**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.
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.

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.
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.

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