* Log in to your BrokerNet account.
  + If you don't have a BrokerNet account, [register](https://account.kp.org/broker-employer/resources/broker/floating/registration/) for one today.
  + 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.
* Complete the [online Broker Appointment Form](https://account.kp.org/broker-employer/resources/broker/floating/broker-appointment). If you need to step away in the middle of the process, you can save your progress and return to the application later.
* Upon completing the online application, you'll receive a confirmation number letting you know your application has been submitted.
* Once your application has been accepted, you'll receive your broker ID number. Please allow up to 10 business days for the appointment process to be completed.

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 the [Endorsed Agent Application (PDF)](https://account.kp.org/static/bcssp/pdfs/shared/multiregion/ever/KP_NAT_Endorsed_Agent_Broker_Application_Form.pdf) and email it to newkpbroker@kp.org.

* Please verify that the agent you're requesting to add to your firm is endorsed by and listed on the [Department of Insurance website[Kaiser Permanente is not responsible for the content or policies of external Internet sites.](http://www.insurance.ca.gov/)](http://www.insurance.ca.gov/). If you're unsure of the agent's status, you can review your firm's endorsed agents 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.

If you have any questions about the appointment process, contact the Broker Services Team at 800-789-4661, option 6. If you encounter technical issues, [contact the Web manager](https://account.kp.org/broker-employer/resources/floating/contactweb?id=Web01).