

WASHINGTON REGION

Manage your Kaiser Permanente health plan online

It's quick and easy with our Business Portal

If you're an employer offering a Kaiser Permanente Washington health plan to your employees, you can use our secure site to perform administrative functions quickly and easily with our Business Portal.

This streamlined, self-service web tool allows you to:

- Update your company's health plan enrollment – add, edit, or remove coverage for your employees and their dependents
- View, download, or export your current and historical premium statements
- Pay your monthly premiums online
- Access coverage documents – contract, premium schedule, and Summary of Benefits and Coverage
- Order member ID cards
- View or download reports – User Audit Report (breakdown of actions by portal users), Roster Report (detailed listing of all active subscribers), and Enrollment History Audit Report (active, pending, and terminated employees and dependents by specified date)
- Manage portal access – assign user permissions, add or remove users, and reset passwords

Learn more about the Business Portal – and sign up – today.

It's easy to get started – just complete the [Access Agreement](#) and return it to the Business Portal support team at employersite@kp.org.

Questions? Contact the Business Portal support team Monday through Friday, 8 a.m. to 5 p.m. Pacific time.

Business Portal support team

- employersite@kp.org
- 800-577-8252



The Business Portal puts you in control with:

- Easy navigation
- User-friendly interface
- Quick health plan updates
- Self-service functions
- Dedicated portal support team

