



Login Instructions

First Time KTBSonline Users:

1. Go to ktbsonline.com (We strongly recommend the most recent version of Internet Explorer or Google Chrome)
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.

How to Access your Paystub

Once you are logged in to KTBSonline, select the **My Benefits & Personal Information** tab at the top ribbon to access your Member Homepage. From the member homepage, you have the option to access the following items:

Payroll History

All paystubs will now be available for you to view through KTBSonline! Paystubs are stored and available to access via the **Payroll** link in your member homepage. Check dates can be viewed by quarter, by year, or by using the "Date Range" feature to view a specific range of dates. To view your paystub, follow these steps:

1. Select **Payroll History**
2. Select the paystub you would like to review. The most recent check date is at the top.
3. Under **Actions**, select **View & Download**

Other Features:

Direct Deposit-Review direct deposit accounts directly from KTBSonline.

Taxes-View all taxes associated with your paychecks and the filing status & exemptions of each under this section.

W-2/W-4-KTBSonline makes it easy for you to access your W-2 & w-4. Simply click this button and you have access to view and download current and prior forms.

Compensation-Hourly or Salary pay rate

Tech Support

Call the KELLY Customer Service Call Center at 1-877-290-9580. Representatives are standing by to assist you Monday-Friday 8:30a.m.-5:30 p.m.