

# Quick Start Reference Guide for KFA Vendors & Suppliers Employee's

## How to Register as a User

1. Go to <https://admin.kiafamilyandfriends.kiausa.com>

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| Family & Friends Program



User Id

Password

**Login**

[Forgot Password](#) [Register](#)

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2. Click on **Register**

3. Complete the following **required** Fields:

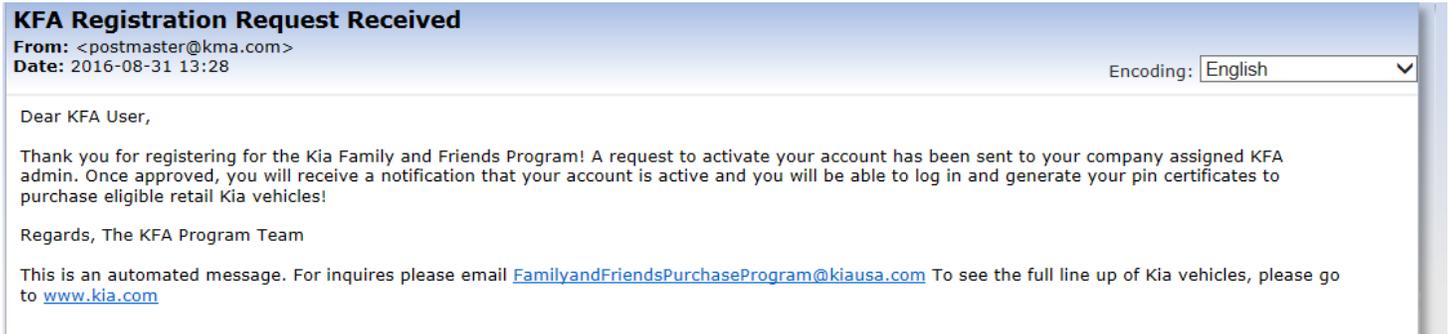
- a. Email ID
- b. Company Code. To locate, search for the name of your company by typing in your company name.  
**\*\*\*Note this is important! Please select the correct company otherwise your approval request will not go to your company administrator for approval\*\*\***
- c. First Name
- d. Last Name
- e. Create a Password (*Password should be a minimum of 7 characters long with 1 alphabet, 1 numeric and 1 special character*)
- f. Retype the Password

The screenshot shows the KIA Family & Friends Program registration page. At the top left is the KIA logo, and at the top right is the text "Family & Friends Program". Below this is a red header bar with the word "Registration" in white. Underneath the header is a section titled "User Information" with a plus icon to its left. The form contains several fields: "Email Id" with a text input field and "(john@kia.com)" to its right; "Company Code" with a dropdown menu showing "Select" and a "Filter" link; "First Name", "Last Name", "Employee Id", and "Job Title" each with a text input field; "Password" and "Retype Password" each with a text input field. Below the fields is a checkbox with a red asterisk and the following text: "By checking this box, I certify that I am authorized by my company to participate in the Kia Motors Family, Friends & Affiliates Purchase Program ("Program") and that the information I have provided above is correct on the date that this information is submitted. I also understand that any misuse or violation of Program rules could result in the reporting of the incident to my supervisor or the HR Department or other relevant department(s), and/or could result in me becoming ineligible to participate in the Program." At the bottom of the form are three red buttons: "Back" with a left arrow, "Register" with a right arrow, and "Reset" with a right arrow.

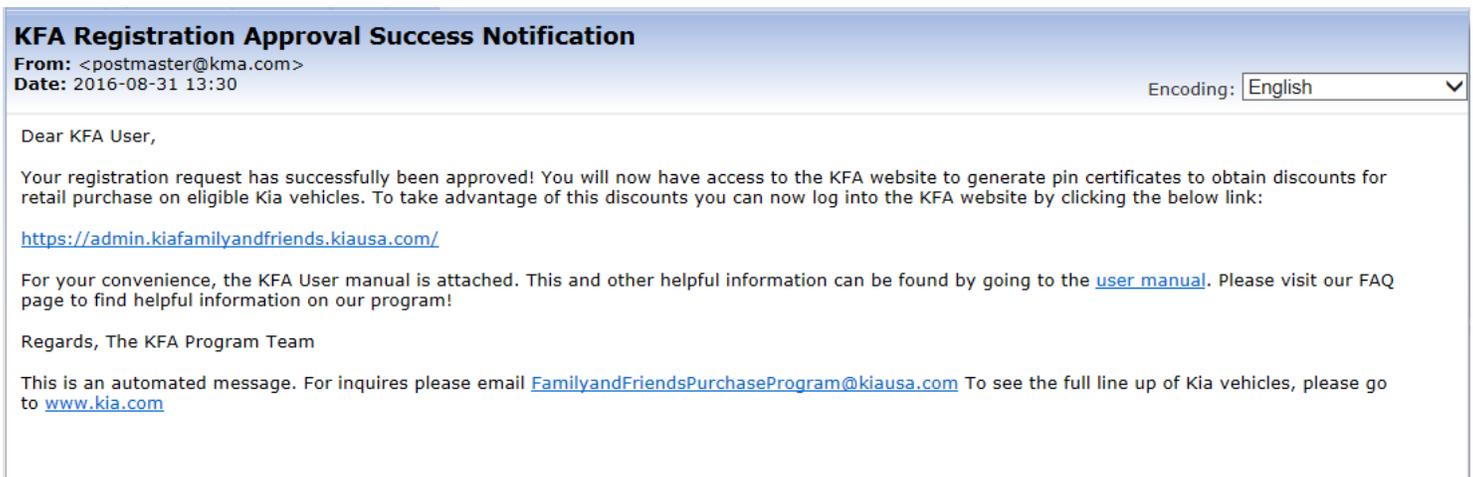
4. Click on the **Disclaimer**

5. Click **Register**

- An email will be sent to advising that request has been received. Your company administrator will also receive an email notifying them of your pending registration that they will be required to approve in order to complete your registration.



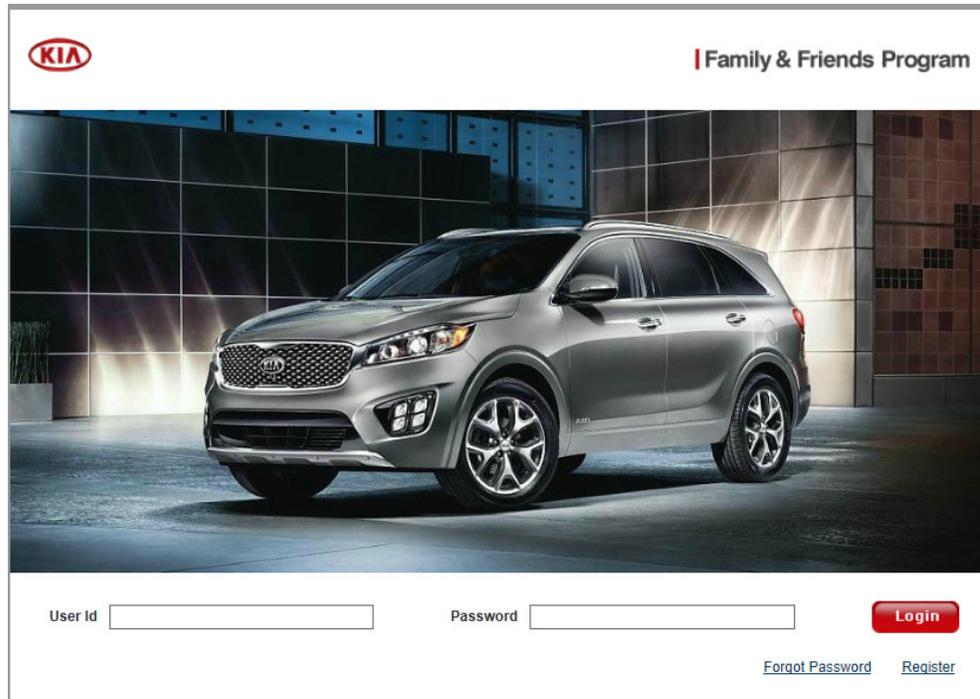
- Once your administrator has approved your request an email will be sent indicating your registration has been approved. A sample email is listed below.



- If your company administrator rejects your registrations an email will be sent and you may contact your company administrator for further clarification.
- Once an email is received stating **KFA Registration Approval Success** you will now have access to generate pin certificates.

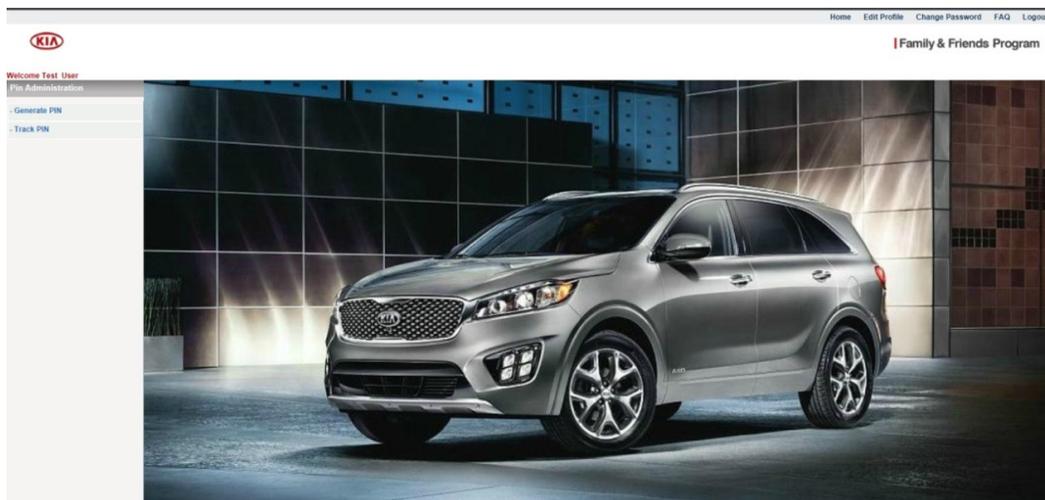
## How to Generate a Pin Certificate

1. Go to: <https://admin.kiafamilyandfriends.kiausa.com>



The screenshot shows the login interface for the KIA Family & Friends Program. At the top left is the KIA logo, and at the top right is the text 'Family & Friends Program'. The main visual is a silver KIA SUV parked in a modern, dimly lit garage. Below the image, there are two input fields: 'User Id' and 'Password'. To the right of the 'Password' field is a red 'Login' button. Below the 'Login' button are two links: 'Forgot Password' and 'Register'.

2. Click on **User ID** and type in your email address used to register
3. Click on **Password** and type in your password used to register
4. Click **Login**
5. Click on **Generate Pin** (located on the upper left corner of the screen)

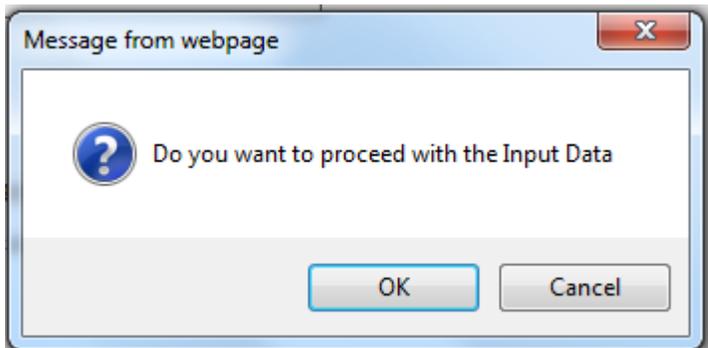


6. Complete the below fields with the name of the buyer:
  - a. Plan Type
  - b. First Name (*Legal First Name*)
  - c. Last Name (*Legal Last Name*)
  - d. Address
  - e. City
  - f. State
  - g. Zip
  - h. Phone Number
  - i. Email
  - j. Confirm Email
  
7. **Relationship to Sponsor**-select from the drop down menu

8. Click on the disclaimer

9. Click 

10. A pop up menu will populate and click **OK**



11. The Pin Certificate will automatically generate

***Note: Pin Certificate will expired 30 days from the issued date. For the "F & A Plan" if the Pin expires and is not used it does not count towards the four count Pin limit. Pin count resets at the end of the KMA Sales Calendar Year.***

## How to Retrieve Pin Certificate

1. A Pin Certificate can be saved onto your computer and emailed to the buyer or you can go to Track Pin and have it emailed to the buyer.
2. Click on the **Track Pin**



3. Find the buyers name and on the column labeled **Send** click on **Email**. This will email the pin certificate directly to the Buyer

**Track PIN**

Search PIN

PIN:

User / Sponsor ID:

Plan Type:

PIN Issued Between: From:  To:

Buyer Name:

Sponsor Name:

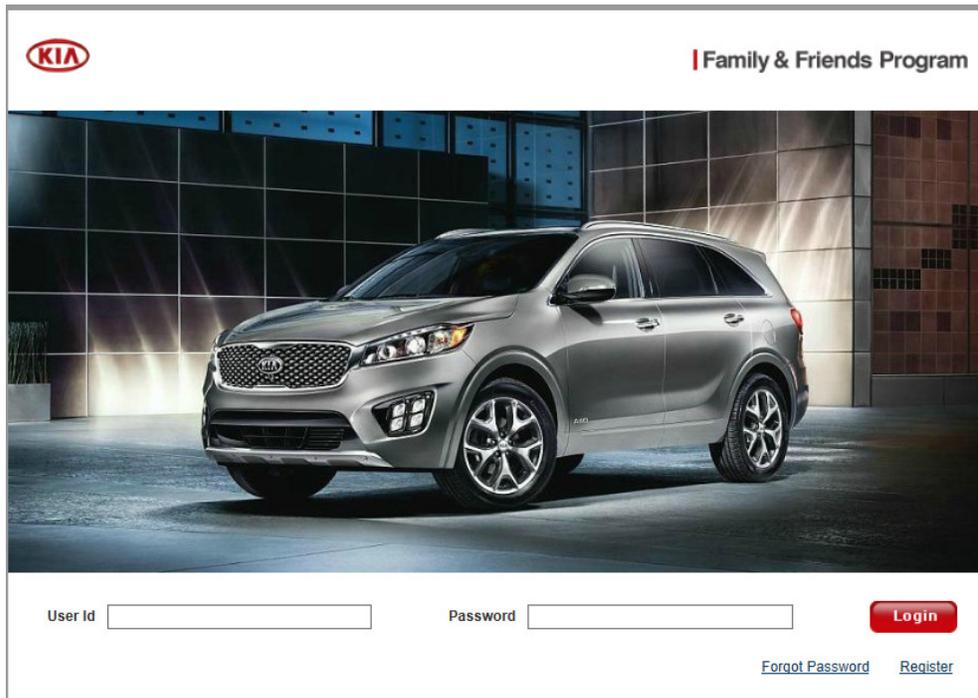
PIN Details

PIN	Issue Date	Expiration Date	PIN Status	Sponsor	Buyer	Created By	Send
<a href="#">F1621786</a>	01/08/2016	01/03/2017	Un Used	Rose Castillo	TEST, TEST	KMA10076	<a href="#">Email</a>

4. When done generating pin certificates click on **Logout**

## How to Retrieve a Lost Pin Certificate

1. Go to: <https://admin.kiafamilyandfriends.kiausa.com>



KIA Family & Friends Program

User Id  Password  [Login](#)

[Forgot Password](#) [Register](#)

2. Click on **User ID** and type in your email address used to register
3. Click on **Password** and type in your password used to register
4. Click **Login**
5. Click **Track Pin**
6. Find the buyers name and on the column labeled **Send** click on **Email**. *This will email the pin certificate directly to the Buyer*



**Track PIN**

Search PIN

PIN:

User / Sponsor ID:

Plan Type:

PIN Issued Between: From:  To:

Buyer Name:

Sponsor Name:

[Search](#)

PIN	Issue Date	Expiration Date	PIN Status	Sponsor	Buyer	Created By	Send
F1621786	01/08/2016	01/03/2017	Un Used	Rose Castillo	TEST, TEST	KMA10078	<a href="#">Email</a>

- A Pin Certificate can also be downloaded onto the computer and saved by clicking on the **Pin Certificate Number** . A new window will open with the pin certificate.

**Track PIN**

Search PIN

PIN:

User / Sponsor ID:

Buyer Name:

Sponsor Name:

Plan Type:

PIN Issued Between: From:  To:

**PIN Details**

PIN	Issue Date	Expiration Date	PIN Status	Sponsor	Buyer	Created By	Send
F1621786	01/08/2016	01/03/2017	Un Used	Rose Castillo	TEST, TEST	KMA10078	<a href="#">Email</a>

- The Pin Certificate will populate as a PDF and at that time it can be saved onto the computer or printed.

## Forgot Password

- From the home screen click on [Forgot Password](#)
- The next screen will prompt to enter your email
- Click 
- A temporary email will automatically be sent to your email address
- Go back to the KFA login in website
- USERID: **Type your email**
- Type the **Temporary Password**
- A pop up box will prompt to change the password
- Type the **Temporary Password**
- Type **New Password** (*Password should be a minimum of 7 characters long with 1 alphabet , 1 numeric and 1 special character*)
- Confirm **New Password**
- This will now allow you to generate pin certificates again.