EMPLOYER NEWS | CALIFORNIA

# Delegate access to your team

Save time by delegating online administration of your group's coverage. With delegated access, you can share your data and transactions with other team members or your broker — leaving you free to focus on your business. You have control over their access rights. And you can authorize as many team members as you like.

## Here's how to delegate access

First, set up the primary administrator for your group:



1. Go to **account.kp.org** and navigate to the "Manage account" tab.

2. To designate a primary group administrator, fill out the Online Account Services User ID Request Form. Or you can print it out and email it to the email address provided.

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**3.** The person designated as your primary group administrator will receive an email with an access code.
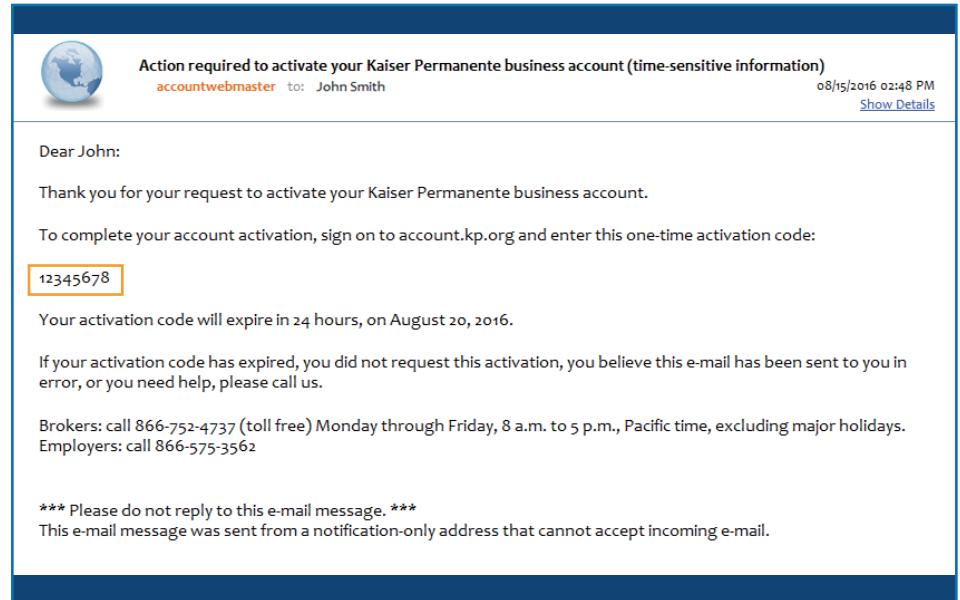


**4.** Your primary group administrator then registers for an employer account on **account.kp.org**.

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**5.** Once they've registered, your primary group administrator clicks "Enter your access code" on the homepage.

**6.** On the "Enter access code" page, the primary group administrator enters the access code they received by email to gain full access to group functions.

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## Next, grant secure access to your team

Once your primary account administrator is set up, that person can authorize additional users:



1. The primary account administrator signs on at **account.kp.org**, navigates to the "Your account" tab, then clicks "Manage user access."

2. On the "Manage user access" page, the primary account administrator can:

   - View groups they have access to
   - View and manage users with access to group information

3. To give a team member access rights, the primary account administrator clicks "Add user."

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4. The primary account administrator enters the secondary user's information, then sets the level of access they want to grant to them.[1]

5. Once the secondary user's access has been set up, they'll receive an email with an access code.



6. The secondary user then registers for an employer account on **account.kp.org** (or signs on to their existing employer account if they already have one).

**7.** Once they've registered and signed on, the secondary user clicks "Enter your access code" on the homepage.



**8.** On the "Enter access code" page, the secondary user enters the access code they received by email. Now they'll have full access to the group functions they've been granted by the primary account administrator.

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# Then, manage your secondary users

To manage access for your secondary users, the primary account administrator signs on at **account.kp.org**, navigates to the "Your account" tab, then clicks "Manage user access." From here, they can:

- Add users
- Remove users
- Modify users' access

When you remove a secondary user, the system immediately cuts off their access to account information.[2]



If you have any questions about delegated access, please contact your web support team at **866-575-3562.**

[1]Secondary users can only be granted access to the same data or a subset of data functionality as the primary group administrator.

[2]Kaiser Permanente is not responsible for providing or removing access, or any actions secondary users may perform.

Information may have changed since publication.

**You can grant authorized secondary users the ability to:**

- Update member information
- Enroll members
- Terminate members' coverage

**They can also view your:**

- Bill
- Current balance due
- Payment history
- Group's members

For small groups, authorized secondary users can also view renewals online.

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