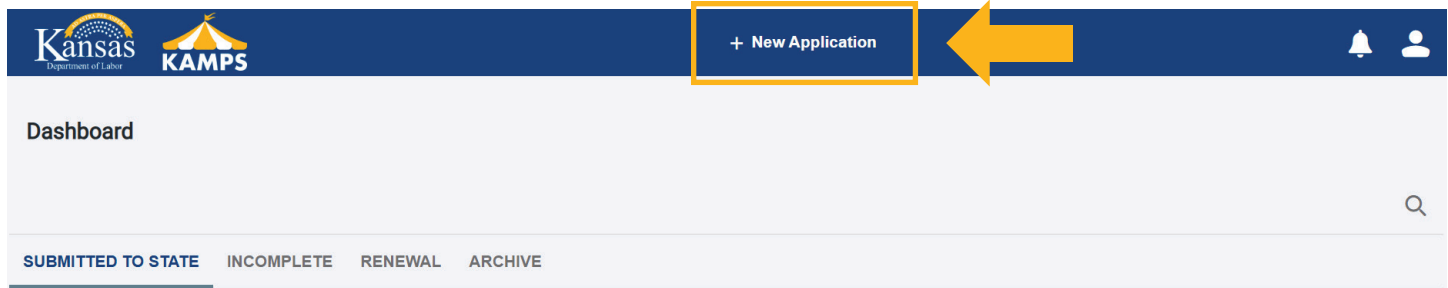


ASPERA

How to
Register your

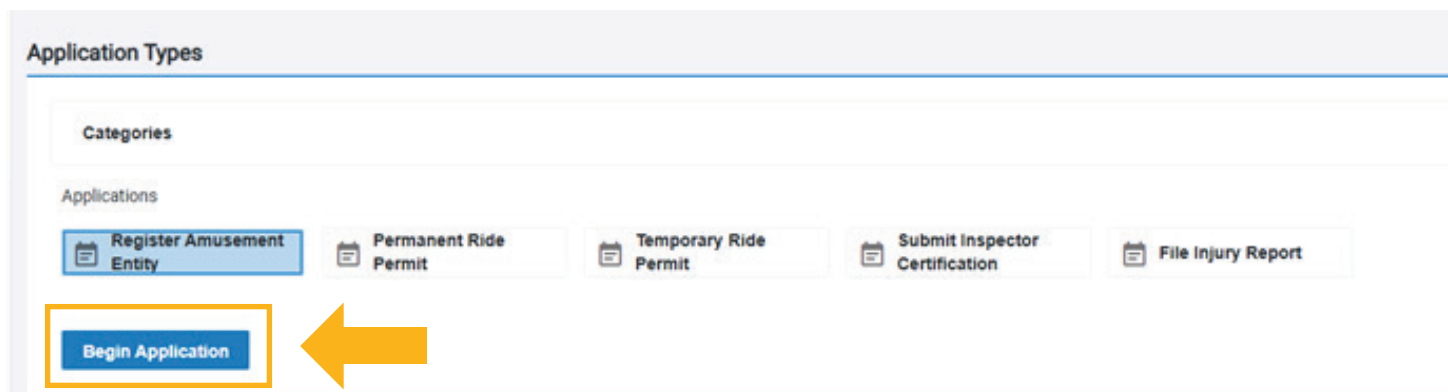
**AMUSEMENT
RIDE BUSINESS
ENTITY**

STEP 1: Click *New Application*.



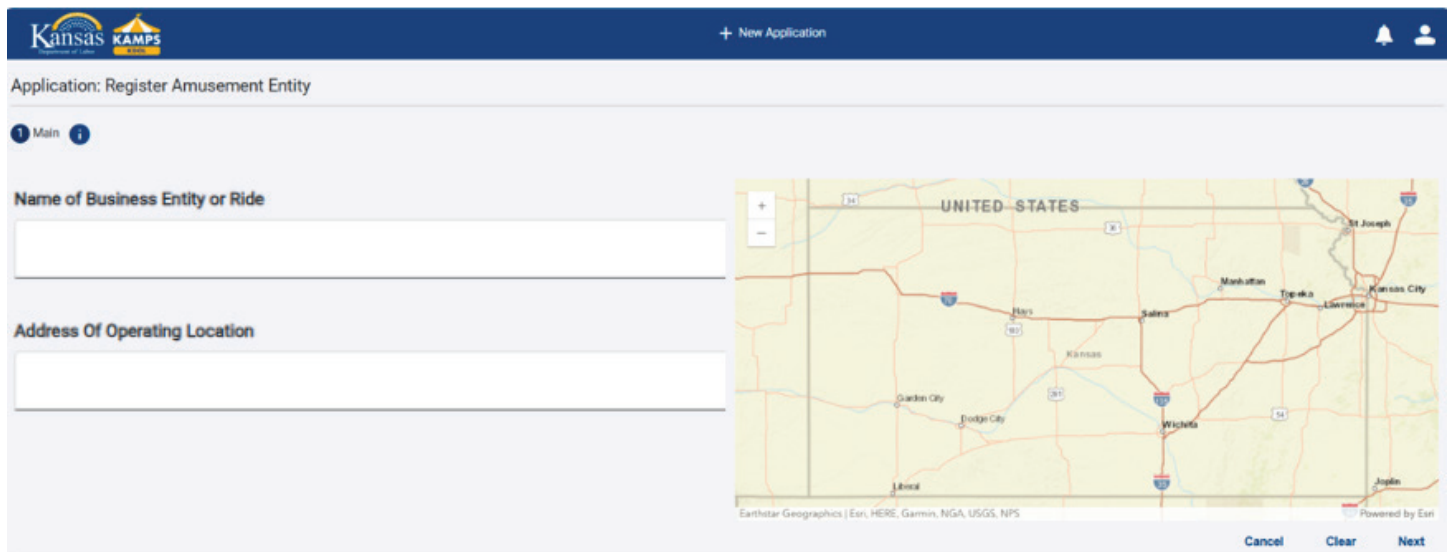
STEP 2:


To begin registering your business entity, log in to your KAMPS account. Select *Register Amusement Entity*, then click *Begin Application*.



STEP 3:

Enter the name of your business entity on the first line and physical business address on the second line, including street address, city, state and zip code. Then click *Next*.



NOTE: If you do not see *Next*, click the  icon to collapse the *User Guide* section at the bottom of the page.

STEP 4: Complete People

Click *Use My Info* to auto fill in the sections if the role applies to you.

Click *More* if you need more address lines. (PO Box, etc.)

Once you have completed at least two columns, click *Next*.

The screenshot shows the 'Register Amusement Entity' application page. At the top, there are logos for 'Kansas Department of Labor' and 'KAMPS', along with a '+ New Application' button. The page title is 'Application: Register Amusement Entity'. Below the title, there are two main sections: '1 Main' and '2 People'. The '2 People' section contains two columns of input fields. Each column has a 'more...' button, a 'Use My Info' button, and a dropdown menu for 'Roles'. The first column's role is 'OWNER : Owner/Operator Contact Information' and the second is 'LOCALRESP : Local Responsible Individual'. Below each role dropdown are fields for 'Name' (0 / 60) and 'Address' (0 / 60).

STEP 5: Complete DataGroup

Complete each section except **License/ Registration Effective Date**

The screenshot shows the 'Entity Type Information' form. The form has several sections: 'Entity Type' (Select Value: For Profit), 'Does your entity primarily operate:' (Select Value: Traveling Carnival), 'If other was selected, please specify:' (Text), 'Will your rides be operated at a permanent or temporary location?' (Select Value: Temporary), 'Business Name' (Text: Jane Doe Amusements), and 'DBA' (Text: JDA). To the right of the form is a dropdown menu with the following options: Antique, Limited Use, Agritourism, Government, Non-Profit, For Profit (highlighted), Inflatables, Trampoline Park, Zip Lines, Water Slides, Traveling Carnival (highlighted), Home Owned Carnival, Pumpkin Patch, Family Entertainment Cente, and Other. Below the dropdown menu are two radio buttons: 'Permanent' and 'Temporary'.

Insurance

Insurance company name

Text

Insurance policy number

Text

Policy effective date

Date Value

Policy expiration date

Date Value

NOTE: Do not fill out License/ Registration Effective Date

If you are a KANSAS **inflatable ONLY** entity, or a **permanent entity**, complete Itinerary Stop #1 with the location of your business or where you store your inflatables. You do not need to complete an itinerary for each event.

If you are any out-of-state or a temporary entity, please complete an itinerary for each event you have in the state of Kansas.

Itinerary stop #1

Venue Name

Text

Event Name

Text

Venue Street 

Comment

Venue City

Text

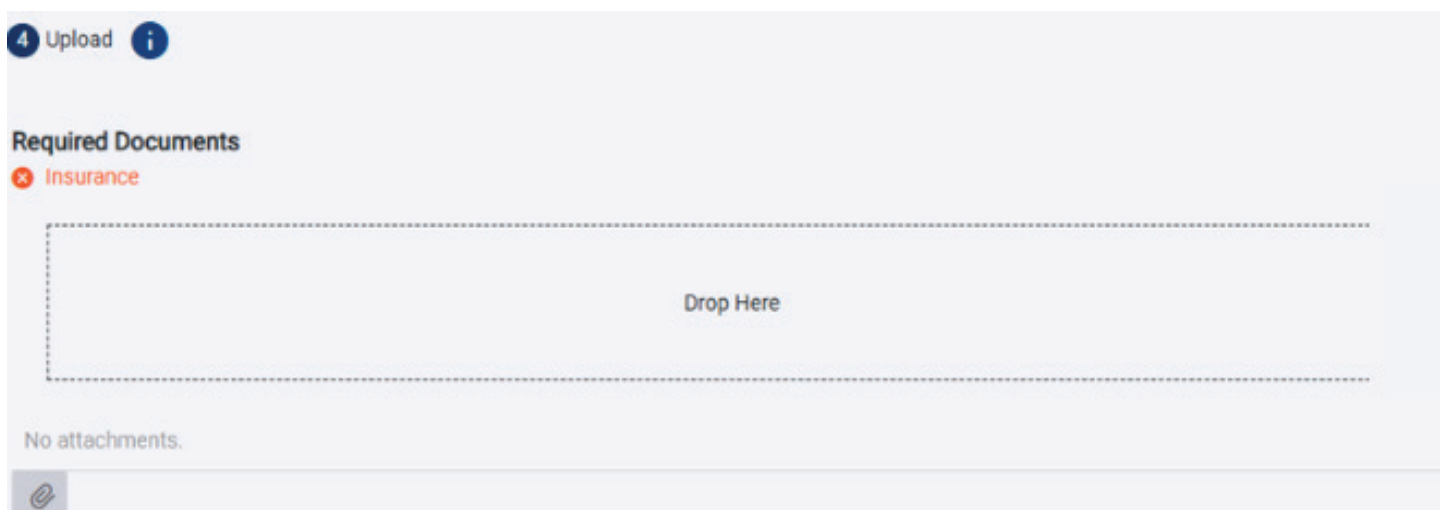
Once you have entered all your venues, scroll to the bottom of the page and click *Next*.

STEP 6: Uploading Required Documents

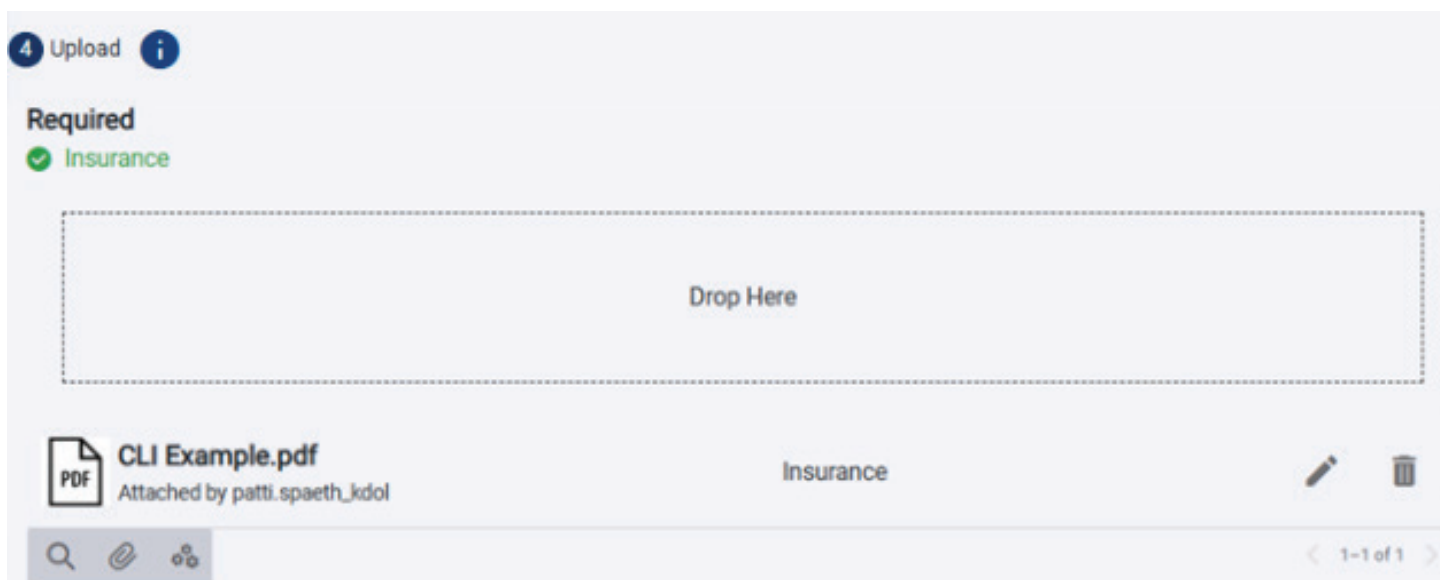
Upload your Certificate of Liability Insurance (CLI) here.

This document must show your Entity Name, Policy Number, Effective Date, Expiration Date, Per Occurrence and General Aggregate amounts. If it lists your rides, please make sure that the serial numbers on the CLI match the serial numbers on the inspection.

Use the attachment icon to locate and attach your copy of your *CLI*. A pop-up box will appear. Then use the drop-down box to select *Insurance*, click *Save*.



When the word *Insurance* is red, there are no documents uploaded. Once you see a green checkmark and *Insurance*, click *Next*.



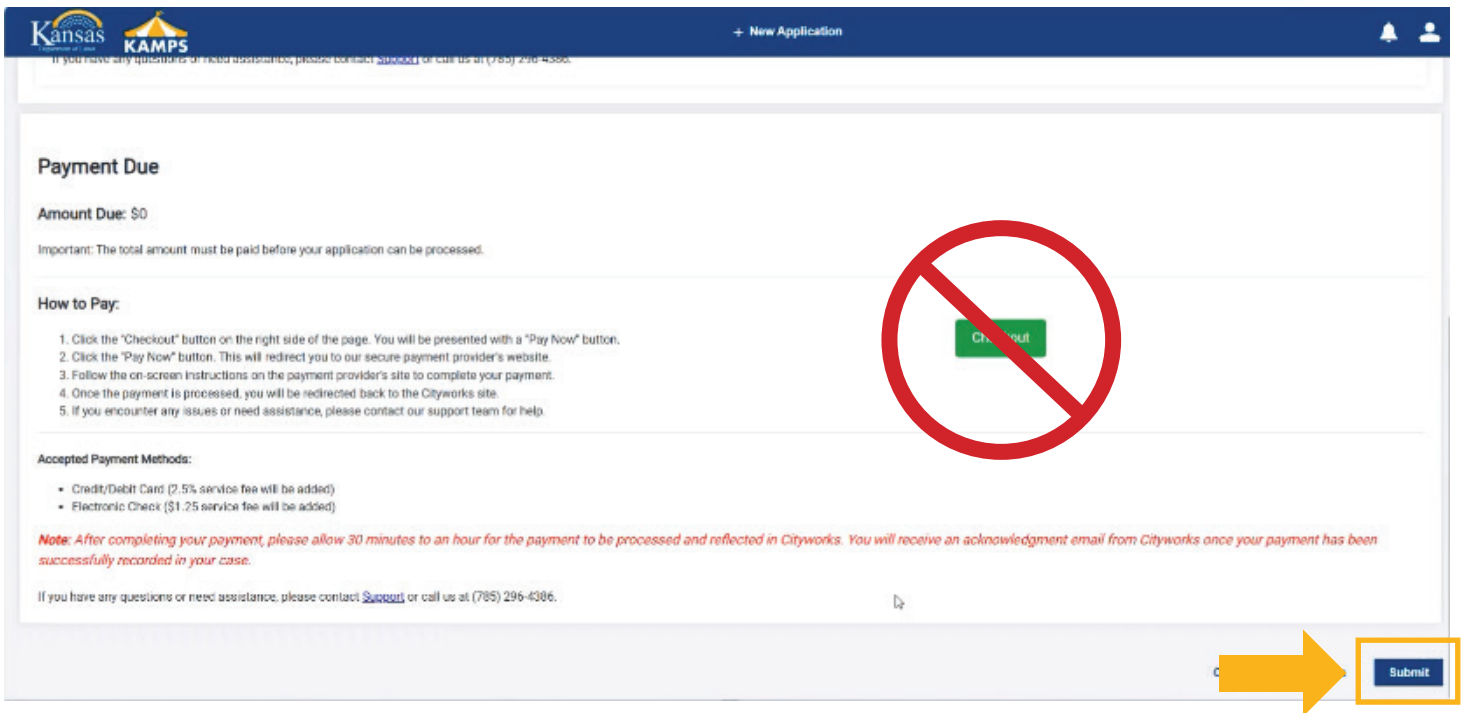
STEP 7: PAYMENT

As a new user, you will not be able to pay for an entity until you have at least one ride added to your account.

Scroll to the bottom of this page.

Do NOT click the green Checkout as you have nothing to check out currently.

Click *Submit* in the lower right corner of your screen to submit your Entity registration.



Payment Due

Amount Due: \$0

Important: The total amount must be paid before your application can be processed.

How to Pay:

1. Click the "Checkout" button on the right side of the page. You will be presented with a "Pay Now" button.
2. Click the "Pay Now" button. This will redirect you to our secure payment provider's website.
3. Follow the on-screen instructions on the payment provider's site to complete your payment.
4. Once the payment is processed, you will be redirected back to the Cityworks site.
5. If you encounter any issues or need assistance, please contact our support team for help.

Accepted Payment Methods:

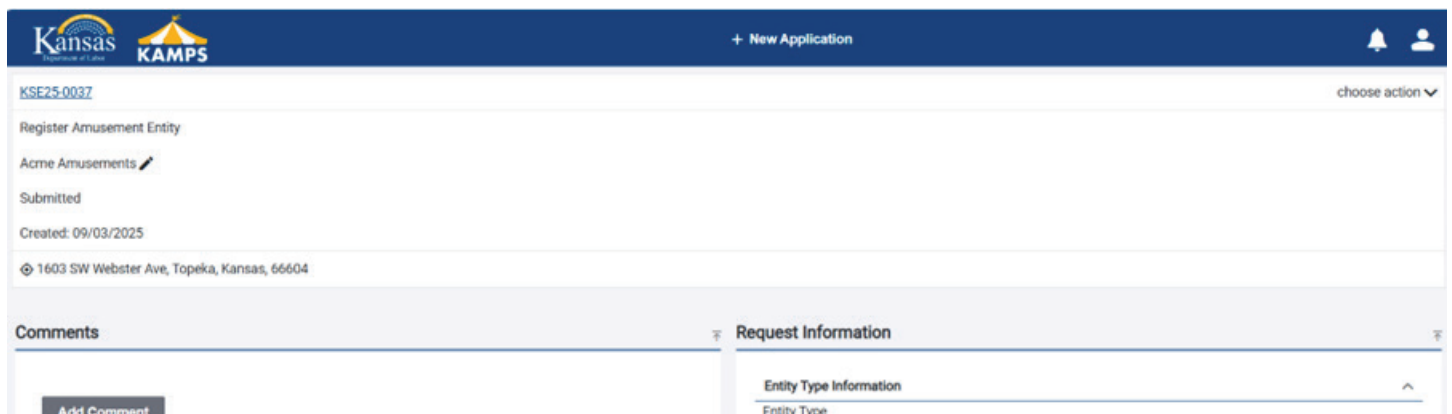
- Credit/Debit Card (2.5% service fee will be added)
- Electronic Check (\$1.25 service fee will be added)

Note: After completing your payment, please allow 30 minutes to an hour for the payment to be processed and reflected in Cityworks. You will receive an acknowledgment email from Cityworks once your payment has been successfully recorded in your case.

If you have any questions or need assistance, please contact [Support](#) or call us at (785) 296-4386.

Submit

It may take a few seconds for your page to refresh. You will be directed to your Homepage to view your Entity Information and make any changes.



KSE25-0037

Register Amusement Entity

Acme Amusements

Submitted

Created: 09/03/2025

1603 SW Webster Ave, Topeka, Kansas, 66604

Comments

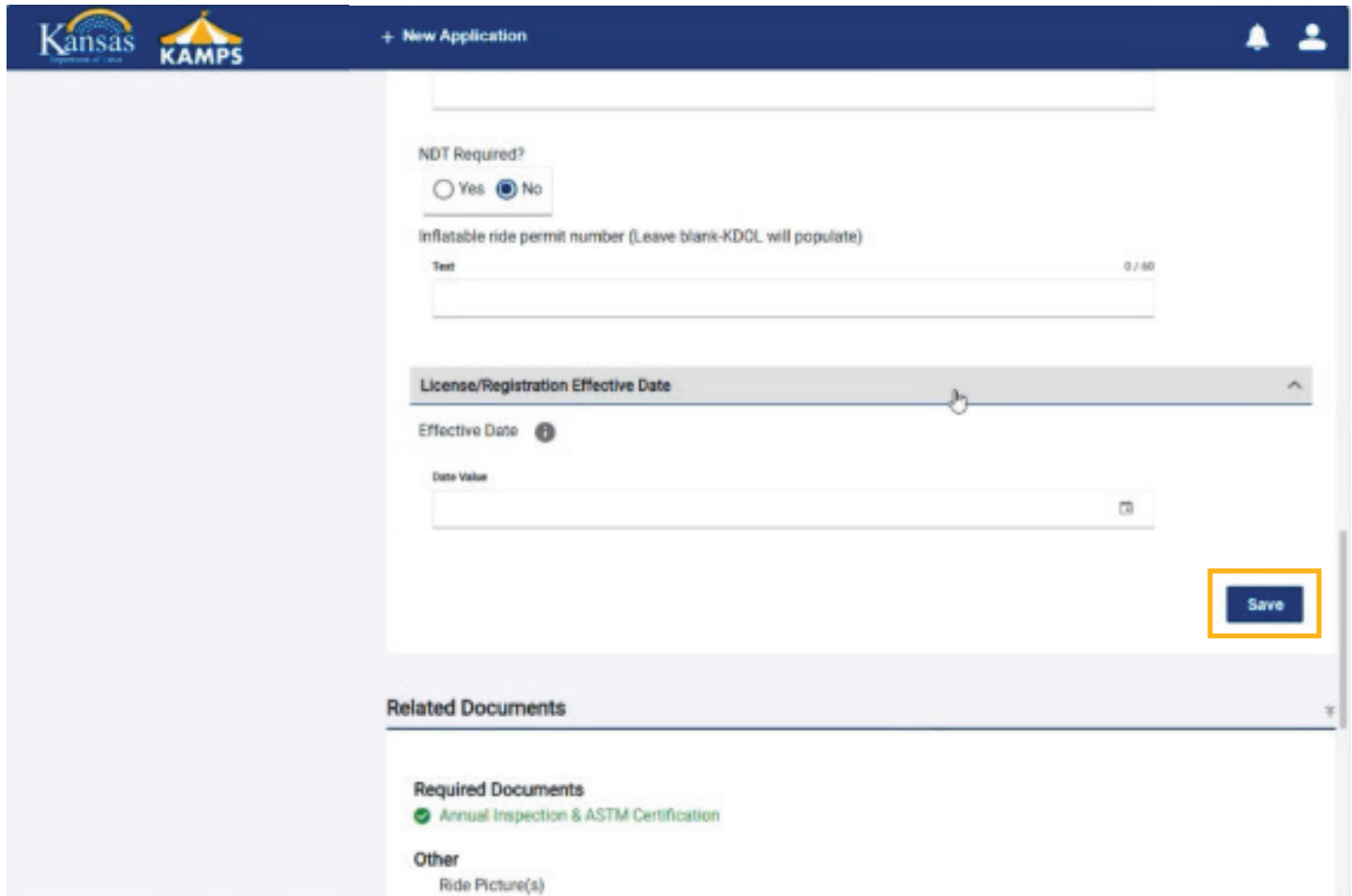
Request Information

Entity Type Information

Entity Type

STEP 8:

If no changes are needed, click **Save** at the bottom of your Itinerary section to save your Entity Information.



The screenshot shows the KAMPS application interface. At the top, there is a navigation bar with the Kansas logo, the KAMPS logo, a '+ New Application' button, and notification and user icons. The main form area contains several fields: a text input field at the top, a section for 'NDT Required?' with radio buttons for 'Yes' and 'No' (where 'No' is selected), and a section for 'Inflatable ride permit number (Leave blank-KDCL will populate)' with a text input field. Below this is a 'License/Registration Effective Date' section with a date picker and a 'Date Value' input field. A blue 'Save' button is highlighted with a yellow border in the bottom right corner of the form area. Below the form is a 'Related Documents' section with a sub-section for 'Required Documents' containing a green checkmark and the text 'Annual Inspection & ASTM Certification', and another sub-section for 'Other' containing the text 'Ride Picture(s)'.

You have now registered your amusement ride business entity. Refer to the how-to guide for adding your ride(s) and processing your payment.