

## Your Online HR & Benefits Communication Portal

### PORTAL FEATURES

- Customization of portal look, feel and menu options
- Self-serve access to company and employee communication information including your history, handbooks, forms, directories and policies
- Online benefits elections including standard and customizable reporting
- Anytime access to benefit plan information
- Time-off approval, tracking and reporting capabilities
- Database of employee information useful for reporting
- Select portal functionality is optional based on preferences
- Mobile capabilities allows employees to access important information anytime, anywhere

### CUSTOM PORTAL DESIGN CAPABILITES

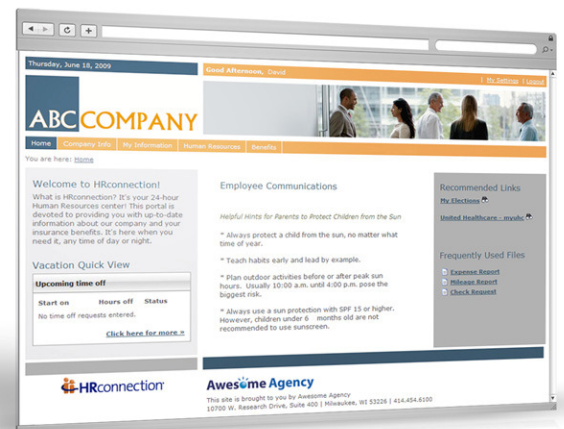
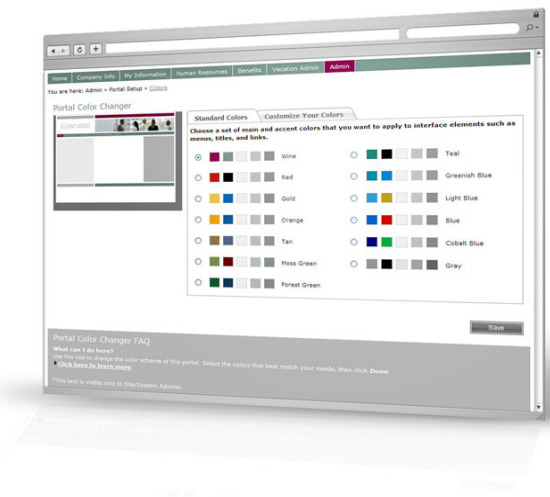
*Custom design options include the ability to:*

- Select from three portal design layouts
- Choose from 12 standard color schemes or easily customize your own
- Control images including company logo, name and stock photos
- Offer different information for different groups of employees
- Create your own sub-menu items such as a job descriptions page, custom messages page, etc.

### WELCOME

*Delivering targeted employee communications is easy with a customizable home page that includes:*

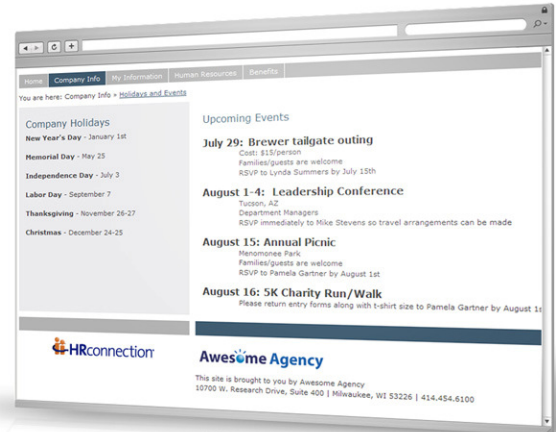
- Home page welcome message and seasonal announcements
- Links to employer-recommended Web resources
- Scheduled employee communication campaigns
- Quick view of upcoming time off and time remaining, personalized to the user



## COMPANY INFORMATION

Educate and assist employees on company-specific information including:

- Employee directory & departmental contacts
- Holiday and event listing
- Mission statement and vision
- Company history



## MY INFORMATION

Empower employees to manage personal information including the ability to:

- Add, review or update personal information
- Manage time-off requests and view a summary by type, such as vacation, personal or sick day
- Update life event changes such as beneficiary, dependent or marital status information
- Manage and review benefit elections
- View both current and future personal elections throughout the year

## HUMAN RESOURCES

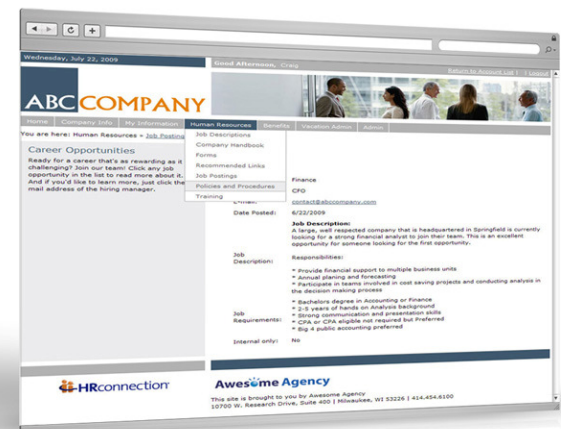
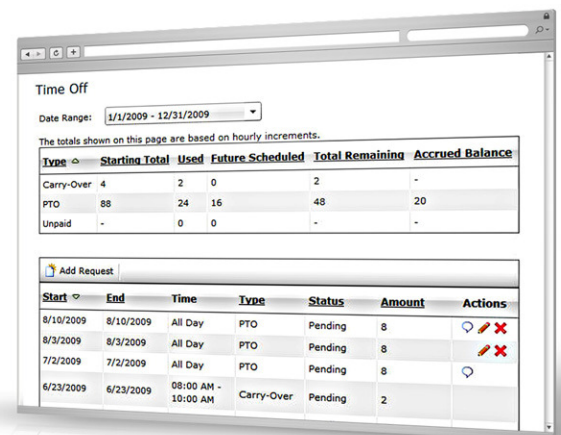
Eliminate the need for distributing bulky and costly company materials and provide online access to career information to employees, including:

- Handbooks, forms & directories
- Policies and procedures
- Career growth, job posting and training information

## BENEFIT PLANS

Benefits are listed by type such as medical, dental, vision, etc. Within each plan type, employees can obtain detailed plan information and benefit summary information, including the ability to:

- View plan design information including rates and eligibility
- Access Summary Plan Descriptions
- Compare plan benefits & obtain plan forms
- View carrier contact information
- Access Frequently Asked Questions



Give us a call to learn more about your Custom Benefits Portal  
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