

KP HealthConnect™ Online Affiliate

Bulk User Registration



ADMINISTRATOR-LEVEL ACCESS

The following pages are intended for Administrator-Level Access users only. Administrator-Level Access allows provider management and administrator staff to submit Bulk User Registration.

BULK USER REGISTRATION

Administrator-Level Access



Bulk User Registration Page

If you have multiple users to register for access, this can now be done in a bulk manner using a downloadable spreadsheet (in a .CSV format).

- 1 To start, go to the My account section of the menu on the right side of the site.
- 2 Click on the [Bulk user registration link](#) shown in Figure 27.

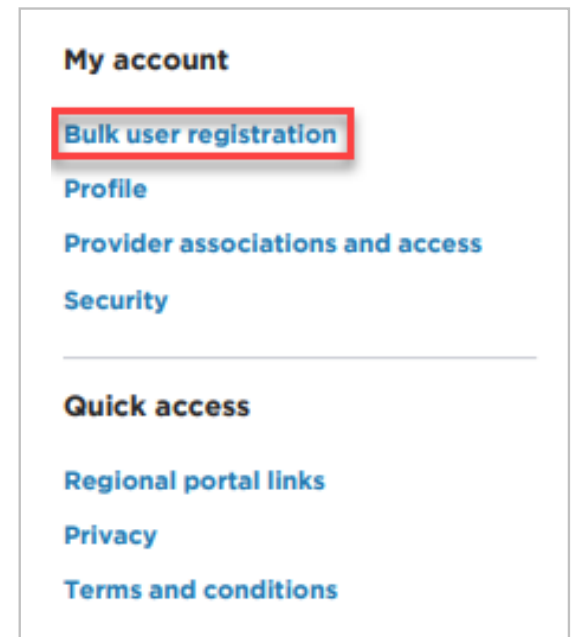


Figure 27

- 3 Click on the [Download](#) spreadsheet link to download the .CSV file.

Note: Be sure to download this file every time you wish to submit a bulk user registration to ensure you are using the most recent version of the .CSV file.

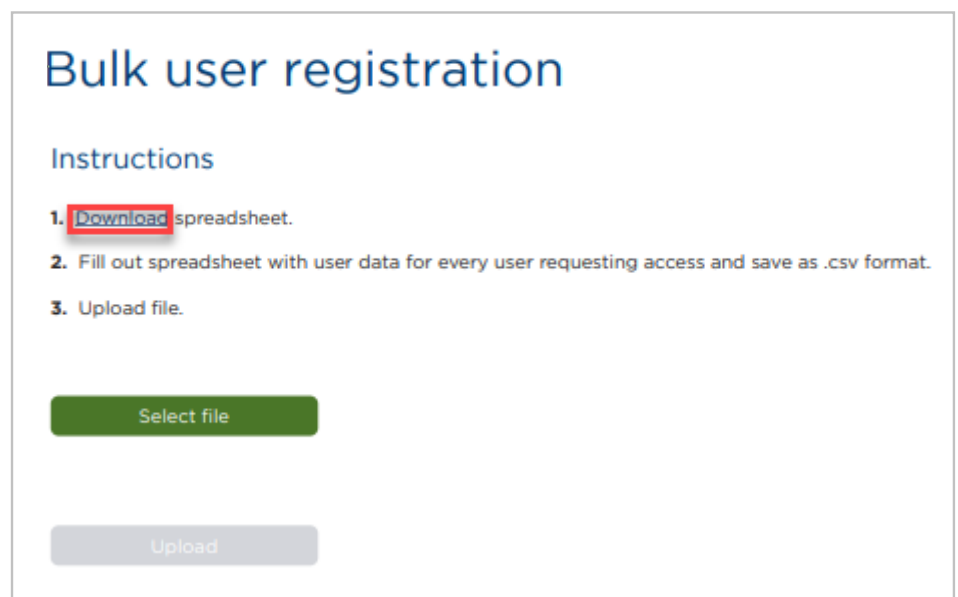


Figure 28

BULK USER REGISTRATION

Administrator-Level Access

- 4 Fill out the .CSV file and proofread for accuracy.

	A	B	C	D	E	F	G	H	I	J
1	First Name	Last Name	Date of birth	Final four	Work email	Work phone	Extension	Department	Work address	City
2	Jane	Doe	2/23/1986	1234	Jane.Doe@work.com	6055551234	1	Billing	123 Main Street	Anytown
3	John	Smith	3/6/1967	2345	John.Smith@work.com	6055551234	20	Claims	123 Main Street	Anytown
4	Dolly	Parton	10/8/1965	3456	Dolly.Parton@work.com	6055551234	33	Claims	123 Main Street	Anytown
5	Katy	Perry	7/19/1993	4567	Katy.Perry@work.com	6055551234	45	Billing	123 Main Street	Anytown

Figure 29

All columns in the spreadsheet **must** be filled out except for the following optional fields:

- Extension
- NPI
- Supervisor Extension

Please follow the acceptable formats for each field listed below:

Date of Birth: Please use mm/dd/yyyy, ex: 02/23/2020

Work Phone: Numbers only, no spaces, ex: 9095551211

Extension (optional field): Numbers only, maximum of five digits

State: Use the two letter state code, ex: SC for South Carolina; DC for District of Columbia

Zip Code: Five or nine digits only (no dashes), ex: 909094561 or 02332

Tax ID: Nine digits, numbers only ex: 455555512

NPI (optional field): Ten digits, numbers only ex: 1248954612

License or Certification (Recommended Entries): MD, DO, PharmD, RNP, PA, CNM, RN, LVN, MA, CAN, Technician, OD, PT, OT, ST, None (**Note:** If entry is other than recommended, you can type in the License or Certification free form as well, and regional Administrators may reach out for clarification.)

Access type/Job role (Recommended entries): Administrative, Clinical - Behavioral Health, Other (**Note:** If entry is other than recommended, you can type in the information free-form, and regional Administrators may reach out for clarification.)

Region:

- **CA:** Enter either "CA-Northern" or "CA-Southern"
- **CO:** Enter "Colorado"
- **HI:** Enter "Hawaii"
- **GA:** Enter "Georgia"
- **NW:** Enter "Oregon/SW Washington"
- **MAS:** Enter "Maryland/Virginia/DC"

Supervisor Work Phone: Numbers only, no spaces ex: 9095551211

Supervisor Extension (optional field): Numbers only, maximum of five digits

Supervisor State: Spell the entire state ex: South Carolina; District of Columbia

Supervisor Zip Code: Five or nine digits (no spaces) ex: 909094561 or 02332

Registration Type: Enter "Individual User"

- 5 Once the spreadsheet has been completed, **please save as a .CSV file.**

BULK USER REGISTRATION

Administrator-Level Access

Uploading Bulk User Registration .CSV File

- 6 Click on the **Select File** button as shown in Figure 30 below.

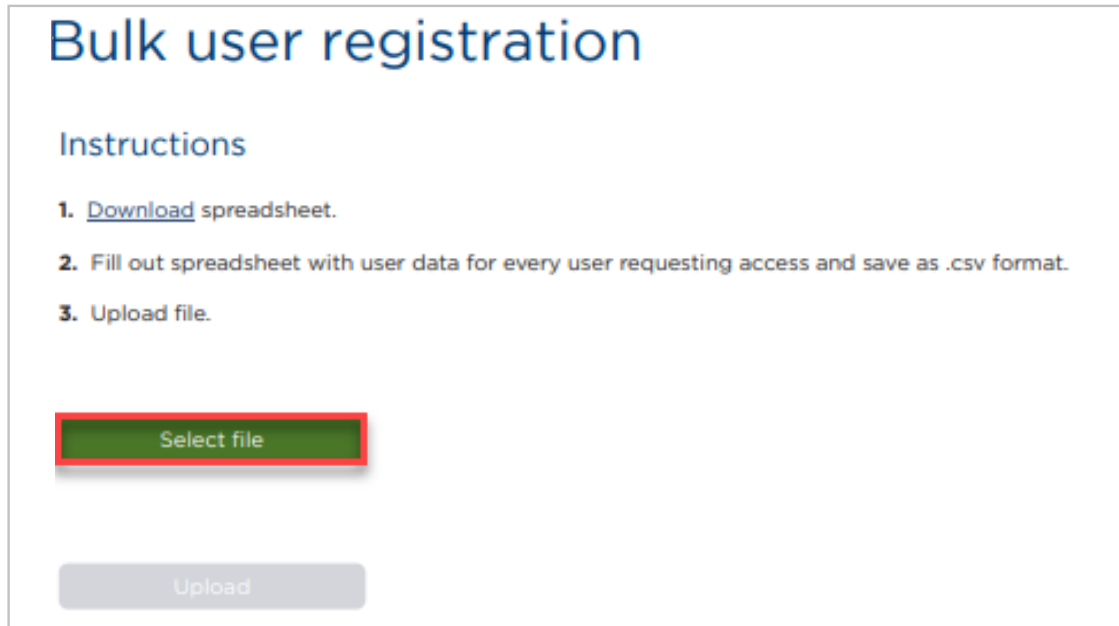


Figure 30

- 7 Verify the correct file is showing just above the **Upload** button. If the file name is incorrect, click on the **Red X** and select the correct file. Then, click on the **Upload** button as shown in Figure 31 below.

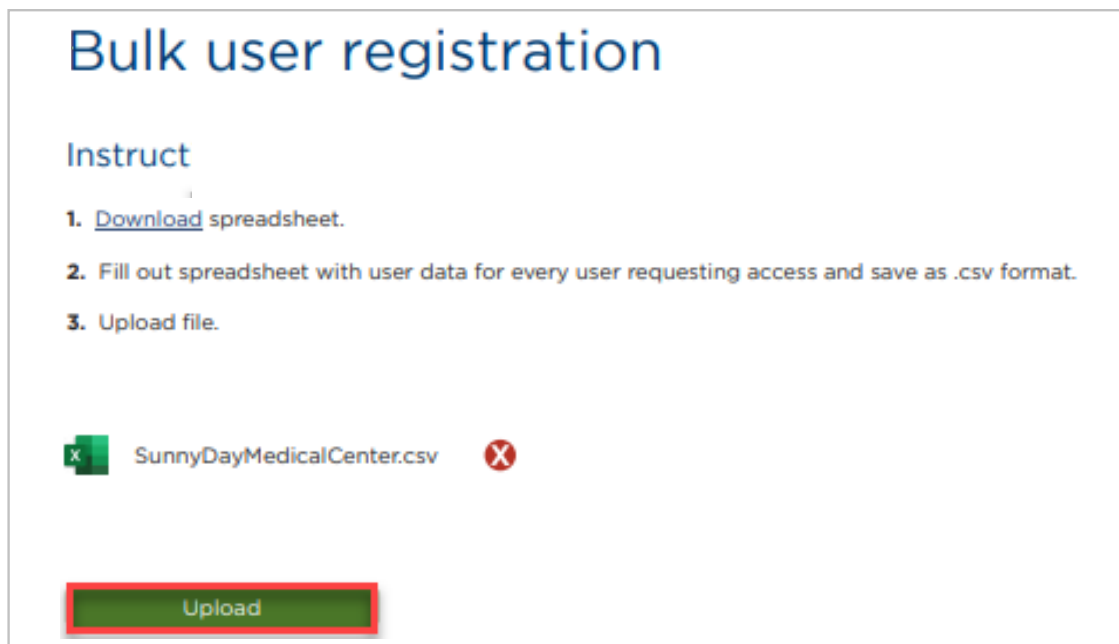


Figure 31