

Quick Start Guide: My Benefits Manager Member Portal



Log in to your benefit portal to view claims, print, view or request an ID card or explanation of benefits (EOB), find a network provider, access teledentistry, 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.
2. Click on *member portal*.
3. Click on *Create account*.
4. Accept the license agreement, click *Next*, and follow the prompts.
5. Enter your Subscriber Name, Member ID/Subscriber Health Record Number including the “KP” prefix, Date of Birth and Group Number exactly as shown on your subscriber ID card.

For security, a new account is required and a two-step authentication process has been added.

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 and claim information and Quick Links.

Access the Member Portal at
kp.org/dental/nw/ppo.

Welcome to My Benefits Manager

The member portal offers you secure self-service access to the benefit and claim information you need, when you want it: 24 hours a day, 7 days a week, 365 days a year. Create your account today.

Sign in to your account

Username

Password

Manage your account

- Sign in for access to your benefits, claims, ID card and more.
- View your claims or print an explanation of benefits (EOBs)
- Print or request an ID card
- View deductible and out-of-pocket balances
- Review your plan benefits and summaries
- Request to go paperless and receive an email when an EOB is ready
- Mobile app: Opt-in or Opt-out

License Agreement

Please read the License Agreement. Click "Next" to continue or "Cancel" to go back to the login page.

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Accept

My Benefits Manager

Are you a dependent?

Member ID

First Name

Date of Birth

Format mm/dd/yyyy

Group Number

Last Name

Planned Administrators, Inc.
PO Box 6927, Columbia, SC 29260
Phone: 803-768-4375

Privacy and Legal
Report Fraud or Abuse
Terms of Use
Non-Discrimination and Foreign Language Access
Technical Support

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