



1. Login to your BrokerNet account

- a. If you don't have a BrokerNet account, click <https://account.kp.org/broker-employer/resources/broker/floating/registration/> to get to the page below

A screenshot of a web browser showing the Kaiser Permanente Broker registration page. The browser's address bar displays "account.kp.org/broker-employer/resources/broker/floating/register". The page has a blue header with navigation links: "Discover the KP difference", "Employers", "Home", "Sign on", "Register", and "Contact us". Below the header is a blue banner with the Kaiser Permanente logo, the word "Broker", and links for "Selling plans", "Your clients", "Working with KP", and "Resource library". A "California" link and "View another region" option are on the left, and "Other languages" is on the right. The main heading is "Register for a Kaiser Permanente account". Below it, a note says "*Indicates required fields". The registration form includes a "Region" dropdown menu, and fields for "First name", "Middle initial", "Last name", "Company name / Brokerage firm name", and "E-mail address". Below the form is a "Terms and Conditions" section with a checkbox and the text "I have read the Terms and Conditions and agree to the terms stated." and a green "Continue" button.

- b. After registering, navigate back to the online Broker Appointment form to start your application. Simply select the "Get appointed to sell Kaiser Permanente" link on the home page

2. Complete the online broker Appointment form

- a. If you need to step away from this process, you can save your progress and return to the application later

3. Upon completing the online application, you'll receive a confirmation number letting you know your application has been submitted

4. Once your application has been accepted, you'll receive your broker ID number.

- a. Please allow 10 business days for the appointment process to be completed

APPOINTMENT PROCESS

** If your firm is already appointed with us and you need to add an endorsed agent, you don't need to use the online broker appointment portal. Simply complete [this information sheet](#) and email it to newkpbroker@kp.org.

*** Please verify the agent you're requesting to add to your firm is endorsed by and listed on the Department of insurance Website www.insurance.ca.gov If you are unsure of the agents status, you can review your firm's endorsed agent list on the website. If you don't have a designated firm license, you won't be able to add sub-agents under your personal license.

Any question call Broker Services Team 800-789-4661 option 6