

From: Connie Gavin
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Subject: EAP Website Update



To everyone who gets EAP services through VLCT PACIF,

We are very excited to announce the new look and expanded accessibility of your EAP's website. It has all the same useful information and valuable resources with an upgraded look. It is also easier to use and is compatible with mobile phones and tablets!

Check it out! Go to www.investeap.org or click on <http://www.investeap.org/user/login?pwd=vlct>.

- Signing In: Before you browse, you will be prompted to log in.
 - The first time, you **create your individual account** by typing in your e-mail address (which becomes your username), the password of your choosing, and your Organization Password: **vlct**. Then choose your Organization Name (employer) from the drop-down list that appears.
 - The next time you visit www.investeap.org, just log in at the top of the home page with your email address and password. If you forget your password, click on "Forgot your password?" to quickly get an email that lets you reset it.
 - User tip: it is easier to use the tablet and mobile version of the site after you have created your username and password on a regular computer.
- Confidentiality: As always, your personal settings are confidential. Invest EAP is in compliance with state and federal privacy laws.
- Great new feature! Once you've created your individual account, you can elect to receive Invest EAP's popular quarterly newsletter, *The Messenger*, just by checking a box.
- Secure access for your household members: Pass this information along to them so they can set up their own individual accounts and get the most from their free access to Invest EAP services. We hope the new mobile and tablet access will help everyone seek and get the help they need!
- Want an intro to EAP? Click on the Benefits tab and watch the Employee Orientation video.
- Need help with using the website? Please call 1-888-681-8112 (toll-free).

At Invest EAP, we value our members and strive for excellence.

Sincerely,

The Invest EAP Team

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