



# An Overview of Your ComPsych® GuidanceResources® Program

## 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 to provide confidential support, resources and information to get through life's challenges. This flyer explains how GuidanceResources can help you.

### Confidential Counseling on Personal Issues

Your Employee Assistance Program (EAP) is a confidential counseling service to help address the personal issues you are facing. This service, staffed by experienced clinicians, is available by calling a toll-free phone line available 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
- › Problems with your children
- › Substance abuse
- › Stress, anxiety or depression
- › Job pressures
- › Marital conflicts
- › Grief and loss
- › Empty-nesting

### 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 concerns. Each time you return, you will receive personalized, relevant information based on your individual life needs. You can:

- › Review in-depth HelpSheets<sup>SM</sup> on your topics
- › Get answers to specific questions
- › Search for services and referrals
- › Use helpful planning tools
- › Order pre-screened reference books

## ComPsych® GuidanceResources®

Call: **877.533.2363**

TDD: 800.697.0353

Online: **guidanceresources.com**

Enter your company Web ID: **MY5848i**

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### Access Your ComPsych® GuidanceResources® Program

The single source for confidential support, expert information and valuable resources, when you need it the most. Available 24 hours a day, 7 days a week.

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Please detach  
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# How Your ComPsych® GuidanceResources® Program Can Help

## Work-Life Balance

Let our GuidanceResources® work-life experts help you with the challenges of trying to balance the many demands of your work and life.

### How it works

When you call GuidanceResources with a concern about a life or family issue, a Guidance Consultant will talk to you about your specific situation and connect you to a Resource Specialist who will begin to research alternative solutions to your question. Within a few business days you'll have a full report of practical information and affordable alternatives that can be delivered to you via e-mail, fax or second day air.

### How may we help you?

#### Child Care

Finding a child care situation that's right for your child and your family isn't easy. It means conducting research to find out availability, location and cost. But there's an easier way! Call GuidanceResources to have a Resource Specialist conduct the search for you. Our Resource Specialists have experience in child care and know that you want affordable, conveniently located care you can trust. Resource Specialists are also armed with valuable and helpful information on other child care issues such as adoption, preschools, camps, nanny services, before and after-school care, financial assistance and parenting concerns.

#### Elder Care

For some, the day may arrive when we need to seek extra care to help our elders age with dignity and

comfort. GuidanceResources is here to help with that difficult task. Resource Specialists with years of elder care experience will work with you to find the perfect solution for your parent or other aging relative in your care. They'll help you determine a care giving situation that's just right for your elderly loved one—from home health care and meals-on-wheels to nursing homes and every level of care in between.

#### Pet Care

Those of us with pets at home know that they can quickly grow to be beloved members of the family deserving of the best care we can give. Our Resource Specialists can provide you with information on veterinarians, kennels, groomers, obedience classes and pet insurance.

#### Education

Whether you're searching for the perfect preschool or trying to figure out how to pay for college, we can help.

Call GuidanceResources for information on tutors, colleges, graduate programs, financial aid and scholarships.

#### Concierge Services

GuidanceResources can even help you with life events from house hunting and home improvement projects to wedding and event planning. By providing you with lists of qualified, affordable experts and venues in your own community you can start your planning with the peace of mind that comes from knowing you'll be working with the best.

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# How Your ComPsych® GuidanceResources® Program Can Help

Legal  
Issues

In the movies we often hear a character say, “My attorney will contact you,” but the reality is that few of us have our own attorney. Plus, legal matters can be complicated and often times intimidating. For these reasons, GuidanceResources® offers a legal consultation resource available to you and your dependent family members to help if you have legal questions or concerns. Best of all, it is a free and confidential service.

## How it works

When you call GuidanceResources with a concern about a legal matter, a Guidance Consultant will talk to you about your specific situation and schedule a phone appointment for you with one of our staffed attorneys. If you need more immediate help, you can be put in a queue to talk to an attorney as soon as one becomes available.

If following your consultation, your legal matter requires representation, you can receive a referral to a local attorney in the GuidanceResources network whose services are available to you at a discount. How may we help you?

## Here are a few issues our attorneys can help you with:

- › Divorce and family law
- › Landlord-tenant issues
- › Real estate
- › Credit issues
- › Immigration
- › DUI/DWI
- › Wills
- › Living wills
- › Living trusts
- › Name change
- › Prenuptial agreement

**Please note:** GuidanceResources cannot help you with any employment related issues.

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# How Your ComPsych® GuidanceResources® Program Can Help

## Financial Issues

Even though money doesn't buy happiness, not having enough of it to pay the bills can cause a lot of unhappiness. Even if you can pay the bills, there still may not be enough money left over to reach long-term financial objectives like college and retirement. For these reasons, most of us need help with money management and financial planning from time to time.

### How it works

When you call GuidanceResources® with a concern about a financial matter, a Guidance Consultant will talk to you about your specific situation and schedule a phone appointment for you with one of our staffed financial experts. ComPsych employs an in-house staff of experts, including Certified Public Accountants (CPAs), Certified Financial Planners (CFPs) and other professionals exclusively dedicated to providing telephonic information. Our experts are not associated with any financial institution and are thereby able to provide impartial information.

You can make an unlimited number of calls to our financial experts as you work to make your bank account fiscally fit.

### Online Information, Tools and Services

Here are a few of the issues our financial experts can help you with:

- › Debt management
- › Family budgeting
- › Financing college
- › Tax questions
- › Retirement planning
- › Real estate
- › Investment options
- › Mortgages, loans and refinancing

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# How Your ComPsych® GuidanceResources® Program Can Help

EstateGuidance®

## The Importance of Having a Will

### There are many reasons to have one.

A will is one of the most important legal documents for you to have. It ensures that you will control who gets your property, who will be the guardian of your children and who will manage your estate when you die.

### Now you have the ability to create a simple will\* at no cost.

EstateGuidance is an employee benefit that offers you the ease and simplicity of online will preparation—right on your PC! Just access the site using the directions provided and supply the information at the prompts. Your will can be completed online and downloaded to your computer. In addition, you will receive instructions about how to execute your will and store it, as well as access to Web-based support.

### Logon to EstateGuidance to:

- › Complete a customized will for your estate
- › Utilize an intelligent online questionnaire to guide you through the process
- › Name a guardian for your children
- › Name an executor(s) to settle your estate
- › Specify funeral and burial wishes
- › Make revisions at no cost for up to 30 days

\* A simple will does not cover credit shelter trust, printing or certain other features. These features are available at an additional cost.

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## Instructions to Access EstateGuidance

Visit: [www.EstateGuidance.com](http://www.EstateGuidance.com)

Enter your company name and ID: **MY5848i**