

# Delegate authority to your team

Build your business with better online administration. With delegated authority, you can share your [account.kp.org](http://account.kp.org) data and transactions with other members of your team – leaving you free to focus on your business. You’ll have control over a team member’s access rights. And you can authorize as many team members as you like.

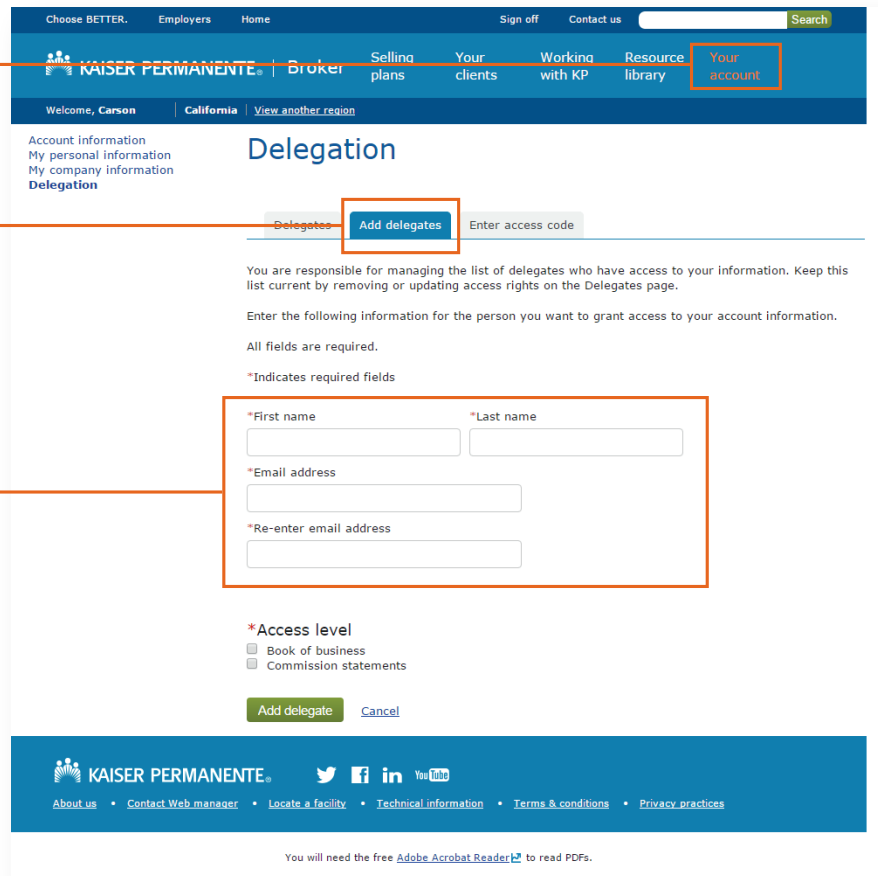
## Grant secure access to your team

Authorizing delegates is simple:

1. Log on to [account.kp.org](http://account.kp.org) and go to “Your account.”

2. Click the “Add delegates” tab.

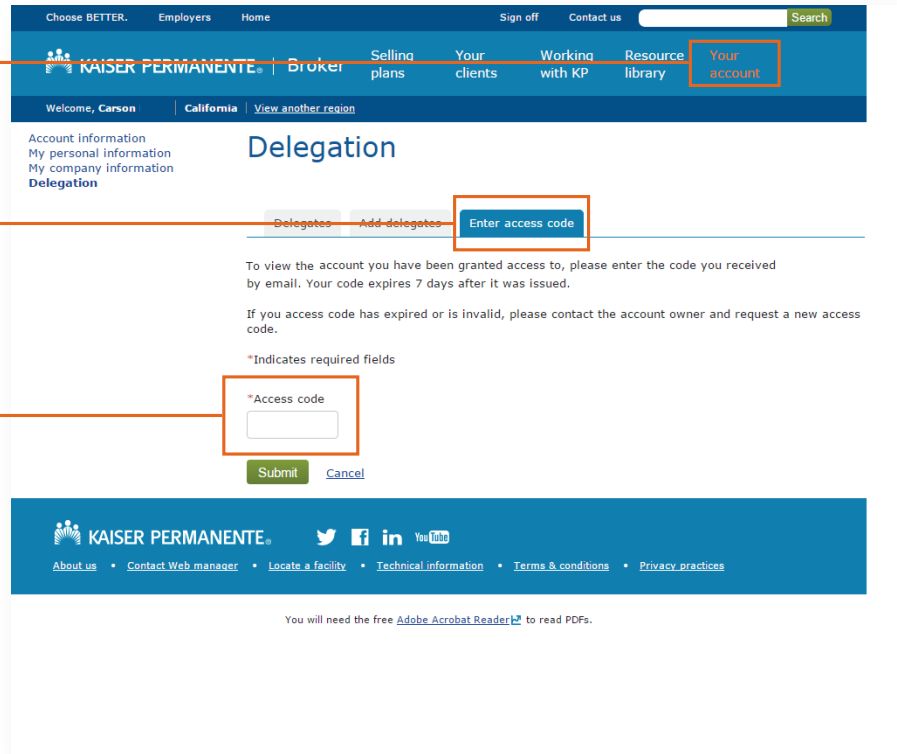
3. Enter your delegate’s information and select the access rights you want to grant.\*



## How delegates confirm access

After you submit their information, delegates receive an email with a temporary access code that expires in seven days. To complete the process, they need to:

1. Log on to **account.kp.org** with their username and password, and go to "Your account."
2. Click the "Enter access code" tab.
3. Enter their access code.



If delegates don't have an account at **account.kp.org**, they'll need to register before getting access to your book of business.



### Your authorized delegates can:

- view commission statements
- access book of business listings
- view and print contracts
- track membership
- support renewals
- view group details

## Managing your delegates

You can manage access for your delegates through [account.kp.org](http://account.kp.org):

1. Log on to [account.kp.org](http://account.kp.org) and go to "Your account." From here, you can:

- resend access codes
- view/update access rights
- remove delegates
- view delegate status

2. Click "Delegates."

3. A list of your delegates appears under "The following people have access to my account."

The screenshot shows the 'Delegation' page on account.kp.org. At the top, there are navigation links: 'Choose BETTER.', 'Employers', 'Home', 'Sign off', 'Contact us', and a search bar. Below this is the Kaiser Permanente logo and 'Broker' status. The main navigation includes 'Selling plans', 'Your clients', 'Working with KP', 'Resource library', and 'Your account' (highlighted with a red box). The user is logged in as 'Carson' in 'California'. The page title is 'Delegation'. There are buttons for 'Delegates' (highlighted with a red box), 'Add delegates', and 'Enter access code'. Below this, it says 'You are viewing information for: Self' with a 'Go' button. A section titled 'I have access to the following accounts:' shows a table with 'Michael Jones' and 'Book of business'. A red box highlights a section titled 'The following people have access to my account:' which contains a table of delegates.

Name	Status	Access rights
John Simon john14062002@yahoo.com		<a href="#">View/update access rights</a> <a href="#">Remove</a>
Jane Doe datest13@gmail.com	EXPIRED	<a href="#">Resend access code</a> <a href="#">View/update access rights</a> <a href="#">Remove</a>
John Doe da_test@yahoo.com	PENDING	<a href="#">Resend access code</a> <a href="#">View/update access rights</a> <a href="#">Remove</a>

When you remove a delegate, the system immediately cuts off their access to your account information. The system also immediately stops a delegate's access if their delegator loses access. Delegators are responsible for maintaining access rights for their delegates.<sup>†</sup>

For any questions about delegated access, please contact your Kaiser Permanente representative or Broker Compensation Services at **800-440-2323**.

\* Delegates can only have access to the same data or functionality as the delegator.

† Kaiser Permanente is not responsible for providing or removing access, or any actions delegates may perform.

Information may have changed since publication.