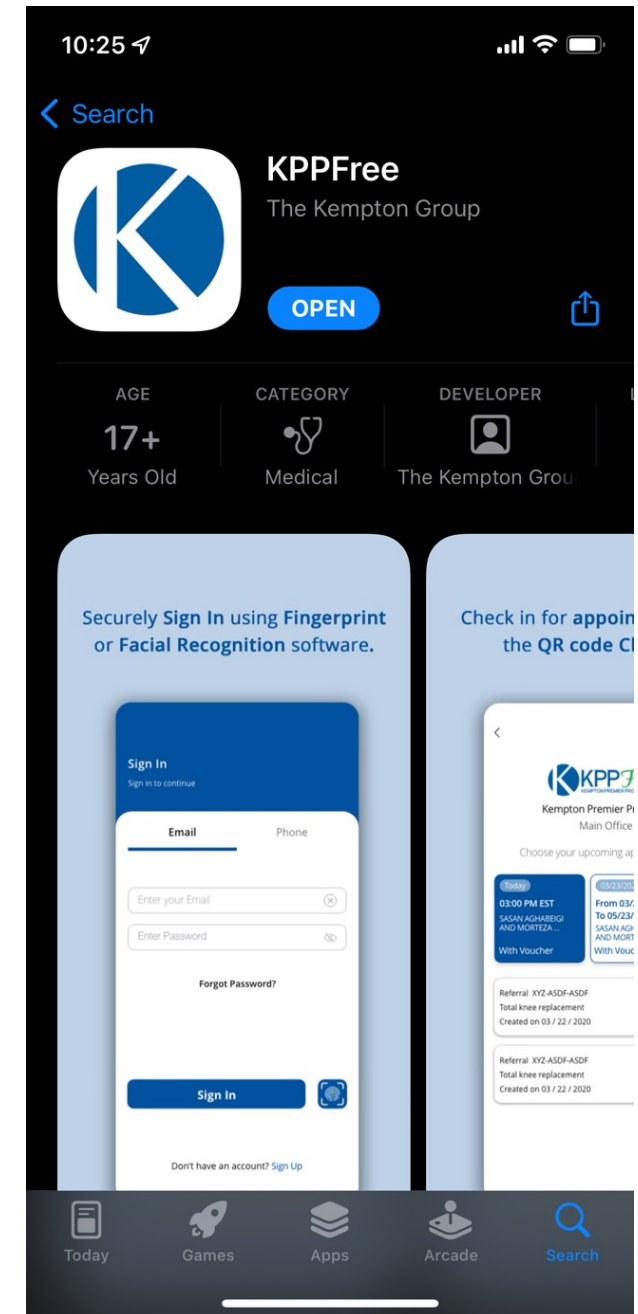


How to Download and Sign Up on the *KPPFree*[™] App!



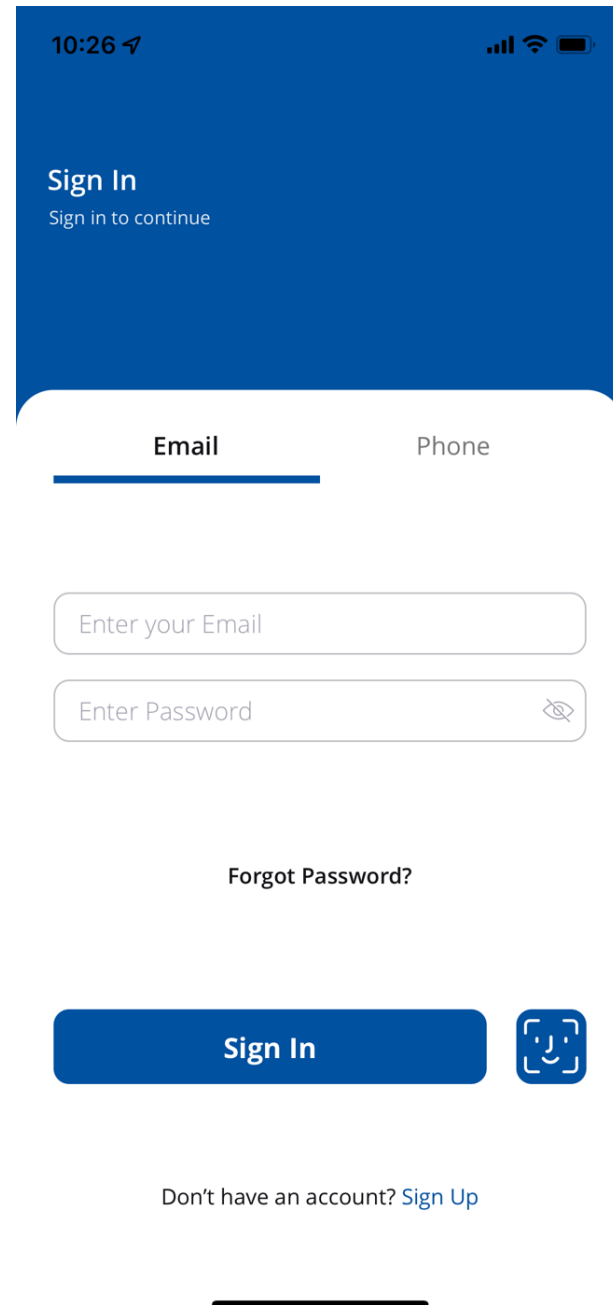
Step 1

- Find the app in the Apple App Store or Google Play Store by searching “KPP Free” and download the app.



Step 2

- Open the App and select Sign Up.



10:26

Sign In

Sign in to continue

Email Phone

Enter your Email

Enter Password

Forgot Password?

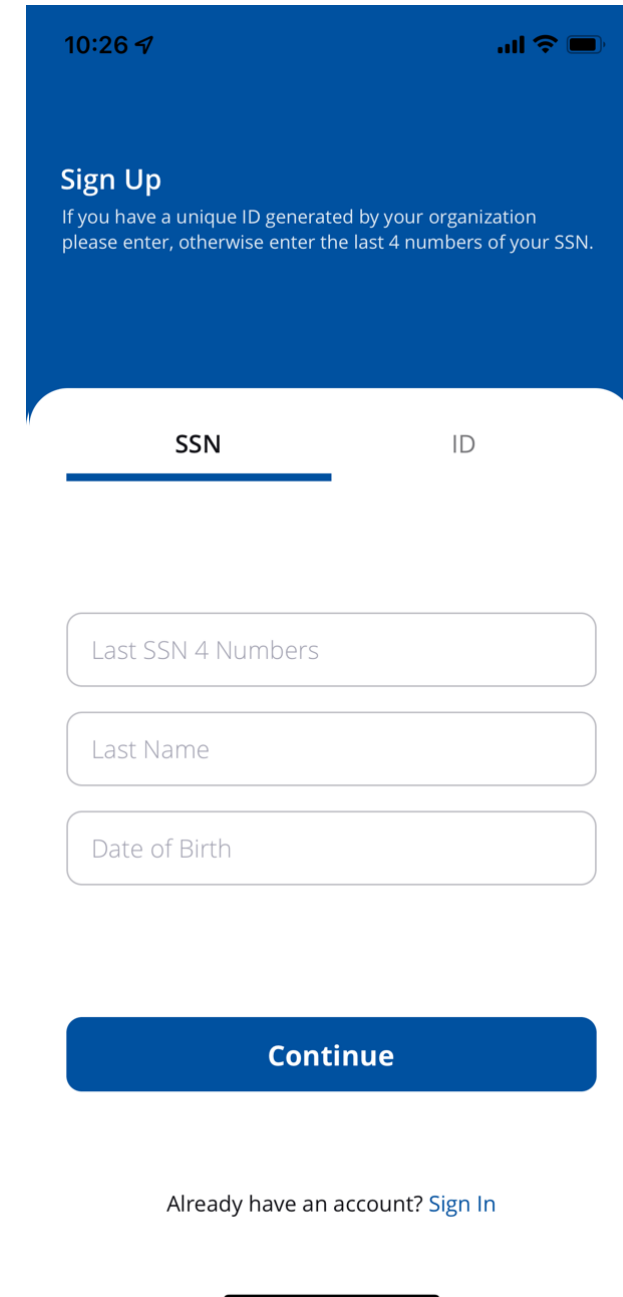
Sign In

Don't have an account? [Sign Up](#)

The image shows a mobile application interface for signing in. At the top, there is a status bar with the time 10:26 and signal/battery icons. The main header is blue with the text 'Sign In' and 'Sign in to continue'. Below this, there are two tabs: 'Email' (selected) and 'Phone'. Under the 'Email' tab, there are two input fields: 'Enter your Email' and 'Enter Password'. The password field has an eye icon to toggle visibility. Below the input fields is a link for 'Forgot Password?'. At the bottom, there is a blue button labeled 'Sign In' and a square icon with a smiley face. At the very bottom, there is a link: 'Don't have an account? Sign Up'.

Step 3

- Fill Out the Required Fields with the last 4 digits of your Social Security Number, Last Name, and Date of Birth or use your unique plan ID number, Last Name, and Date of birth.

A mobile app interface for signing up. At the top, the status bar shows the time 10:26 and signal/battery icons. Below is a blue header with the title "Sign Up" and a subtitle: "If you have a unique ID generated by your organization please enter, otherwise enter the last 4 numbers of your SSN." There are two tabs: "SSN" (selected with a blue underline) and "ID". Below the tabs are three input fields: "Last SSN 4 Numbers", "Last Name", and "Date of Birth". At the bottom is a large blue "Continue" button. Below the button is a link: "Already have an account? Sign In".

10:26

Sign Up

If you have a unique ID generated by your organization please enter, otherwise enter the last 4 numbers of your SSN.

SSN ID

Last SSN 4 Numbers

Last Name

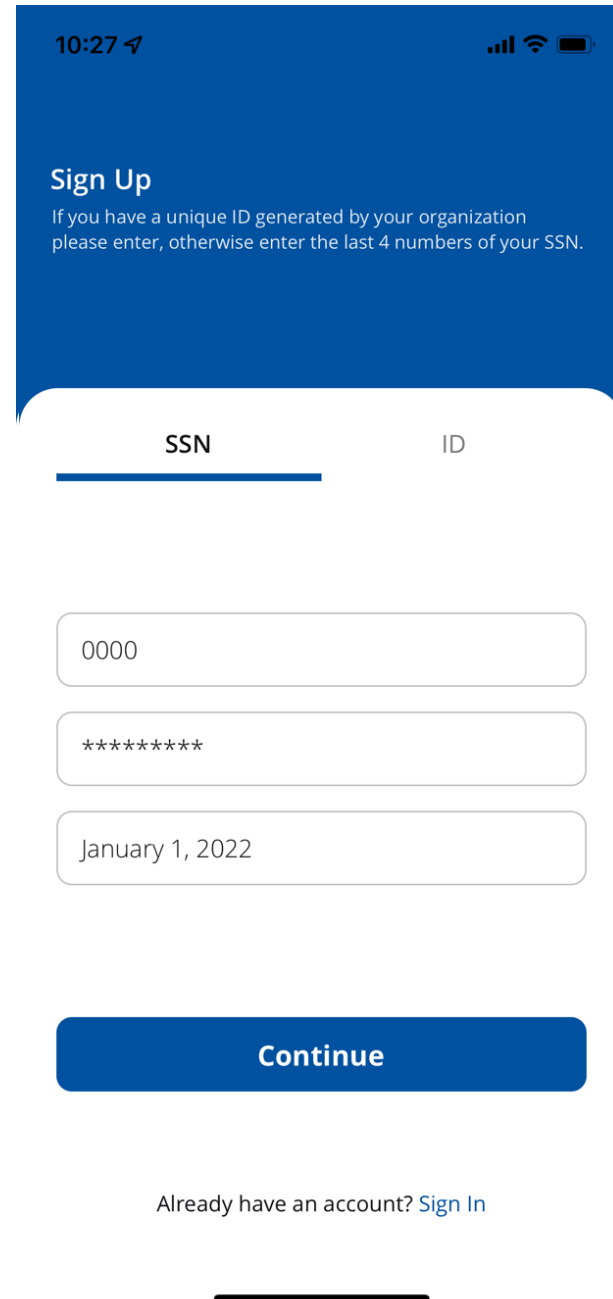
Date of Birth

Continue

Already have an account? [Sign In](#)

Step 4

- Select Continue.

A mobile application interface for a sign-up process. The screen has a blue header with the time '10:27' and status icons. Below the header, the title 'Sign Up' is followed by a subtitle: 'If you have a unique ID generated by your organization please enter, otherwise enter the last 4 numbers of your SSN.' There are two tabs: 'SSN' (selected with a blue underline) and 'ID'. Below the tabs are three input fields: the first contains '0000', the second contains '*****', and the third contains 'January 1, 2022'. A large blue 'Continue' button is positioned below the inputs. At the bottom, there is a link: 'Already have an account? Sign In'.

10:27

Sign Up
If you have a unique ID generated by your organization please enter, otherwise enter the last 4 numbers of your SSN.

SSN ID

0000

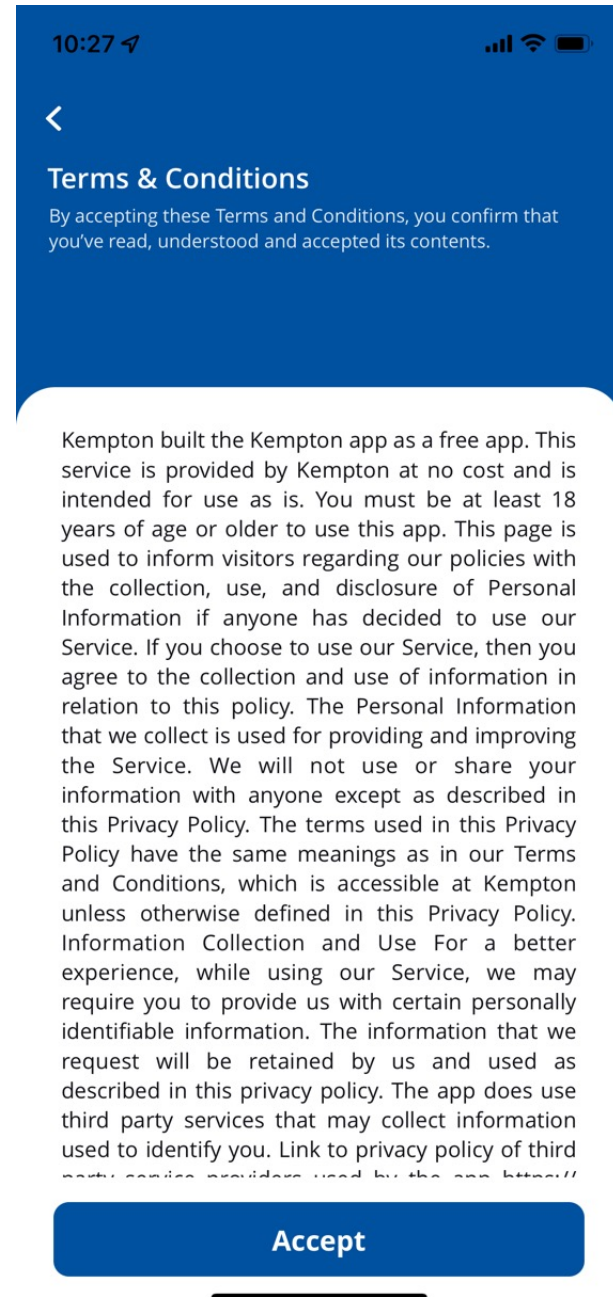
January 1, 2022

Continue

Already have an account? [Sign In](#)

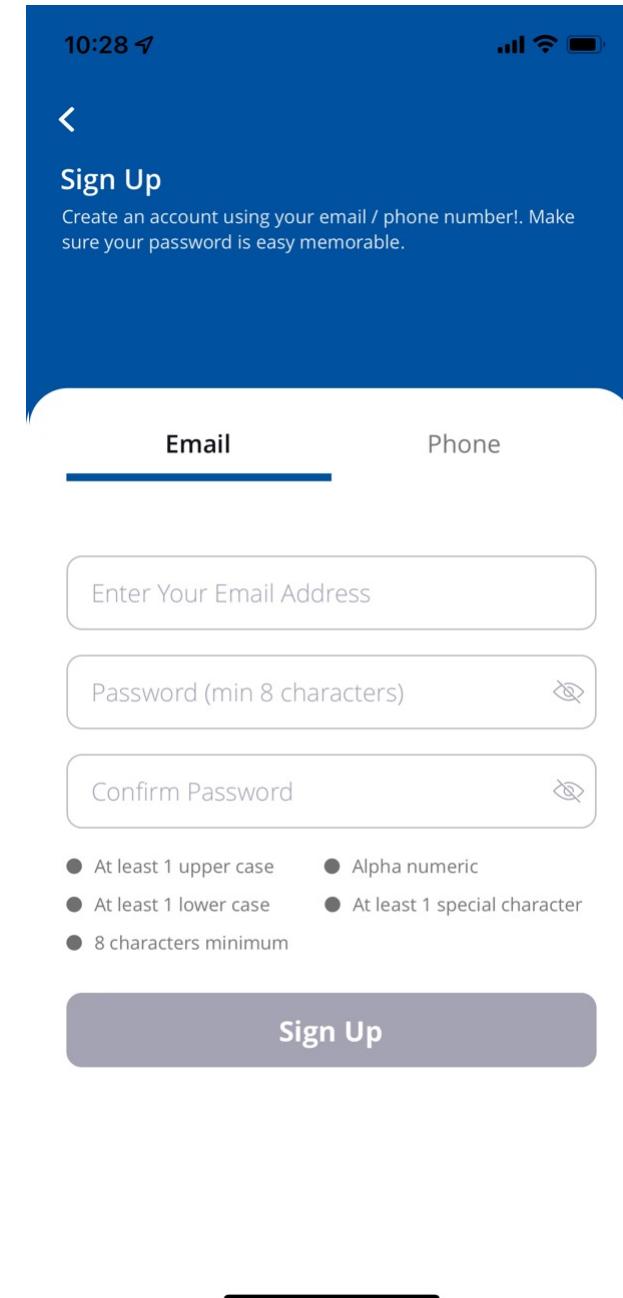
Step 5

- Agree to the Terms and Conditions by selecting Accept.



Step 6

- Enter your email address and a password or your phone number and a password.
- We recommend using the same email you use to access the member portal.
- Please be aware your password will need to contain an Uppercase Letter, a Lowercase Letter, a Number, a Special Character, and be at least 8 characters long.

A mobile application interface for a sign-up screen. At the top, a blue header contains a back arrow, the title "Sign Up", and a subtitle "Create an account using your email / phone number!. Make sure your password is easy memorable." Below the header, there are two tabs: "Email" (selected with a blue underline) and "Phone". The form consists of three input fields: "Enter Your Email Address", "Password (min 8 characters)" (with an eye icon for toggling visibility), and "Confirm Password" (also with an eye icon). Below the password fields, there are four password requirements listed with radio buttons: "At least 1 upper case", "Alpha numeric", "At least 1 lower case", and "At least 1 special character". A fifth requirement, "8 characters minimum", is listed below the others. At the bottom of the form is a large grey button labeled "Sign Up". The top of the screen shows a status bar with the time "10:28" and signal/battery icons. A home indicator bar is visible at the very bottom.

10:28


<


Sign Up

Create an account using your email / phone number!. Make sure your password is easy memorable.

Email Phone

Enter Your Email Address

Password (min 8 characters) 

Confirm Password 

☐ At least 1 upper case ☐ Alpha numeric

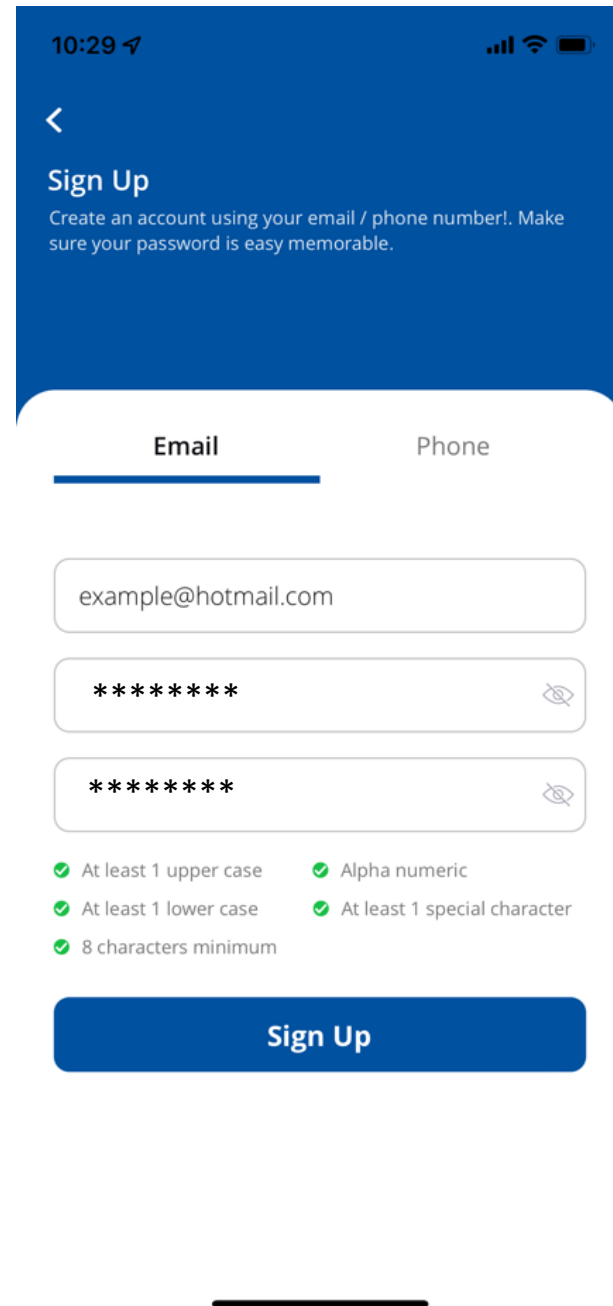
☐ At least 1 lower case ☐ At least 1 special character

☐ 8 characters minimum

Sign Up

Step 7

- Select Sign Up.



10:29

<

Sign Up

Create an account using your email / phone number!. Make sure your password is easy memorable.

Email Phone

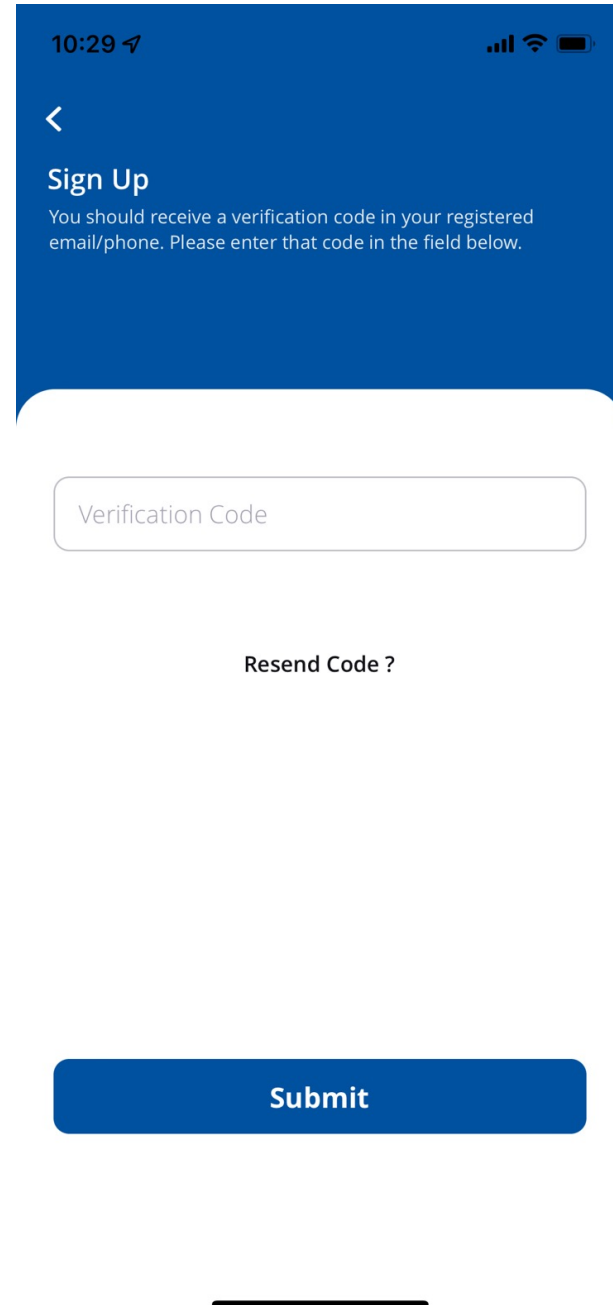
example@hotmail.com

- ✓ At least 1 upper case
- ✓ At least 1 lower case
- ✓ 8 characters minimum
- ✓ Alpha numeric
- ✓ At least 1 special character

Sign Up

Step 8

- Next you will receive a verification code via email or text message depending on which method you chose during setup, when you receive this code type it into the box and select Submit.
- It may take a few minutes to receive your verification code.
- If you do not receive a code by email within a few minutes, be sure to check your spam folder.



The image shows a mobile application interface for a 'Sign Up' step. At the top, there is a blue header bar with a back arrow on the left, the text 'Sign Up' in the center, and a small instruction: 'You should receive a verification code in your registered email/phone. Please enter that code in the field below.' The status bar at the very top shows the time '10:29' and signal/battery icons. Below the header is a white rounded rectangle containing a text input field with the placeholder 'Verification Code'. Underneath the input field is a link that says 'Resend Code ?'. At the bottom of the white area is a large blue button with the text 'Submit'. A black horizontal line is visible at the very bottom of the screen, representing the home indicator on an iPhone.

CONGRATULATIONS!

- You should now be signed up for the new KPPFree™ Mobile App!
- If you are having technical issues with any of these steps, please call us at (800) 324-9396