

## Quick Start Guide: My Benefits Manager Member Portal

Log in to your benefit portal to view important plan information, request an ID card, find a network provider, check deductibles and out-of-pocket balances, and more.

### How to Register

1. Visit My Benefits Manager Customer Login at [kp.org/dental/nw/ppo](https://kp.org/dental/nw/ppo).
2. Click on *Select your portal* and choose *Member Portal*.
3. Click on *Create account*, accept the license agreement, click *Next*, and follow the prompts.  
**Enter your name exactly as shown on your subscriber ID card.**

For security, a new account is required and a two-step authentication process has been added. You will need your Subscriber Health Record Number, located on your ID card.

4. Once completed, an email is sent confirming success of the sign up process.

### Logging In

Once you have registered for the Member Portal, you may use your username and password to sign in. The Sign In button is on the Member Portal home screen.

Once logged in to the Home page, you can see dashboards containing your coverage summary, claim information and Quick Links.

Access the member portal at [kp.org/dental/nw/ppo](https://kp.org/dental/nw/ppo).  
For plan questions, call the phone number listed on your ID card.

