

# ONLINE ENROLLMENT AND BILL PAY FOR EMPLOYERS

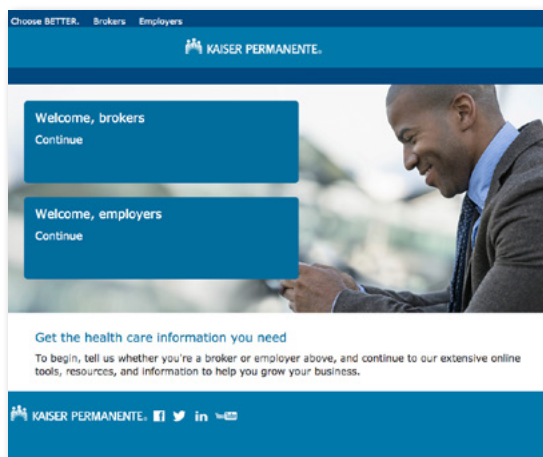


## Streamline your health care administration with Online Enrollment and Bill Pay

### Online Enrollment

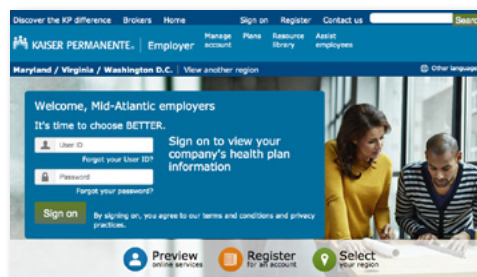
The Manage Members online enrollment site on [account.kp.org](https://account.kp.org) can help you streamline most administrative tasks. Please select a primary group administrator to register for access so you can process eligibility transactions, including the following:

- Enroll or terminate members
- Search by member and view a list of members
- Enroll or terminate family members on an existing account
- Update member demographic information
- Request member ID cards
- Download membership rosters and real-time membership counts
- View tutorial videos



To sign up, visit [account.kp.org](https://account.kp.org) and follow these simple steps.

1. Under [Welcome, employers](#), click [Continue](#).
2. Click [Register for an account](#).



3. Complete the registration fields to create a user ID and password. Once registration is complete, the homepage will appear: [Welcome to your Kaiser Permanente employer account](#).
4. In the paragraph [Primary company administrators](#), click the link to complete the form online.
5. A confirmation number will be provided upon submission of the electronic form. The estimated processing time is 3 to 5 business days.
6. Once the request has been processed, an email notification will be sent to the user. The user can then log in to the website and view the group information. An access code is not required.
7. Additional users will need to request an access code from their primary group administrator to access the group's information online. The primary group administrator will add the additional user, which will generate an email to that user with the access code.
8. Once the user receives their access code, they must enter it to access the group account online.

If you have questions regarding setting up your account, please call us at **866-575-3562**.

## Online Bill Pay

For further ease and convenience in managing your group's health care plan, sign up for Online Bill Pay with Kaiser Permanente of the Mid-Atlantic States today. Once you register for an account, you can:

- View and pay your entire invoice
- Receive email notifications of new invoices
- Turn off your paper invoice
- Make one-time or automatic monthly payments with a bank account
- View multiple Kaiser Permanente accounts with one username and password

Signing up is easy! Just have your last invoice handy, then visit [kp.org/mas/onlinebilling](https://kp.org/mas/onlinebilling) and follow these steps.

1. Click the [Enroll for Online Bill Pay](#) button.

2. Click the hyperlink in [Not on a Family plan? Commercial customers click here to enroll.](#)
3. Find your Group Number on the last invoice you received.
4. Enter the requested information, review the Terms of Service, and click [I agree](#).
5. Enter your email address.
6. Choose a username and password and wait for a verification email to be sent to your email account
7. When you receive the verification email, click on the activation link.
8. Log in to complete registration and begin using Online Bill Pay.

If you have any issues or questions regarding Online Enrollment and Bill Pay, please refer to the name and phone number listed on the summary page of your group invoice for the Mid-Atlantic Employer Broker Service Team.

