

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

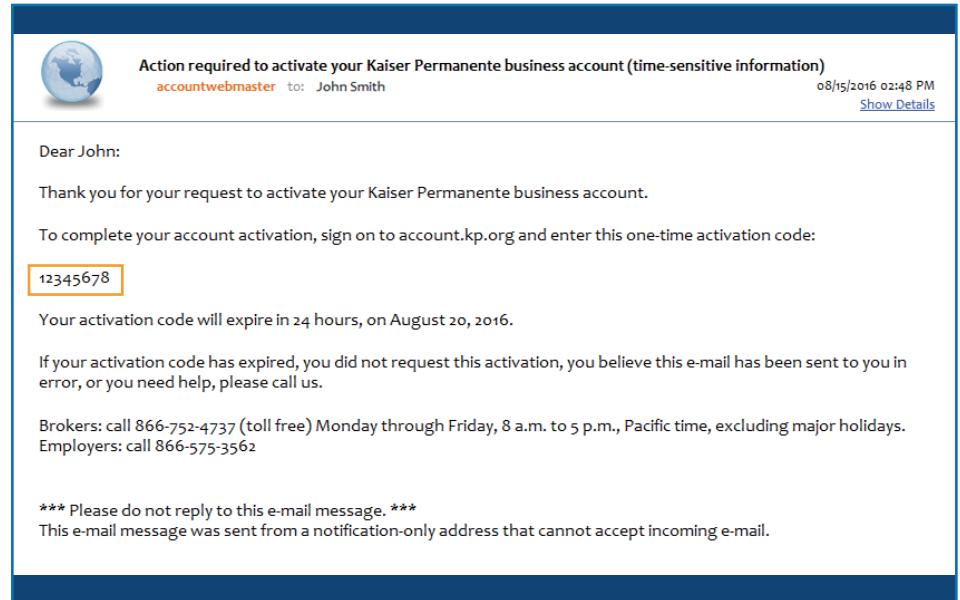
First, set up the primary administrator for your group:

The screenshot shows the Kaiser Permanente Employer account management interface. The top navigation bar includes links for 'Discover the KP difference', 'Brokers', 'Home', 'Sign on', 'Register', and 'Contact us'. The 'Manage account' tab is highlighted. Below the navigation bar, the 'Preview' section shows a list of links: 'Easily manage your account online', 'Frequently asked questions', and 'Authorize a broker'. The main content area features a video titled 'Easily manage your account online' with the URL 'account.kp.org'. Below the video, a box titled 'Designate your primary company administrator' contains the following text: 'To manage your employees' Kaiser Permanente health plan memberships online, please have your company's group officer [fill out this online form](#) or [print and complete this PDF](#) to designate a primary company administrator.' Other links visible at the bottom include 'View and pay bills', 'View documents', and 'Manage membership'.

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.

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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Register for a Kaiser Permanente account

*Indicates required fields

*Region
 Select an area

*First name Middle initial *Last name

*Brokerage firm name / Company name

*E-mail address

Terms and Conditions

You must accept [Kaiser Permanente's Terms and Conditions](#) to use this Web site.

☐ *I have read the Terms and Conditions and agree to the terms stated.

Submit

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Welcome to your Kaiser Permanente employer account

The first time you sign in to access your account information, you need to enter the access code from your primary company administrator. This code was sent when you registered.

If you're the primary company administrator, please fill out this [form](#) (PDF) to get your access code.

Important notice Employers using our Online account services to manage their company's health coverage are now able to sign on directly on this site (account.kp.org) using their existing Kaiser Permanente business account.

- Important information about the Zika virus
- Group Health Cooperative to join Kaiser Permanente
- Information for your employees: How to get services if they've been affected by the wildfires
- Small group expansion and your renewal options

Health care reform

As your health care partner, we're here to help you navigate the changes brought by health care reform. Learn about the details of the law online, or explore our interactive resource guide to understand how the changes may affect your business.

- Download our health care reform guide (PDF)
- Learn about health care reform

Plans

Top-notch doctors, proactive help for chronic conditions, and workforce health programs are an investment in your employees. A wide variety of plans ensures you'll be able to give your employees access to the care they need to perform at their best every day—building a stronger future for your business.

- Small business plans
- Large business plans
- University and college plans

Announcements

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- Schedule your 2016 worksite flu shot clinic
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- Small group expansion and your renewal options
- Extended notification for small business renewals

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

- 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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Enter access code

Your account

- Account information
- Manage user access
- Enter access code

To view your account information, please enter the code received by email. Your code expires 7 days after it was issued.

If your access code has expired or is invalid, please contact your company primary administrator and request a new code.

*Indicates required fields

*Access code

Submit Cancel

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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:

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Employer

Your account

- Account information
- Manage user access**
- Enter access code

Manage user access

Account you have access to

Group	Billing unit	Region	Action
160	ALL	California	View details

Users with access

You are responsible for managing users who have access. Keep this list current by removing or updating access rights.

Would you like to allow another user to access your account information?

[Add user](#)

User id	Status	Access rights	Remove
d45634	A	View/update	Remove
a23028	A	View/update	Remove
a23564	A	View/update	Remove

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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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Employer

Your account

- Account information
- Add user**
- Enter access code

Add user

Complete the information below, then select "Continue".

*First name

*Last name

*Email address

*Re-enter email address

[Continue](#) [Cancel](#)

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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.

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Employer

Your account

- Account information
- Manage user access**
- Enter access code

Manage user access

User added successfully

An email has been sent to Mark Johnson at markjohnson@aandbservice.com.

Account you have access to

Group	Billing unit	Region	Action
160	ALL	California	View details

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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).

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Get started

Sign on:

Employers, sign on to view your company's health plan information.

Maryland, Virginia and Washington D.C. employers please [sign on here](#).

Brokers, sign on to view your account and your clients' information.

*User ID: [Forgot your user ID?](#)

*Password: [Forgot your password?](#)

[Sign on](#) | [New user?](#)

or

Visit the broker Quote Tool:

Your broker Quote tool account is different than your Kaiser Permanente account. To get a quote, choose your region and the line of business you'd like to quote.

*Please select a region:

Select region

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- Large business plans
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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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Enter access code

Your account

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*Indicates required fields

*Access code

Submit Cancel

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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

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Manage user access

Account you have access to

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

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

²Kaiser 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.