

Using the Documents Section

Welcome to the documents area of account.kp.org.

Where you can find many commonly requested group documents.

The documents dashboard lists all available documents by category, making it easy to access your content.

These documents will vary by region, type of group, and your access level.

The documents dashboard also shows you items that were added in the last two weeks in the recently added document section.

If you support more than one group, you'll see a group list on the documents area landing page.

Select the group you'd like to work on, then use the actions menu to visit that group's dashboard or go directly to a document category.

The document pages allow you to sort, filter and search to quickly locate what you need.

The most recent document will appear at the top of the list.

You can also use the actions menu to instantly download a copy of the file.

Some documents like billing invoices.

Offer downloads in both spreadsheet and PDF formats.