



Renewal Application 2023-2024

To ensure delivery, add klcis@klc.org to your address book.

Thank you for your continued support of your member-owned Kentucky League of Cities Insurance Services program.

To provide you with a timely insurance renewal, your renewal application is now an online form in the KLCIS insurance portal. The link below will take you to the Kentucky League of Cities website where you can log in using your secure username and password. Once logged in, locate the KLCIS Services block and "Click Here". On the right you will see "Action Items For You" with one item per policy type that you have with KLCIS. Your agent is also receiving this e-mail message and will have the same access to the applications. These are set up as fillable forms, and once completed, you can hit the "submit" button and the survey will be sent to your underwriter. There is also an option to "Save for Later" if it can't be completed in one sitting.

Agents, once in the portal, select "Change Group" from the "Underwriting" menu at the top. Once you've selected the Member you want, select "Forms" from the "Underwriting" menu to see the Renewal Applications.

We are requesting that you submit your survey pages via the link in the portal by **March 3, 2023**. Please plan on having the applications completed by **March 3, 2023**. We look forward to your continued participation in your member-owned insurance program. Please direct any questions to Suzanne Reed – sreed@klc.org or 859-977-3753.

To login, request an account or retrieve a lost password please visit <https://www.klc.org/SignIn>.

Portal Login Instructions (PDF) [Portal Login Instructions](#)

Renewal Application Instructions (PDF) [Renewal Application Instructions](#)

Thank you again for your participation and we look forward to serving your insurance and risk management needs for 2023.

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