



Dear Employee:

We are pleased to announce ComPsych® GuidanceResources® as the new provider of our Employee Assistance Program services. The GuidanceResources® program provides confidential counseling, expert guidance and valuable resources to help you and your household members handle any of life's challenges, big or small. These services are provided at no charge and include:

Confidential Emotional Support

3 face-to-face or virtual sessions per person,
per issue, per year

Life can be stressful. Your EAP provides short-term counseling services for you and your dependents to help you handle concerns constructively, before they become serious issues. Call anytime about topics such as marital, relationship and family problems; stress, anxiety and depression; grief and loss, job pressures and substance misuse disorders.

Work and Lifestyle Support

Too much to do, and too little time to get it all done? Work-life specialists can do the research for you and provide qualified referrals and customized resources for topics such as child and elder care, moving, pet care, college planning, home repair, buying a car, planning an event, selling a house and more.

Legal Guidance

With your GuidanceResources® program, you have an attorney "on call" whenever you have questions. They can help with legal concerns such as divorce, custody, adoption, real estate, debt and bankruptcy, landlord or tenant issues, civil and criminal actions and more. If you require representation, you can be referred to a qualified attorney for a complimentary 30-minute consultation and a 25 percent reduction in customary legal fees.

Financial Information

Everyone has financial questions. Get answers about budgeting, debt management, tax issues and other money concerns from on-staff accountants, financial professionals and other specialists, simply by calling the toll-free number.

Digital Support

Go to GuidanceResources® Online to connect to counseling, work and lifestyle support and other services, such as child care and legal services search tools. Tap into an array of articles podcasts,

videos and slideshows on thousands of topics or improve your skills with On-Demand trainings, self-assessments and more.

Online Will Preparation

Drafting a will and a living will can be a complicated and expensive process. With EstateGuidance® from your GuidanceResources® benefit, we eliminate the hassle and high costs with a complimentary, simple and secure online tool. Log on to GuidanceResources® Online to get started.

Wellness Support

Flexible 3-5 coaching session model

Your well-being is precious. We can help you maintain it. Take advantage of online self-guided programs or work one-on-one with a well-being coach to make improvements. Programs include tobacco and nicotine cessation, weight management, sleep improvement, self-motivation, back care, diabetes prevention and more.

Assistance is available 24 hours a day,
7 days a week.

To access GuidanceResources® services:

- Call your toll-free number. You'll speak with a highly trained, caring professional who can listen to your concerns and guide you to the appropriate services.
- Visit GuidanceResources® Online at www.guidanceresources.com and enter your company ID.

Remember, assistance from the GuidanceResources® program is strictly confidential. To view the ComPsych® HIPAA privacy notice, please go to www.guidanceresources.com/privacy.

We hope you will take some time to explore all the benefits the GuidanceResources® program has to offer.

COMPSYCH®
GuidanceResources® Worldwide

Guardian®



24/7 Live Assistance:
Call: (855) 239.0743
TRS: Dial 711



Online: guidanceresources.com
App: GuidanceNowSM
Web ID: Guardian

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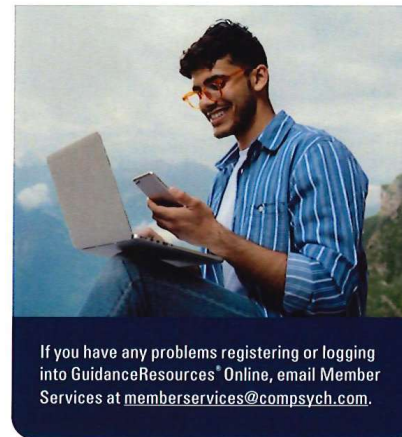
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Logging into GuidanceResources® Online

First-time users, follow these simple instructions and start exploring the resources offered to you on GuidanceResources® Online.

- 1 Go to guidanceresources.com.
- 2 Once on the guidanceresources.com home page, click the **Register** tab.
- 3 Enter your Organization Web ID (Web ID: **Guardian**) and click the Register button.
- 4 You will then be asked to enter a Username, your First Name and your Personal Email Address, as well as to create a Password.
Both your Username and Password can be anything you would like as long as they conform to the requirements listed on the page. Be sure to read the Terms of Use and click the check boxes to indicate your agreement to those terms and to the age verification.
- 5 Once you have completed registration, you will be asked to verify your email address.
- 6 After submitting your email, an authentication code will be sent to your address to verify your account.
Retrieve the code and enter it in the space provided.
- 7 When you've finished, click the Submit button at the bottom of the page. You should now be on the website.

Register
tab



If you have any problems registering or logging into GuidanceResources® Online, email Member Services at memberservices@compsych.com.

For Future Logins

You will only need to remember your Username and Password.

- When you get to step 2 above, instead of clicking on the Register tab, use the Login section.
- Enter your User Name and Password.
- Click the Login button.
- This will take you directly to GuidanceResources® Online.

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Online Will Preparation

Secure Your Wishes With a Legally Binding Will

Drafting a will ensures that your assets pass on to your loved ones and your children are protected by a guardian of your choosing. EstateGuidance® makes it easy with online tools that walk you through the process in minutes. Just access the site using the directions provided and supply the information at the prompts. Your will can be completed online and downloaded to your computer or printed and shipped to you. In addition, you can draft a living will to ensure you get the end-of-life care you desire and a final arrangements document expressing your wishes for your funeral services.

Log on to EstateGuidance® to:

- Complete a customized will: No cost to you
- Have your will printed and sent to you: \$14.99
- Draft a living will: \$14.99
- Draft a final arrangements document: \$9.99

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GuidanceResources® Worldwide

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24/7 Live Assistance:
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TRS: Dial 711



Online: estateguidance.com
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