

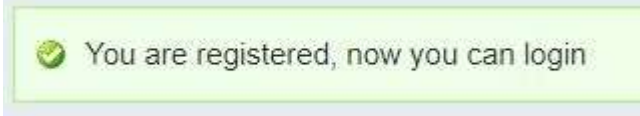


1. Register for an Account


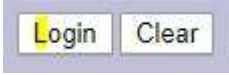

To submit or review a permit in the KDOT Permit Utility Permit System (KUPS), you must first register for an account.

Complete the following steps to register for an account:

Step	Action
1.	<p>Click on the “Click to Register” link located above the User ID field in the center of the KDOT Utility Permit System Log In page.</p> 
2.	<p>Enter all required information (marked by an asterisk “*”) including a User ID and a Password that you can remember. If you are the owner of a company, include your company name in your registration information.</p> <p>NOTE: The strongest passwords contain at least eight characters and include upper case letters, lower case letters, numbers and special characters.</p>
3.	<p>At the bottom of the Registration page, enter the characters that are displayed in the captcha field, and click the Register button.</p> 
4.	<p>RESULT: The system confirms your registration and returns to the Log In page.</p> 

2. Login




Complete the following steps to log in to your KDOT Utility Permit System (KUPS) account:

Step	Action																											
1.	<p>Click in the “User ID” field located in the center of the KDOT Utility Permit System Log In page, and enter your User ID.</p> 																											
2.	<p>Tab to the “Password” field and enter the password that you registered with your account. Click on the “Login” button located in the upper right of the Log In page.</p> 																											
3.	<p>RESULT: The system confirms your User ID and Password and directs you to the KUPS home page.</p>  <table border="1"> <thead> <tr> <th>Record #</th> <th>Status</th> <th>Record Type</th> <th>Type</th> <th>Location</th> <th>Description</th> <th>Created</th> <th>Changed</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>3-2020-0392</td> <td>Review</td> <td>Permit</td> <td>304</td> <td>County: GOVE, City: QUINTER, Route: I-70, Mile: 107.54, GOVE</td> <td>City of Quinter is requesting a Permit to install tower lighting at intersection at I-70 and Hwy 506. Lighting towers will require an underground power connection by Evergy. Towers will be 40' steel poles with a concrete embed base.</td> <td>Sep 8</td> <td>Sep 8</td> <td></td> </tr> <tr> <td>3-2020-0390</td> <td>Approved</td> <td>Permit</td> <td>304</td> <td>County: SHERMAN, City: GOODLAND, Route: K-27, Mile: 171.01, SHERMAN</td> <td>City of Goodland is requesting a permit for the install of a 12" water main crossing Hwy 27 at 18th Street intersection. Install will be in a trench to within 40' of outer edge of highway shoulder, where bore under roadway will begin.</td> <td>Sep 1</td> <td>Sep 2</td> <td></td> </tr> </tbody> </table>	Record #	Status	Record Type	Type	Location	Description	Created	Changed	Delete	3-2020-0392	Review	Permit	304	County: GOVE, City: QUINTER, Route: I-70, Mile: 107.54, GOVE	City of Quinter is requesting a Permit to install tower lighting at intersection at I-70 and Hwy 506. Lighting towers will require an underground power connection by Evergy. Towers will be 40' steel poles with a concrete embed base.	Sep 8	Sep 8		3-2020-0390	Approved	Permit	304	County: SHERMAN, City: GOODLAND, Route: K-27, Mile: 171.01, SHERMAN	City of Goodland is requesting a permit for the install of a 12" water main crossing Hwy 27 at 18th Street intersection. Install will be in a trench to within 40' of outer edge of highway shoulder, where bore under roadway will begin.	Sep 1	Sep 2	
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3. Restore Password

If you cannot remember your password, you can reset it by entering required information related to your registered KUPS account.

Complete the following steps to reset your KDOT Utility Permit System (KUPS) password:

Step	Action
1.	<p>To restore your password, click on the “Forgot your password” link located below the User ID and Password fields in the center of the KDOT Utility Permit System Log In page.</p> 
2.	<p>Enter the User ID associated with your account in the “Enter your UserID here” field and enter the password that you registered with your account.</p> 
3.	<p>Enter the text that displays in the captcha field located right below “Enter you UserID here” field and click on the “Recover Password” link.</p> 
4.	<p>RESULT: An email with detailed information on your password recovery will be sent to the email address you provided when you registered for an account.</p>