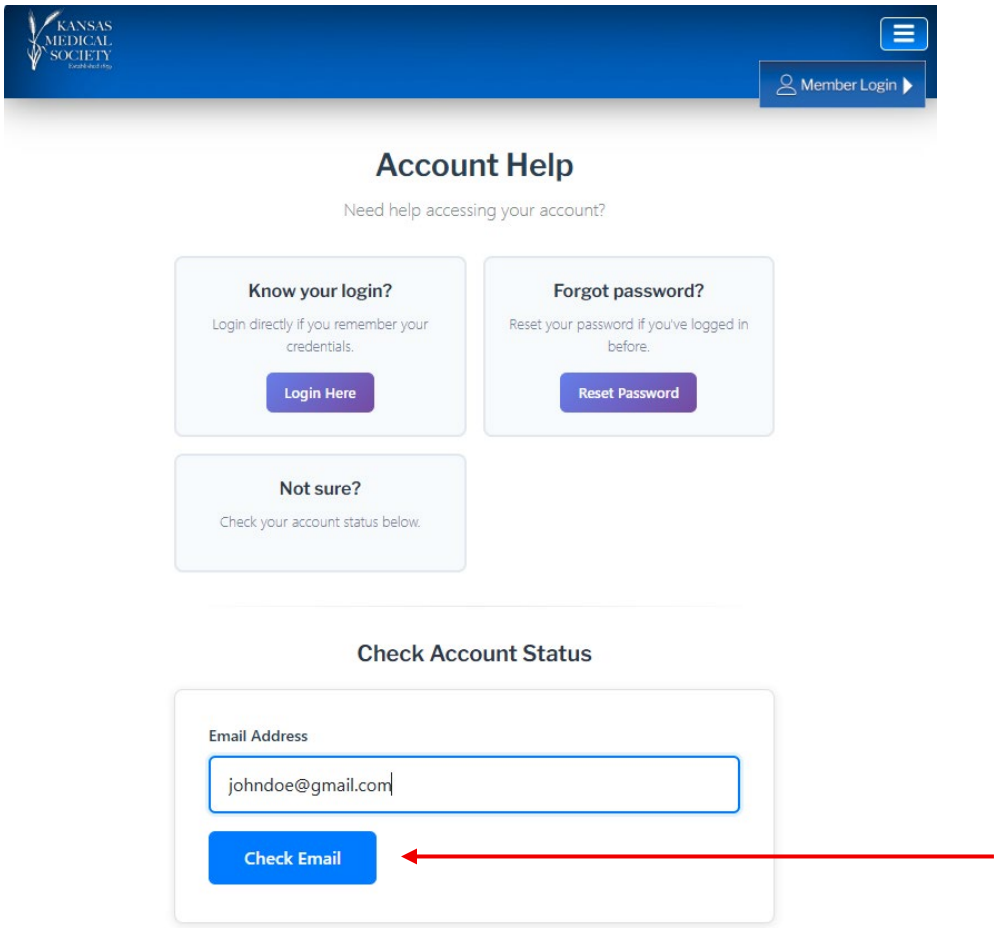
Instructions on logging into the new KMS Member Portal

1. Use the link below to open our **Account Help** page.

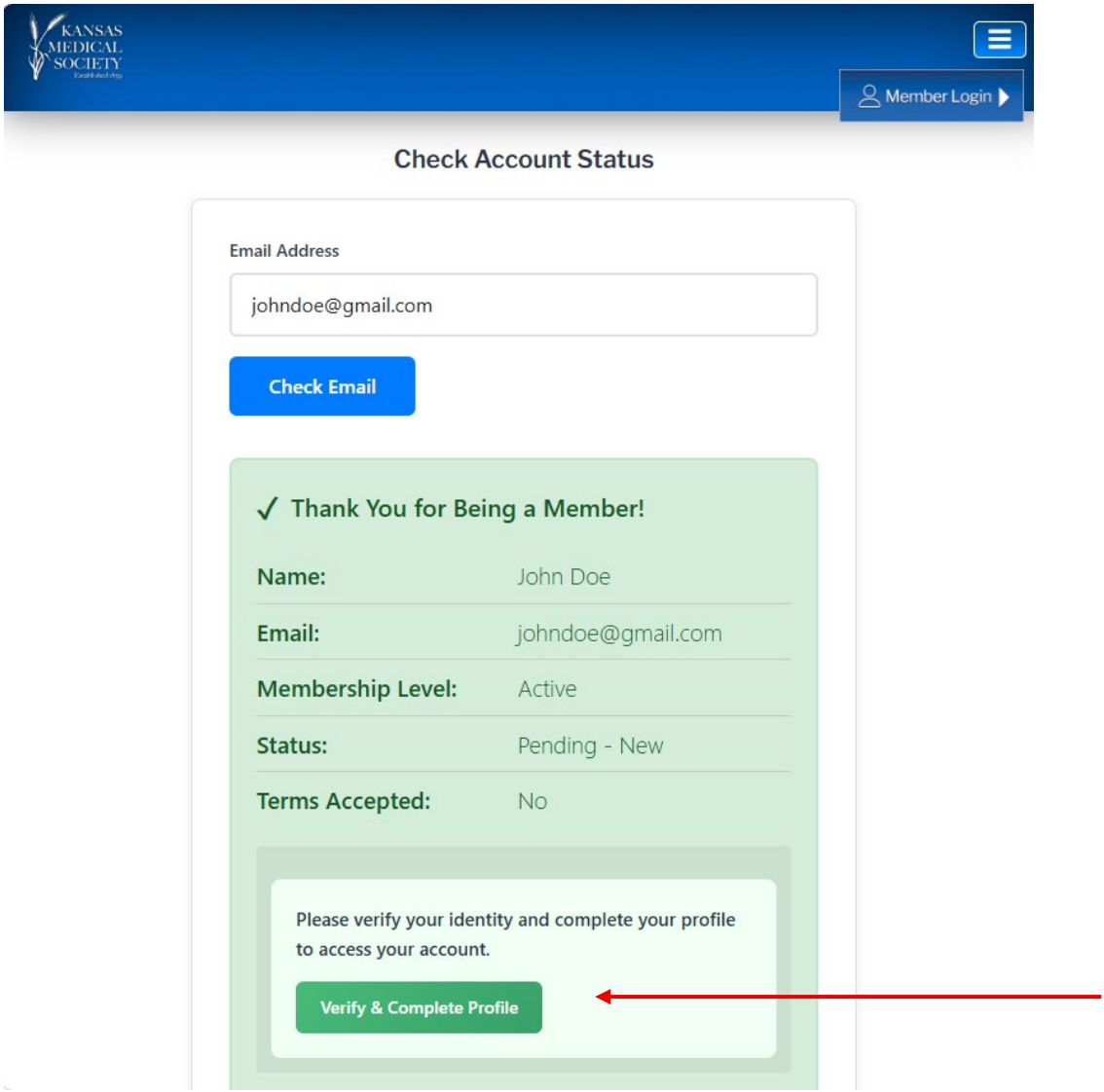
ACCOUNT HELP PAGE LINK: https://kmsonline.org/member-portal/check-account-status

Since you are already a member, scroll to "**Check Account Status**." (pictured below). Enter the email address associated with your KMS membership and click "**Check Email**".

> **If no account appears, a different email may be listed as your primary address. Try another email until your account appears.*

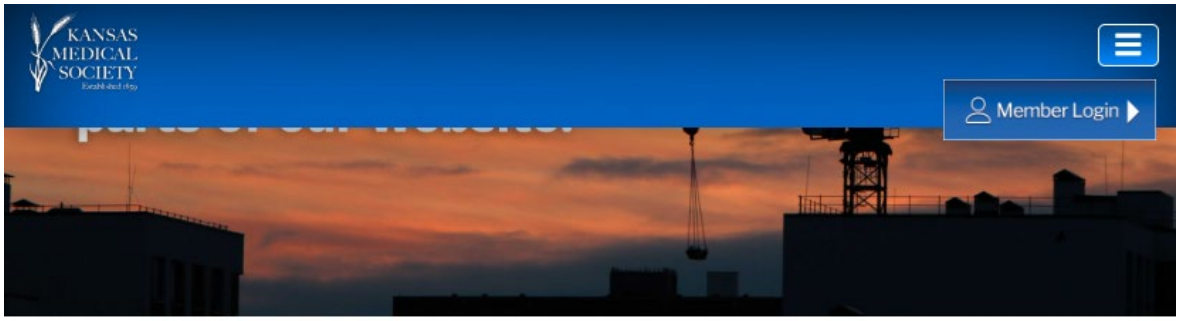


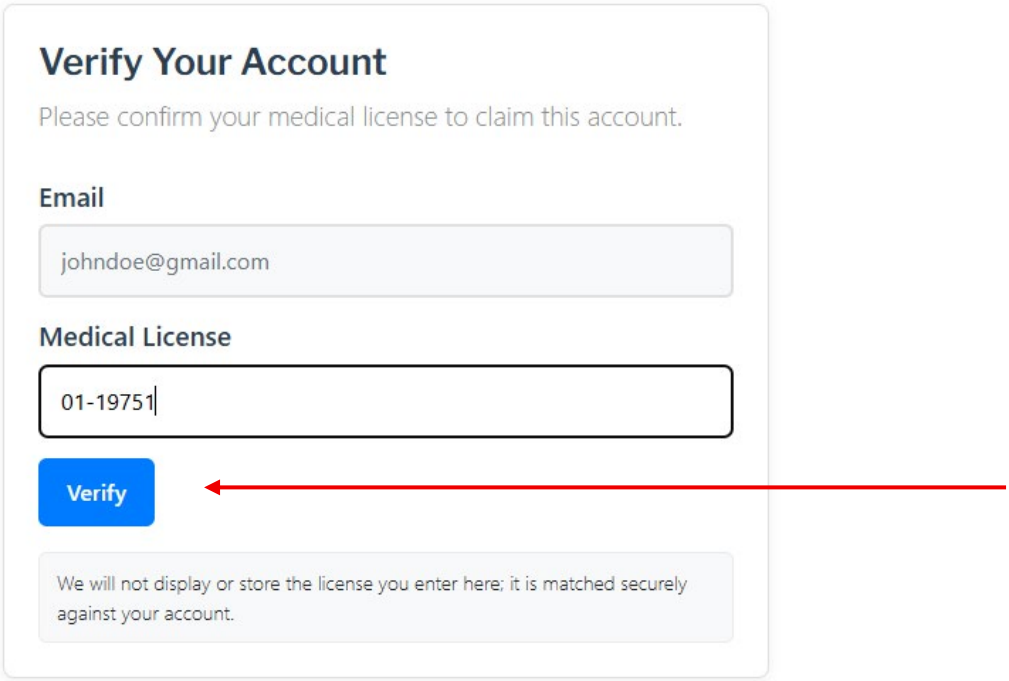
2. When your account appears in a green box, click "**Verify & Complete Profile**."



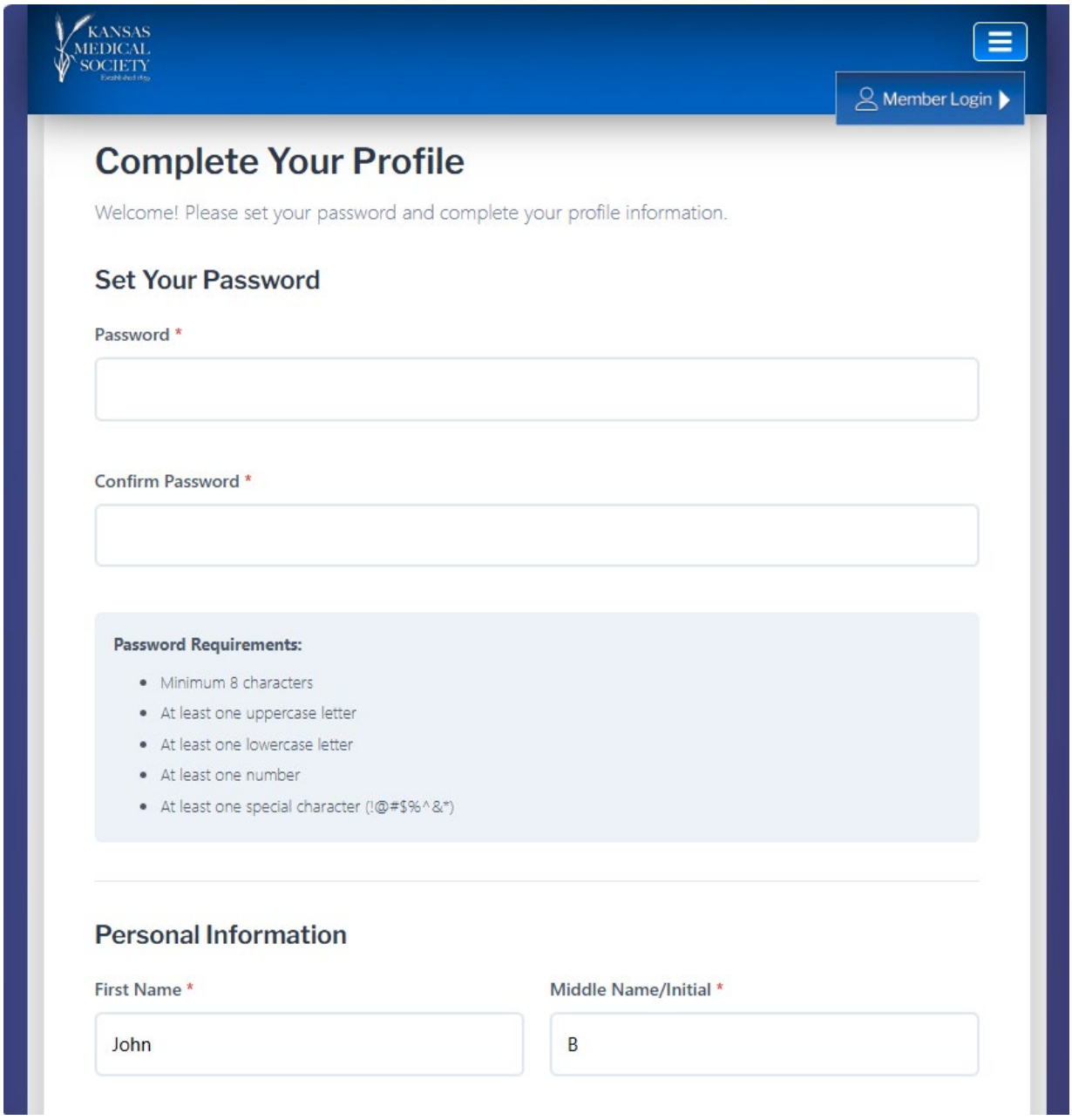
3. To verify your account, enter your current medical license number and click "**Verify**."

**If your license number does not work, enter your previous license number (if applicable). You can update the license number we have on file through your profile once logged in.*

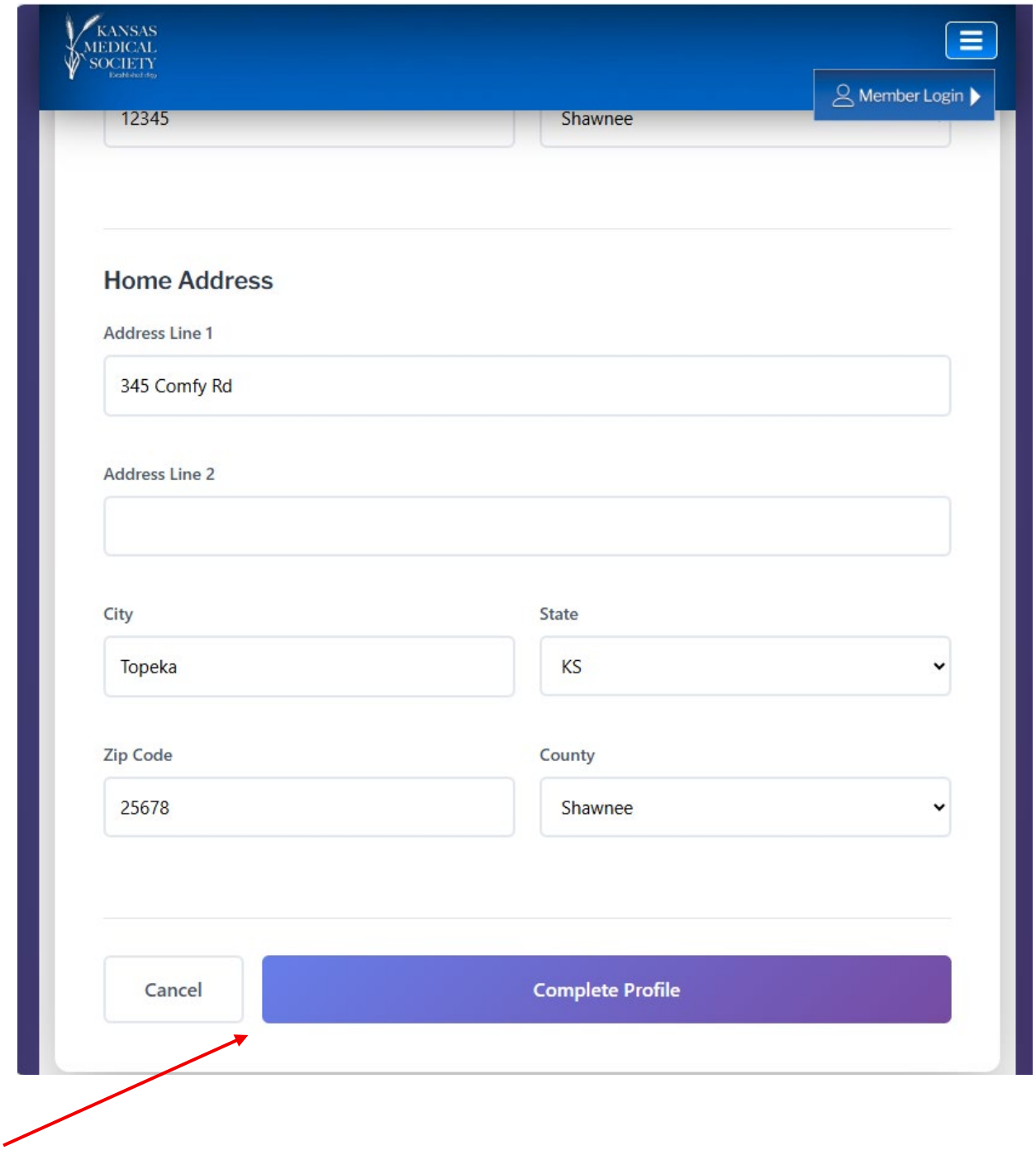




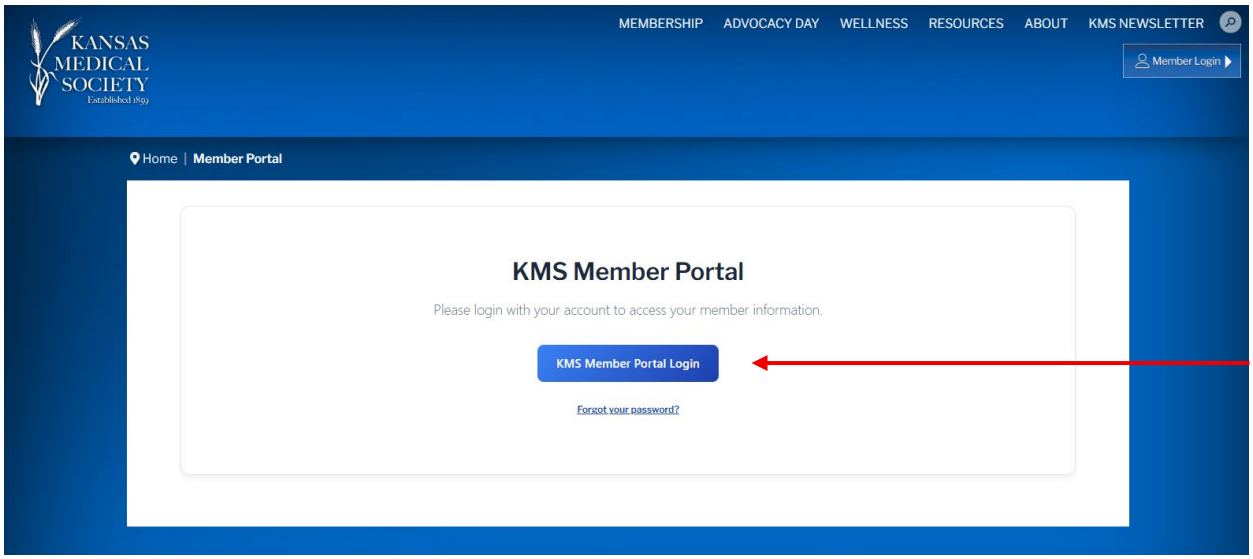
4. Set your new password and review the information we have on file. We kindly ask that you take a moment to ensure everything is accurate, this helps us advocate better for you.



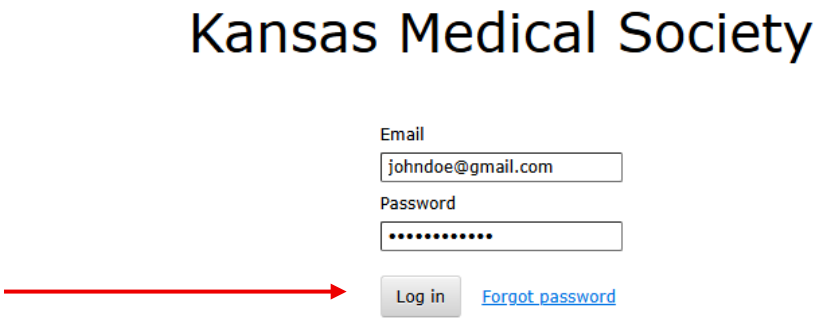
5. Once your information is verified, click "**Complete Profile**."



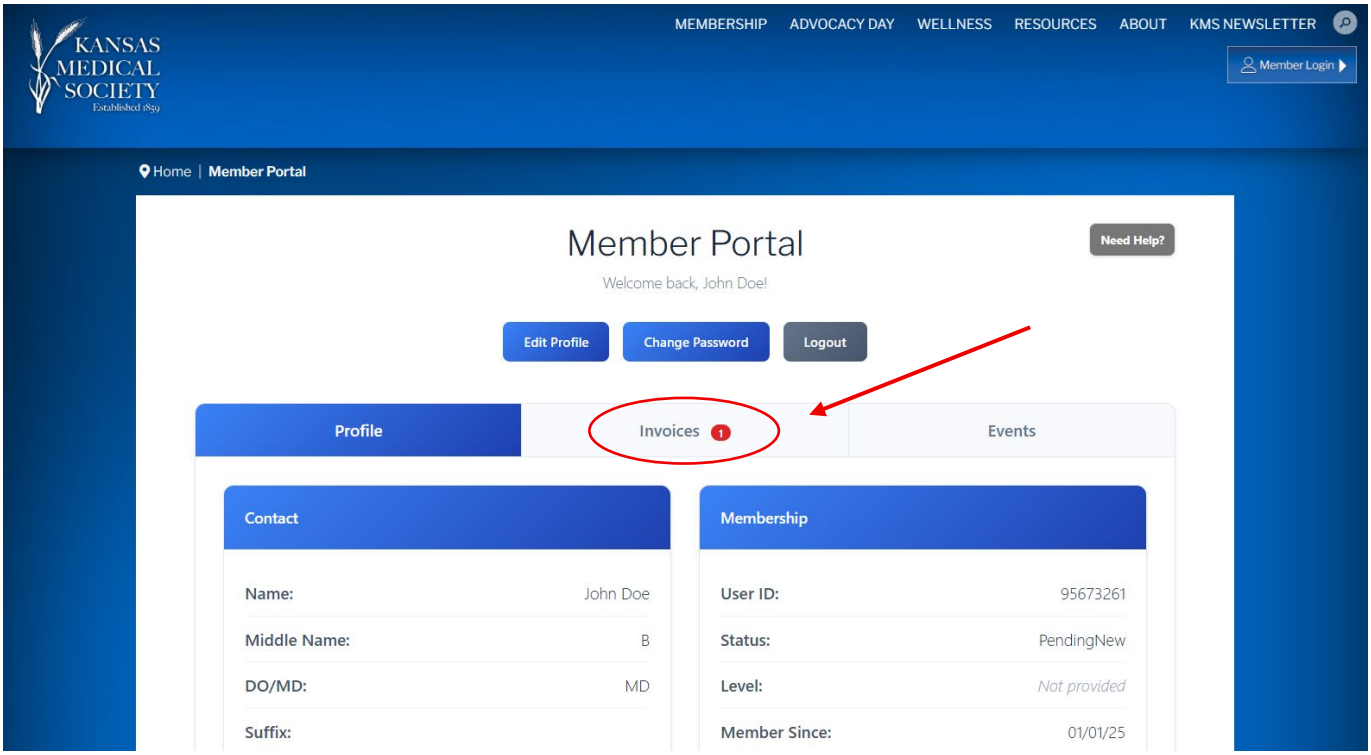
6. You'll then be directed to the Member Portal login page. Click "**KMS Member Portal Login**".



7. Use your new credentials to log in.

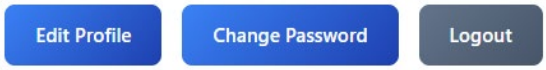


8. Once logged in you will see your main home page, which holds your information. To pay your dues, click the "**Invoices**" tab located in between "Profile" and "Events".

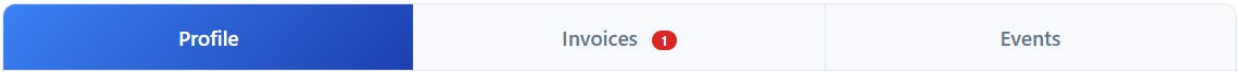


MORE INFORMATION ABOUT YOUR MEMBER PROFILE – THESE ARE NOT INSTRUCTIONS

At the top of your Member Portal there are three buttons, Edit Profile, Change Password, and Logout. Their titles explain their actions.



Your profile holds three tabs. These are Profile, Invoices, and Events. These are explained below.

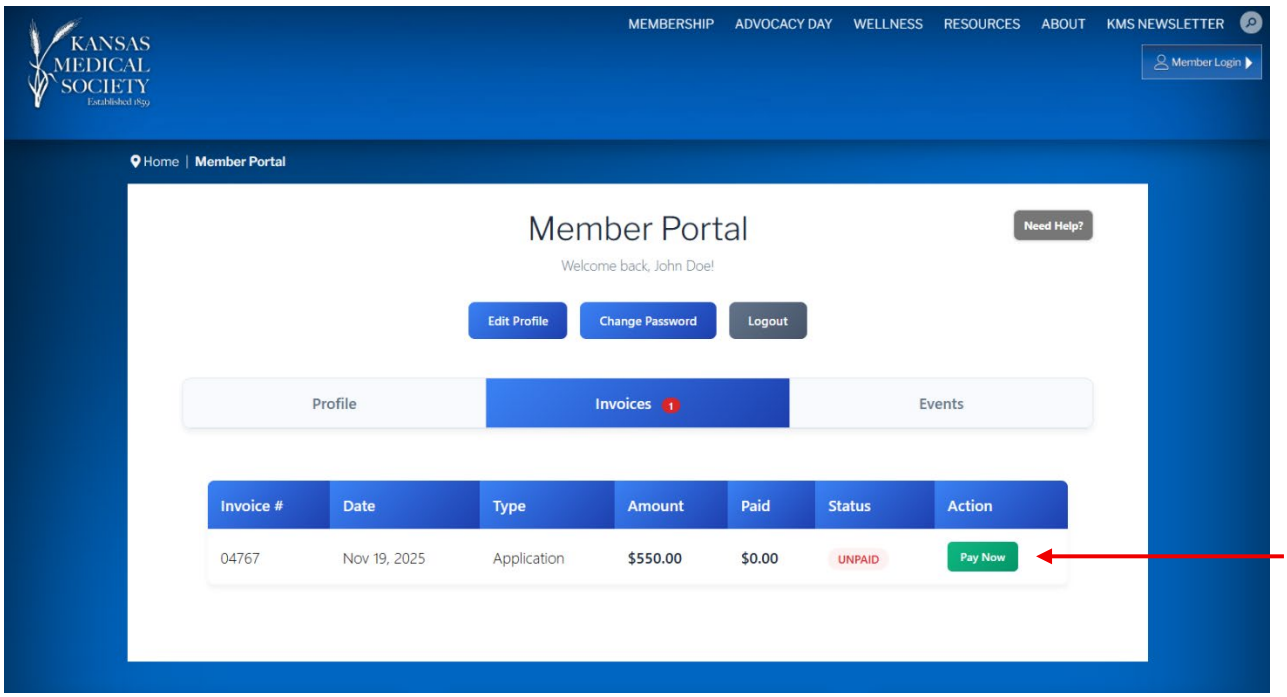


PROFILE: Here you can view the current information that we have on file. If you need to make an adjustment, click "**Edit Profile**". Make your adjustments and **make sure to click "Save Changes"** , which is located at the bottom of the page.

INVOICES: This tab will hold and indicate any outstanding invoices that you may have. To settle any open invoice, click the green "**Pay Now**" button located on the right-hand side of each invoice.

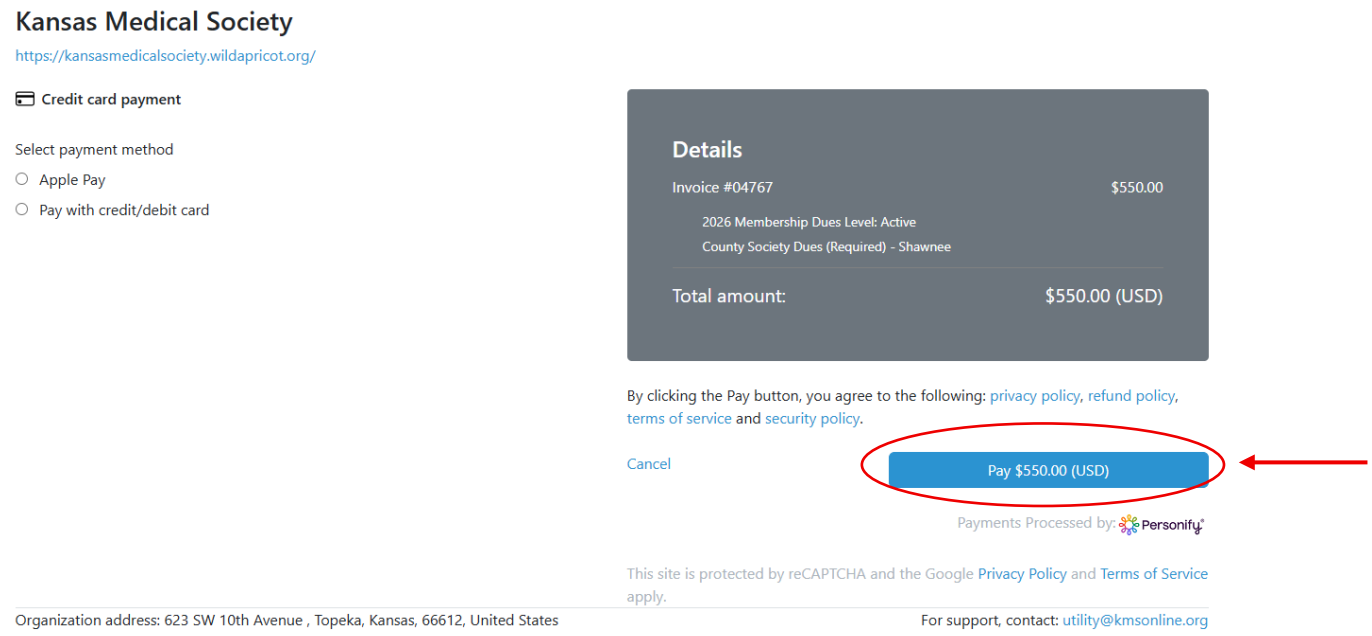
EVENTS: Here you may register for our annual Advocacy Day. If more events become available for registration, we will make you aware.

9. Here you can view and pay any outstanding invoices. To pay your 2026 KMS Membership Dues, click the green "**Pay Now**" button to the right of the invoice.



10. Since this is your first time logging in, you will most likely be required to accept the terms of use. Click "**I agree…**" and click "**Continue**".

11. You will be navigated to an external payment portal. Here you may input your card information to settle your invoice.



HELP

Throughout the process, you'll see "Help" buttons. Clicking one will open an email to our portal support team (also listed below). We encourage you to use these if you need assistance at any point.

If you need any assistance, please reach out to us at

portalhelp@kmsonline.org