

Downloading Member Lists

In this video, we'll show you how to download member lists in account.kp.org.

Make sure you're signed into account.kp.org and have clicked Manage Members where you can view your group.

For groups with up to 500 members, you can download an excel-compatible member list, which is helpful for reconciling your membership with your bill.

So, how do you download a member list?

First, consider if you want a list of all the members in this group, or only members from a specific subgroup or billgroup.

The page you request a member list from will dictate which members are included in the report.

To download a list of all members in this group, click Group Member List in the top right on the Group page.

Click Download in the confirmation window.

Next, let's download a member list that's specific to a subgroup.

From the Group page, under the Subgroups tab.

Select the subgroup you want.

From the subgroup page, click Subgroup Member List on the top right of the screen.

In the confirmation window, click Download.

To view the list you downloaded, open the Excel file from your computer's download folder.

The spreadsheet will contain key information like member name, date of birth, and medical record number.

Generating a member list is slightly different for larger groups.

After you click the initial member list link, you'll see a "Request Report" button.

Click this button and a report will be created for you in a few minutes.

To get to your report, click Transaction History in the top right of the page.

In the Transaction History screen, look for your Member Report under the Transaction Type column.

Click on the report's Confirmation ID to download the member report.

For membership of 10,000 or more, please contact your account rep for assistance.