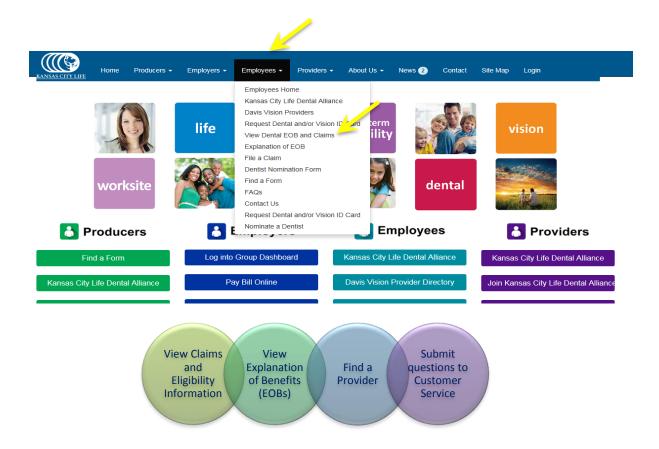


# INTRODUCING THE ONLINE PORTAL

- Go to <a href="www.kclgroupbenefits.com">www.kclgroupbenefits.com</a> to get started!
- Click on **Employees** on the menu bar at the top of the website and select **View Dental EOB and Claims**





#### **Getting Started:**

Click on "Proceed to our sign up process" if you are a new user.



#### Sign Up for your membership in 4 easy steps:

### Step 1: "Agree" to the license agreement

#### Step 1 of 4

Please read the License Agreement. Click 'Agree' to continue or 'Disagree' to go back to the login page.

#### License Agreement

License Grant. This is a legal Agreement between you and the producers of this website. The terms of this Agreement govern your use of and access to this website. By using this website, you are agreeing to be bound by this Agreement. In consideration of your agreement to these terms and for other valuable consideration, you are granted a nonexclusive, non-transferable, limited, terminable license to access and use the website under the laws of the United States. The producer of this website, Healthx Inc., reserves all rights not expressly granted in this Agreement.

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Agree

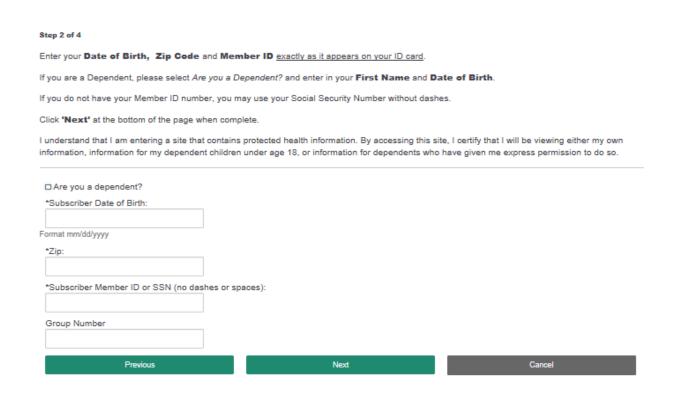
Disagree



## Step 2: "Validate" your Account

If you are an *employee* – enter your date of birth, zip code, and your Member ID or social security number.

If you are a *dependent* – enter your date of birth, first name, the employee's date of birth, zip code, and Member ID or employee's social security number.

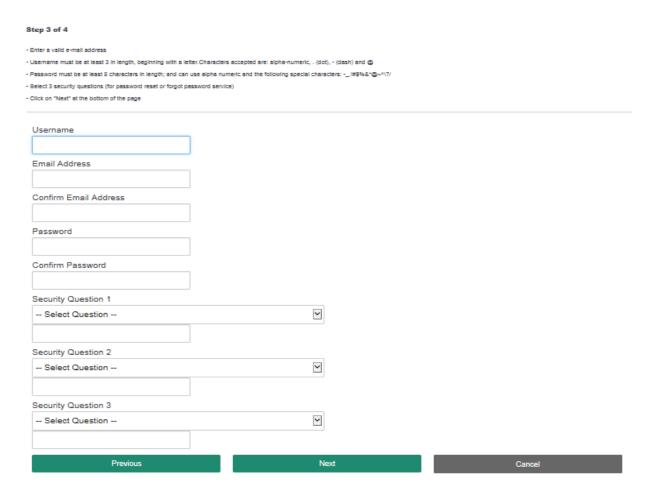




# Step 3: Create your username and password

Refer to the box below for username and password requirements.

You must also select 3 security questions and fill in the appropriate answers in case you ever need to reset your password.





# **Step 4: Verify your information**

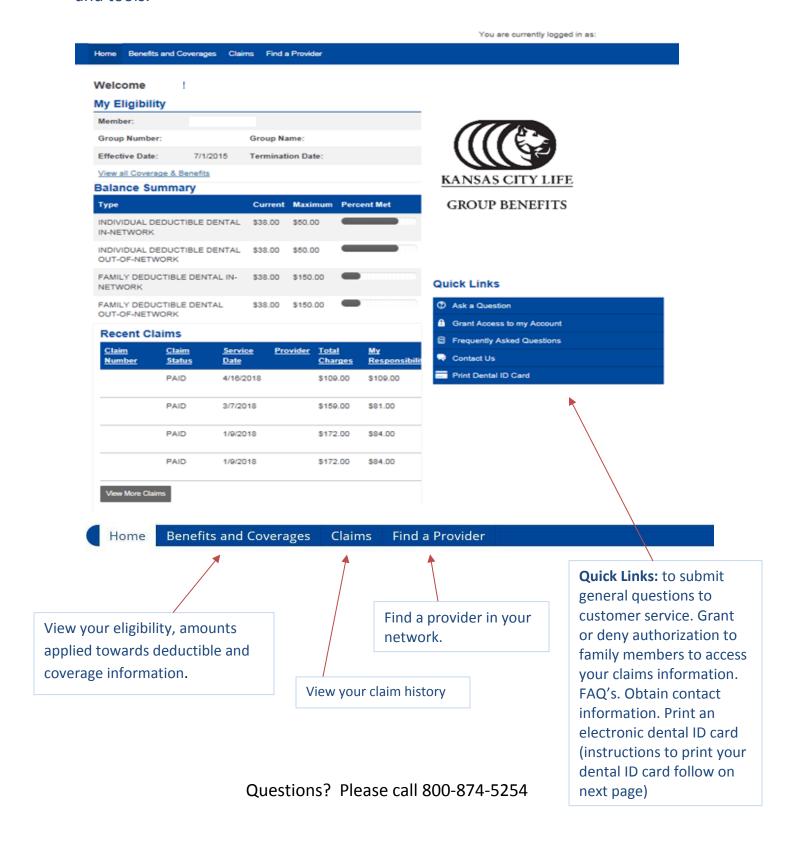
Review your information and click "Finish" to complete your registration.





### Registration is complete!

You are now on your home page where you can access a wealth of information and tools.





#### Kansas City Life utilizes electronic dental ID cards.

You may also print your ID card from the website <u>www.kclgroupbenefits.com</u>. Just have your group number and social security number handy.

