID” and click the “Reset” button. **MAKE SURE TO READ THE ENTIRE PAGE YOU GET AND**

FOLLOW ALL INSTRUCTIONS! You will be provided with a temporary password and will be sent an email with a link to re-validate your account.