GuidanceResources® Online Gives You MORE!

More HelpSheets™ on topics of importance to you!

More videos, slide shows and podcasts!

More self-assessments, financial calculators and other helpful tools!

Access your Employee Assistance Program anytime, anywhere from your computer or smartphone. GuidanceResources Online gives you:

› Expert info on thousands of subjects including wellness, relationships, work, education, legal, financial and lifestyle issues

› Child care, elder care, financial planner and attorney searches

› “Ask the Expert” personal responses to your questions

› MyGRO, one convenient location to manage all your personalized features

› Downloadable monthly calendars with ideas to improve your life

› Monthly newsletters on topics such as health and wellness, relationships, family, legal and financial and work-life

Check it out!
Online: guidanceresources.com
Your company Web ID: SOKEAP

Scan the QR code for easy access from your smartphone!
Guide to Using 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 to reach the website.

2. Once on the guidanceresources.com home page, click the blue link at the bottom right of the page that states I am a first-time user.

3. You will then be asked to enter your Company/Organization Web ID.

Your Company/Organization Web ID: SOKEAP

You will then be asked to enter a User Name and Password. Both can be anything you would like them to be but should be something you will remember. The User Name (often your name) must be at least six characters long and should have no spaces (for example: joesmith). The Security Question is meant to prompt you if you forget your password. You must select the button verifying that you are at least 13 years of age, as required by federal law.

Make sure that you complete all fields that have red asterisks, as these are required fields. When you’ve finished, click the Submit button at the bottom of the page.

4. On the next page, you will be asked to provide some demographic information. All of the fields are optional.
   Be sure to read the Terms of Use and click inside the check box to indicate your agreement to those terms. When you’ve finished, click the Submit button at the bottom of the page.

5. You should now be on the website.

For Future Log-ins

You will NOT have to enter all of the demographic information again. You will only need to remember your User Name and Password. When you get to step 2 above, instead of clicking on the first-time user link, go to the Login section and enter your User Name and Password and click the login button. This will take you directly to GuidanceResources Online.

If you have any problems registering or logging into GuidanceResources Online, e-mail Member Services at memberservices@compsych.com or call your dedicated toll-free number: 888.275.1205, Option 7.
Employee Assistance Program – HR Resources

We understand the pressures you face on a daily basis as HR professionals, and we're here to help. Your employee assistance program provides confidential support for you.

Personal Development/Work-Life Training Sessions
Workshops provide valuable learning for employees, and can help increase visibility and utilization of the employee assistance program benefits. Topics are designed and written by our internal staff of training experts, which includes psychologists who specialize in adult education. Most topics can be offered as either face-to-face sessions or via live webinar. Through focused content and interactive facilitation, these 45-60 minute programs are informative and engaging.

Upcoming personal development live webinars:
> The Sandwich Generation – Thursday, September 25th
> Options for Financing College – Thursday, October 23rd
> Managing Holiday Stress – Thursday, November 20th
> The Art of Patience – Tuesday, December 16th

For more information on the upcoming webinars or to schedule a session for your agency, contact your State of Kansas account representative, Alec Hawley, at ahawley@compsych.com.

On-Site Participation in Agency Health Fairs
Upon request, your employee assistance program will support benefit and health fairs as well as other health-related events. Contact your State of Kansas account representative, Alec Hawley at ahawley@compsych.com to discuss your agency's needs.

GuidanceResources® Online
Through GuidanceResources Online, you have access to thousands of articles, self-assessments and surveys, videos, podcasts and current news. To locate your manager-specific resources, just visit www.guidanceresources.com. Click on the "Work and Education" tab at the top of the home page, and then select "Manager Guidance." From making the most of performance reviews to ergonomics in the office, GuidanceResources Online helps you manage more effectively at work. Also, look for new site features including on-demand training, health care navigation resources, and chat functionality.

This information is brought to you by your Employee Assistance Program. Our GuidanceConsultantsSM can assist you with your concerns at:

888.275.1205 (Option 7)
Online: www.guidanceresources.com
Your company web ID: SOKEAP

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Employee Assistance Program (EAP)

Let Working Advantage Work for You

Looking for a birthday gift for a family member or friend? Trying to find theme park, sporting event or movie tickets for you and your family this weekend? Having difficulties locating the best airline and hotel deals?

The new Working Advantage employee discount and reward program is your one-stop shop for these and all your entertainment and shopping needs.

With access to GuidanceResources® Online, you now also have exclusive, 24-7 online access to the Working Advantage discount network. Take advantage of this expansive portfolio of offers and save up to 60 percent on a wide selection of products and services, including:

- Electronics
- Health and fitness
- Museums and city passes
- Home and garden
- Broadway shows
- Merchant gift certificates
- And much more!

To register for Working Advantage and start making the most of all these member discounts, go to guidanceresources.com and click on “View all discounts and offers” in the “Featured Program” box on the homepage. Go Online: www.guidanceresources.com Your company Web ID: S0KEAP

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Personal issues, planning for life events or simply managing daily life can affect your work, health and family. Your Employee Assistance Program provides support, resources and information for personal and work-life issues. Your EAP is company-sponsored, confidential and provided at no charge to you and your dependents. This flyer explains how your EAP can help you and your family deal with everyday challenges.

Confidential Counseling
Someone to talk to.
This no-cost counseling service helps you address stress, relationship and other personal issues you and your family may face. It is staffed by GuidanceConsultants™—highly trained master's and doctoral level clinicians who will listen to your concerns and quickly refer you to in-person counseling and other resources for:
- Stress, anxiety and depression
- Relationship/marital conflicts
- Problems with children
- Job pressures
- Grief and loss
- Substance abuse

Financial Information and Resources
Discover your best options.
Speak by phone with our Certified Public Accountants and Certified Financial Planners on a wide range of financial issues, including:
- Getting out of debt
- Credit card or loan problems
- Tax questions
- Retirement planning
- Estate planning
- Saving for college

Work-Life Solutions
Delegate your “to-do” list.
Our Work-Life specialists will do the research for you, providing qualified referrals and customized resources for:
- Child and elder care
- College planning
- Moving and relocation
- Pet care
- Making major purchases
- Home repair

Legal Support and Resources
Expert info when you need it.
Talk to our attorneys by phone. If you require representation, we'll refer you to a qualified attorney in your area for a free 30-minute consultation with a 25% reduction in customary legal fees thereafter. Call about:
- Divorce and family law
- Debt and bankruptcy
- Landlord/tenant issues
- Real estate transactions
- Civil and criminal actions
- Contracts

GuidanceResources® Online
Knowledge at your fingertips.
GuidanceResources Online is your one stop for expert information on the issues that matter most to you... relationships, work, school, children, wellness, legal, financial, free time and more.
- Timely articles, HelpSheets™, tutorials, streaming videos and self-assessments
- “Ask the Expert” personal responses to your questions
- Child care, elder care, attorney and financial planner searches

Your Employee Assistance Program
CALL ANYTIME
Call: 888.275.1205, Option 7
TDD: 800.697.0353
Online: guidanceresources.com
Your company Web ID: S0KEAP