

Company NEWS

BULLETIN BOARD FEATURE

In order to help communicate important company information, we have added a feature that allows you to post company news to be displayed on your benefits website Welcome page. There is no additional charge to utilize the Bulletin Board Feature.

Your new feature is simple to use and enables news items to be added, changed or removed by the Human Resources staff in a matter of seconds.

The Bulletin Board Feature allows for quick and easy relaying of important company news, reminders, open enrollment information or other company notifications that may affect employees. The posted information will be displayed on your Welcome screen to keep all employees informed of current events or important benefit-related information.

How to Utilize your Bulletin Board

STEP 1 Go to

STEP 2 You will be prompted for a username and password. Your login is the same as your benefits website login, and your initial password is “news”.

STEP 3 To create a new news item, simply click on the “*Create New Bulletin Board Message*” button at the top of the screen.

STEP 4 Enter the subject of the news item in the “Title” bar and add your “Message” or body to your news item. You also have the ability to add any PDF file, Word document or Excel file by browsing to a file stored locally on your computer. When you are satisfied with your message click the “*Add News Item Now*” button.

Once your item(s) have been posted, click on the “*Preview Bulletin Board*” button to see how your bulletin board items will appear on your website. You can have up to five news items displayed at any given time, and you can add, edit or delete messages as frequently as you would like.

As a security measure, only the authorized Human Resources staff member(s) should have access to the company news link, login, and password. Contact your sales representative to help you make the most of this new feature



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