

Chesapeake Medical Staffing

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

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!
- **Not sure of an Insurance Term?**
Check out the KELLY Glossary of Terms on your home page!
- **Want to look up your payroll history information?**
Log on and see past payroll stubs!
- **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. Benefits Specialists who know your benefits are standing by to assist you Monday–Friday 8:30am–5:30pm.



KTBSOnline.com
KELLY Total Benefits Solution® Technology

You can login to *KTBSOnline* at any time throughout the year. You may review your benefit elections and their costs, access summaries of each plan's benefits, find links to provider network web sites, 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.

Login Instructions for KTBSOnline Users

1. Go to <https://www.ktbsonline.com>. (We strongly recommend using Internet Explorer 6.0). You will see a "Login" on the right of your screen where you can enter your Username and Password.
2. Enter your social security number (without dashes) as both your Username and Password and then click "Login".
3. You will then be asked to verify your birth date (MM/DD/YYYY) and enter your login identifier. Your login identifier is "CMS".
4. You must now choose and confirm a new 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.
5. Please read the *KTBSOnline* user agreement carefully as it explains your rights and responsibilities regarding online access. Then, verify your understanding of the agreement by clicking the appropriate statement at the bottom of the page.
6. Click "Submit" to proceed to your online access.