



KELLY provides administrative services for your benefit plans. Through KELLY Payroll, a subsidiary of KELLY Financial Services, KELLY also provides payroll administrative services.

Greater Accuracy: The online enrollment process guides you through the steps. The instructions are straightforward and takes the guesswork out of completing an enrollment form incorrectly.

Security: To prevent unauthorized access, maintain the integrity of the data, and ensure the appropriate use of information, KELLY uses Secure Socket Layer (SSL) technology, a protocol developed by Netscape for transmitting private documents via the Internet. SSL works by using a private key to encrypt data that's transferred over the SSL connection.

Less Paper: There is no need to complete multiple enrollment forms for multiple insurance carriers any longer. You can do it all in one easy step on KTBSOnline.

Convenient 24/7 Access: Verify coverage and contributions, access key benefit information, request ID cards, access your payroll deductions and more, 24 hours a day, seven days a week!

Tech Support

Call the KELLY Customer Service Call Center at **1-877-290-9580**.

Representatives are standing by to assist you Monday–Friday 8:30 a.m.–5:30 p.m.

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**” 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. Click “**Continue**”.
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. Enter your Username and Password within the Secure Benefits Login section and then click “**Login**”.

Login Help and Register Features

Forgot Password

The link will provide you with either the option to enter the email address that is currently on file for your account or the option to enter your date of birth and social security number. Either option, will allow for the login information to be sent to your current email address on file.

Register

- If you do not have an email address on file, click the “**Register**” link. 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. Click “**Continue**”.
- You will be asked to enter your previously saved security question as you have already been identified as having a login for your account. Click “**Continue**”. If at this point, you do not know your security answer, please contact Tech Support at the number listed on this form.
- At this time you may update your email address, username, password and/or security question. Click “**Save**” as this will bring you to the Homepage.