

# dreambuild

A construction management platform powered by **kahua** ™

# Vendor Invite and Setup Process

1



RECEIVE KAHUA  
ACTIVATION INVITE

2



ACTIVATE ACCOUNT

3



RECEIVE DREAM  
PROJECT SHARE INVITE

4



ACCEPT SHARE

# 1 - Receive Kahua Activation invite



Invitation will come from "@kahua.com" domain

Scroll down and click on the **Get Started** button within the invite



**Ready to Get Started?**

It only takes a couple of minutes to finish setting up your account. Click the button below to get started now.

**Get Started**

# 2 - Activate Account

New Kahua Activation

devproductionlaunch.kahua.com/invit...

Apps Remedyforce Cons... Sharepoint Bottomline Custom... Other bookmarks

Language English

## Enter Account Details

Company Information [Search Companies](#)

Company Name  
Disney Corp

Industry Role  
Consultant

Country  
Canada

Address Line 1  
123 Boulevard

Address Line 2

City  
Toronto

Please **DO NOT** change your company details

Account Information

First Name  
Daisy

Last Name  
Duck

Password

Confirm Password

Time Zone  
(UTC-05:00) Eastern Time (US & Canada)

Default Language  
English

Challenge Question  
What was your high school's mascot?

Create a password and security question to use for the platform

## 2 – Activate Account

Wait for an email that says your account is ready!

Creating Your Account



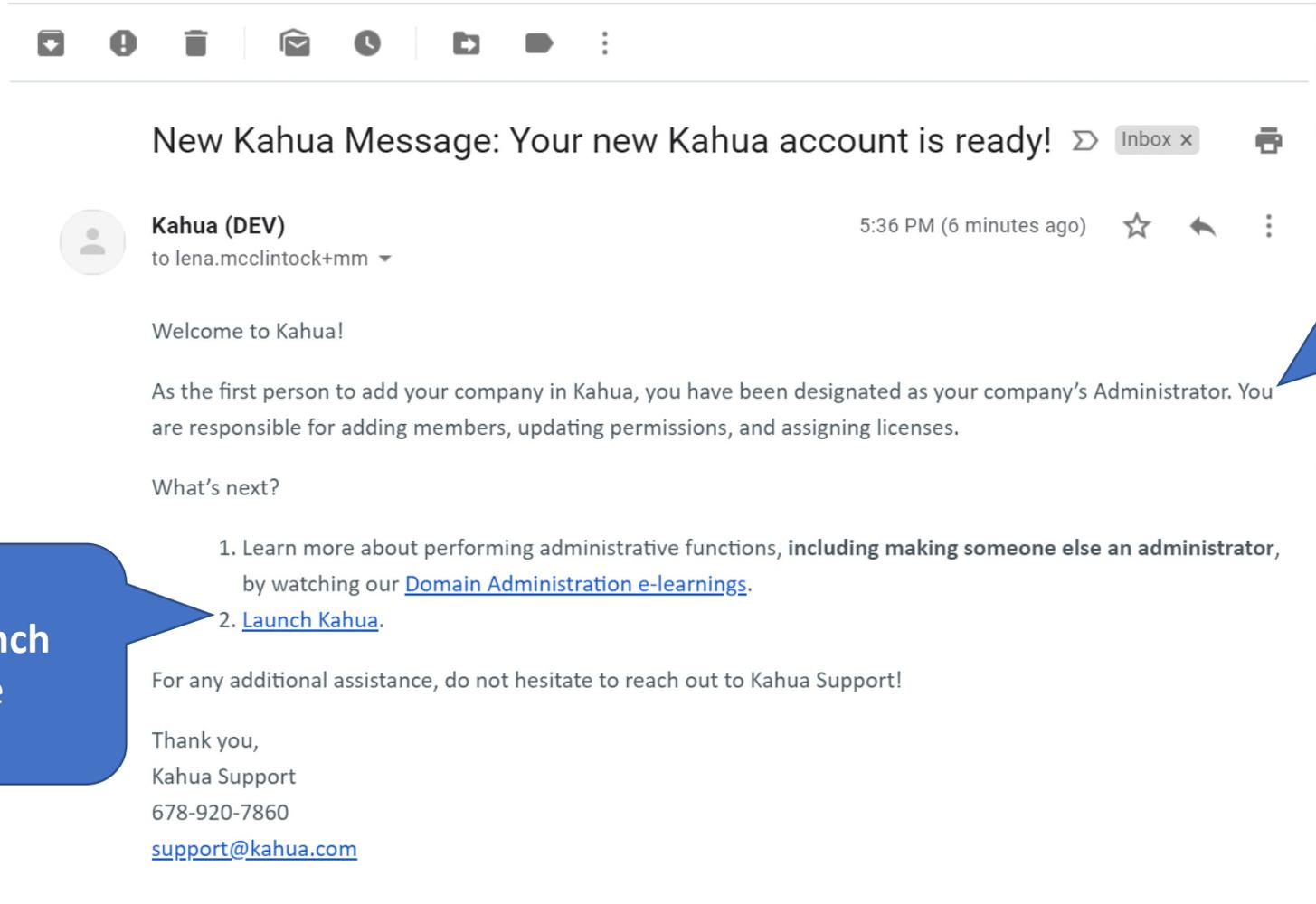
It will just take a minute or two while we get your account set up. You'll get an email when it is ready! In the meantime, you can continue doing other things or watch this video to learn a little more about Kahua.

Progress...

Creating Domain...



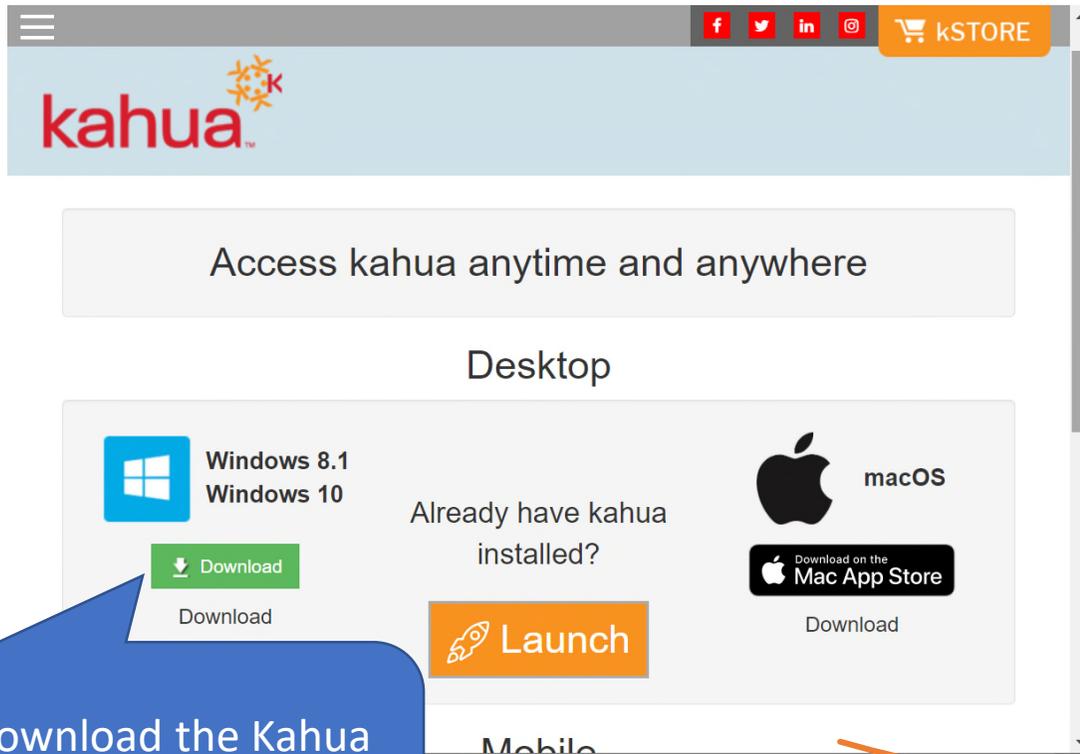
# 2 - Activate Account



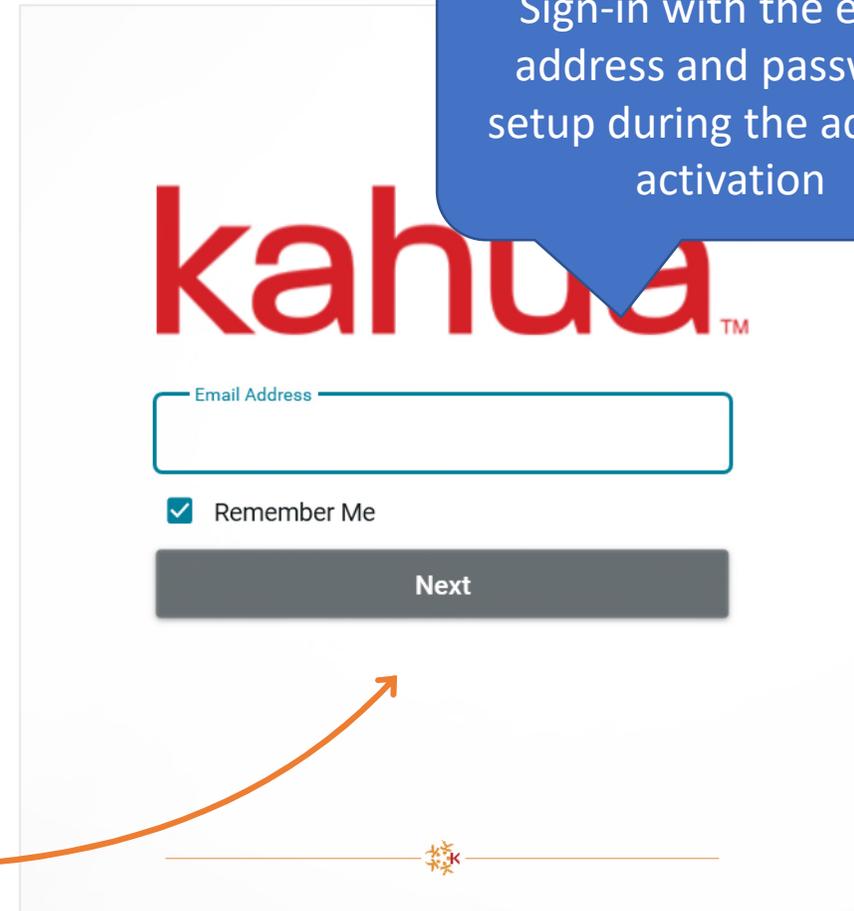
Bookmark the **Launch Kahua** web page

If you are the first person from your company, you will be your company administrator

# 2 - Activate Account

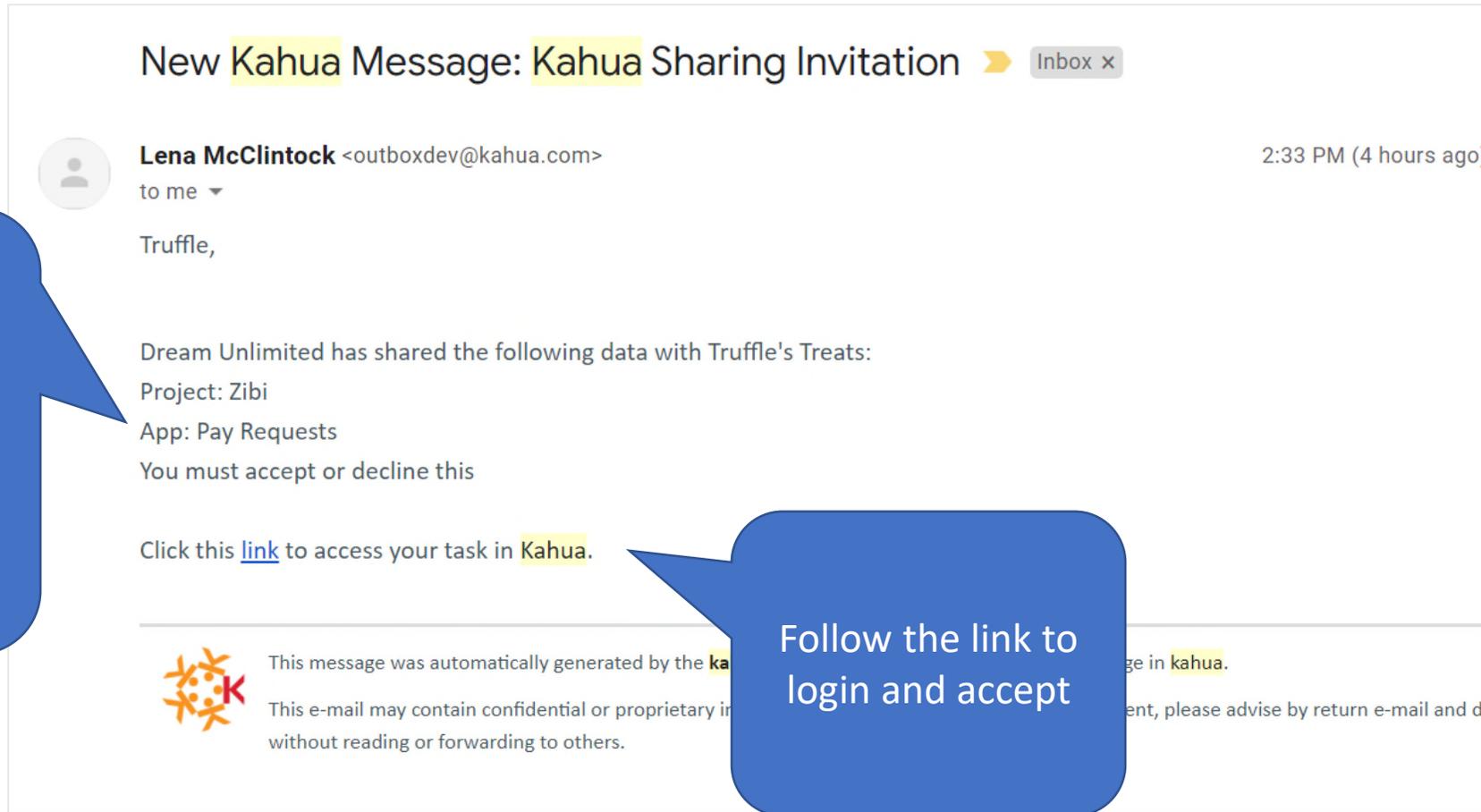


Download the Kahua host (on your first visit only)



Sign-in with the email address and password setup during the account activation

# 3 - Receive Dream Project Share invite



The Share invitation will specify which project and application Dream is sharing with your company

Follow the link to login and accept

# 4 – Accept Share

Mickey Mouse Corp

Tasks

NEW SHARE

View: Default

FROM	SUBJECT	DATE ASSIGNED
Lena McClintock	Kahua Sharing Invitation	11/19/2020

1 Item(s)

Sharing Invite - Dream Unlimited Expense...

Michael,

Lena McClintock of Dream Unlimited is requesting 1

Project: Busines Unit 1A  
App: Expense Contracts  
List \ Folder: Root  
Role: Contributor, Referencer

To accept this invitation, create a corresponding project on your domain.

**Create New Project**

Watch the video to learn more about Projects in Kal

**Decline** **Accept**

You last logged in yesterday at 8:59 AM Eastern Time (US & Canada)

kahua

To accept the share, you must go to the **Tasks** menu item

Click the **Create New Project** button, if this is the first Dream share invitation

# Questions? Need Help?

## Technical Support

### Kahua support

- Email [support@kahua.com](mailto:support@kahua.com)
- Submit a ticket on their [website](#)

## Dream Billing Inquiries

### Dream AP Inquiries

- Email [dreambuild@dream.ca](mailto:dreambuild@dream.ca)