Help your clients manage their small business health coverage online

Sign in to account.kp.org to use a wide range of time-saving self-service features designed to help make health plan coverage decisions easier and more convenient.

Contact information updated immediately online

Clients can keep their details up to date for faster, smoother transactions. They can:

- Change e-mail and physical addresses or EIN tax identification
- Add, remove, or change contract signer and billing contact information

Renewal changes completed online

Employers can complete plan changes, get quotes to compare renewal options, and manage their enrollees during open enrollment in real time. These features aren't tied to your clients' renewal cycle and are available all year round, making it easy for them to:

- Quickly compare plans, rates, and benefit options; update renewal delivery preferences; and see their entire transaction history all in one place
- Get Employee Enrollment Worksheets that show employer medical contributions, employee monthly costs, and high-level benefit details personalized for each employee

Electronic signatures available for certain forms

Employers can complete the following forms with a computer or mobile device and securely send them to us online. Signatures are automatically collected and stored using Adobe Sign for:

- Employee enrollment
- Employee/dependent change
- Subscriber termination and transfer
- Employer attestation for COBRA/Cal-COBRA
- Plan add/change request

Your clients can simply visit Forms and Documents, and use the appropriate links to submit electronic signature forms.

Memberships managed online

Your clients can also complete major administrative tasks online. If they don't have account.kp.org access yet, they can learn how to get access and more by visiting the Manage Accounts page. Once they sign in, they can access features through the Manage Members section at **account.kp.org** to:

- View and pay their group's monthly bills online, and set up automatic withdrawals or email reminders so a payment is never missed
- Enroll or end coverage for employees and dependents
- Order member ID cards
- Download a member roster spreadsheet
- View important group documents

account.kp.org

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