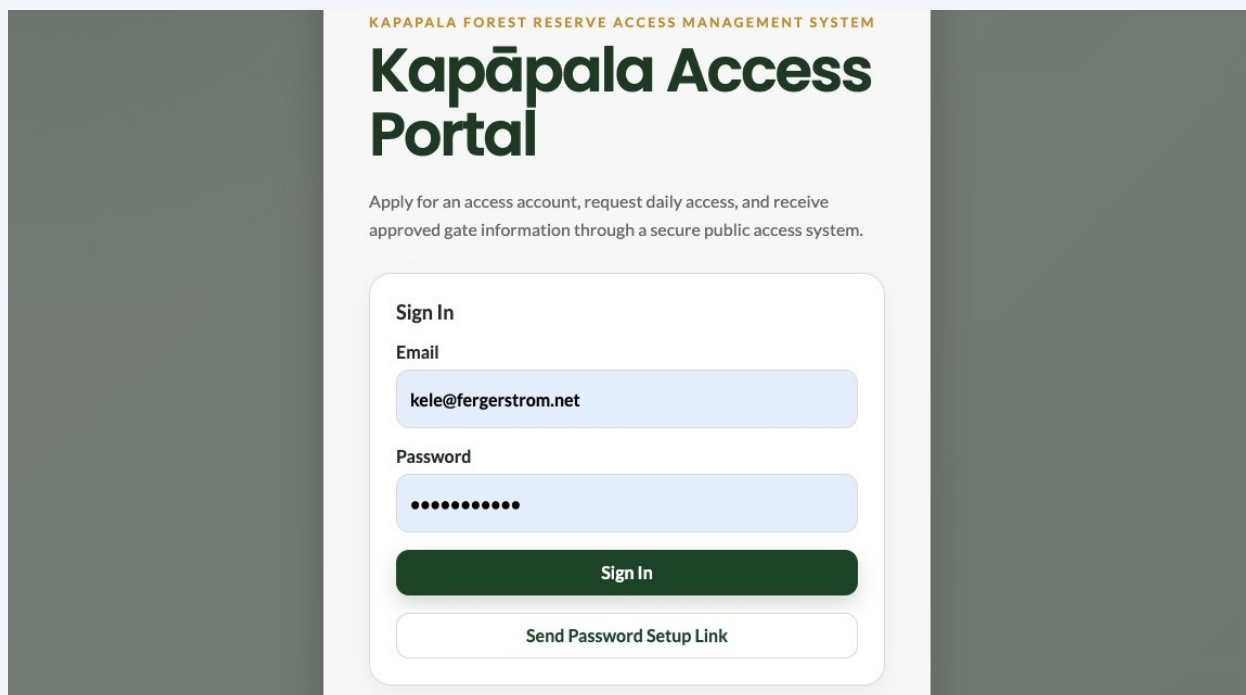


Registering for a Kapāpala Forest Reserve Access Account

Learn how to successfully register for a new access account for the Kapāpala Forest Reserve. This guide outlines the necessary application steps, including personal information, vehicle details, and the acknowledgment of safety and operational policies required for entry.

Account Request Initiation

- 1 Navigate to <https://kapapalaforestreserveaccesssystem.netlify.app/>



The screenshot shows the 'Kapāpala Access Portal' login interface. At the top, it says 'KAPAPALA FOREST RESERVE ACCESS MANAGEMENT SYSTEM' in small orange letters. Below that is the main title 'Kapāpala Access Portal' in large green font. A subtitle reads: 'Apply for an access account, request daily access, and receive approved gate information through a secure public access system.' The login form is centered and contains the following elements:

- Sign In** header
- Email** label above a text input field containing 'kele@fergerstrom.net'
- Password** label above a password input field with masked dots
- A dark green **Sign In** button
- A light green **Send Password Setup Link** button

2 Click "Request an Account"

Sign In

Email

kele@fergerstrom.net

Password

.....

Sign In

Send Password Setup Link

OR

Request an Account

Need help? Contact operations@kapapalaranch.com.

Personal and Identification Details

3 Enter your first name, last name, email, and mobile phone number.

Application Progress

- 1 About You
- 2 Identification
- 3 Vehicles
- 4 Emergency Contact
- 5 Rules
- 6 Review

About You

This information will be used to create your Kapāpala Ranch public access account.

First Name

First name

Last Name

Last name

Email

name@example.com

Mobile Phone

(808) 555-1234

Back

Continue

4 Click "Continue"

Application Progress

1 About You

2 Identification

3 Vehicles

4 Emergency Contact

5 Rules

6 Review

About You

This information will be used to create your Kapāpala Ranch public access account.

First Name

Boa

Last Name

Hunter

Email

operations@kapapalaranch.com

Mobile Phone

8085551212

Back

Continue

5 Upload a copy of your government-issued ID.

Application Progress

1 About You

2 Identification

3 Vehicles

4 Emergency Contact

5 Rules

6 Review

Identification

Identification Review

Upload a copy of your government ID. This file will be stored privately and reviewed only by authorized staff.

Government ID Upload

Choose File No file chosen

No file selected yet.

ID Type

Select ID type

Back

Continue

6 Select "Driver License" from the ID Type dropdown menu.

1 About You

2 Identification

3 Vehicles

4 Emergency Contact

5 Rules

6 Review

Identification Review
Upload a copy of your government ID. This file will be stored privately and reviewed only by authorized staff.

Government ID Upload

Choose File a321.jpg

Selected file: a321.jpg

ID Type

Driver License

Back Continue

7 Click "Continue"

2 Identification

3 Vehicles

4 Emergency Contact

5 Rules

6 Review

Government ID Upload

Choose File a321.jpg

Selected file: a321.jpg

ID Type

Driver License

Back Continue

Vehicle and Contact Information

8

Entering Vehicle information is completely optional. Entering a vehicle will allow you to save that information so you can instantly pull it up when making an access request, instead of having to enter it each time you submit a request. You can also add or delete vehicles within your account later on if you want.

9

Enter your vehicle description and license plate number.

Application Progress

1 About You

2 Identification

3 Vehicles

4 Emergency Contact

5 Rules

6 Review

Vehicles

Frequent users can save a vehicle so daily access requests are faster. Adding a vehicle during account registration is optional.

No vehicle has been entered. You may add one now or provide vehicle information with each daily access request.

License plate not entered

Vehicle Description

License Plate

White Toyota Tacoma

ABC 123

Back

Continue

10 Click "Continue"

Application Progress

1 About You

2 Identification

3 Vehicles

4 Emergency Contact

5 Rules

6 Review

Vehicles

Frequent users can save a vehicle so daily access requests are faster. Adding a vehicle during account registration is optional.

Black Dodge Durango

ABC 456

PRIMARY

Vehicle Description

Black Dodge Durango

License Plate

ABC 456

Back

Continue

11 Enter the name and phone number for your emergency contact.

Application Progress

1 About You

2 Identification

3 Vehicles

4 Emergency Contact

5 Rules

6 Review

Emergency Contact

Emergency Contact Name

Contact name

Emergency Contact Phone

(808) 555-1234

Organization / Agency of Access

Public Access User

Preferred Gate

Wood Valley

Back

Continue

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Select your preferred gate, which is the gate you anticipate using the most. This does not restrict you to that one gate, but it does auto populate that gate on each response for less data required for each entry request.

The screenshot shows a form titled 'Application Progress' on the left and 'Emergency Contact' on the right. The progress bar on the left has six steps: 1. About You, 2. Identification, 3. Vehicles, 4. Emergency Contact (highlighted in green), 5. Rules, and 6. Review. The 'Emergency Contact' section contains the following fields: 'Emergency Contact Name' (Mrs. Boa Hunter), 'Emergency Contact Phone' (8086596563), 'Organization / Agency of Access' (Public Access User), and 'Preferred Gate' (Hononui). The 'Preferred Gate' dropdown menu is highlighted with an orange circle. At the bottom right, there is a 'Continue' button.

13

Click "Continue"

This screenshot is identical to the previous one, showing the 'Emergency Contact' form. The 'Preferred Gate' dropdown menu is still highlighted with an orange circle. In this step, the 'Continue' button at the bottom right is also highlighted with an orange circle, indicating the next action to take.

Rules Acknowledgment and Submission

14 Acknowledge all ten access rules and conditions by selecting each checkbox.

Application Progress

1 About You

2 Identification

3 Vehicles

4 Emergency Contact

5 Rules

6 Review

Rules

Access Rules and Conditions

Please read and acknowledge each rule. All ten checkboxes must be selected before you can continue.

☐ 1 **Daily access requests**
I understand that I must submit a separate access request for each day access is desired. Requests may be submitted up to 90 days in advance. Gate codes will be available through the Kapāpala Forest Access App only when I have an approved access request for that day, the current time is within the authorized access hours for the selected gate, and I am within the immediate vicinity of the gate.

☐ 2 **Sign in and sign out**
I understand that everyone in my party must sign in and sign out at the registration box located at the Kapāpala Ranch gate.

☐ 3 **Enter and exit through the same gate**
I understand that each access gate leads to a different area of the Forest Reserve and that the access roads do not connect. Entry and exit must be through the same gate.

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☐ 2 **Sign in and sign out**
I understand that everyone in my party must sign in and sign out at the registration box located at the Kapāpala Ranch gate.

☐ 3 **Enter and exit through the same gate**
I understand that each access gate leads to a different area of the Forest Reserve and that the access roads do not connect. Entry and exit must be through the same gate.

☐ 4 **Remain on marked access roads**
I understand that my party and I must remain on marked access roads at all times while traveling through Kapāpala Ranch.

3 Vehicles

4 Emergency Contact

5 Rules

6 Review

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☒ 2 Sign in and sign out
I understand that everyone in my party must sign in and sign out at the registration box located at the Kapāpala Ranch gate.

☐ 3 Enter and exit through the same gate
I understand that each access gate leads to a different area of the Forest Reserve and that the access roads do not connect. Entry and exit must be through the same gate.

☐ 4 Remain on marked access roads
I understand that my party and I must remain on marked access roads at all times while traveling through Kapāpala Ranch.

☐ 5 Dogs must remain secured
I understand that all dogs must remain secured inside the vehicle until reaching the Forest Reserve.

5 Rules

6 Review

☒ 2 Sign in and sign out
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I understand that all dogs must remain secured inside the vehicle until reaching the Forest Reserve.

☐ 6 Interior gates
I understand that interior gates within Kapāpala Ranch must be left in the position indicated by Kapāpala Ranch. Gates found open must be left open, and gates found

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I understand that interior gates within Kapāpala Ranch must be left in the position indicated by Kapāpala Ranch. Gates found open must be left open, and gates found closed must be closed after passing through.

☐ 7 Vehicle parking
I understand that vehicles may only be parked within the Forest Reserve unless specific permission to park elsewhere has been granted by Kapāpala Ranch.

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☐ 7 Vehicle parking
I understand that vehicles may only be parked within the Forest Reserve unless specific permission to park elsewhere has been granted by Kapāpala Ranch.

☐ 8 No hunting within Kapāpala Ranch
I understand that hunting is prohibited within Kapāpala Ranch.

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☐ 9 Gate closing times and overnight stays
I understand that my party and I must exit through the designated gate before its scheduled closing time. Gate closing times vary, and gate combinations may be changed at or immediately after closing. Overnight stays within Kapāpala Ranch are

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☐ Misuse of access privileges
I understand that intentionally violating access rules, misusing access privileges, or

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☐ 10 **Misuse of access privileges**
I understand that intentionally violating access rules, misusing access privileges, or sharing gate combinations with unauthorized persons may result in the suspension or revocation of my access privileges.

Please acknowledge all ten access rules to continue.

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I understand that vehicles may only be parked within the Forest Reserve unless specific permission to park elsewhere has been granted by Kapāpala Ranch.

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I understand that intentionally violating access rules, misusing access privileges, or sharing gate combinations with unauthorized persons may result in the suspension or revocation of my access privileges.

Please acknowledge all ten access rules to continue.

Back

Continue

15 Click "Continue"

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☒ 10 Misuse of access privileges
I understand that intentionally violating access rules, misusing access privileges, or sharing gate combinations with unauthorized persons may result in the suspension or revocation of my access privileges.

All access rules have been acknowledged.

[Back](#) [Continue](#)

16 Click "Submit Application"

4 Emergency Contact

5 Rules

6 Review

ID TYPE Driver License	ID UPLOAD a321.jpg	STATUS Pending Admin Review
SAVED VEHICLE Black Dodge Durango	LICENSE PLATE ABC 456	ORGANIZATION / AGENCY Public Access User
PREFERRED GATE Honanui	ACCESS RULES All 10 Acknowledged	NEXT STEP Access ID Issuance

[Back](#) [Submit Application](#)

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You are complete. The administrator will review your account and approve it, at which point you will get a confirmation email saying that your account is ready to go.