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:

o View Purchase Orders
o Submit Invoices
o View up to date information on invoice payment status
o 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:
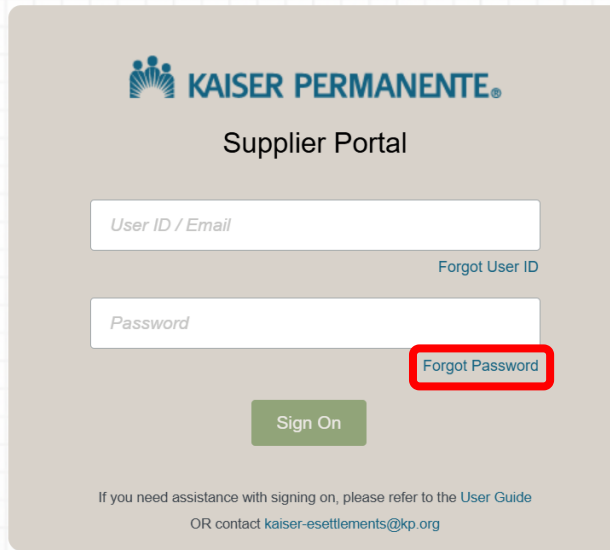Kaiser-eSettlements@kp.org

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 you password, click on the PingOne link then go to step 8.

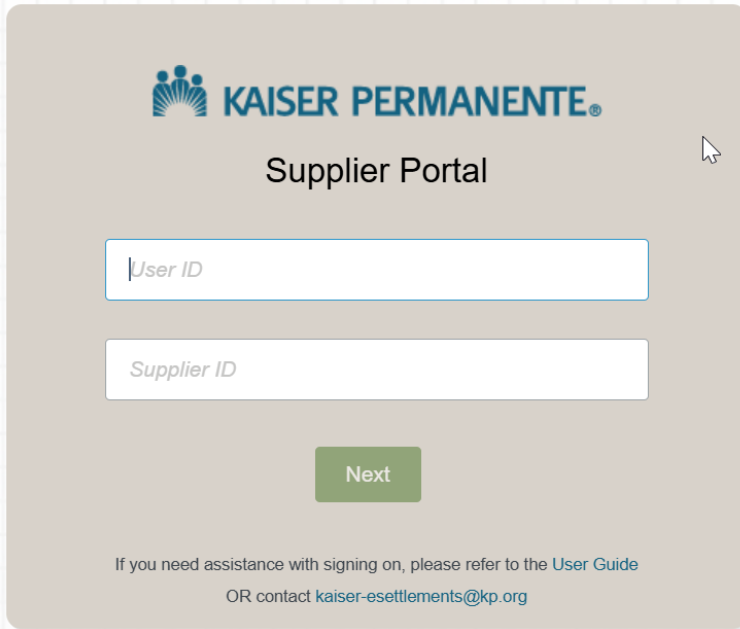1. Go to the PingOne sign in page

2. Click "Forgot Password".

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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.

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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.
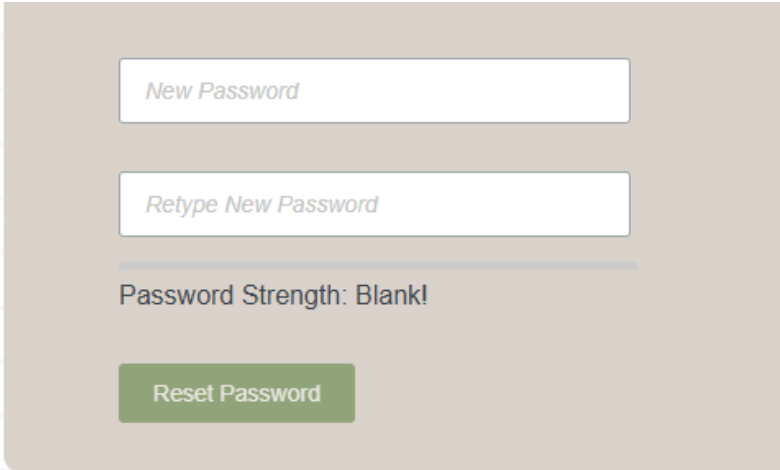
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First time sign-in (cont.)

6. Enter a new password
    - Must contain a minimum of 12 characters
    - Must be different from your last 5 passwords

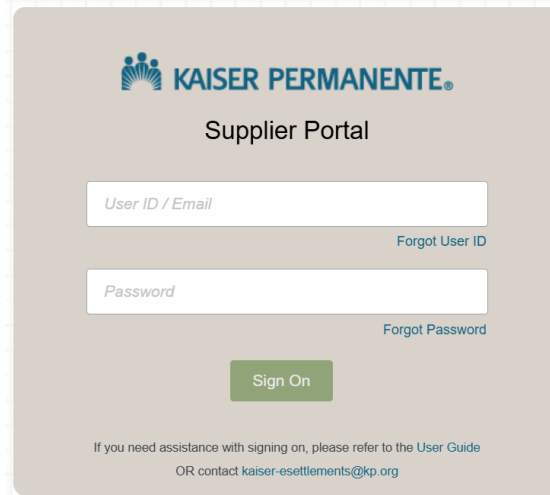7. Reenter that new password in the next field and click on [Reset Password]

New Password

Retype New Password

Password Strength: Blank!

Reset Password

KAISER PERMANENTE. | Enterprise Business Services
CTP – Corporate Technology Products
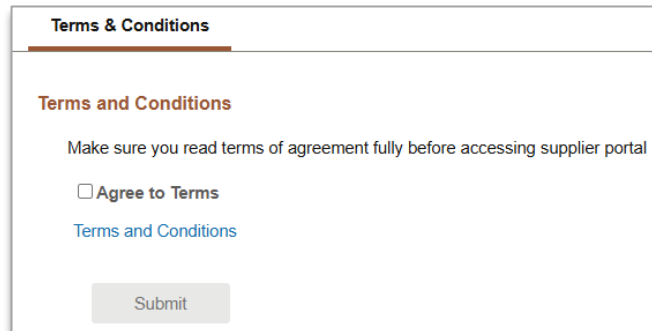
8. You will be directed to the Supplier Portal login page. Enter your User ID and password.

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.
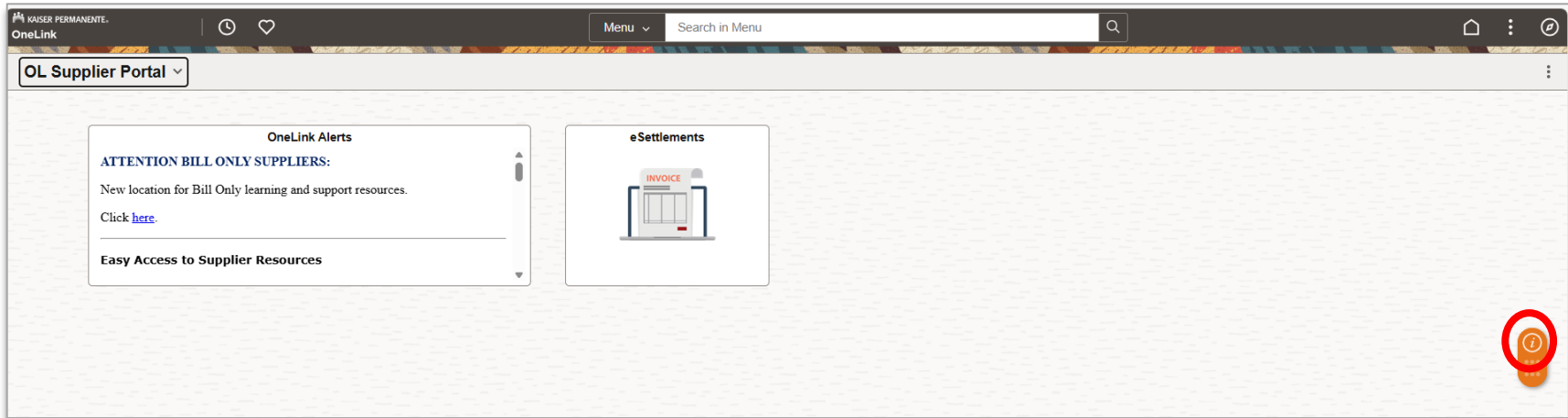   Then check the **Agree to Terms** box and click Submit.

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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