



eSettlements Supplier Administrative Setup

The following information can be found on [KP's Supplier Website](#):

How to gain access

Your company will have to designate a person(s) to act on behalf of the company as the Supplier Administrator(s) for the company's portal account. The designated Administrator(s) will have the ability to grant access to additional people within the company in addition to being able to perform all the tasks mentioned above. You may identify as many as three Administrators.

Please provide the below information to Kaiser-eSettlements@kp.org

1. The name(s) and email address of the designated person(s) to be the Supplier Administrator(s) for the company.

Note: The email must be unique for each person.

1. Company Legal Name and DBA (if applicable)
2. Company Federal Tax ID, if a Sole Proprietorship please provide the last 4 of the SS number
3. Your Supplier ID number (if known)

Once we receive the above information, we will email the designated Administrator(s) with a self-registration link and include all training materials. Please allow 24-72 hours to receive the registration link.

Already a designated Administrator? Guided Learning is available to assist you. Guided Learning is OneLink's on-demand resource and training tool that walks you step-by-step to complete your transaction.

1. Click on the information icon on the OneLink homepage to access a list of interactive guides
2. Search for and select the Add/Lock User, Reset Password guide
3. Let Guided Learning walk you through adding/locking users and resending passwords for your company in the OneLink supplier portal