

How to Access Café Series Webinars

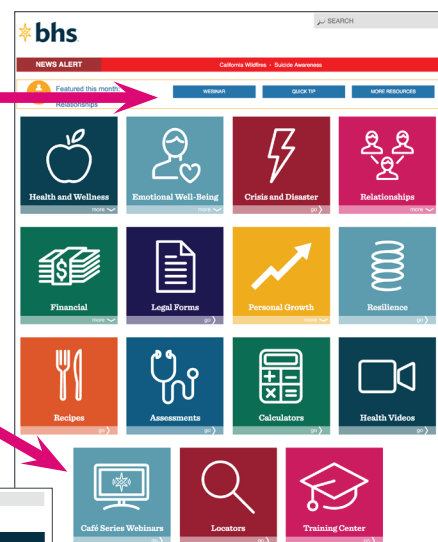
Participate and get expert advice on various health and well-being topics

Each month the BHS Resource Library features one pre-recorded webinar presented by a subject matter expert (SME) on a health and well-being topic. Participants can access the webinar and submit questions to the SME at any time during the month in which the webinar is featured. Registration (at no extra cost) or sign-in is required to view the monthly featured webinars. At the end of the month, the webinar will be archived for on-demand viewing.

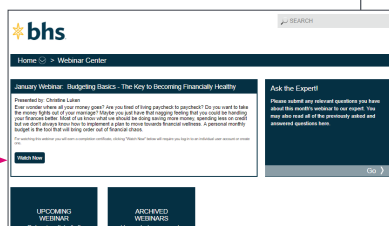
1 In the Resource Library access the Webinar Center.

The Webinar Center contains the current month's webinar, *Ask the Expert!*, information on upcoming webinars and access to archived webinars. To access the Webinar Center:

- Click the WEBINAR link in the "Featured this Month" section at the top of the home page; OR
- Scroll to the bottom of the page and click on the CAFÉ SERIES WEBINARS tile.



2 To access the featured webinar of the month, click on Watch Now.



3 Sign In.

First-time users

First-time users will be asked to create a personal "My Advantage" account, so that you can track your progress and access your completion certificate. Creating an account is FREE to you and is provided by your employer.

Follow the prompts under REGISTER. Once you have an account, you will be able to watch future featured webinars and access other resources, such as assessments and courses, also available in the BHS Resource Library.

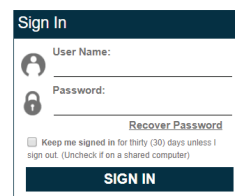
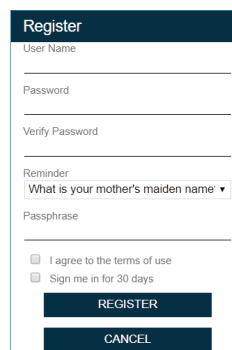
Username Parameters: Create a username that is unique to you, and one that will be easy to remember. Your username cannot contain spaces or special characters (i.e. @, !).

Example usernames include:

- Name1234
- FirstNameLastName
- Nick_name213

Returning users

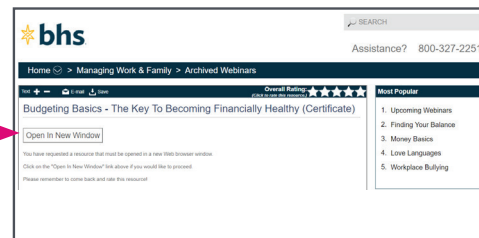
Sign in to your My Advantage account using the SIGN IN prompts.



How to Access Café Series Webinars (*continued*)

4 Click on **Open In New Window**.

After you have signed in to your account, you will be prompted to the featured webinar page. Click on *Open In New Window* to view the webinar.



5 Enter your first and last name, the way you would like it to appear on the *Certificate of Course Completion*.

Note: Once you click SUBMIT, you will not be able to hit the back button to change your name. However, you will have another chance to review this information before you print out your certificate.

A screenshot of the 'Trainee Information' form. It asks for 'First Name' (Lena) and 'Last Name' (Jackman). A red arrow points to the 'SUBMIT' button. The form also includes a 'Trainee Information' header and a 'Wednesday, January 3, 2018' date.

6 Accept the Terms of Use Agreement.

Read the Terms of Use agreement, choose the I ACCEPT* option and click SUBMIT.

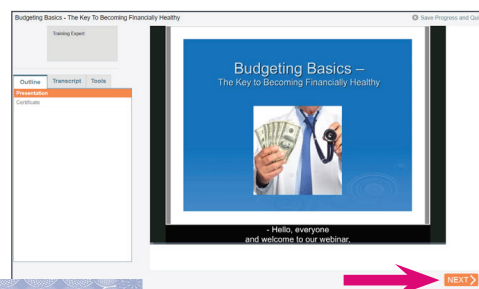
**If you DECLINE the agreement, you will not be able to view the webinar.*

A screenshot of the 'Terms Of Use' agreement form. It shows the trainee's name 'Lena Jackman', the course 'Budgeting Basics - The Key To Becoming Financially Healthy', and the date 'Wednesday, January 3, 2018'. The 'Agreement' section contains text about the reproduction of training materials. At the bottom, there are radio buttons for 'I Accept' (selected) and 'I Decline', followed by a red arrow pointing to the 'SUBMIT' button.

7 Watch the webinar.

As you view the webinar, take note of any relevant questions you have for the subject matter expert. You will have an opportunity throughout the month to submit your questions.

After viewing the webinar in its' entirety, click NEXT in the bottom right corner.



8 Print *Certificate of Course Completion*.

Click on the link provided to access your Certificate of Completion. Review your name and click SUBMIT.

Print your *Certificate of Course Completion* by clicking PRINT THIS PAGE in the top left corner. If you would like to save an electronic copy (PDF), select SAVE TO PDF.*

**Note: this process may be different depending on your printer set up.*



Congratulations! You have completed a webinar!

Incentive Tracking If you receive an incentive for participation, please submit your *Certificate of Course Completion* to BHS. You may submit your certificate on the secure health portal, email to coach@bhsonline.com or fax to 410-878-6192. If you are faxing or emailing your certificate, please include your company name and member ID in your submission.

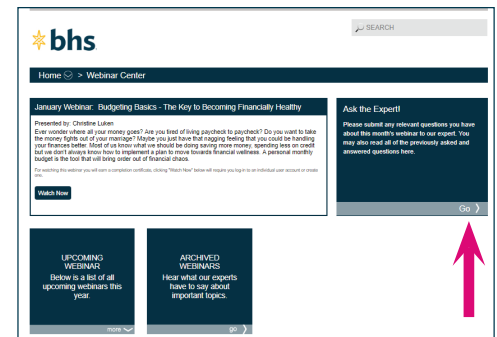
How to Submit Questions to the Subject Matter Expert of the Featured Café Series Webinar



Participate and get expert advice on various health and well-being topics

Each month the BHS Resource Library features one pre-recorded webinar presented by a subject matter expert (SME) on a health and well-being topic. Participants can access the webinar and submit questions to the SME at any time during the month in which the webinar is featured. Registration (at no extra cost) or sign-in is required to view the monthly featured webinars.

- 1 In the **Resource Library** access the **Webinar Center** and hover the **ASK THE EXPERT!** tile on the right. Click the **GO** arrow.



- 2 Follow the prompts on the **ASK THE EXPERT!** page.

Check back throughout the month to see all the answered questions.

Additionally, please note the following:

- You may only submit questions during the month in which the webinar is featured
- Questions may be edited.

