



Adding a Supplier User- Log In Information

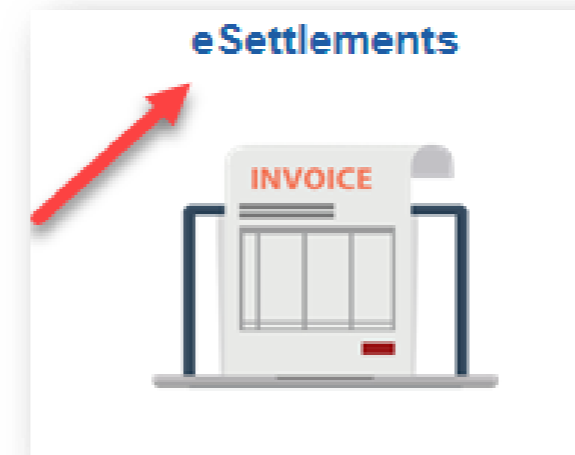
Purpose: This guide provides instructions on how to log in to the Bill Only module

1. Log into OneLink

Use this link <https://onelink.kp.org/>

Note: Supplier Administrators will assign **User ID and Password**

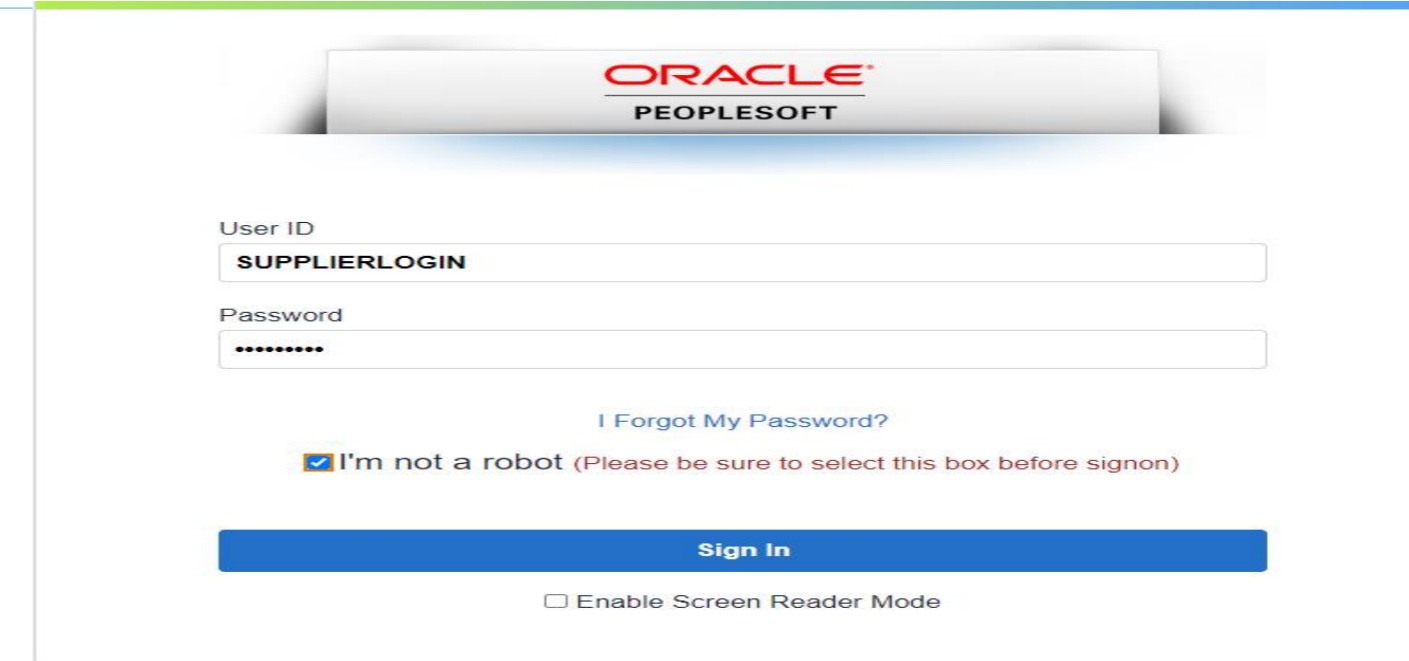
2. Click on **eSettlements** Tile



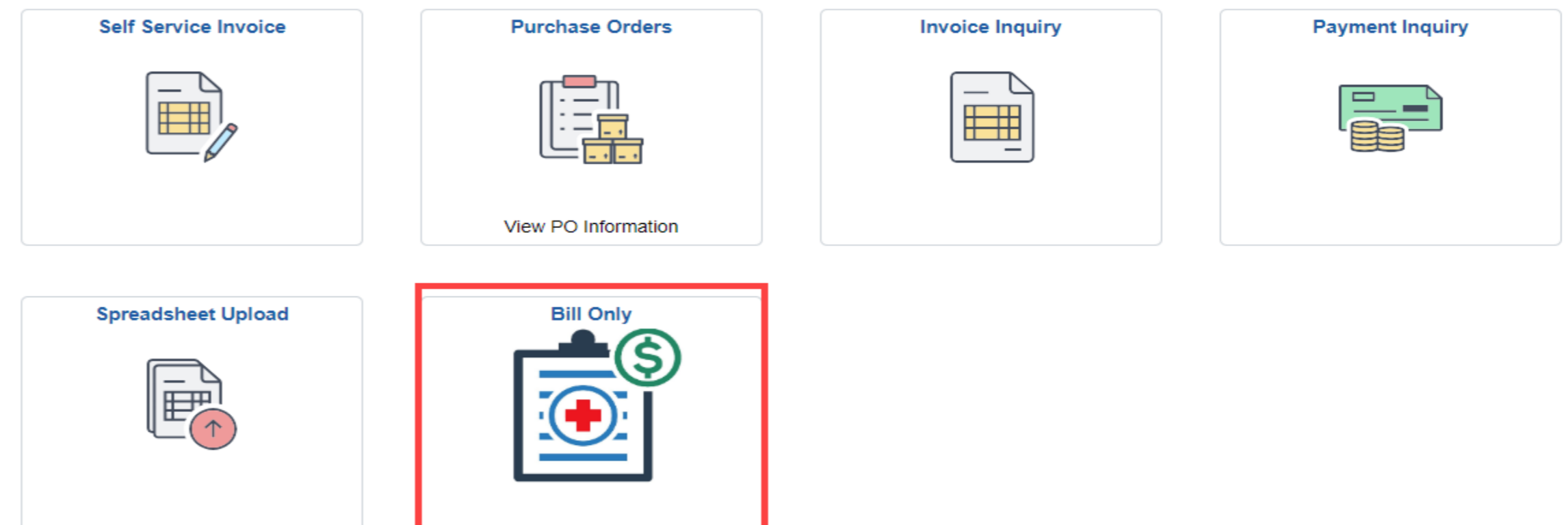
3. Check your email for 2-Step Verification Code and enter **Verification code**. Select **Verify Code**. You will be taken to the **eSettlements** tile

Note: Verification Code is only valid for 10 minutes

4. From the **eSettlements Dashboard** select the **Bill Only** Icon



eSettlements Dashboard





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5. Click **Supplier Information**

6. Click **Review User Profiles**

7. Click

8. Enter the **User ID** you wish to add
 Note: User ID must be in uppercase.
 User ID cannot include KP.ORG.
 User ID cannot consist of a leading alpha character followed by numbers.
 Example A12345

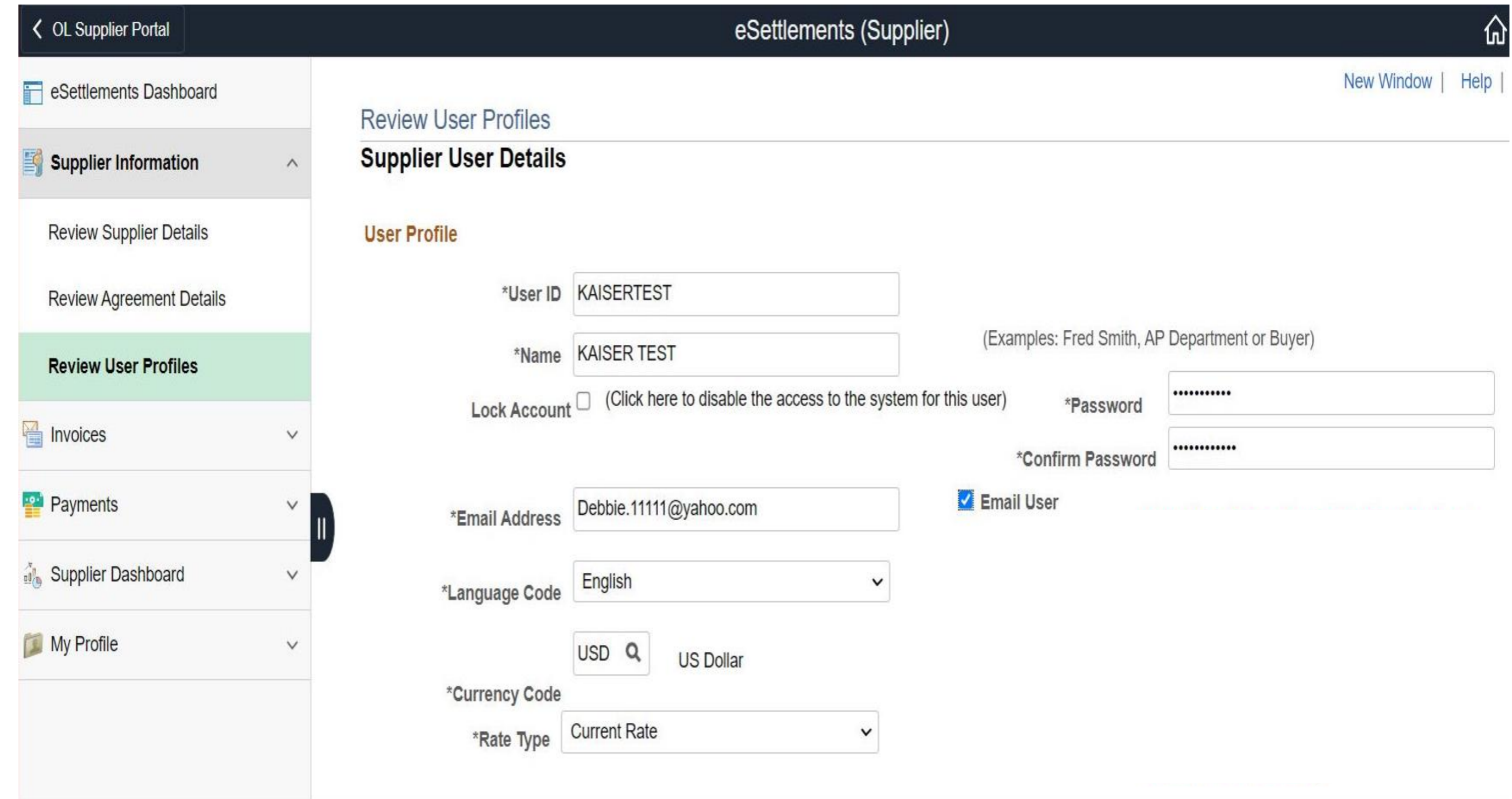
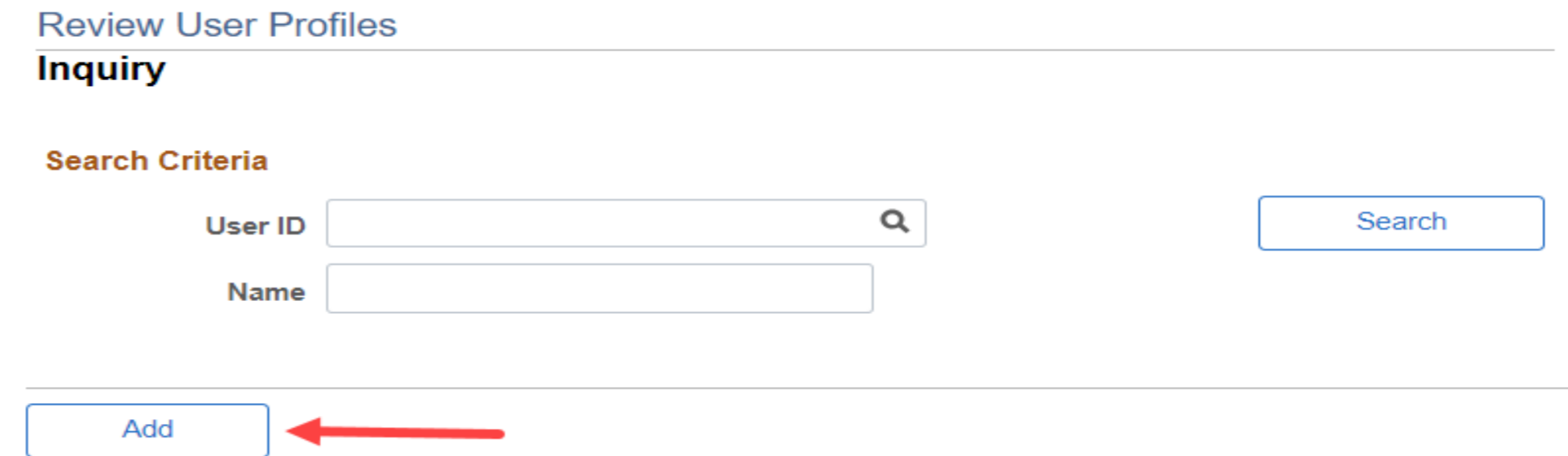
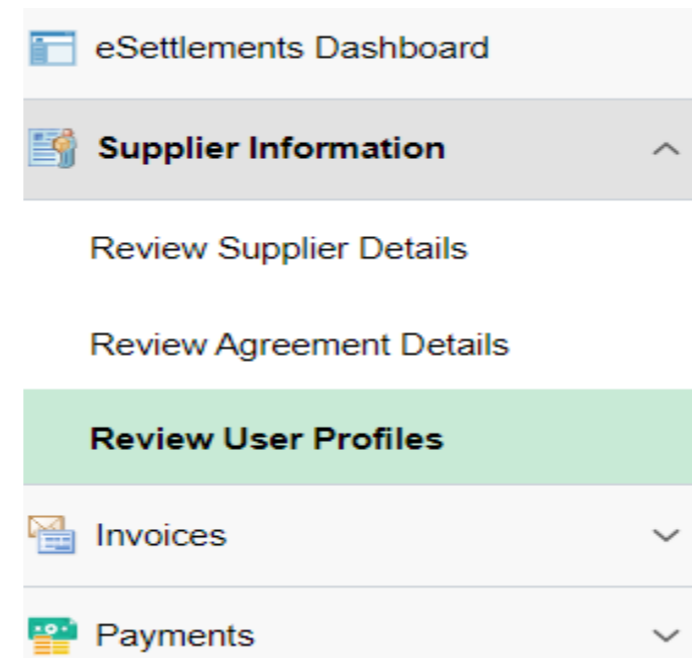
9. Enter the **Name** of the user

10. Choose a **Password** for the user
 Note: Password must be **12 characters** in length
 Password must contain a minimum of 1 special character and 1 number

11. Confirm **Password**

12. Enter **Email Address** and Check the **Email User** Box

13. Validate **Language Code**=English.
Currency Code= USD
Rate Type= Current Rate





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- 14. From the drop down in the **Can Grant** field Select **Base Portal Objects** and **OL Suppliers Bill Only**
- 15. Enter **the Supplier Name(s)** under **Accessible Suppliers**
Note: Click **Add a Supplier** to add additional suppliers.
- 16. Click **Save**
Note: You will receive a **Save Confirmation** message
- 17. Click **OK**

