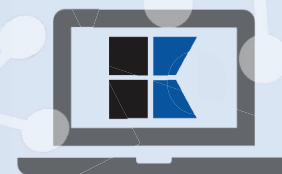




[DR-]



Member Portal Registration Guide



Visit **Online** or Download the **Mobile App**

Key Benefit Administrators encourages you to utilize our E-Z BenefitsSM platform for member registration. You will need the following information prior to accessing our enhanced technology: **Your group number (located on ID Card), Social Security Number, date of birth, last name and a valid email address.**

Once registered, you'll be directed to the home page with our single sign-on technology. Menu items will display options and related links customized specifically for your group benefits plan.

Online access is simple. Follow the four steps outlined below.

1. Go to the website: kbasolution.com and click **Member Login** on the right hand side.
2. On the **right-hand side** of the screen, it will read **New Members**. Complete the registration questions and then click the **Signup** button. Helpful tips:
 - Enter your Social Security Number (SSN) without dashes.
 - Date of Birth must be placed in a two-digit month, two-digit day(s), and four-digit year format (i.e., 01/01/2011.)
3. Enter a **username, password, and valid email address**. The password must be a minimum of 6 characters long. Please make a note of your username and password.
4. You will see the **Agreement** section. Once read and understood, click the **I Agree** check box and then click **Register**.

New Members

New members must register below in order to access the website. Please refer to your ID card to obtain your group number.

Group Number / Carrier Number	<input type="text"/>
Social Security Number	<input type="text"/> (no dashes)
Date of Birth	<input type="text"/> (MM/DD/YYYY)
Last Name	<input type="text"/>

Download the Mobile App!

The **KBA-EZ Health Guide** app is available for both Android and iPhone devices, and it's free!

Download the app and register using the four steps above.

Available features:

- View/Request ID Card
- Claim Status
- Benefit and enrollee details
- Eligibility Data
- Rx Price Comparison Tool

If you have questions regarding the Member Portal, please contact Customer Service using the phone number listed on your member identification card included in this packet.

