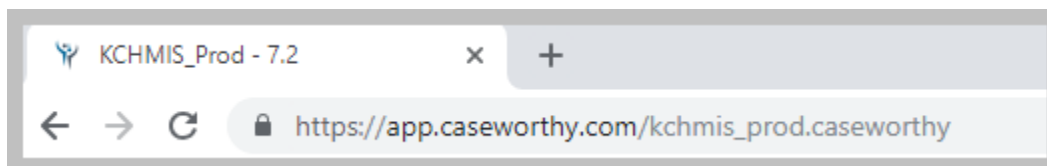
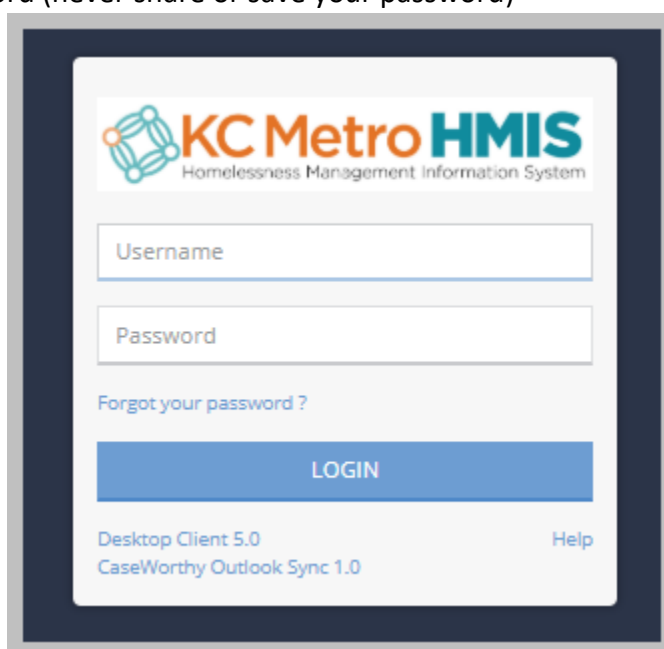


1. Open your internet browser (Google Chrome or Internet Explorer)
2. Go to the URL: https://app.caseworthy.com/kchmis_prod.caseworthy
 - a. Save the URL in your internet browser’s Favorites



3. Type in your username
4. Type in your password (never share or save your password)



5. If you forget your password, click on “[Forgot your password?](#)”, enter your username, and a temporary password will be sent to your email address.
 - a. Password should be between 8-20 characters
 - b. A word that is not found in the dictionary
 - c. Cannot contain username
 - d. Lowercase letter
 - e. Uppercase letter
 - f. Numeral (0-9)
 - g. Uses special characters
 - i. Example password: Roy4ls!13