

An Overview of Your GuidanceResources® Program—EAP CompleteSM

No matter what's going on in your life, ComPsych® GuidanceResources® is here to help.

Personal problems, planning for life events or simply managing daily life can affect your work, health and family. GuidanceResources is a no-cost, company-sponsored benefit that is available to you and your dependents that offers confidential support, resources and information to get through life's challenges.

Confidential Counseling on Personal Issues

Your Employee Assistance Program (EAP) is a confidential counseling service to help address the personal issues you face. This service, staffed by experienced clinicians, is available by calling a toll-free phone line 24 hours a day, seven days a week. A Guidance Consultant will refer you to a local counselor or to resources in your community. Call any time with personal concerns, including:

- › Relationships
- › Job pressures
- › Problems with your children
- › Marital conflicts
- › Substance abuse
- › Grief and loss
- › Stress, anxiety or depression
- › Empty-nesting

Information, Referrals and Resources for Work-Life Needs

Whether you are a new parent, a caregiver for an elder, sending a child off to college, buying a car or doing home repairs, you're bound to have questions or need resource referrals. Our work-life specialists will help you sort out the issues and provide you with information based on your specific criteria. You'll receive a personalized reference package containing helpful resources and literature, covering areas such as:

- › Finding child or elder care
- › Finding pet care
- › Planning for college
- › Purchasing a car
- › Relocating to a new city
- › Home repair
- › Planning a party
- › Adopting a child
- › Shopping for the right gift
- › Planning a vacation

Legal Information, Resources and Consultation

When a legal issue arises, our attorneys are available to provide confidential support with practical, understandable information and assistance. If you require representation, we can refer you to a qualified attorney in your area for a free initial consult at no cost and a 25% reduction in customary legal fees thereafter. Call any time with legal issues, including:

- › Divorce and family law
- › Bankruptcy
- › Debt obligations
- › Criminal actions
- › Landlord and tenant issues
- › Civil lawsuits
- › Real estate transactions
- › Contracts

Financial Information, Resources and Tools

Financial issues can arise at any time, from dealing with debt to saving for college. Our financial professionals are here to discuss your concerns and provide you with the tools and information you need to address your finances, including:

- › Getting out of debt
- › Saving for college
- › Retirement planning
- › Tax questions
- › Credit card or loan problems
- › Estate planning

Should you need additional guidance, we can refer you to a financial professional for an initial one-hour in-person consult at no cost to you.

Online Information, Tools and Services

GuidanceResources® Online is your one stop for expert information to assist you with the issues that matter to you, from personal or family concerns to legal and financial matters. Each time you return, you will receive personalized, relevant information based on your individual life needs. You can:

- › Take an online Health Risk Assessment
- › Subscribe to timely e-newsletters on topics of interest
- › Review in-depth HelpSheetsSM on a variety of topics
- › Get answers to specific questions
- › Search for services and referrals
- › Use helpful planning tools

Free Online Will Preparation

EstateGuidance® offers you the ease and simplicity of online will preparation—right on your computer! To access EstateGuidance, you must have a computer with access to the internet and then log in to guidanceresources.com. Then click on the link under Site Highlights to get to EstateGuidance. Once you are on EstateGuidance, simply supply the information at the prompts. You can complete your will online and download it to your computer. In addition, you will receive instructions about how to execute and store your will properly.



Call: **877.595.5284** TDD: 800.697.0353

Online: guidanceresources.com Your company Web ID: **EAPComplete**

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