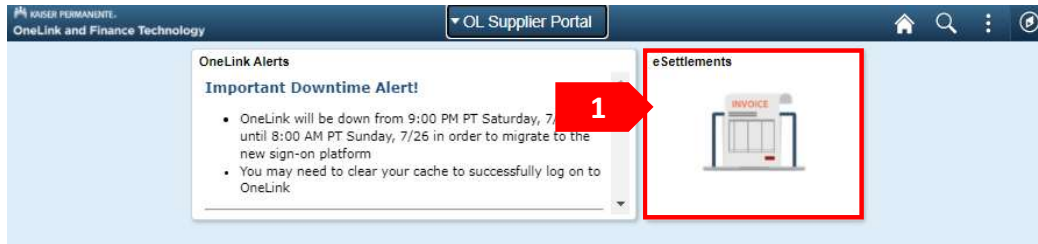


Effective 9/20/2021 all requests for banking updates (ACH) will now be managed via the new KPVM portal and no longer via the eSettlements portal. The exception is for Brokers, Brokers will continue to use the eSettlements portal for any banking changes until further notice.

Follow the steps below to add or update banking payment information:

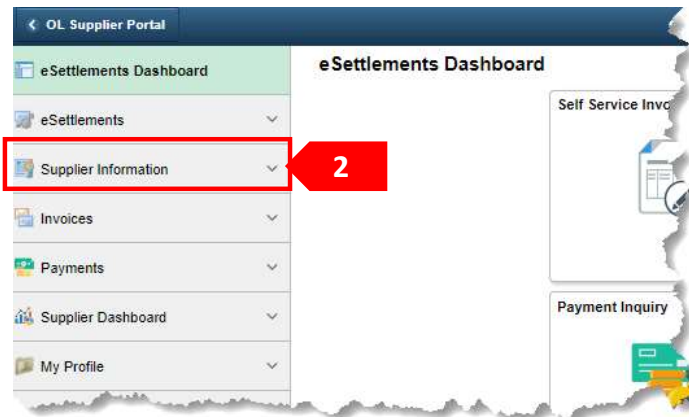
STEP 1

Select the **eSettlements** tile.



STEP 2

Click on the drop-down arrow under the **Supplier Information** section.



STEP 3

Select **Initiate Supplier Change**.

Note: If you *do not* have access to multiple suppliers skip to Step 5.

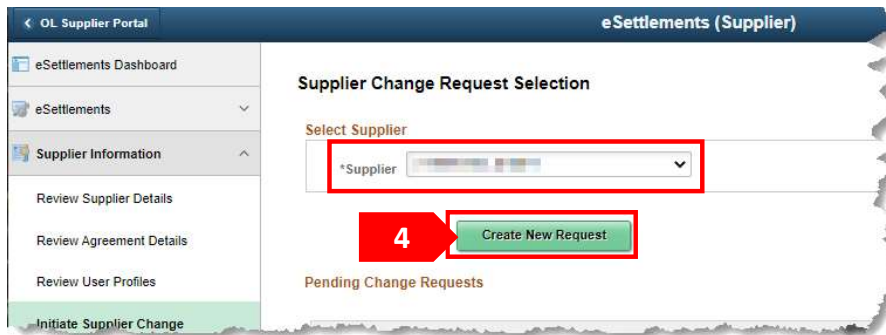


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STEP 4

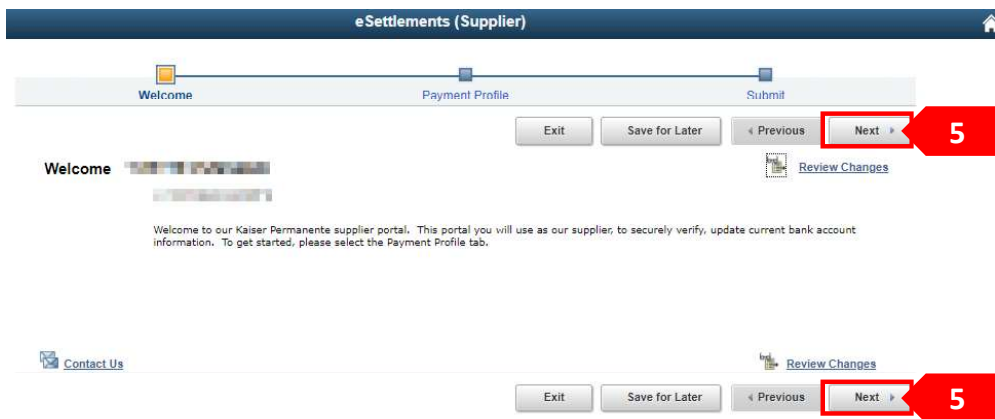
If you do not have access to multiple suppliers and/or pending requests skip to step 5.

If you have access to multiple suppliers, click on the **drop-down arrow**, select the supplier you wish to perform the task for and select the **Create New Request** button.




STEP 5

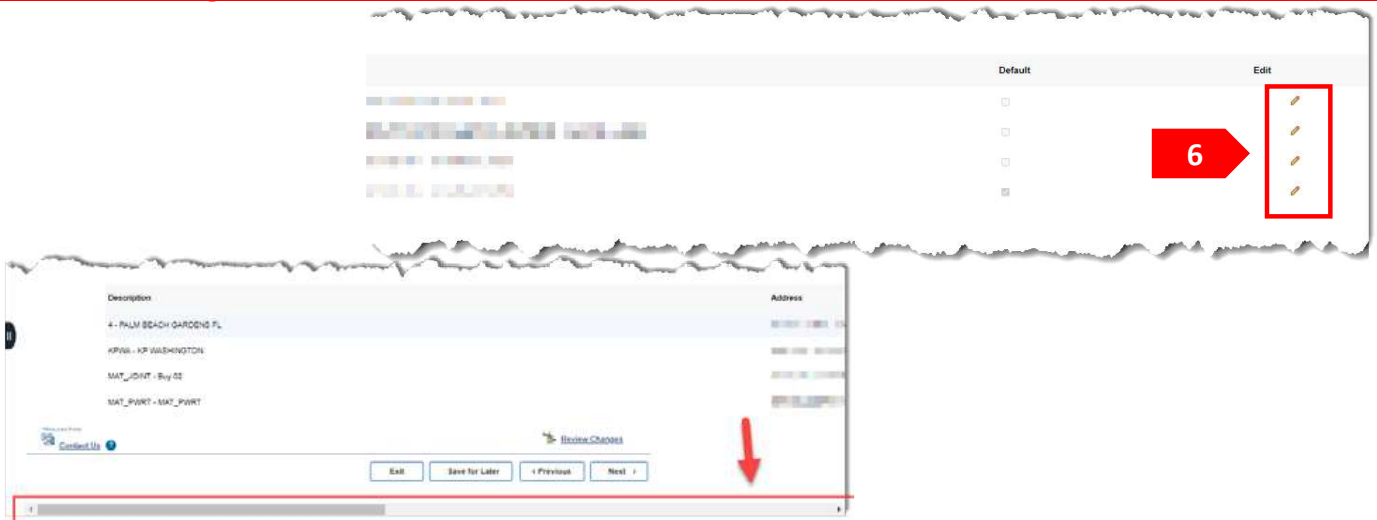
You will be brought to the Welcome page. Click on either **Next** button.



STEP 6

Click the **Edit**  icon of the location you wish to add/update banking payment information.

You will need to go to the bottom of your window and scroll to the right in order to view the icon.



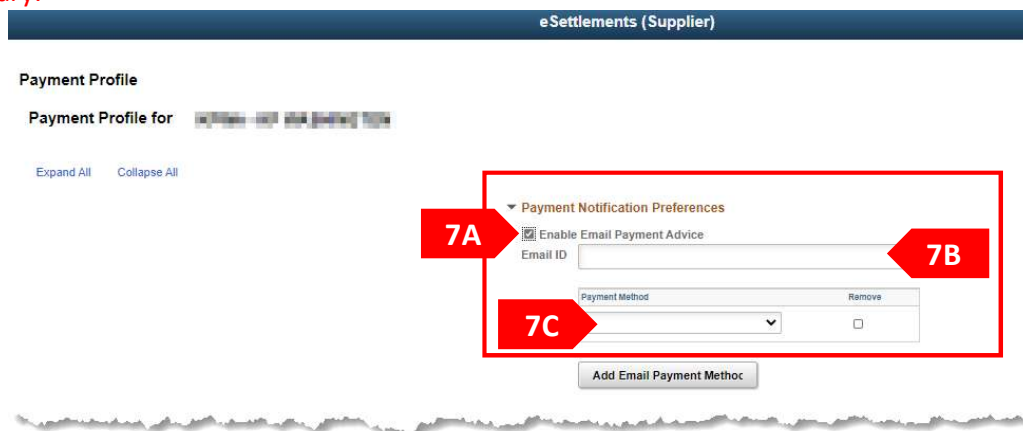
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STEP 7 (optional)

If you wish to receive email Payment Notifications:

- A. Select the **Enable Email Payment Advice** checkbox
- B. Under **Email ID**, enter the email address to receive the payment advice
- C. In the **Payment Method** area select: **Automated Clearing House**

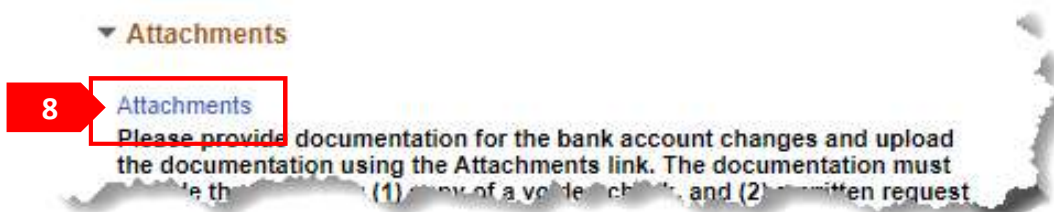
Note: This section may already be populated if ACH Remittance was already set up. Please review existing information and update if necessary.



STEP 8

Select the **Attachments** link.

Note: Supporting documentation is **required** in the form of a voided check in lieu of a voided check a bank statement will suffice. Failure to provide requested documentation may delay or prevent the receipt of electronic payments to you.



STEP 9

Click on the **Add Attachment** button.

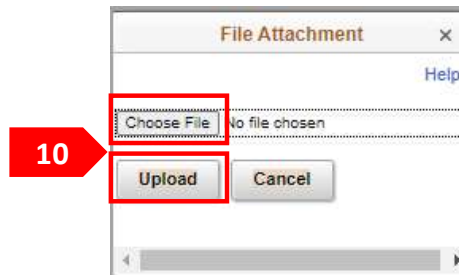


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STEP 10

Click on **Choose File** and select the file you wish to attach. When complete click on the **Upload** button.

Note: The allowable types of files are: .DOC, .DOCX, .JPEG, .JPG, .PDF, .TIF, .TIFF, .TXT, .XLSX. Adding large attachments can take some time to upload. Ensure that the file name does NOT contain any **periods (.)** in it. The system reads the type of file by looking at the suffix after a period. The File name cannot exceed 60 characters.




STEP 11

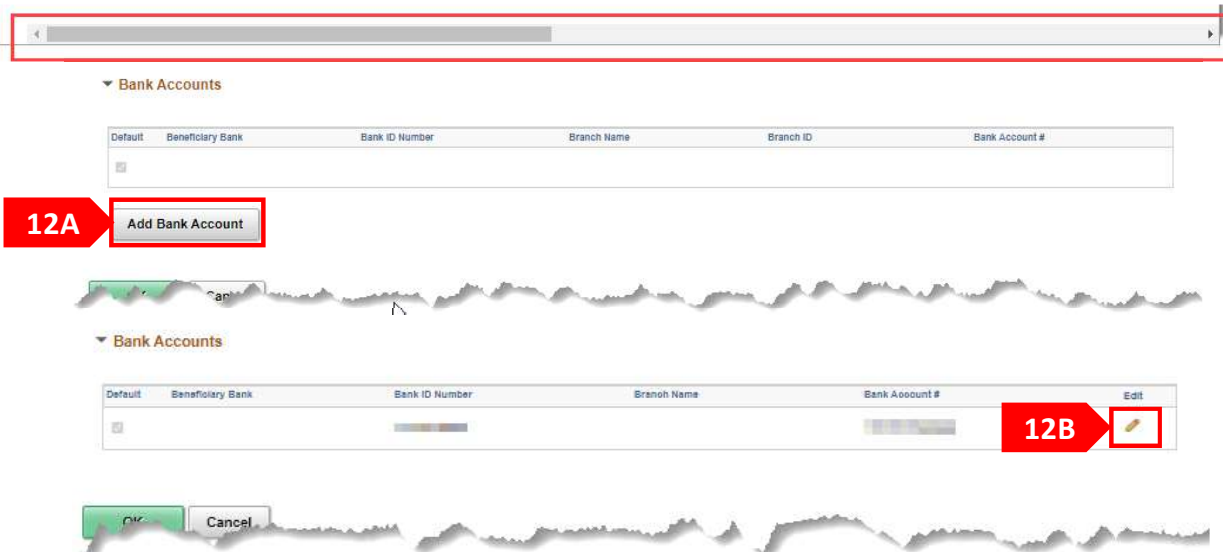
Enter in the **Attachment Description** field: *Voided Check* to indicate what documentation is being provided. Once complete click on the **OK** button.



STEP 12

- A. If adding banking information for the first time, click on the **Add Bank Account** button.
- B. If you are updating existing banking information, click on the **Edit** icon .

Note: If you do not see the Edit icon, simply go to the bottom of your window and scroll to the right



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STEP 13

- A. If adding banking information for the first time, only complete the **yellow highlighted areas** with your banking information. Once complete click on the **OK** button.
- B. If you are updating existing banking information, update the **yellow highlighted areas** with the new banking information. Once complete click on the **OK** button.

13A

Add New Supplier Bank Account

Bank Accounts

Enter your **Bank Name**

Enter **Routing Number**

Enter **Account Number**

Enter **01**

Select the type of account you are entering.

Re-Enter **Routing Number**

OK Cancel

13B

Supplier Bank Account

Remove Bank Account

Bank Accounts

Update **Bank Name**

Update **Routing Number**

Update **Account Number**

Select the type of account you are entering.

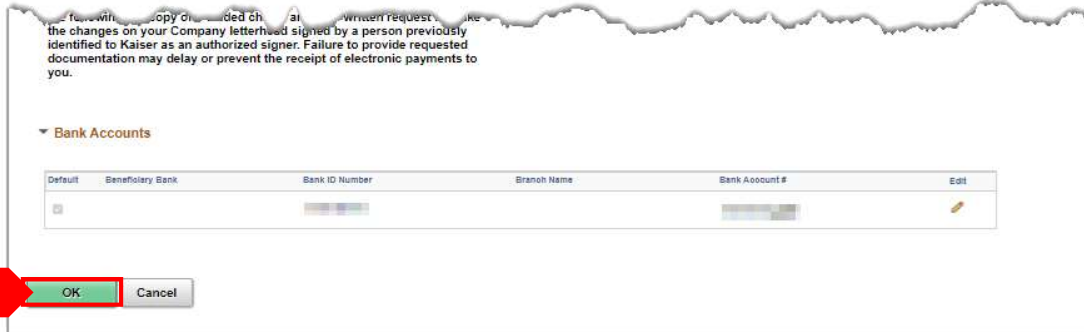
Re-Enter Updated **Routing Number**

OK Cancel

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STEP 14

You will be returned to the Payment Profile page, click the **OK** button to proceed.



STEP 15

Click on either **Next** button.

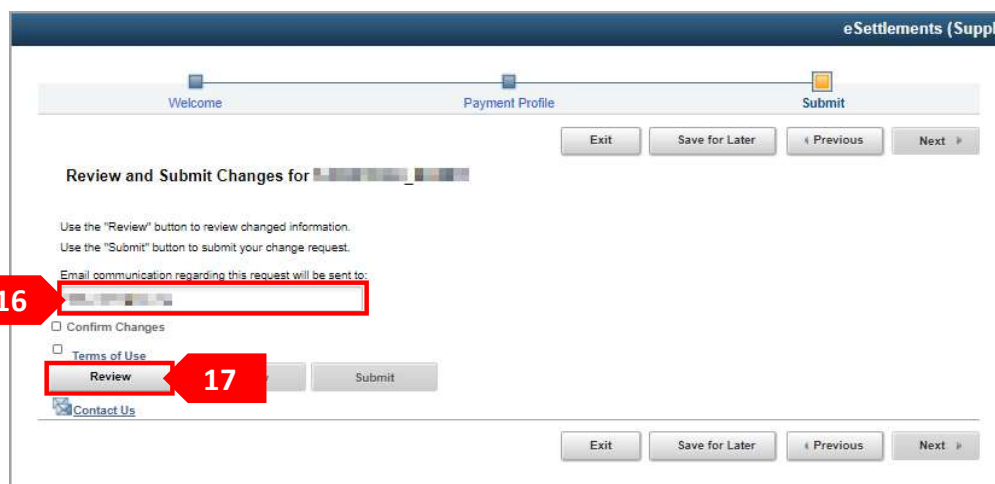


STEP 16

Your email will automatically appear in the **Email communication regarding this request will be sent to:** field. If this is not the correct e-mail to receive confirmations for this change, update it to the appropriate one.

STEP 17 (optional)

Click the **Review** button to review your changes.



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STEP 18 (optional – only if performed step 17)

Existing information will be on the left side under the **Current** column. Changed/Added information will be on the left side under the **Proposed** column in bold. Once review is complete click on the **Return** button.

It will appear this way for **newly added** banking information

Type	Information	Current	Proposed
Bank Accounts - 1			
Update	Default	Yes	Yes
	Description		
	Country	USA	USA
	Bank Name		
	Branch Name		
	Bank ID Qualifier		001
	Bank ID		
	Branch ID		
	Bank Account Type		Check Acct
	Bank Account Number		
	Check Digit		
	DFI Qualifier		01
	DFI ID		
	IBAN Check Digit		
	IBAN		
	DFI Qualifier		01
	DFI ID		
	IBAN Check Digit		
	IBAN		

18 Return

It will appear this way when **updating existing** banking information

Type	Information	Current	Proposed
Bank Accounts - 1			
Update	Default	Yes	Yes
	Description		
	Country	USA	USA
	Bank Name		
	Branch Name		
	Bank ID Qualifier	001	001
	Bank ID		
	Branch ID		
	Bank Account Type		Check Acct
	Bank Account Number		
	Check Digit		
	DFI Qualifier	01	01
	DFI ID		
	IBAN Check Digit		
	IBAN		
	DFI Qualifier		01
	DFI ID		
	IBAN Check Digit		
	IBAN		

18 Return

Effective 9/20/2021 all requests for banking updates (ACH) will now be managed via the new KPVM portal and no longer via the eSettlements portal. The exception is for Brokers, Brokers will continue to use the eSettlements portal for any banking changes until further notice.

STEP 19

Click the checkbox's labeled **Confirm Changes AND Terms of Use** to activate the Submit button.

STEP 20

Click the **Submit** button.

The screenshot shows a web form titled "Review and Submit Changes for [redacted]". At the top, there are navigation tabs for "Welcome", "Payment Profile", and "Submit". Below the tabs are buttons for "Exit", "Save for Later", "Previous", and "Next". The main content area contains instructions: "Use the 'Review' button to review changed information. Use the 'Submit' button to submit your change request." and "Email communication regarding this request will be sent to:" followed by a text input field. Below this, there are two checked checkboxes: "Confirm Changes" and "Terms of Use". At the bottom of the form are buttons for "Review", "Withdraw", and "Submit". A red arrow labeled "19" points to the checkboxes, and another red arrow labeled "20" points to the "Submit" button. There is also a "Contact Us" link and another set of "Exit", "Save for Later", "Previous", and "Next" buttons at the very bottom.

STEP 21

A confirmation page will display with your change request ID. You can click on the **Return to Supplier Home Page** hyperlink to perform other transactions.

Note: A confirmation email will be sent from Onelink@kp.org to the email address entered in step 16. An email will also be sent once the request is either approved or denied by Kaiser. **Changes will not be applied to invoices until the request is approved by Kaiser.**

The screenshot shows a confirmation page titled "Supplier Change Request Submit Confirmation". It features a green checkmark icon and the text: "Pending Approval" and "You have successfully submitted your Supplier Change Request". Below this, it displays "Your Change Request ID: 000000000002332". Further down, it says "Any email regarding the request status will be sent to:" followed by a redacted email address. At the bottom, there are two hyperlinks: "Return to Supplier Change Request Selection Page" and "Return to Supplier Home Page".

Should you have any questions regarding your submission, please contact KP-AP-ACH-Validation@kp.org

Congratulations!

You have successfully added/changed your banking payment information.