

## MEMBER PORTAL LOGIN INSTRUCTIONS

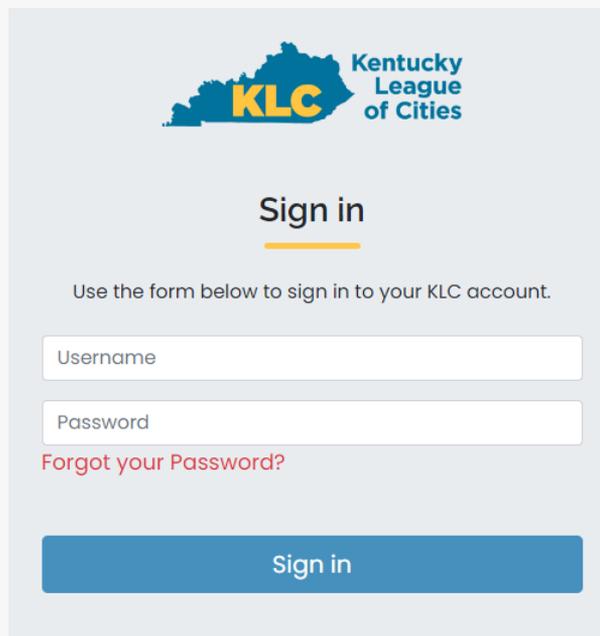
1

- 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.



**KLC** Kentucky League of Cities

### Sign in

Use the form below to sign in to your KLC account.

Username

Password

[Forgot your Password?](#)

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

<p>KLCIS Services <a href="#">Click here</a> to access the KLCIS Insurance Portal.</p>	<p><b>Things you can do on the KLCIS Insurance Portal:</b></p> <ul style="list-style-type: none"> <li>Fill out and submit your Renewal Survey online</li> <li>Retrieve past and present Policy Documents and Endorsements</li> <li>Review Policy Invoices</li> </ul>
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- You will be automatically redirected to your document portal and will not need to log in again.

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## 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 [klc.org](http://klc.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.

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### 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:

<input type="checkbox"/> <b>KLC Insurance Services</b> - Check This For:	<input type="checkbox"/> <b>Insurance Claims</b> - Check This For:
<ul style="list-style-type: none"><li>• Safety Grant – Online Application</li><li>• Policies – Detailed information regarding coverages, premiums, schedules, and policy documents for current and former policies with KLCIS</li><li>• Safety &amp; Liability Reviews – Ability to view prior Loss Control Safety &amp; Liability Reviews and submit new ones.</li><li>• My KLCIS Team – KLCIS personnel assigned to your account</li><li>• My Profile – Manage the profile for the user logged in</li></ul>	<p>This checkbox provides access to all the information from the KLCIS Insurance Services checkbox AND the following additional functions:</p> <p>Claims:</p> <ul style="list-style-type: none"><li>• Submit new claims</li><li>• View existing claims</li><li>• Claims with Recent activity</li><li>• View Checks (Payments)</li><li>• Claim Reports</li></ul>

- I forgot my username:
  - Contact Deanna Brandstetter at [dbrandstetter@klc.org](mailto:dbrandstetter@klc.org) or 859.977.3722 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.