



Key Benefit Administrators is excited to introduce to you our new Single Sign-on website. We encourage you to utilize our easy to use method, while remembering to sign-on as a new user, even if you have previously used our online technology. Accessing this new solution is as simple as the four steps outline below. You will need the following information prior to accessing our enhanced technology: Your **KBA Group Number** (located on ID card), **Social Security Number**, **Date of Birth**, **Last Name** and a **valid Email Address**.

- **Step 1.** Go to the website www.kbasolution.com.
- **Step 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:*
 - A Social Security Number (SSN) should not be entered with dashes.
 - Date of Birth (DOB) must be placed in a two digit month, two digit day(s), and four digit year formats (i.e., 01/01/2011.)

- **Step 3.** Click the Signup button and enter a **user name**, **password**, and **valid email address**.
 - *Helpful tip:*
 - The username and password must be at least 8 characters long and no longer than 15 characters, with at least one number included. (Please make a note of your username and password.)
- **Step 4.** Below you will see the **Agreement** section. Once read and understood, click the **I Agree** check box and then click **Register**.

YOUR REGISTRATION IS COMPLETE!

You are now directed to your **NEW “My EZ Health Guide”** home page of the KBA Single Sign-on technology. Menu items will only display products which KBA administers.

My EZ Health Guide

<p>Key Care Guide</p> <ul style="list-style-type: none"> • Lessons • Assessment • BMI Calculator • Target Heart Rate Calculator • Desirable Body Weight Calculator • Calorie Burner Calculator • Nutritional Needs Calculator • Waist to Hip Calculator • Logs and Trackers • Body Guide • Wellness Issues • Pregnancy Health Center • Health Encyclopedia 	<p>General Benefit Information</p> <ul style="list-style-type: none"> • Online Claim Look-up • Eligibility • Provider Network Look-up • AHDI Endorsed Provider Look-up • Express Request • Pharmacy Benefit Manager • Request ID Card • Forms and Documents • Plan Documents • Key Family Employee 401(k) Plan • Life Matters-Employee Assistance Program • Flexible Spending Account 	<p>Personal Health Record</p> <ul style="list-style-type: none"> • Personal Health Record
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If you should have additional questions feel free to contact our Customer Service department, this number can be found on the back of your ID card.