



Kelly & Associates Insurance Group (KELLY) provides administrative and consulting services for our benefit plans. Through *KTBS Payroll*, a division of Kelly & Associates Financial Services, KELLY also provides payroll administrative services. In addition, you have access to your personal benefit and payroll information online through *KTBSOnline*, the KELLY Total Benefits Solution® website.

You can login to *KTBSOnline* at anytime throughout the year. You may review your benefit elections and their costs, access summaries of each plan's benefits, find links to provider network websites, download claim forms and view payroll deductions. You may also request replacement ID cards, review eligibility rules, update your dependent information, and print copies of current and past paystubs.

## You will have:

- User Friendly Web-Based Benefits Source
- 24 Hour/7 Day a week access to the website—no exceptions!
- **Lost your ID Card?**  
Log onto the web and order new ones! You can also print temporary ID cards while awaiting the arrival of your new cards!
- **Interested in comparing the medical insurance plans available to you?**  
Visit the website and use the Comparison feature on the web!
- **Want to confirm your current benefits?**  
Log on and see up-to-the minute benefit information on you and your family!
- **Want to verify your Beneficiary information?**  
The website can help you confirm your beneficiary information!
- **Not sure of an Insurance Term?**  
Check out the KELLY Glossary of Terms on your home page!

## Login Instructions

### First Time KTBSOnline Users

- 1** Go to <https://www.ktbsonline.com>.  
*(We strongly recommend the most recent version of Internet Explorer or Firefox).*
- 2** Click on the **“Register Now”** link located on the right-hand side of your screen.
- 3** When prompted, enter your **Last Name, Date of Birth,** and your **Social Security Number**. For security purposes you will also be asked to type a randomly generated security code that will be presented when the page loads.  
Click
- 4** Follow the directions provided on the site to complete your registration and setup your online account.

### Returning KTBSOnline Users

- 1** Go to <https://www.ktbsonline.com>.  
*(We strongly recommend the most recent version of Internet Explorer or Firefox).*
- 2** You will see a **“Login”** on the right of your screen where you can enter your Username and Password. Enter your Username and Password and then click   
  
*Please note: If you have forgotten your username and/or password, click on **“Login Help”** link.*

## Not finding the information you need online?

Call the KELLY Customer Service Call Center at **1-877-290-9580**.  
Benefits Specialists who know your benefits are standing by to assist you **Monday–Friday 8:30am–5:30pm**.