Kaiser Permanente ACA Contracting Directions through Benavest

IMPORTANT!

If you are already contracted with Kaiser Permanente, please refer to **TRANSFER INSTRUCTIONS FOR KAISER PERMANENTE**.

Kaiser Permanente ACA Contracting for New Agent

Carrier States

- **CA, CO, DC, GA, MD, OR, VA, WA** *(Mid-Atlantic States: VA, MD, and DC)*

Step 1: Pay Contracting Fee

There is a contracting fee of $100 that you can pay through this payment link

Refund Policy: Refund requests will not be accommodated.

If you're requesting Washington, you must pay a $25 certificate affiliation fee separately.

Please use this link to submit the Certificate of Affiliation fee that is needed for contracting with Kaiser WA. Then email us back with your Washington Producer License.

Step 2: Submit Documents

After paying the contracting fee, please send office@benavest.com the following:

- Copy of the contracting fee receipt
- Your FFM ID
- **Certificate of Affiliation fee for Kaiser WA (if applicable)*

Step 3: Onboarding Invitation

Below is information about where to expect the onboarding invitation:

- **Kaiser CA** - IHA contracting department will send out the information necessary to Kaiser. Eventually, you should receive information from ***bcscadocadministration@kp.org*** with a welcome letter.
- **Kaiser MAS (VA, MD, DC)** - IHA contracting department will send information to Kaiser, and Kaiser will send contracting paperwork to the agent via Adobe from the email address: ***adobesign@adobesign.com***.
- **Kaiser CO** - IHA contracting department will send information to Kaiser, and Kaiser will send contracting paperwork to you via Adobe from the email address: ***adobesign@adobesign.com***.
- **Kaiser GA** - IHA contracting department will reach out to you asking for necessary information to submit to the carrier. If approved/sufficient information is provided, Kaiser GA will send paperwork to the agent via Adobe Sign ***adobesign@adobesign.com*** and will CC ***Broker.Services-GA@kp.org***
- **Kaiser WA** - The carrier will send an email with instructions for contracting. The email will come from ***brokerappt.commission@kp.org***.
- **Kaiser NW** - IHA contracting department will send information to Kaiser, and Kaiser will send contracting paperwork to you via Adobe from the email address: ***adobesign@adobesign.com***.

Step 4: Appointment Confirmation

- **Kaiser CA** - Once appointed you will receive a welcome letter from bcs_ca_docadministration@kp.org
- **Kaiser MAS (VA, MD, DC)** - Once appointed you will receive a welcome letter from brokersupport-mas@kp.org
- Kaiser CO - Once appointed you will receive a welcome letter from CO-BrokerComp@kp.org
- **Kaiser WA** - Once appointed, you will receive a welcome letter from brokerappt.commission@kp.org
- **Kaiser NW** - Once appointed, you will receive a welcome letter from BrokerSupport-NW@kp.org

Please be advised that you will receive this within 10 business days from onboarding/document completion.

Once you receive this, please send office@benavest.com a copy of the email.

IMPORTANT

If you are writing business with Kaiser CA and/or GA, please submit member names and effective dates to commissions@ihealthagents.com, with office@benavest.com copied on the email.

Please be informed that Kaiser CA & GA does not list the agent who writes the business, so it's important that you follow this step.

Transfer Instructions for Kaiser Permanente ACA

There is still a one-time contracting fee of $100 that you can pay through this payment link

Once the contracting fee has been paid, send the receipt to office@benavest.com, then proceed to follow the transfer directions below.

Kaiser CA Transfer Directions

Transferring BOB:

- For a book of business transfer (BOB), the agent must provide an agency release letter. This letter should specify the transfer of the BOB and include the term 'Transfer All Business.' If it is for Individual and Family, please also include that.
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    - *However, if the individual and family are with Covered California, then the broker must contact Covered California to transfer those individuals.*
- For a partial transfer, the letter must list the groups being transferred along with their group ID numbers. Both the releasing and accepting brokers need to sign the document and date it to indicate the transfer's effective date.

Kaiser CO Transfer Directions

For a book of business transfer, please fill out the KAISER CO Template, which must be also signed by your releasing agency.

Your browser does not support PDF. Click here to download.

Once completed, please send it to office@benavest.com.

Kaiser GA Transfer Directions

Send an email to office@benavest.com informing us that you're already appointed in Kaiser GA. iHealth will then send a request to Kaiser to send the required documents to you.

Kaiser WA Transfer Directions

To be added as an affiliated agent to sell Kaiser Permanente Washington plans through Illinois Health Agents Inc.

Please send the following details to office@benavest.com us the following:

- Name of affiliated Producer
- Copy of Producer WA License - with Disability Line of Authority
- Copy of Affiliation Certificate under Agency's License filed with OIC
- E-mail Address
- Phone Number

Kaiser Permanente NW (OR, SW) Transfer Directions

Please send an email to BrokerSupport-NW@kp.org with your **full name and NPN** and a message requesting your appointment to be moved under **Illinois Health Agents DBA Independent Health Agents** and copy Contracting@ihealthagents.com and office@benavest.com in the email request.

Kaiser Permanente MAS (MD, DC, VA) Transfer Directions

Please provide a Book of Business Transfer letter on company letterhead. The letter should be signed and dated by an agency-authorized signer and include a request to move business from [Name of Broker/Agent] to [Name of Broker]. Additionally, the letter must list the specific groups and members you are requesting to transfer.

Once you obtained this, please send it to office@benavest.com.

Carrier Portal

Kaiser Permanente Portal: https://account.kp.org/business/signon

Kaiser Support Contact Details

Kaiser Permanente Support
844-394-3978 (Mon-Fri 8am-5pm PT)

Benavest Contact Details

✉ office@benavest.com
(800) 893-7201 x 1610
(954) 947-8694