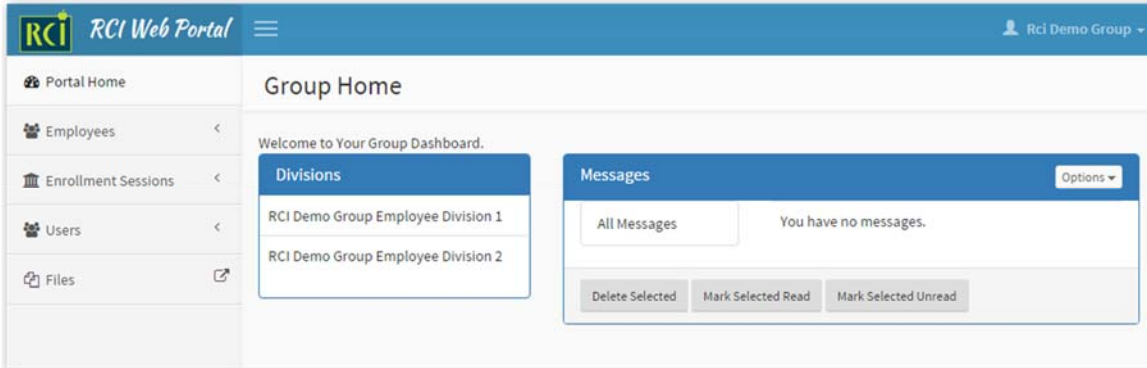
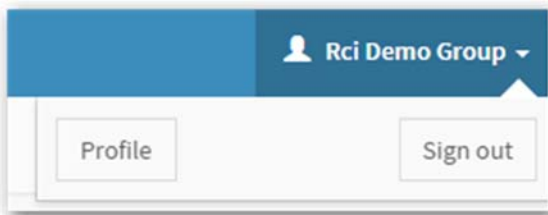


# HR Web Portal Getting Started!

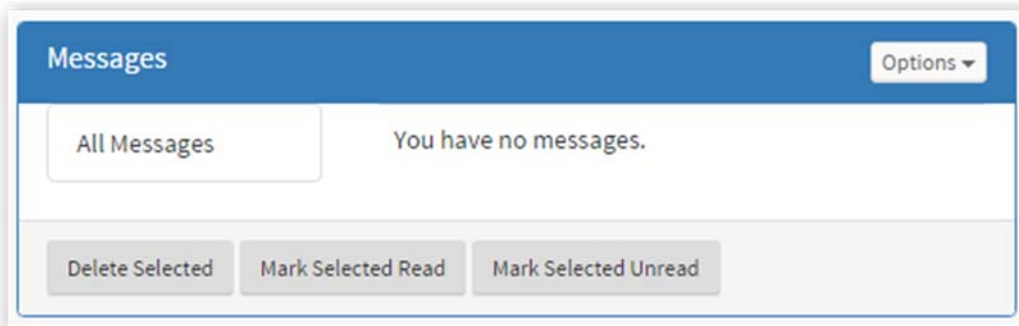
Let's take a look at our demo site and review each section!



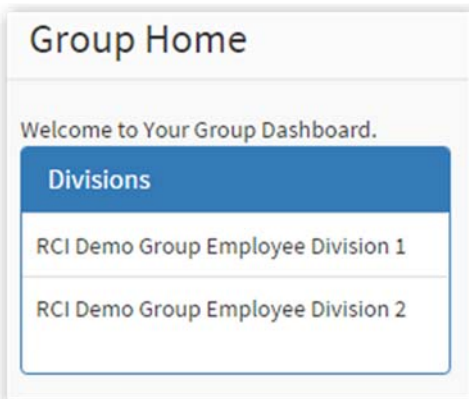
Click on your company name at the top right to get to your profile and to sign out.



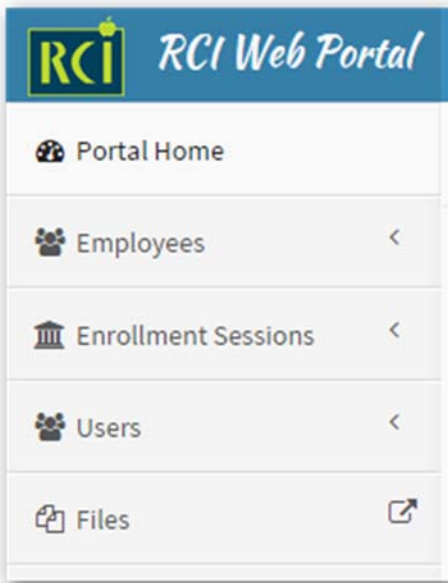
The messages section is used to post information about our site and also is used to inform you of any enrollments which our eligibility department has a question on. We recommend you click on options to select "Email Copies of New Messages"



The group home page lists any divisions in our system.



The menus on the left are shown below.



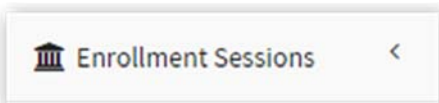
To hide or show the menu on small screens use the following icon on the top of the page.



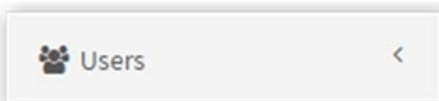
Employees - used for the majority of the web functionality and is a good place to look at next.



Enrollment Sessions – used to configure self-enrollment options for your employees to do their own enrollment and to setup open enrollment periods for your company.



Users – designed to help each company control their own HR/Administrative accounts and PHI access.



Files – used to access any folder you have access to. Some folders include Billing, Funding Requests, and Scheduled Reports.

