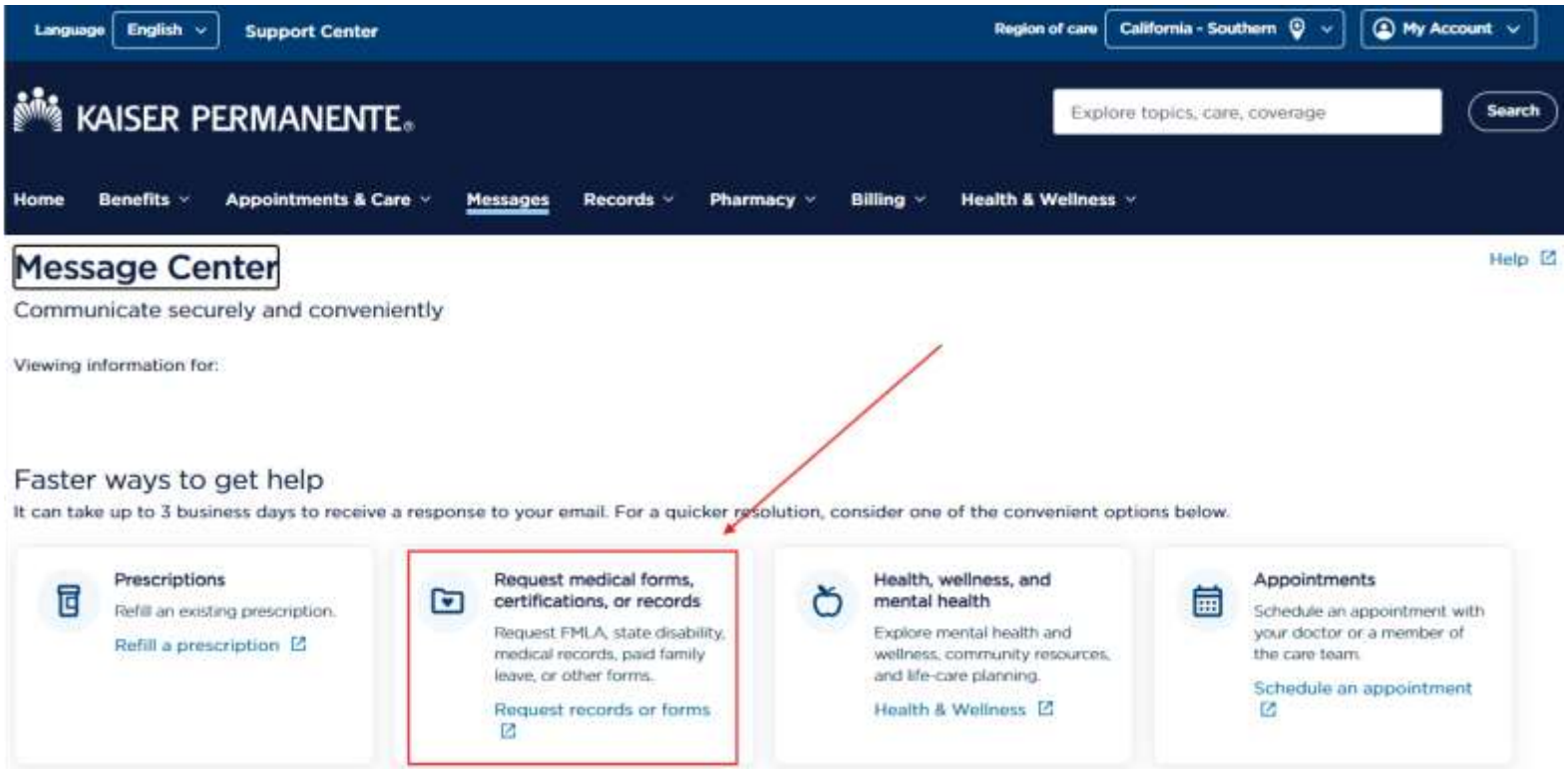
Go to KP.org

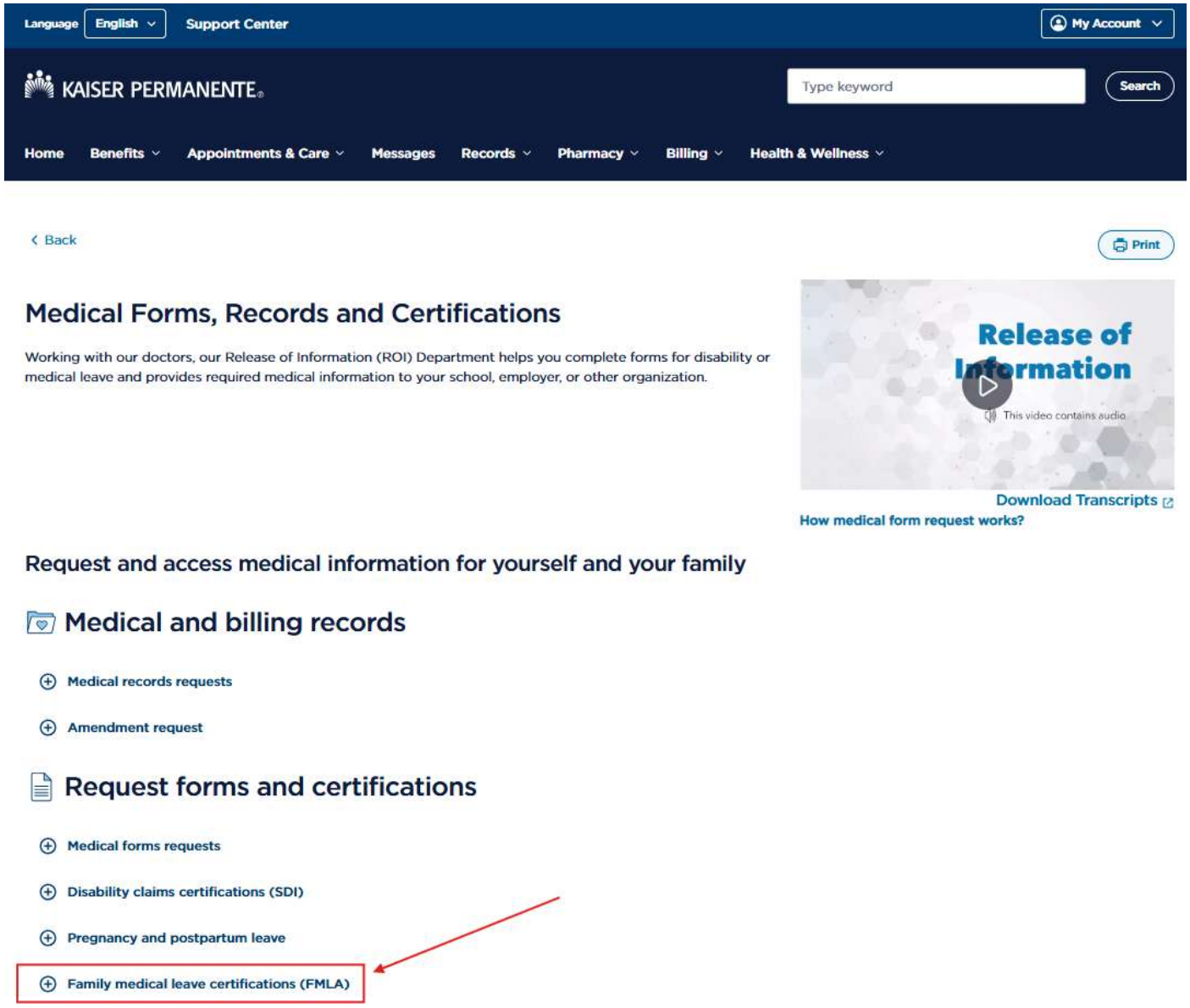
The family member will need to sign in with their User ID and Password.

Click on Messages

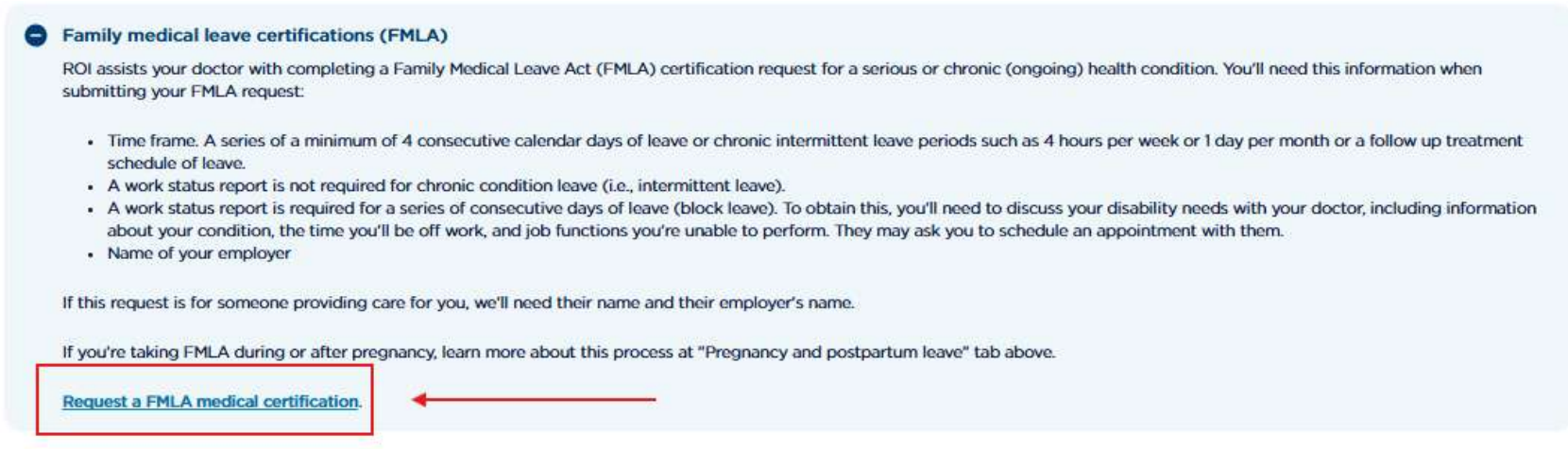
From the Message Center screen, click on "Request medical forms, certifications or records"



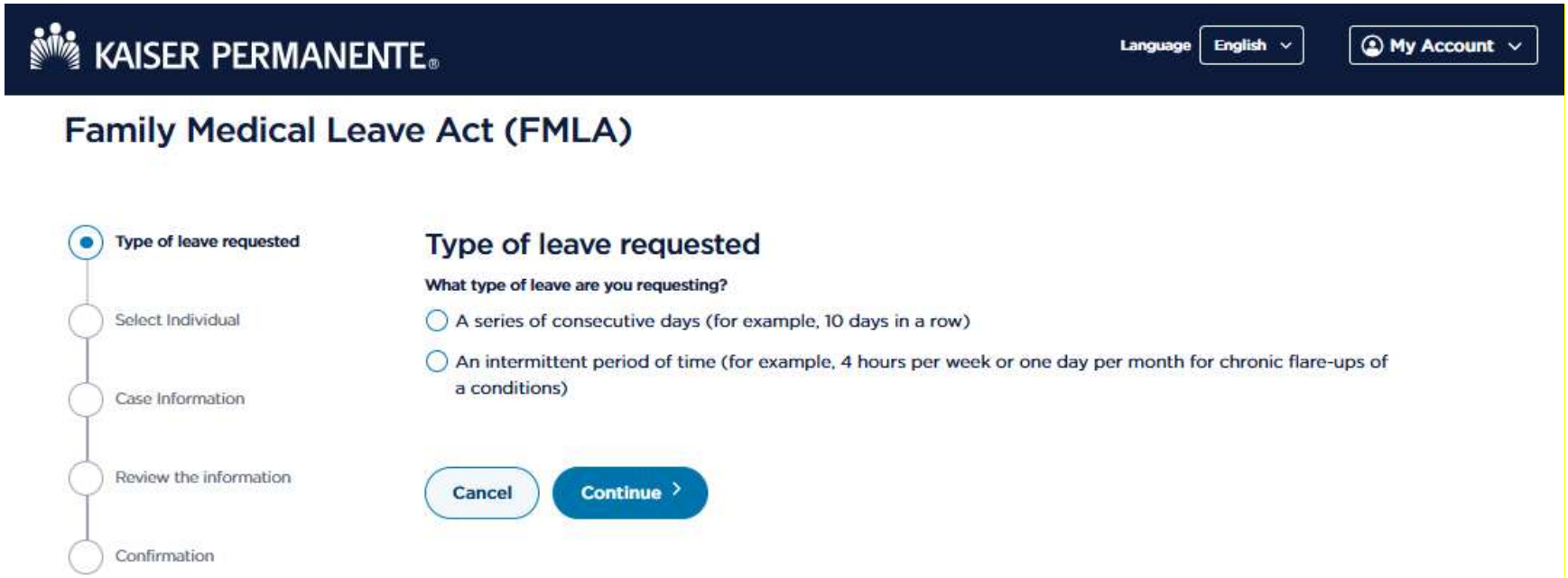
Scroll down and click on “Family medical leave certification (FMLA)”



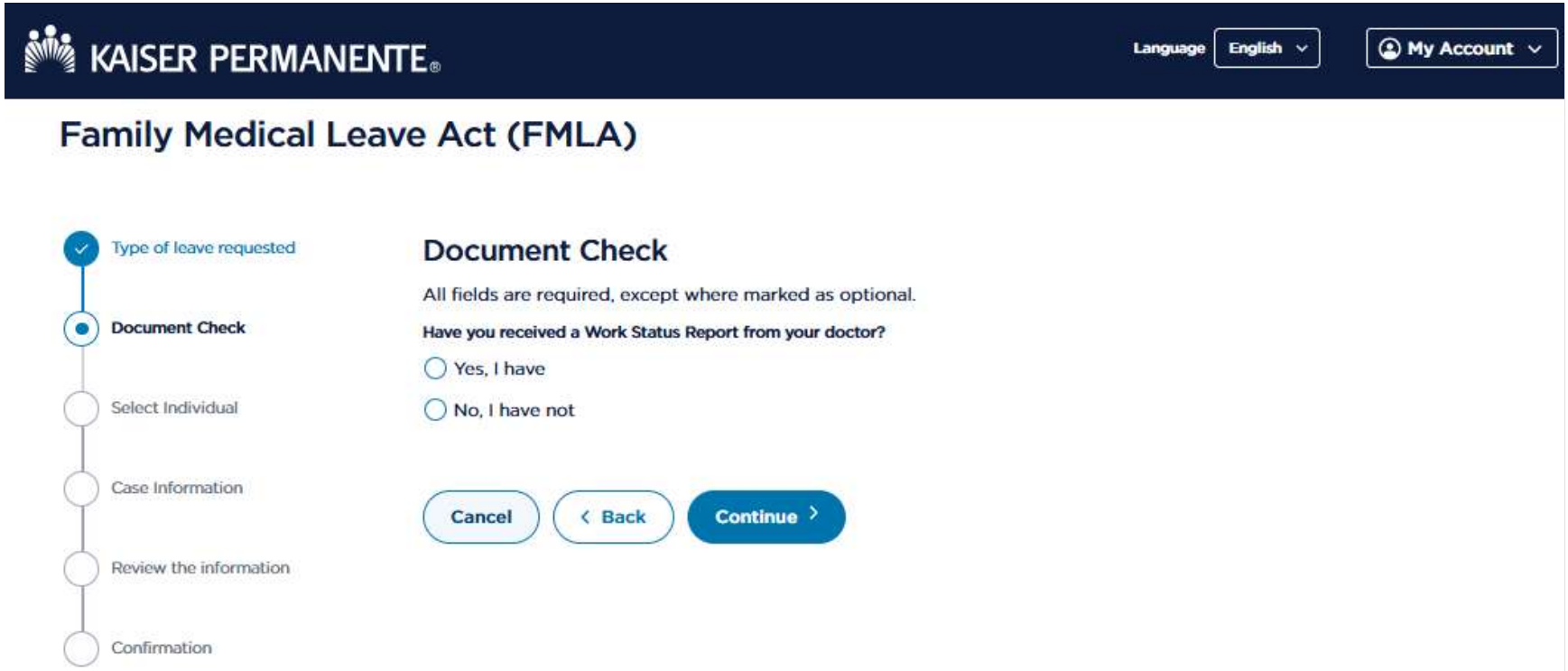
Click on “Request a FMLA medical certification”



Choose the Type of leave. Either consecutive or intermittent and click “Continue”



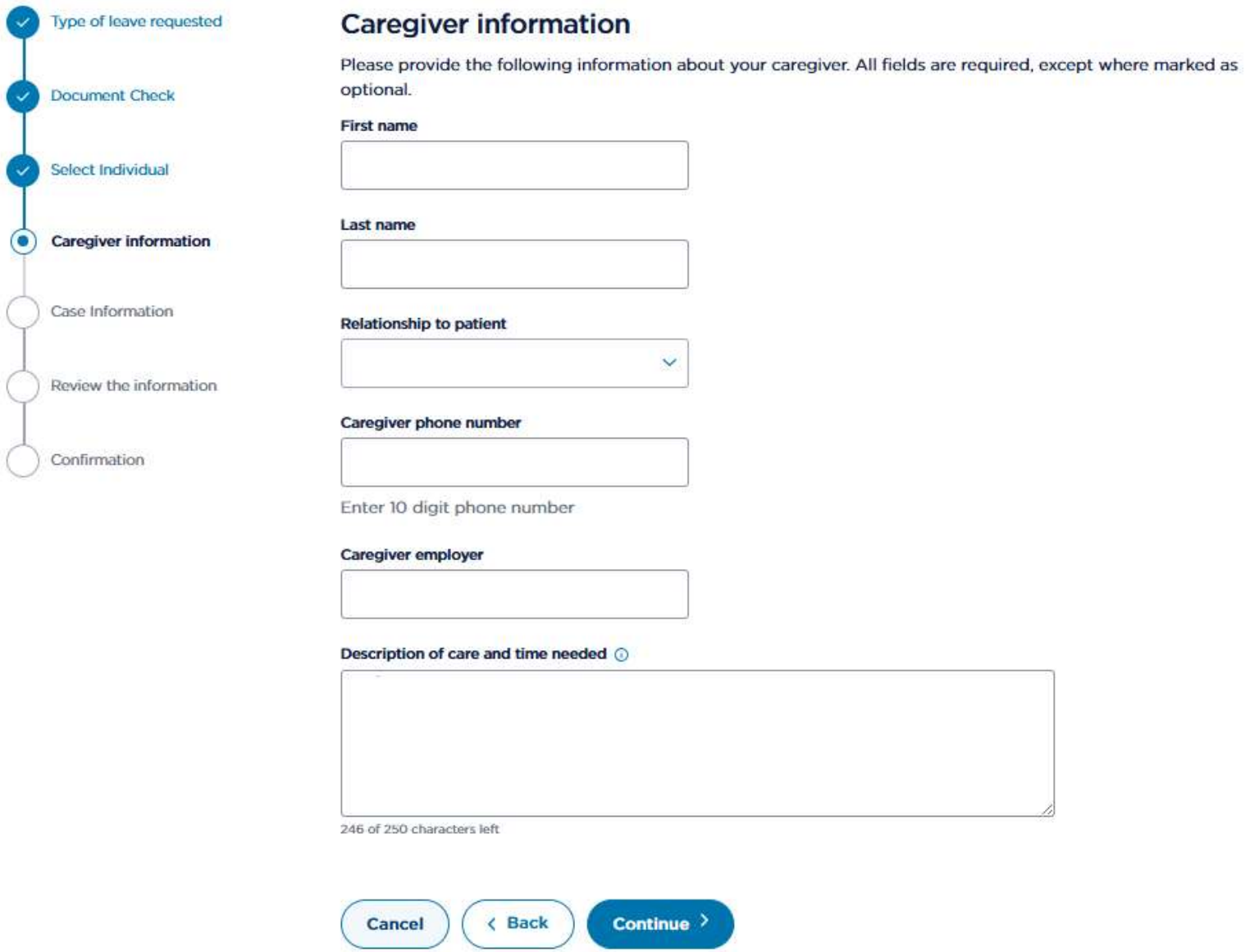
Confirm if you have a Work Status Report form your doctor then click "continue." You may not see this message if you are request intermittent care.



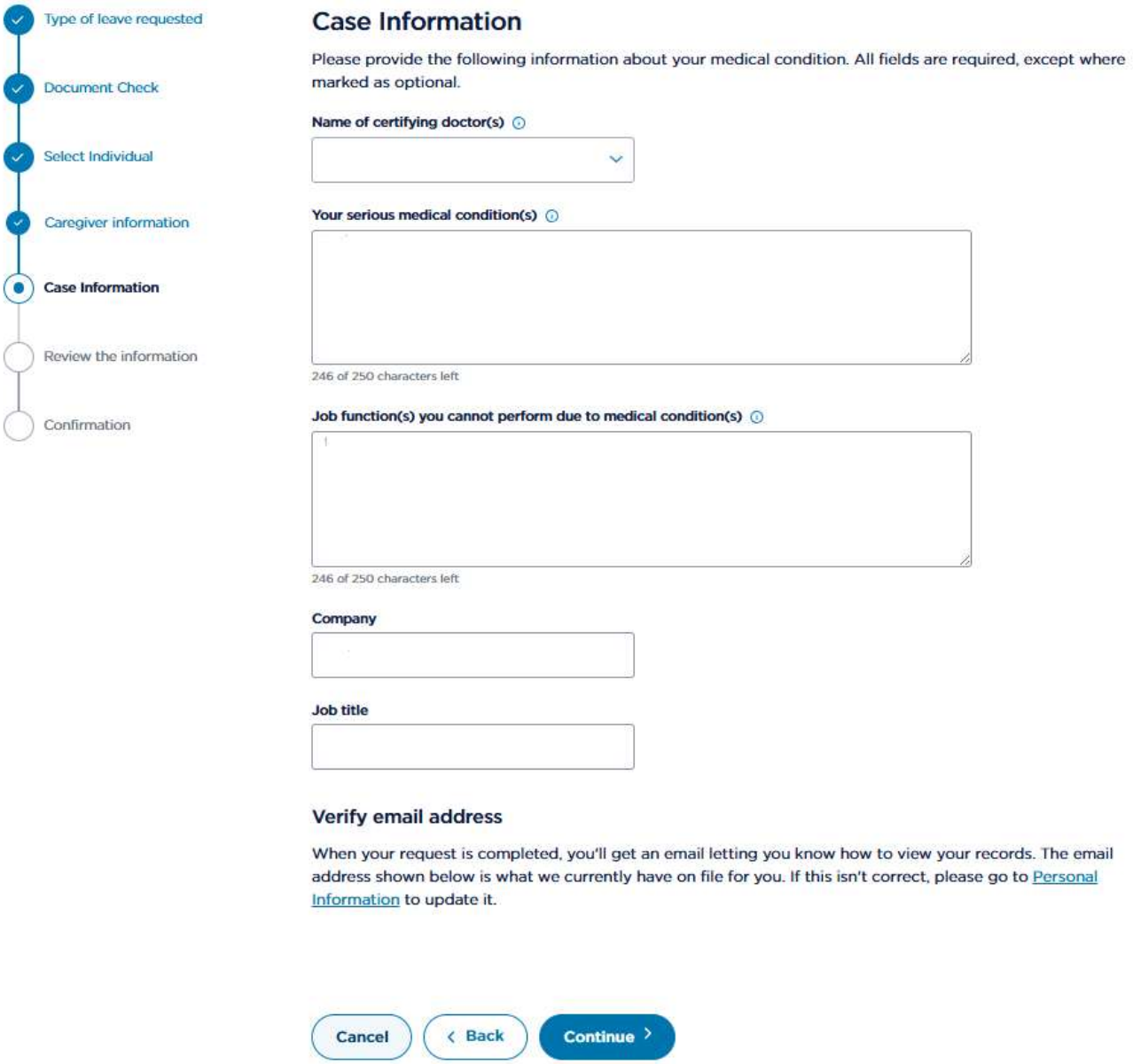
If amount of leave is for consecutive leave and if you do not have a Work Status Report on file, you will receive the below message. Please contact your doctor to request a Work Status Report.

Click on “Someone who cares for me” then click “continue”

Fill in the caregiver's information then click "continue"



Fill in the Case Information then click “continue”



Review the request information. If correct, click “submit”