

## KBA's Agency Services Portal Instructions

- Go to... [agentportal.keyfamily.com](https://agentportal.keyfamily.com) (supported internet browser is Google Chrome)
- On the landing screen, select "Register".

### Agent Logon

User Name

Password

Logon

Not a User? [Register](#)

- Enter the required information and follow the prompts to set up a new user.
- The Tax Identification Number (TIN) **and** the National Producer Number (NPN) of the individual or agency that receives the compensation is required.
- Navigate to the specific carrier/company to view compensation statements

Should you have any questions and/or concerns, we are available to assist Monday to Friday from 8am to 5pm (est.) at: [AgencyServices@keybenefit.com](mailto:AgencyServices@keybenefit.com)

Sincerely,  
**Agency Services Team**