

# Logging into Kaiser Permanente's OneLink Supplier Portal - eSettlements



The OneLink Supplier Portal – eSettlements is a free of cost web portal, allowing Kaiser suppliers to:

- View Purchase Orders
- Submit Invoices
- View up to date information on invoice payment status
- Enroll and/or Update electronic banking payment information – ACH (For Brokers Only)

Each company can designate up to 3 persons to act on behalf of their company as the Supplier Administrator. For new Supplier Registration to the OneLink Supplier Portal, send an email request to:

[Kaiser-eSettlements@kp.org](mailto:Kaiser-eSettlements@kp.org)

Include the following in the email:

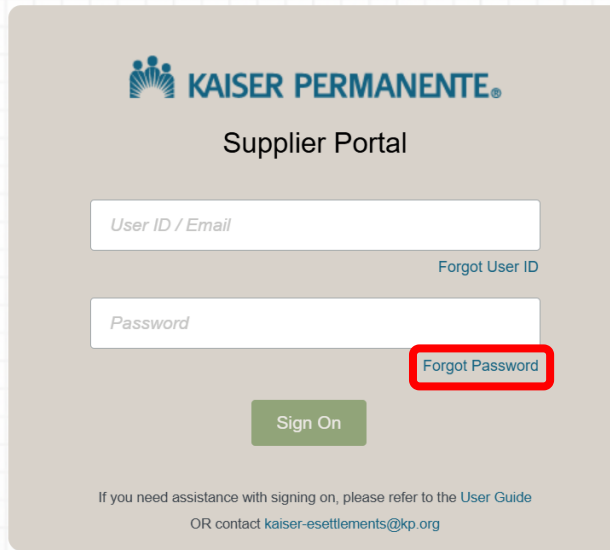
1. The person(s) name and the unique email address of the designated Supplier Administrator(s)
2. Company's Legal Name and DBA (if applicable)
3. Company's Federal Tax ID (if Sole Proprietorship, please provide last 4 of the SS number)
4. The Company's Supplier ID Numbers (if known)
5. Add Yes or No, if you will need to enter Bill Only Requests (this is a separate eSettlements access only for suppliers who provide goods/services during a case in the operating room)

After receiving an email back from Kaiser Permanente for New User Registration, it will indicate that your account to the Supplier Portal has been activated. It will include you Supplier name and User ID.

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For first time sign-in (also can be used to reset a forgotten password) start at Step 1.  
If you have already set your password, click on the PingOne link then go to step 8.

1. Go to the [PingOne](#) sign in page
2. Click "Forgot Password".

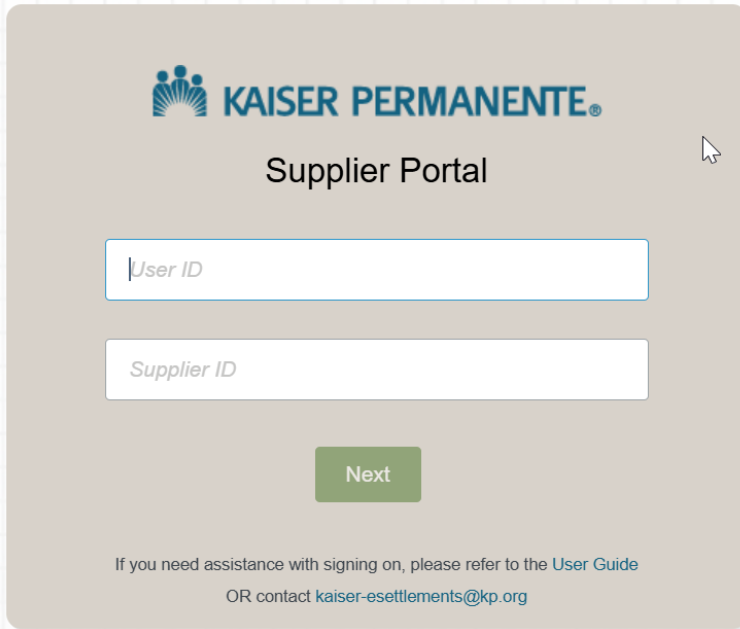


The image shows the Kaiser Permanente Supplier Portal login interface. At the top is the Kaiser Permanente logo. Below it is the text "Supplier Portal". There are two input fields: "User ID / Email" and "Password". To the right of the "User ID / Email" field is a link "Forgot User ID". To the right of the "Password" field is a link "Forgot Password", which is highlighted with a red rectangular box. Below the input fields is a green "Sign On" button. At the bottom, there is a line of text: "If you need assistance with signing on, please refer to the [User Guide](#) OR contact [kaiser-esettlements@kp.org](mailto:kaiser-esettlements@kp.org)".

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First time sign-in (cont.)

3. Enter the User ID sent in the email
4. Enter the Supplier ID provided to you by Kaiser during on boarding process.

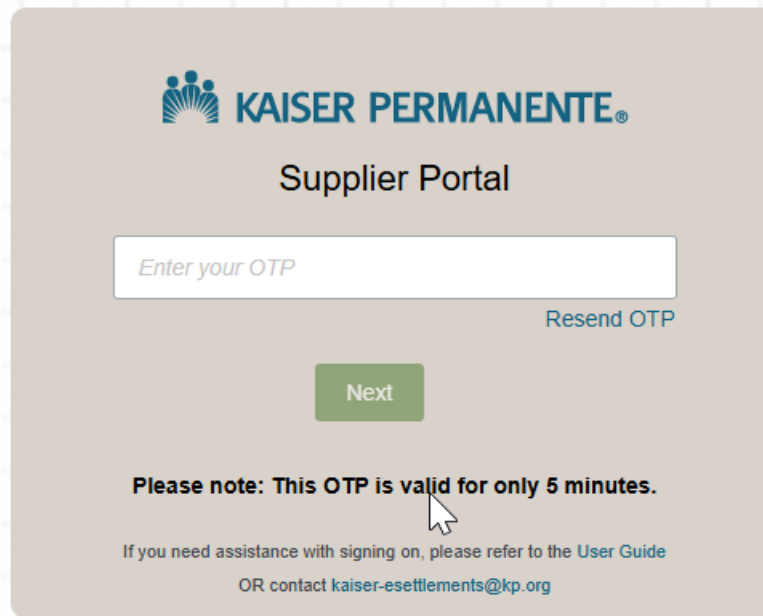


The image shows a login screen for the Kaiser Permanente Supplier Portal. At the top, there is the Kaiser Permanente logo (three stylized figures) followed by the text "KAISER PERMANENTE®". Below the logo, the text "Supplier Portal" is centered. There are two input fields: the first is labeled "User ID" and the second is labeled "Supplier ID". Below these fields is a green button labeled "Next". At the bottom, there is a line of text: "If you need assistance with signing on, please refer to the [User Guide](#) OR contact [kaiser-esettlements@kp.org](mailto:kaiser-esettlements@kp.org)".

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First time sign-in (cont.)

5. Open the email you provided Kaiser. You will be sent a One Time Passcode (OTP). You will only have 5 minutes to enter the passcode sent to you before it expires.



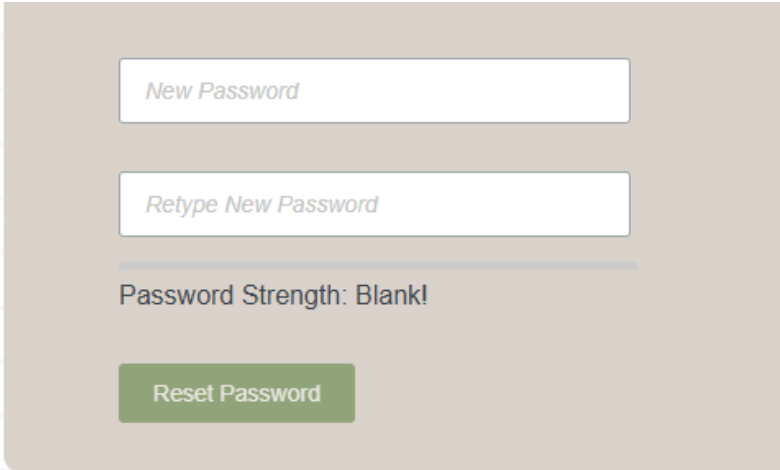
The image shows a login screen for the Kaiser Permanente Supplier Portal. At the top is the Kaiser Permanente logo. Below it is the title "Supplier Portal". There is a text input field labeled "Enter your OTP". To the right of the input field is a link that says "Resend OTP". Below the input field is a green button labeled "Next". At the bottom, there is a note: "Please note: This OTP is valid for only 5 minutes." with a mouse cursor pointing at it. Below the note is a line of text: "If you need assistance with signing on, please refer to the User Guide" and another line: "OR contact [kaiser-esettlements@kp.org](mailto:kaiser-esettlements@kp.org)".

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First time sign-in (cont.)

6. Enter a new password
  - Must contain a minimum of 12 characters
  - Must be different from your last 5 passwords
7. Reenter that new password in the next field and click on

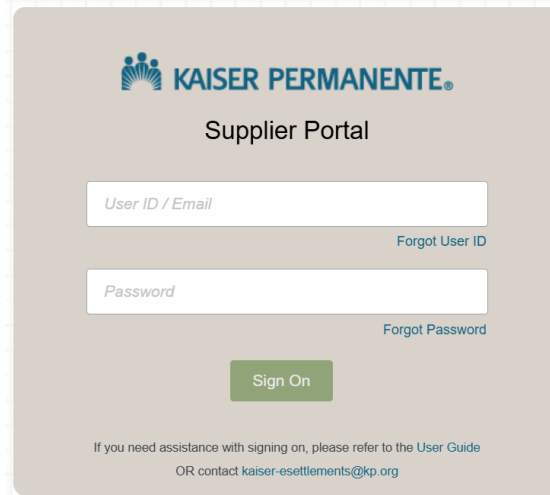
Reset Password



The screenshot shows a password reset form with two input fields. The first field is labeled "New Password" and the second field is labeled "Retype New Password". Below the fields is a "Password Strength: Blank!" indicator. At the bottom of the form is a green "Reset Password" button.

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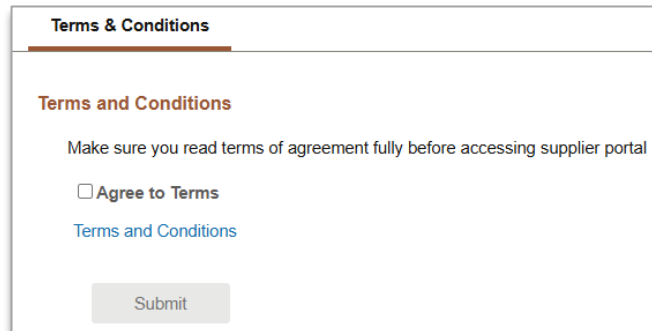
8. You will be directed to the Supplier Portal login page. Enter your User ID and password.



The login page features the Kaiser Permanente logo at the top. Below it, the text "Supplier Portal" is centered. There are two input fields: "User ID / Email" and "Password". To the right of the "User ID / Email" field is a link "Forgot User ID". To the right of the "Password" field is a link "Forgot Password". A green "Sign On" button is centered below the input fields. At the bottom, there is a note: "If you need assistance with signing on, please refer to the [User Guide](#) OR contact [kaiser-esettlements@kp.org](mailto:kaiser-esettlements@kp.org)".

9. You will be sent One Time Passcode (OTP) to your email. Enter it and click Next.

10. Click on the [Terms and Conditions](#) link and read the Agreement fully. Then check the **Agree to Terms** box and click Submit.

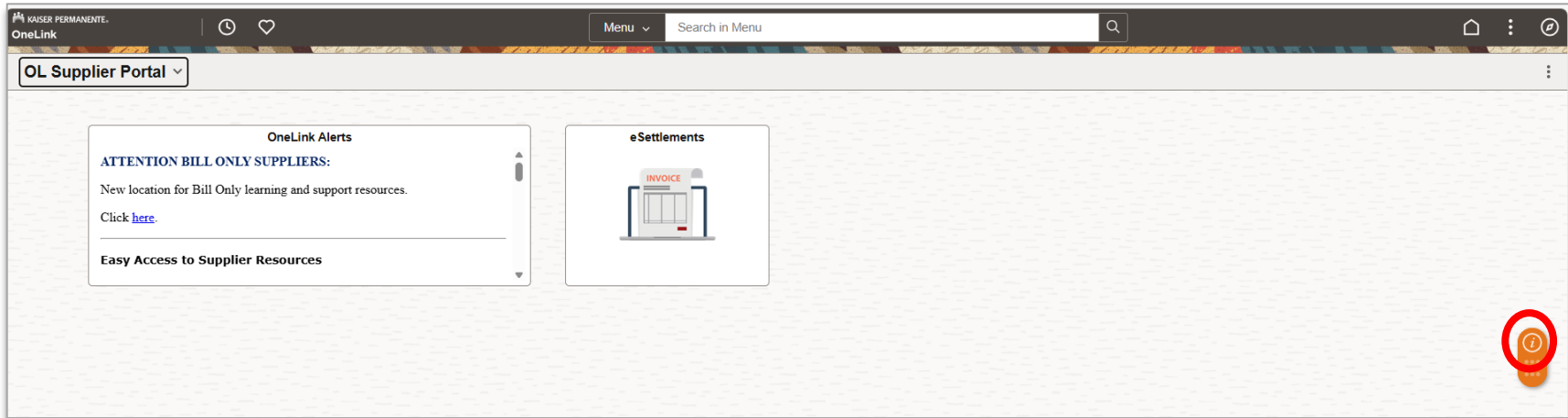


The dialog box has a title bar "Terms & Conditions". Below the title bar, the text "Terms and Conditions" is displayed. A message states: "Make sure you read terms of agreement fully before accessing supplier portal". Below this message is a checkbox labeled "Agree to Terms". To the right of the checkbox is a link "Terms and Conditions". At the bottom of the dialog box is a "Submit" button.

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First time sign-in (cont.)

9. You now have reached the Supplier Portal.



10. Click on Guided Learning to give you Step-by-Step instructions on:

- a) View Purchase Orders
- b) Create/Edit Bill-Only Request
- c) Create/Review/Cancel Early Payment Request
- d) Create/View Saved/Delete Invoice
- e) Review Payments
- f) Change Password