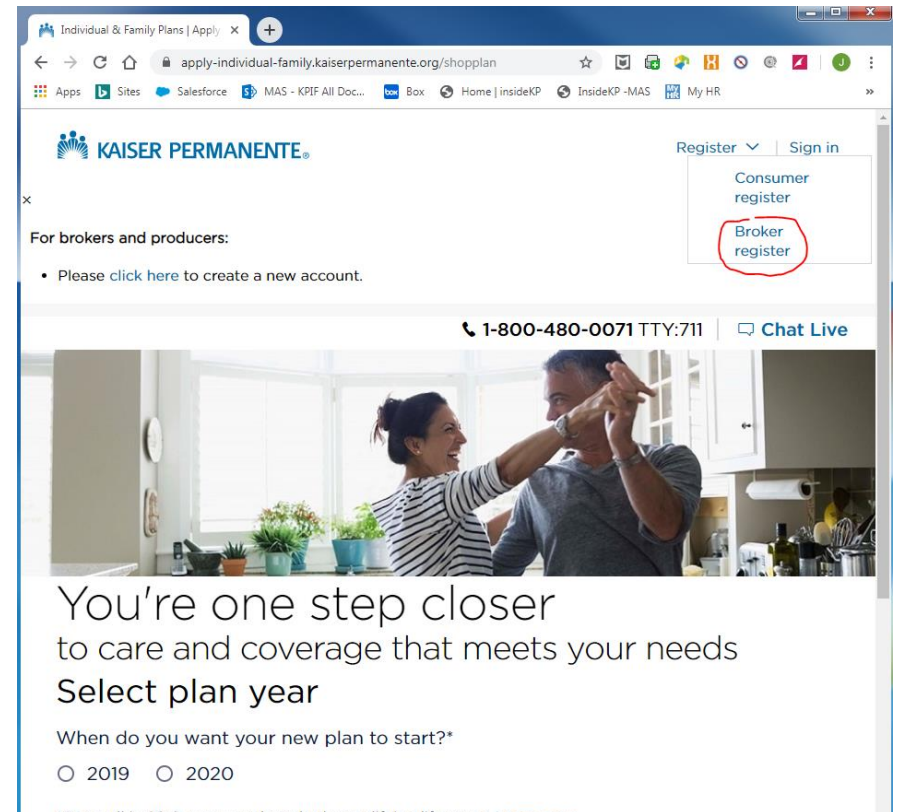


Sign Me Up Tool 2.0 - Broker Registration

Let's start by creating a new Broker account.

Note, be sure to obtain an appointment by Kaiser Permanente so you can create a new account. For assistance, contact the Broker Licensing and Compensation Department.

1. Go to www.kp.org/applyonline.com
2. Hover mouse over the **down arrow** next to Register, then click select **Broker Registration**. See red circle.



Broker Registration (cont'd)

1. Click open the 'Select Region Where License is Registered' drop down.
2. Select a State from the dropdown. In this case select MAS.
3. Answer YES/NO to one or both of the 'Are you registered in [State]?' prompt.
4. Enter the corresponding Agent License for that State.
5. Click **Next**.

Agent registration

Please verify your identity

Please provide your state license number and the Kaiser Permanente region where you're licensed.

If your state license is registered in Oregon or Washington, please select "NW." For Maryland or Virginia, please select "MAS".

Agent Information

REGION WHERE LICENSE IS REGISTERED

ARE YOU REGISTERED IN MARYLAND?

YES

NO

ARE YOU REGISTERED IN VIRGINIA?

YES

NO

If you don't know your license number or have any questions, please contact Broker Compensation Services

- In California, please call 1-800-440-2323 from 8:30 a.m. to 5 p.m. Pacific time.
- In all other regions, please call 1-844-268-2943 from 6 a.m. to 6 p.m. Pacific time.

For technical support, please call 1-800-789-4661 option 3

Cancel

Next

Broker Registration (cont'd)

Note: Your Name, License Number, State and Phone Number should be carried over after your account has been validated.

Thank you for validating your license information. Now create your account to sign back in anytime.

Name [REDACTED] LICENSE NUMBER [REDACTED] State CA

MAILING ADDRESS [REDACTED]

CITY [REDACTED] STATE CA ZIP CODE [REDACTED]

EMAIL [REDACTED]

PHONE TYPE WORK PHONE NUMBER [REDACTED] EXT [REDACTED]

USER ID [REDACTED]

PASSWORD [REDACTED] RE-ENTER PASSWORD [REDACTED]

Password Strength [REDACTED]

Broker Registration (cont'd)

Complete the Broker registration by providing:

- Mailing Address
- A unique email for this account
- Phone type and verify phone number

Scroll down...

Name	LICENSE NUMBER	State
<input type="text"/>	<input type="text"/>	CA
MAILING ADDRESS		
<input type="text"/>		
CITY	STATE	ZIP CODE
<input type="text"/>	CA <input type="text"/>	<input type="text"/>
EMAIL		
<input type="text"/>		
PHONE TYPE	PHONE NUMBER	EXT
WORK <input type="text"/>	<input type="text"/>	<input type="text"/>

Broker Registration (cont'd)

Create a unique User ID and Password by entering them here.

PHONE TYPE: WORK (dropdown menu)

PHONE NUMBER: [input field]

EXT: [input field]

USER ID [info icon] [input field]

PASSWORD [info icon] [input field]

RE-ENTER PASSWORD [input field]

Password Strength: [progress bar]

Terms & Conditions and Privacy.

Back Next

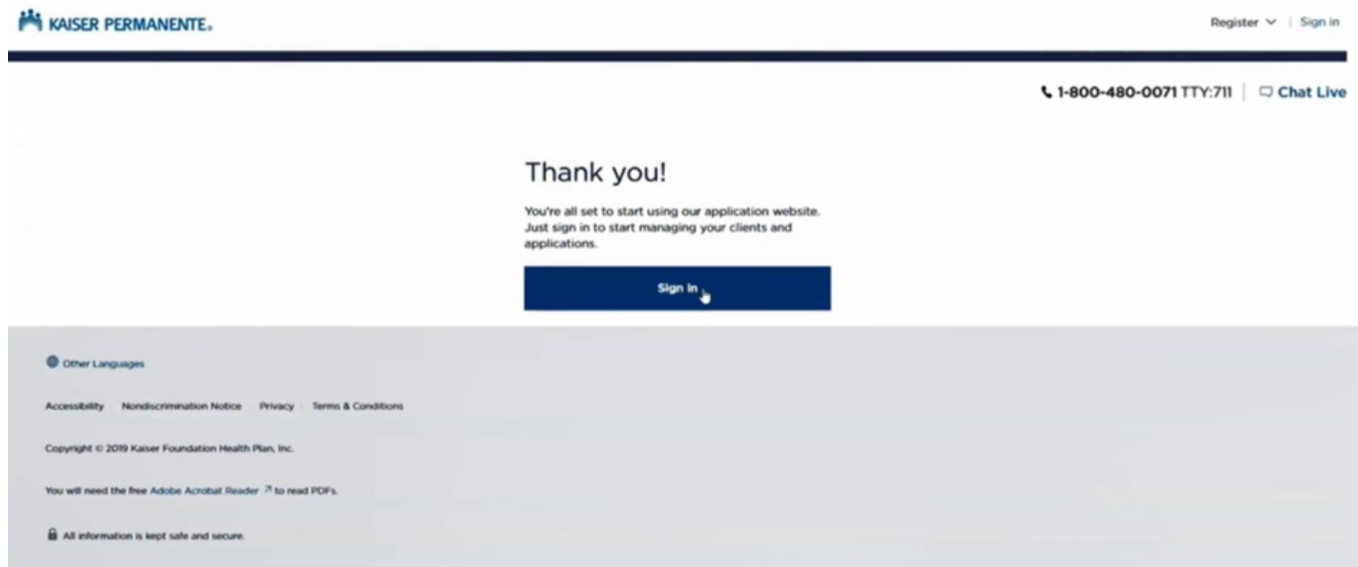
Check the **box** next to Terms & Conditions and Privacy.

Click **Next**.

Broker Registration (cont'd)

A “Thank you!” page will be displayed stating that the Broker registration process is complete.

The system will require you to sign in to confirm the use of the correct User ID and Password.



Click **Sign In**.

Upon logging on using the newly created account, the Broker Dashboard is shown.

A Welcome message with your Broker name will be shown.

Broker Registration (cont'd)

Broker profile may have Firm Name and/or General Agency Name for KPIF.

The screenshot shows the Kaiser Permanente web interface for broker registration. At the top, there is a navigation bar with the Kaiser Permanente logo and a user profile icon. Below this is a dark blue navigation menu with links for Dashboard, Quotes, Applications, Attestations, Contacts, Custom URL, Paper App, and Help. The main content area is titled "Select your firm" and features a section labeled "Select a firm". This section contains four input fields: "FIRM" (a dropdown menu), "FIRM ID" (a text input field), "GENERAL AGENCY" (a dropdown menu with a "Select" option highlighted), and "GENERAL AGENCY ID" (a text input field). At the bottom right of the form, there are two buttons: "Back" and "Next".

To choose a Firm or General Agency navigate to your dashboard and click 'create new quote'

- Link this quote/application to your firm.

Enter your client's ZIP code and county to display the firms in that area.

- Then select the firm you're working with.
- Then select the GA you're working with.