

## Guide to Using GuidanceResources® Online



First time users, follow these simple instructions and start exploring the resources offered to you on GuidanceResources® Online.

1. Go to <http://www.guidanceresources.com> to reach the Web site.
2. Once on the guidanceresources.com home page, click on the blue link at the bottom right of the page that states **I am a first-time user**.
3. You will then be asked to enter your **Company/Organization ID**, located in the box below.

**Your Company/Organization ID: EAPCEB**

You will then be asked to enter a **User Name** and **Password**. Both can be anything you would like them to be but should be something you will remember. The **User Name** (often your name) must be at least six characters long and should have no spaces (for example: joesmith). The **Password Hint** is meant to prompt you if you forget your password. You must select the button verifying that you are at least 13 years of age, as required by federal law. Make sure that you complete all fields that have red asterisks, as these are required fields. When you've finished, click on the **Submit** button at the bottom of the page.

4. On the next page, you will be asked to enter the first 5 characters of the name of your company or organization.

**Your Company Name:**  
(First five (5) characters) **Union**

When you're finished, click on the **Submit** button on the bottom of the page.

5. On the next page, you will be asked to provide some demographic information. All of the fields are optional. Be sure to read the **Terms of Use** and click inside the check box to indicate your agreement to those terms. When you've finished, click on the **Submit** button at the bottom of the page.
6. You should now be on the Web site.

### FOR FUTURE LOG-INS

You will NOT have to enter all of the demographic information again. You will only need to remember your User Name and Password. When you get to step 2 above, instead of clicking on the first-time user link, go to the Log-in section and enter your User Name and Password and click on the login button. This will take you directly to GuidanceResources Online.

If you have any problems registering or logging into GuidanceResources Online, e-mail Member Services at [memberservices@compsych.com](mailto:memberservices@compsych.com) or call 877.595.5289.

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