

Kahua Quick Reference Guide

Kahua Account Request Form

About the Kahua Account Request Form

The Kahua Account Request Form is used to submit account requests for internal and external users including contractors and client agency personnel. Requests are reviewed by the regional Kahua Program Manager for approval.

Submit a Kahua Account Request

1. Go to the [Kahua Account Request Form](#).
2. Complete the form:
 - a. Enter the **Request Date**.
 - b. Select a **User Type**.
 - c. Enter your **First Name**.
 - d. Enter your **Middle Initial**. Enter NMN if you do not have a middle name.
 - e. Enter your **Last Name**.
 - f. Enter your **Email Address**. If you are a contractor with a gsa.gov email address, please use that address in this field.

Kahua Account Request Form

Please provide the following information to set up your Kahua account:
All Fields are required for External User Types

Request Date *	<input type="text"/>
User Type *	<input type="text"/>
First Name *	<input type="text"/>
Middle Initial (Enter NMN if no middle name) *	<input type="text"/>
Last Name *	<input type="text"/>
Email Address *	<input type="text"/>

Contractors with an @gsa.gov email address please submit that here.

- g. Enter the name of your **Company or Agency**. If you are a contractor, please make sure to list your contracting company name here.
- h. Enter your **Work Phone** number.
- i. Enter your **Cell Phone** number, if desired.
- j. External users, enter the **Email Address** of the GSA Project Manager who manages the project that you wish to view.

Note: If you need access to more than one project, provide the email for one GSA Project Manager for initial Kahua account. After your account has been established, please contact the additional GSA Project Managers to be granted permission to access additional projects.

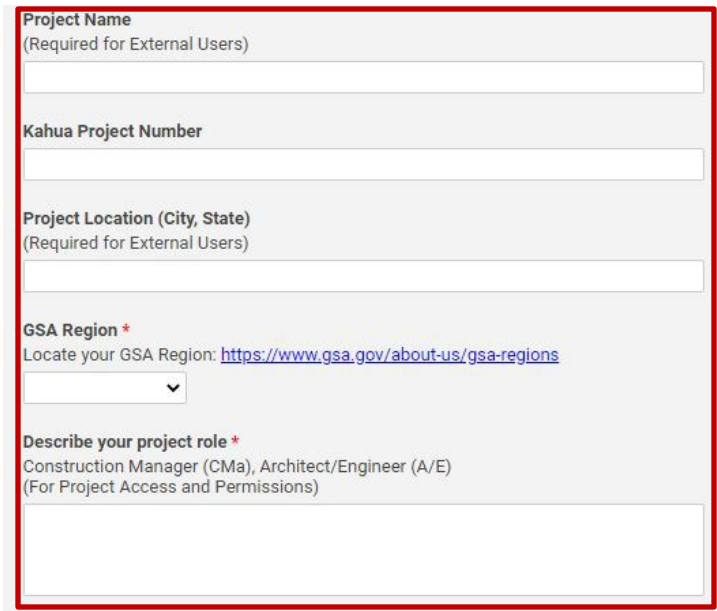
Company/Agency *
Example: Contractors, please make sure to list your contracting company name here.

Work Phone *
xxx-xxx-xxxx

Cell Phone
xxx-xxx-xxxx

GSA Project Manager Email Address (Required for External Users)
For external users requesting access to a single project, enter the email address of the GSA Project Manager associated with the project. For users who need access to more than one project, provide the email for one GSA Project Manager for initial Kahua account. After your account has been established, reach out to GSA Project Managers to be granted permission to access additional projects.

- k. External users, enter the **Project Name** of the project that you wish to view.
- l. External users, enter the **Kahua Project Number** of the project that you wish to view.
- m. External users, enter the **Project Location (City, State)** of the project that you wish to view.
- n. Select the appropriate GSA Region. Visit gsa.gov to view a map of GSA regions.
- o. Describe your **Project Role**. For example Budget Analyst, Planning Manager, Construction Manager (CMa), Architect/Engineer (A/E), or General Contractor.



Project Name
(Required for External Users)

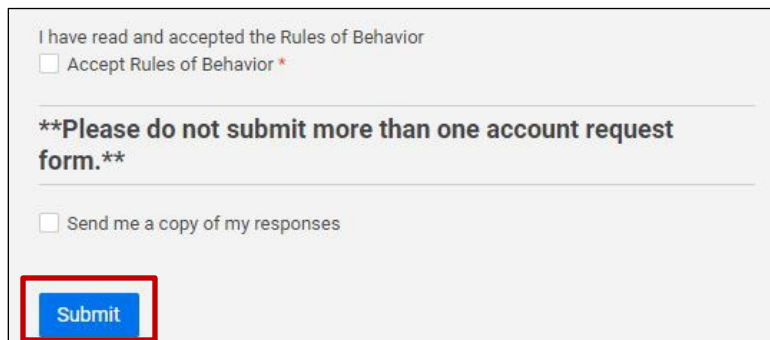
Kahua Project Number

Project Location (City, State)
(Required for External Users)

GSA Region *
Locate your GSA Region: <https://www.gsa.gov/about-us/gsa-regions>

Describe your project role *
Construction Manager (CMA), Architect/Engineer (A/E)
(For Project Access and Permissions)

3. Review the Rules of Behavior, and put a check mark in the **Accept Rules of Behavior** box.
4. Put a check mark in the **Send me a copy of my responses** box, if desired.
5. Click the **Submit** button.



I have read and accepted the Rules of Behavior

Accept Rules of Behavior *

****Please do not submit more than one account request form.****

Send me a copy of my responses

Notification: A notification is sent to the regional Kahua Program Manager with a prompt to review the user's request.