

Merritt Management Corporation

uses Kelly & Associates Insurance Group (KELLY) to provide administrative and consulting services for our benefit plan. Through *KTBS Payroll*, a division of Kelly & Associates Financial Services, KELLY also provides payroll administrative services for Merritt Management. In addition, you have access to your personal benefit and payroll information on-line through *KTBS Online*.

You Will Have:

- User Friendly Web-Based Benefits Source
- 24 Hour/7 Day a week access to the website
- **Lost your insurance ID card?** Log onto the web and order a new one!
You can also print temporary ID cards while awaiting the arrival of your new card.
- **Want to confirm your current benefits?** Log on and see up-to-the minute benefit information on you and your family.
- **Want to look up your payroll history?** Log on and see past payroll stubs.
- **Lost your W2?** Log on and print another.
- **Want to check your filing status and exemptions?** Log on and get up-to-date tax information.
- **Not finding the information you need online?** Call the KELLY Customer Service Call Center at 888-708-7192 Monday –Friday 8:30am-5:30pm.

See back for login instructions



KTBSOnline.com
KELLY Total Benefits Solution® Technology

Login Instructions as of
June 1, 2012

Login Instructions

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 **Next**
4. Confirm your identity and click **Next** to continue the registration process.
5. You can now create your online profile by providing your email address, username and a password that only you will know. You must also choose a security question and provide an answer to that question. This will allow you to access *KTBSOnline* in the event that you forget your new password. Lastly, you must acknowledge the online user agreement and Click **Next** to proceed into the site.

Not finding the information you need online?

Call the KELLY Customer Service Call Center at **888-708-7192**.

Specialists are standing by to assist you **Monday–Friday 8:30am–5:30pm**.