

ASPERA

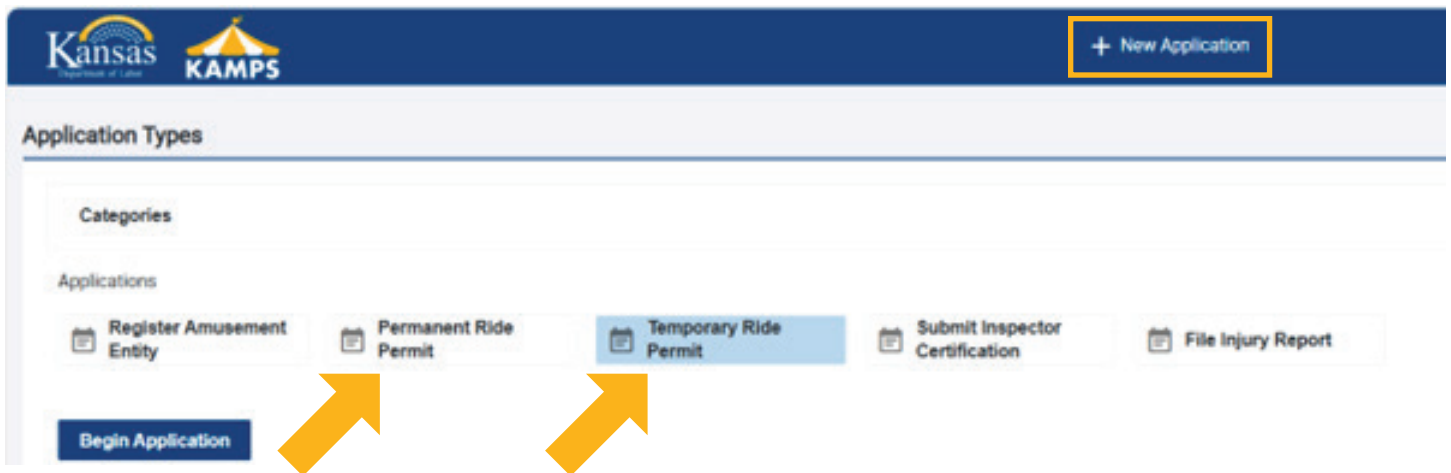
How to
**PERMIT YOUR
AMUSEMENT
RIDE**

STEP 1:

To add a SINGLE ride to your new KAMPS account, scroll to the top of your screen and click on *New Application*. If you are not logged into your KAMPS account, login, then select *New Application*.


On the Application Types, select the Ride Status (*Permanent Ride or Temporary Ride*)
Click *Begin Application*.

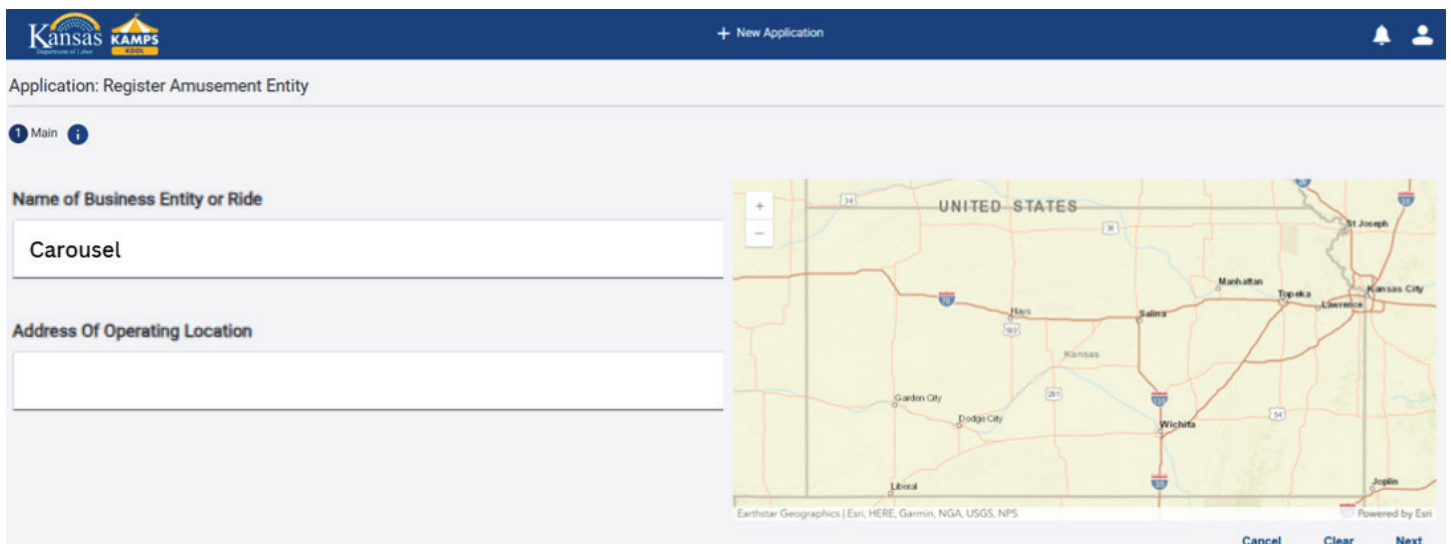
NOTE: If your ride changes locations regularly, select *Temporary Ride Permit*. If your ride stays in the same location, select *permanent ride*.



STEP 2:

Enter the **name of your ride** 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 cannot see the *Next* button, click the  next to *Main* to collapse the *User Guide*.



STEP 3:

Use the drop-down arrow under role(s) to select the appropriate for each individual. 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.)

Application: Permanent Ride Permit

1 Main

2 People

more... Use My Info

Roles

OWNER : Owner/Operator Contact Information

Name 0 / 60

Address 0 / 60

Add Person

Once you have completed filling out this section, select *Next* in the lower right corner of your screen to go to the next step.

STEP 4:

Complete all required data on data group page.

Note: For inspection expiration date, they need to enter a date 1 year after the last inspection date. Ex. (3-12-2025 and 3-12-2026)

Provide inspector name if not in list above

Text 0 / 60

Last Inspection Date

Date Value


Inspection Expiration Date

Date Value

Ride Type

Select Value


STEP 5:

You will upload your Inspection/ASTM report here. Click the attachment icon  in the bottom left of the screen.



4 Upload 

Required Documents

-  Annual Inspection & ASTM Certification

Other

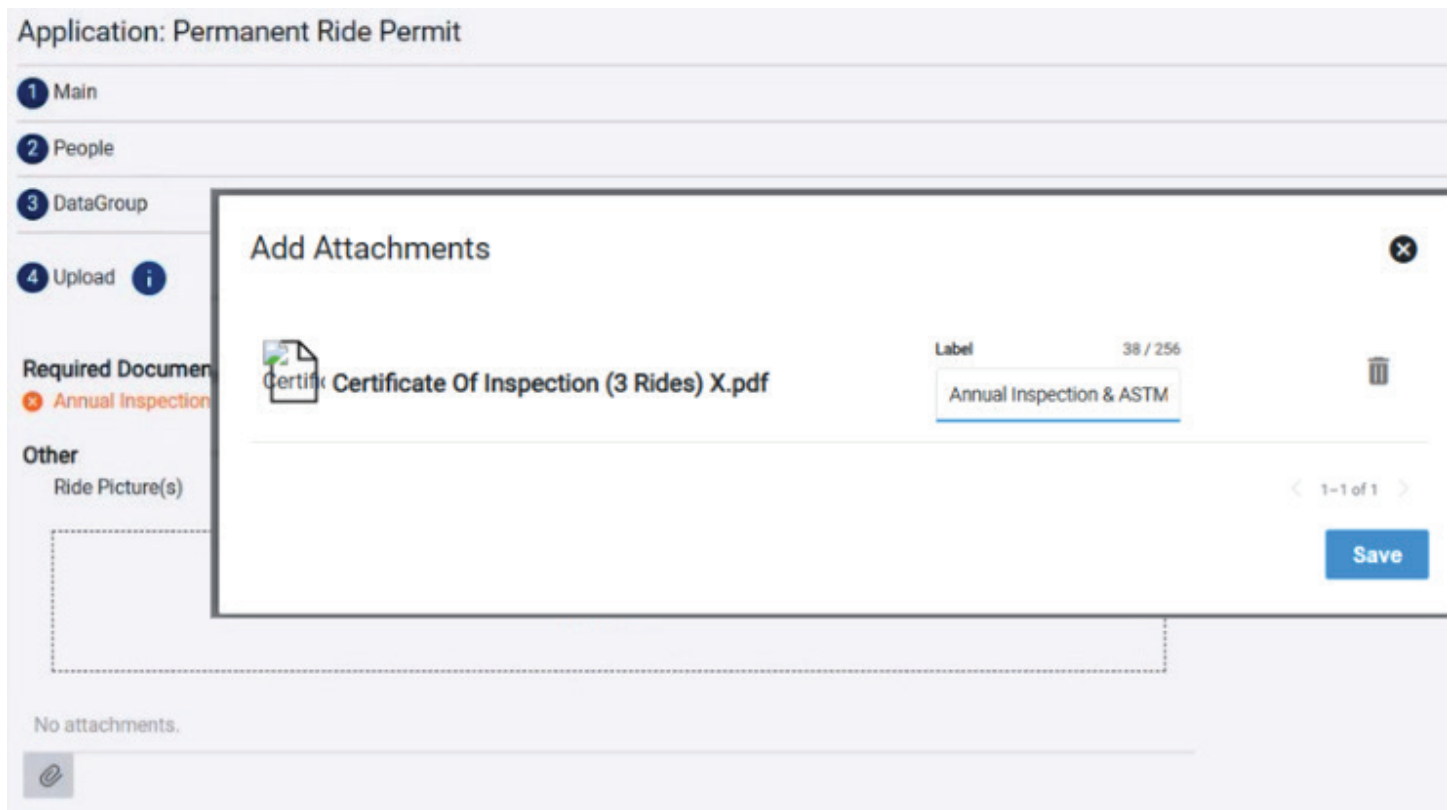
Ride Picture(s)

Drop Here


No attachments.




Click on the box titled *Label* and choose *Annual Inspection and ASTM*.



Application: Permanent Ride Permit

- 1 Main
- 2 People
- 3 DataGroup
- 4 Upload 


Required Documents

-  Annual Inspection

Other

Ride Picture(s)

No attachments.



Click Save

The words *Annual inspection & ASTM Certification* will turn green when the attachment is uploaded properly.

Note: This might be one or more documents.

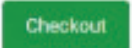
Select *Next* in the lower right corner of your screen to go to the next step.



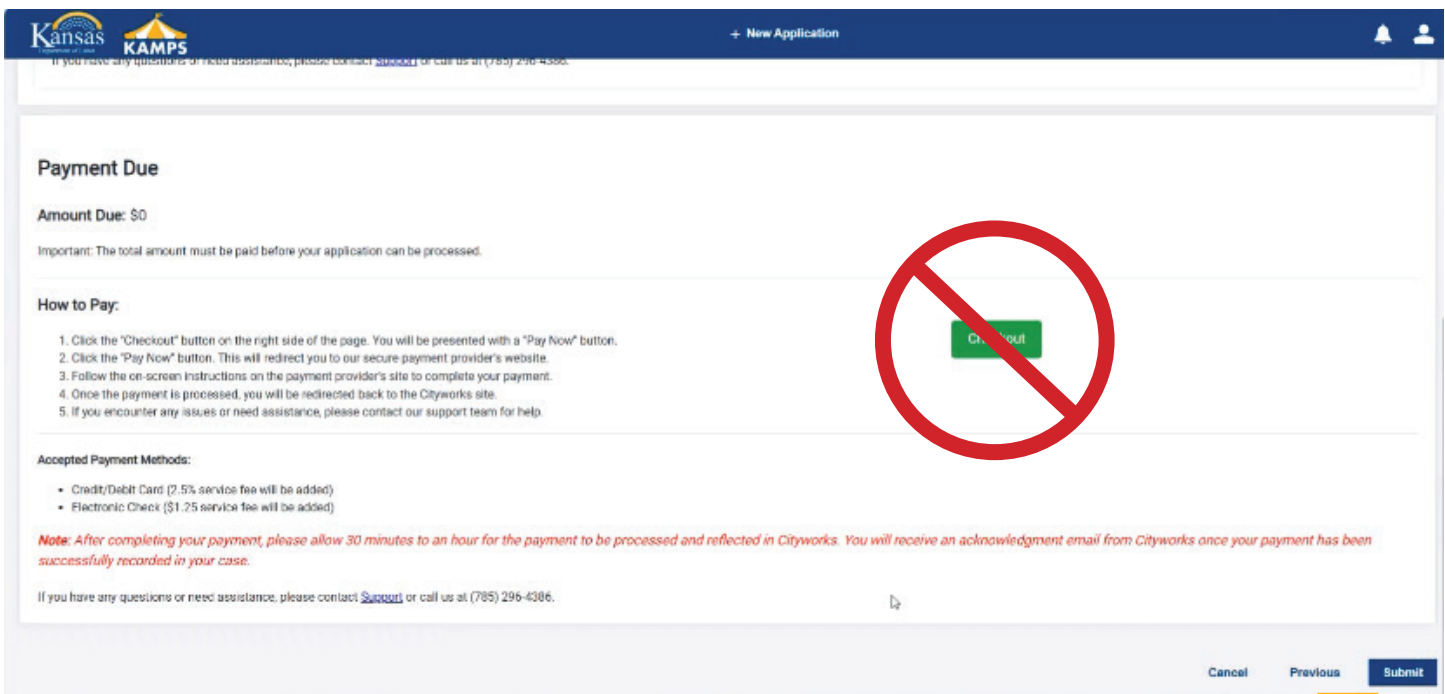
The screenshot shows a web interface for an upload step. At the top, it says '4 Upload' with an information icon. Below that, under 'Required', the text 'Annual Inspection & ASTM Certification' is highlighted in green. Under 'Other', there is a section for 'Ride Picture(s)' with a 'Drop Here' box. Below the box, a PDF file named 'Certificate Of Inspection (3 Rides) X.pdf' is shown, with the text 'Annual Inspection & ASTM Certification' next to it. At the bottom right, there are three buttons: 'Cancel', 'Previous', and 'Next'.

STEP 6:

Scroll to the bottom of this page.

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

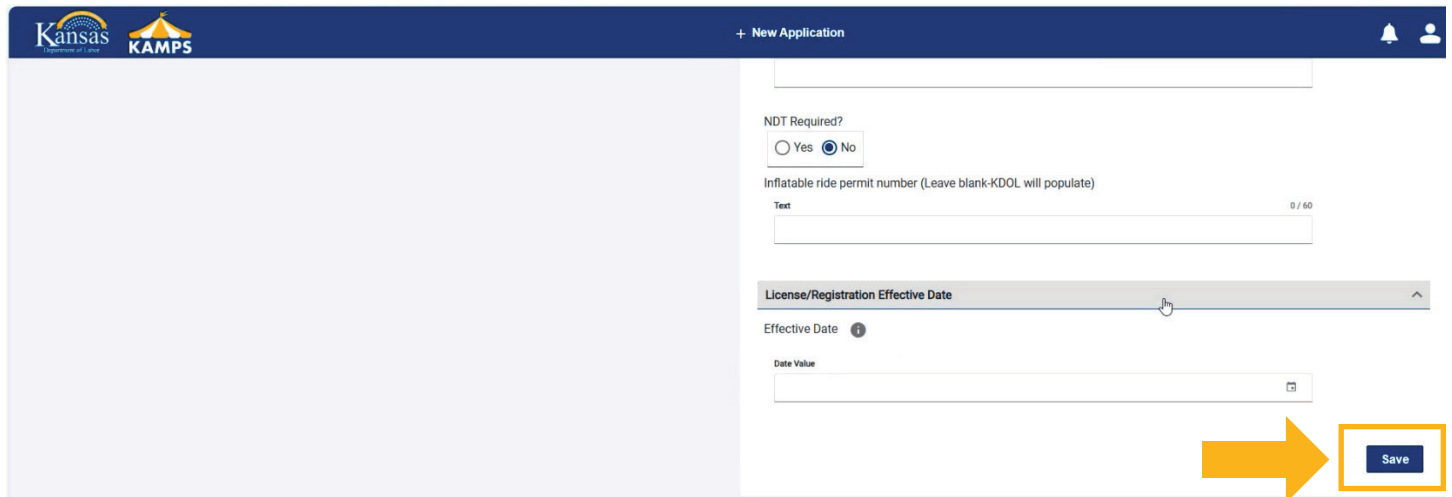
Click *Submit* in the lower right corner of your screen to submit your Entity registration.



The screenshot shows a 'Payment Due' page. The header includes the Kansas KAMPS logo and a '+ New Application' button. The main content area shows 'Amount Due: \$0' and a note: 'Important: The total amount must be paid before your application can be processed.' Below this is a 'How to Pay:' section with a list of instructions. A green 'Checkout' button is visible, but it is circled in red with a diagonal line through it, indicating it should not be clicked. At the bottom right, there are three buttons: 'Cancel', 'Previous', and 'Submit'. A yellow arrow points to the 'Submit' button.

STEP 7:

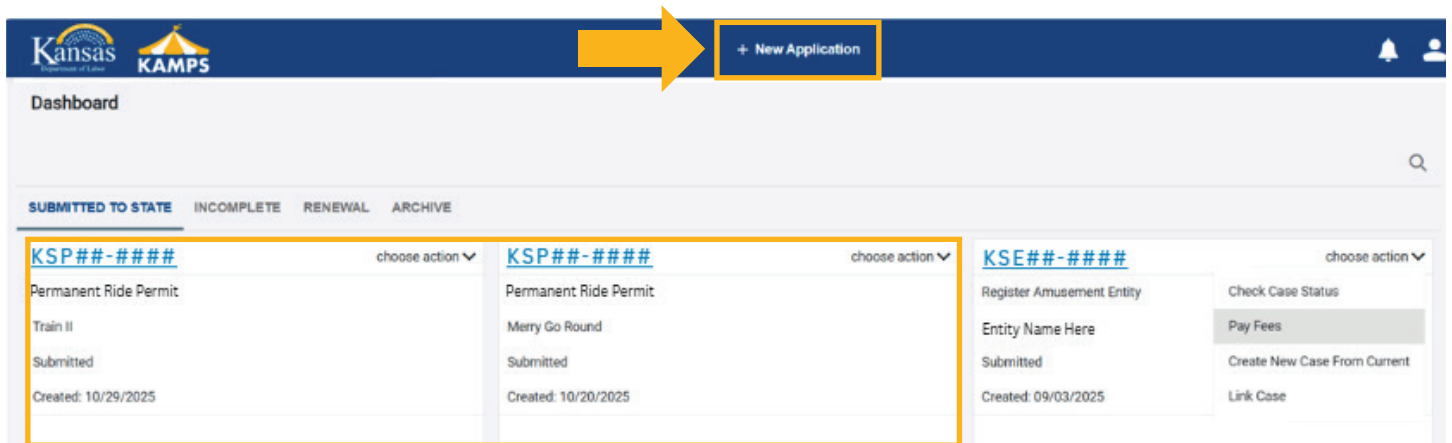
You will be directed to your KAMPS ride permit screen. A KAMPS permit number will be assigned to your ride at the top left of your application screen. Review the information on this screen, select *Save* in the *License/Registration Effective Date* section towards the bottom of the page.



The screenshot shows the KAMPS application form. At the top left is the Kansas Department of Labor KAMPS logo. The header includes a '+ New Application' button and notification icons. The form contains several fields: 'NDT Required?' with radio buttons for 'Yes' and 'No' (selected); 'Inflatable ride permit number (Leave blank-KDOL will populate)' with a text input field; and 'License/Registration Effective Date' with a date picker. A yellow arrow points to the 'Save' button in the bottom right corner.

STEP 8:

You are now at your KAMPS Dashboard. Notice the ride you just registered and your business entity.



The screenshot shows the KAMPS Dashboard. At the top is the Kansas Department of Labor KAMPS logo and a '+ New Application' button. Below the logo is the 'Dashboard' title and a search icon. There are four tabs: 'SUBMITTED TO STATE', 'INCOMPLETE', 'RENEWAL', and 'ARCHIVE'. The 'SUBMITTED TO STATE' tab is active, showing a list of three items:

Item ID	Item Name	Submitted	Created	Actions
KSP##-####	Permanent Ride Permit Train II	Submitted	10/29/2025	choose action
KSP##-####	Permanent Ride Permit Merry Go Round	Submitted	10/20/2025	choose action
KSE##-####	Register Amusement Entity Entity Name Here	Submitted	09/03/2025	choose action

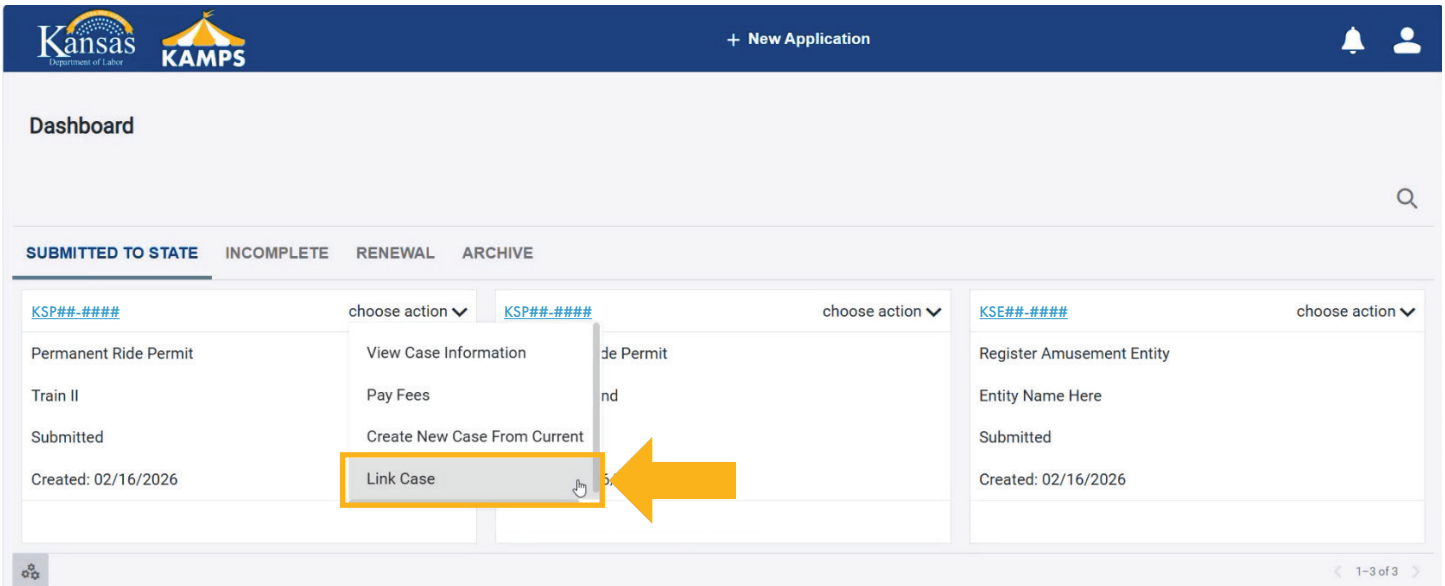
Yellow arrows point to the '+ New Application' button and the first two items in the list.

Notice the ride you just registered and your business entity.

In the example above, there are 2 rides registered with this entity. If you are done adding rides, you will continue on to the next step. If you have more than one ride, click *New Application* to add another ride and repeat steps 1-6.

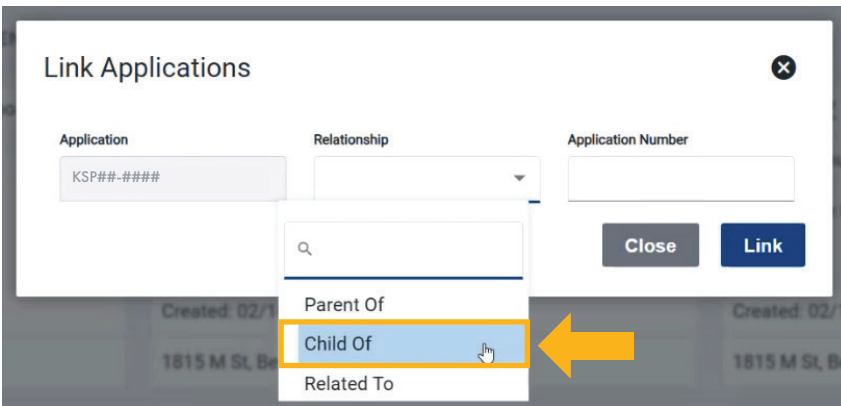
STEP 9:

Next we need to link the ride permit to the entity. Navigate to a ride permit box. The start of the permit number in this box will have KSP for permanent ride or KST for temporary ride. Select *choose Action*, then *Choose Link Case* from the drop-down

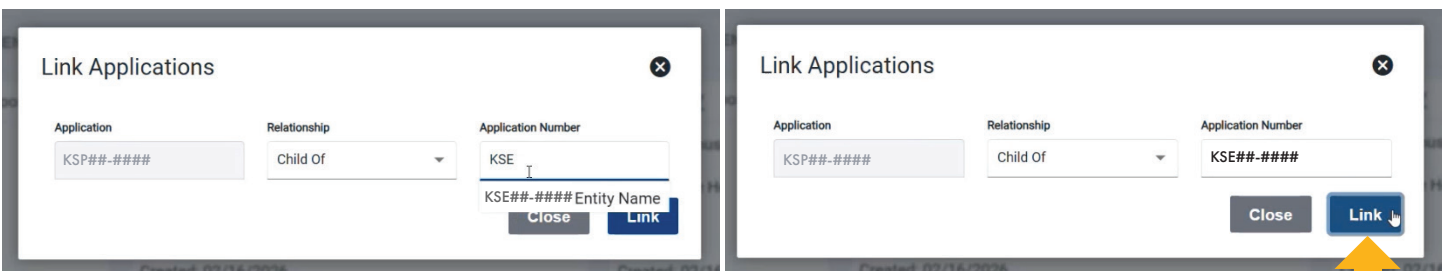


STEP 10:

In the *Relationship* drop-down select *Child Of*.



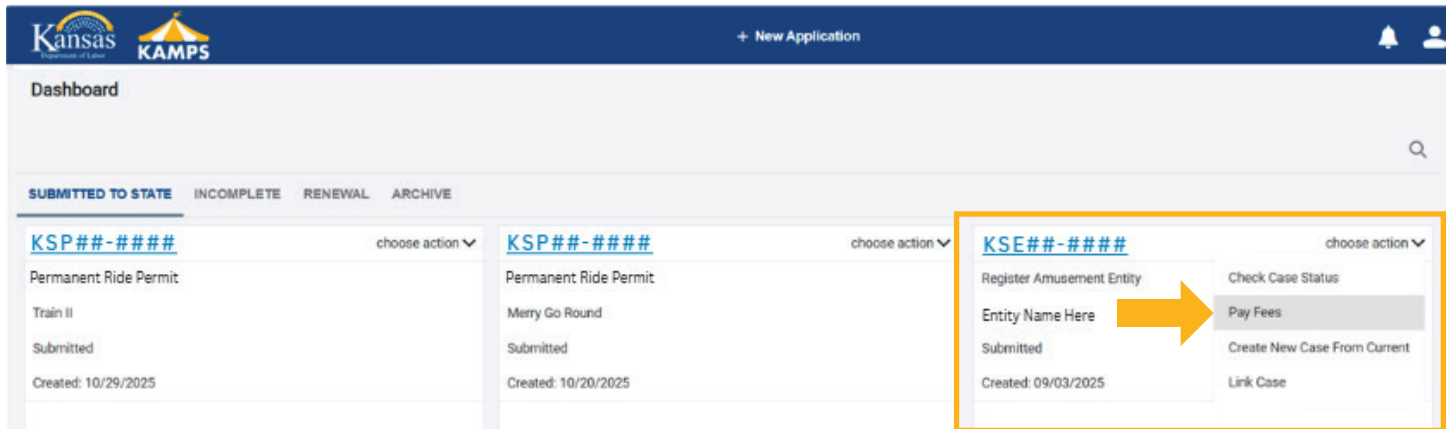
Then type in your permit number into the application number textbox . This will be KSE for the start of the permit number for your business entity. Then *select Link*.



Note: All ride permits will need to be linked to your business entity.

STEP 11:

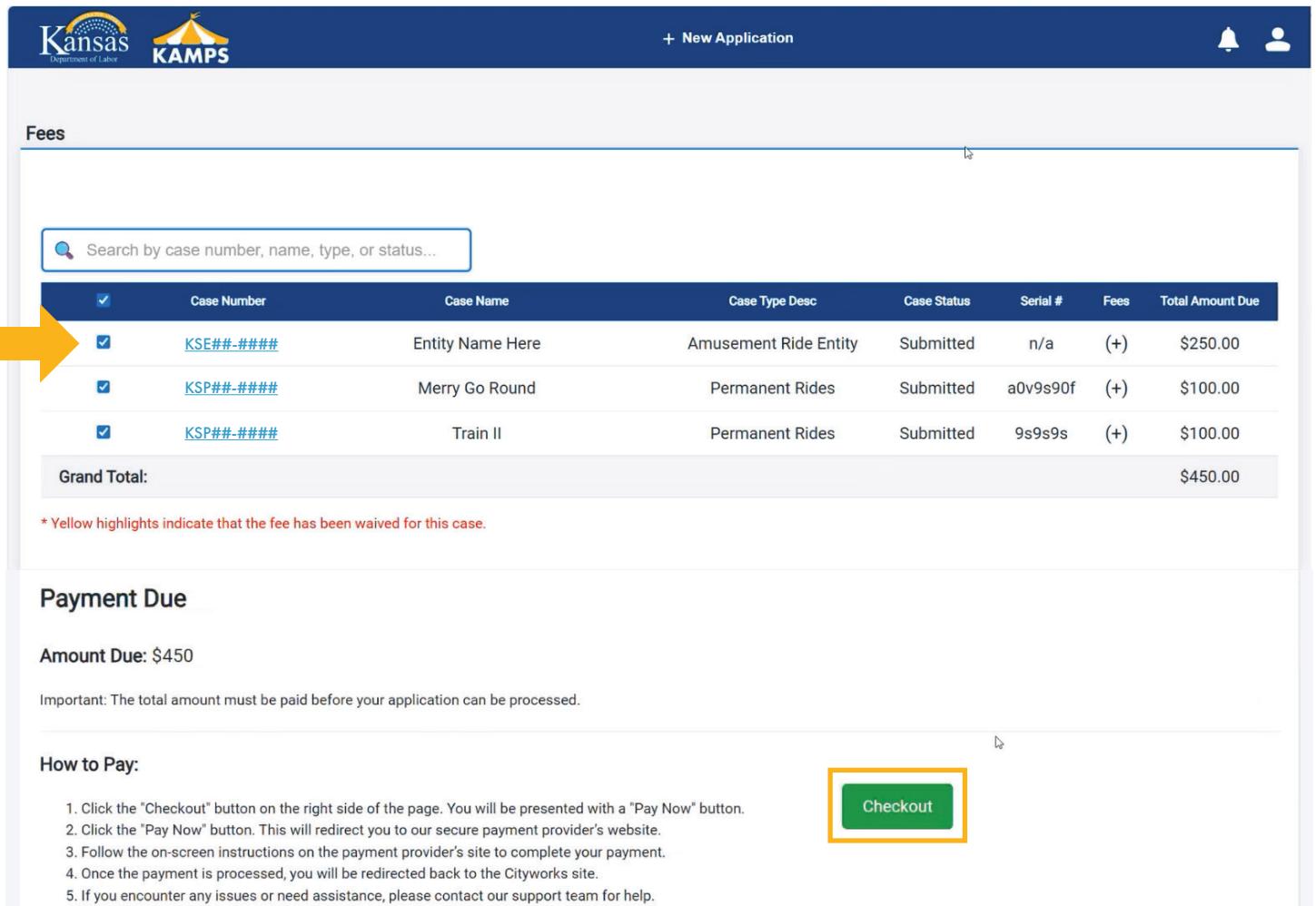
Once you have linked your ride(s), navigate to your entity registration box. This box will have KSE for the start of the permit number and will list your business entity name. Select *choose Action*, then *choose Pay Fees* from the drop-down menu.



The screenshot shows the KAMPS dashboard with three case cards. The third card, with case number KSE##-####, is highlighted with an orange border. A yellow arrow points to the 'Pay Fees' option in its 'choose action' dropdown menu.

STEP 12:

Select all the items you want to pay for. Then click the green *Checkout button*.



The screenshot shows the 'Fees' page in KAMPS. A table lists three cases with checkboxes selected. A yellow arrow points to the first checkbox. Below the table, the 'Payment Due' section shows an amount of \$450. A green 'Checkout' button is highlighted with an orange box.

<input checked="" type="checkbox"/>	Case Number	Case Name	Case Type Desc	Case Status	Serial #	Fees	Total Amount Due
<input checked="" type="checkbox"/>	KSE##-####	Entity Name Here	Amusement Ride Entity	Submitted	n/a	(+)	\$250.00
<input checked="" type="checkbox"/>	KSP##-####	Merry Go Round	Permanent Rides	Submitted	a0v9s90f	(+)	\$100.00
<input checked="" type="checkbox"/>	KSP##-####	Train II	Permanent Rides	Submitted	9s9s9s	(+)	\$100.00
Grand Total:							\$450.00

* Yellow highlights indicate that the fee has been waived for this case.

Payment Due

Amount Due: \$450

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.

You will be taken to another screen that looks similar to the previous screen. Verify all of the items you check marked on the previous screen have carried over. You will check the boxes again and then click *Pay Now*.

The screenshot shows the KAMPS application interface. At the top, there are logos for Kansas Department of Labor and KAMPS, along with a '+ New Application' button and user icons. Below the header is a 'Fees' section with a search bar and a table of fees. A yellow arrow points to the first row of the table. Below the table is a 'Grand Total' row and a note about waived fees. The 'Payment Required' section follows, with a 'Pay Now' button highlighted by a yellow box.

<input checked="" type="checkbox"/>	Case Number	Case Name	Case Type Desc	Case Status	Serial #	Fees	Total Amount Due
<input checked="" type="checkbox"/>	KSE##-####	Entity Name Here	Amusement Ride Entity	Submitted	n/a	(+)	\$250.00
<input checked="" type="checkbox"/>	KSP##-####	Merry Go Round	Permanent Rides	Submitted	a0v9s90f	(+)	\$100.00
<input checked="" type="checkbox"/>	KSP##-####	Train II	Permanent Rides	Submitted	9s9s9s	(+)	\$100.00
Grand Total:							\$450.00

* Yellow highlights indicate that the fee has been waived for this case.

Payment Required

To complete your transaction, you need to make a payment. By clicking the link below, you will be redirected to the secure payment portal where you can finalize your payment.

[Pay Now](#)

Note: All prices shown are for demonstration purposes only and should not be interpreted as actual amusement ride/entity pricing.

Follow the prompts to pay.

Once your payment has been processed, you will be directed back to your Dashboard.

A confirmation will be sent to the email you entered on the payment screen.

REMINDER: You will need to permit your amusement ride every year.