

American Medical Staffing Inc

Open Enrollment: June 2 – June 11

Kelly Benefits provides administrative services for your benefit plans. In addition, the Total Benefits Solution® (KTBSonline) provides you an integrated technology solution and resource to access your benefits information.

You can login to KTBSonline at any time during the open enrollment period from DATE—DATE. You may review your benefit elections and their costs, access summaries of each plan's benefits, find links to provider network web sites, and download claim forms. You may also request replacement ID cards, print temporary ID cards and review eligibility rules.

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.



KTBSonline
Total Benefits Solution™ Technology

Tech Support

Call the Kelly Benefits Customer Service Call Center at 1-877-290-9580. Representatives are standing by to assist you Monday–Friday 8:00 a.m.–6:00 p.m.

Open Enrollment Instructions

The following instructions provide an overview of the steps you will encounter when completing your online open enrollment elections.

Enroll Now

By clicking the link, you will begin the online open enrollment process.

Personal Information/General Info

You may view or edit your personal information. Click “Save & Continue” to proceed.

Dependent Review

You may add, view or edit your dependent information by using the pencil icon for existing dependents and the “Add Dependent” link to add new dependents. Click “Continue” to proceed.

Elect Your Benefits

You will be shown all benefits offered including any company paid plans. Options to view/select, edit or waive will be provided for each benefit by clicking on the benefit name. In addition, employee per pay contributions is shown for each benefit and a total will be provided at the bottom of the page once you have completed your elections. Click “Continue” to proceed.

Beneficiary Designation

If a life plan is offered, you will have the opportunity to view, add or remove beneficiaries. Click “Continue” to proceed.

Review Enrollment

This is your chance to review your information and change any benefit elections before submitting your online enrollment form. Click “Continue” to proceed.

User Agreement

This will provide you the enrollment terms and waiver agreement. By clicking the “Finish”, you will attest that the information provided through the internet enrollment process is complete and true.

Important Next Steps

You will be brought back to your homepage where you will be provided important information about your enrollment elections.

- Submit any required documentation
- Print a copy of your enrollment
- Open Enrollment Deadline — you will be provided additional time to make changes to your open enrollment elections. If you decide you would like to make any change, you can log back in during the open enrollment period. The last enrollment elections captured will be benefits and contributions for the upcoming plan year. After open enrollment ends, you will not be allowed to make any changes unless you have a qualifying event such as marriage, death, birth or adoption of a child, etc.



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