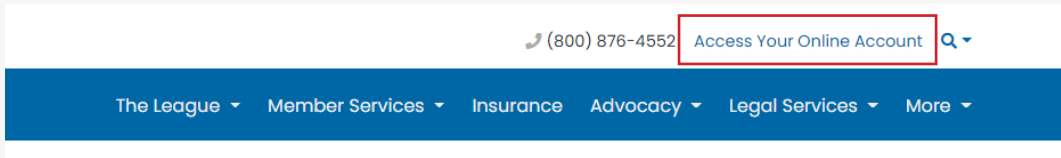


MEMBER PORTAL LOGIN INSTRUCTIONS

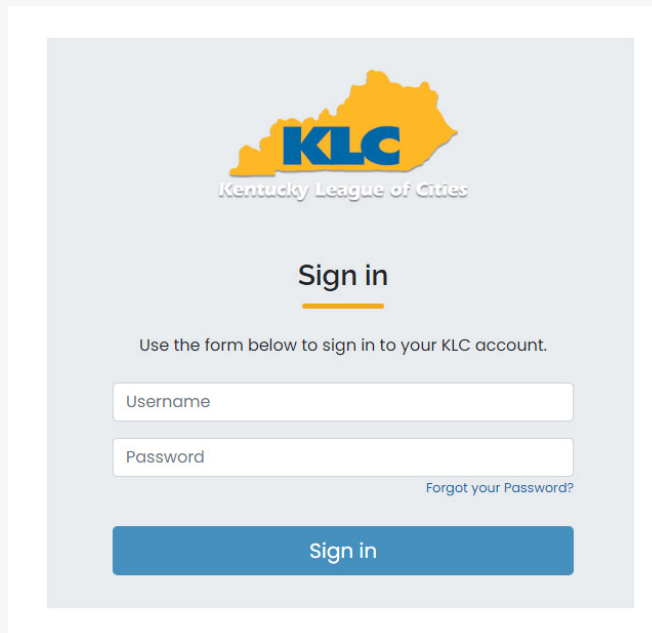
1

- How to navigate to the portal:
 - To access the portal, navigate to <https://klc.org> in your browser.
 - In the top right corner of the page select “Access Your Online Account.”



2

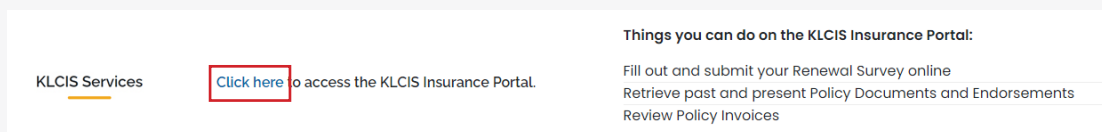
- Sign in to the KLC website by entering your member username and password.



The screenshot shows the "Sign in" page of the KLC website. At the top is the KLC logo (a yellow outline of Kentucky with "KLC" in blue) and the text "Kentucky League of Cities". Below the logo is the heading "Sign in" with a yellow underline. Underneath is the instruction "Use the form below to sign in to your KLC account." followed by two input fields: "Username" and "Password". To the right of the "Password" field is a link that says "Forgot your Password?". At the bottom of the form is a blue button with the text "Sign in".

3

- Scroll halfway down the page to the KLC Insurance Services dialogue box and the “Click here” link.



The screenshot shows a dialogue box with two columns. On the left, there is a link labeled "KLCIS Services" with a yellow underline, and a red box around the text "Click here" followed by "to access the KLCIS Insurance Portal." On the right, under the heading "Things you can do on the KLCIS Insurance Portal:", there is a list of three items: "Fill out and submit your Renewal Survey online", "Retrieve past and present Policy Documents and Endorsements", and "Review Policy Invoices".

- You will be automatically redirected to your document portal and will not need to log in again.

MEMBER PORTAL LOGIN INSTRUCTIONS

HELP! Something went wrong.

- I don't have a KLC member account:
 - Please reach out to the site administrator designated at your organization.
 - If you prefer to request an account electronically, navigate to the "Access Your Online Account" link at kcl.org. Below the login section is a "Request a new account" link.

Not a registered user?

Accounts are only available to KLC member cities, insurance customers, and existing business partners. [Request a new account](#)

- Items you need to request a new account include:
 - Your contact information, organization information, and the type of insurance services access you will need as shown below.
 - A KLC representative will contact you to complete this process.

MEMBER PORTAL LOGIN INSTRUCTIONS

Register

Request An Account

Accounts are only available to KLC member cities, insurance customers, and existing business partners. If you do not belong to one of these organizations, your account request will not be processed.

If you have a KLC.org account and have forgotten your password, you can [reset your password here](#).

First Name	Middle Name or Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization	Title	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Phone	
<input type="text"/>	<input type="text"/>	

Allow access to KLC Insurance Services Site Sections:

KLC Insurance Services - Check This For:

- Safety Grant – Online Application
- Policies – Detailed information regarding coverages, premiums, schedules, and policy documents for current and former policies with KLCIS
- Safety & Liability Reviews – Ability to view prior Loss Control Safety & Liability Reviews and submit new ones.
- My KLCIS Team – KLCIS personnel assigned to your account
- My Profile – Manage the profile for the user logged in

Insurance Claims - Check This For:

This checkbox provides access to all the information from the KLCIS Insurance Services checkbox AND the following additional functions:

Claims:

- Submit new claims
- View existing claims
- Claims with Recent activity
- View Checks (Payments)
- Claim Reports

■ I forgot my username:

- Contact Jessica Watson at jwatson@klc.org or 859-977-3710 to retrieve your username.

■ I forgot my password:

- Click the “forgot password” link at the <https://www.klc.org/> login screen and enter your username. A reset password link will be sent to your email.

■ Something else is wrong:

- If you believe something is wrong with your account, documentation, or your website interface is incorrect, contact the site administrator designated at your organization and they will direct your issue to the appropriate team.