

Introduction

This quick reference guide provides steps for completing the registration process to access the eSettlements supplier portal.

Important Information

The registration link is sent after the eSettlements team receives the designated Administrators information.

- 1) You will receive an email from **Kaiser-eSettlements@kp.org** with subject line: New User Registration containing a registration link (the link is only active for **7 days**).
- 2) Click on the **Registration** link in the email and complete all the required fields designated with an asterisk (*).
- 3) Click the **Generate Verification Code** button. An email will be sent to you with the verification code. After you receive the code, enter it and click on the **Verify Code** button. (If you do not receive the email within 5 minutes, please ensure to check your junk/spam folders.)
- 4) Accept the **Terms of Agreement** and then click on **Submit**.
- 5) An email will be sent to you with subject line: User ID Registration. This email is a confirmation of your successful registration and provides the link to the portal.

You can also access the portal by entering: Onelink.kp.org into your web browser. Do not use the link used to complete registration as that link is strictly for registration purposes only.

For questions please contact Kaiser-eSettlements@kp.org