

General Agent New Group Enrollment Overview Video

Welcome! In this video, we are excited to introduce you to the self-service “new group enrollment” tool on business.kp.org designed for general agents like you.

First, where do you find the general agent self-service tools?

Start by signing in business.kp.org.

If you have received an email for delegate access and would like to register for a User ID, [click here](#).

After logging in, you’ll land on Your Dashboard.

Meet New Group Enrollment

Our online enrollment tool enables you to complete and monitor group applications in real time.

You have two convenient options to start a new group enrollment:

Convert a Quote: If you've already prepared a quote for the group, locate it under 'Your Recent Activity' and select 'Convert to Buy'.

This transfers all group and census data you've previously entered, saving you time.

Start Fresh: Alternatively, you can initiate a new group application from scratch by selecting 'Enroll a New Group'.

Whichever route you choose, the process is streamlined and intuitive.

Each screen of the enrollment guides you through entering the group’s application details, including the upload of supporting documents.

If you need to pause the application and return later, our 'Save for Later' feature ensures you can pick up where you left off. Simply return to 'Your Recent Activity' and select 'Resume' to continue.

Once you have submitted the online enrollment, you can download a copy for your records.

Ready to dive in? Log in at business.kp.org to see how these tools can help streamline your enrollment process with Kaiser Permanente.

If you need help, the Help Center is just a click away. Check it out for step-by-step instructions and other helpful resources.

Also be sure to check out the ‘General Agent Self-Service Quoting Overview’ video while you’re there.