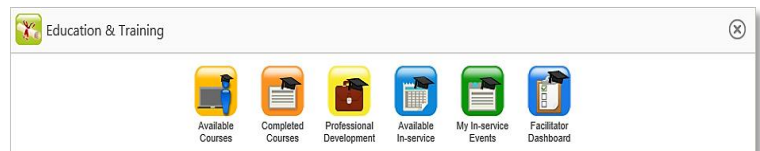


## Tips for Using the MyBenefitsChannel.com Education & Training App

We are sure you will find the online Education & Training App available on MyBenefitsChannel.com to be easy and convenient to use. Please take a few moments to review these simple tips before you get started!

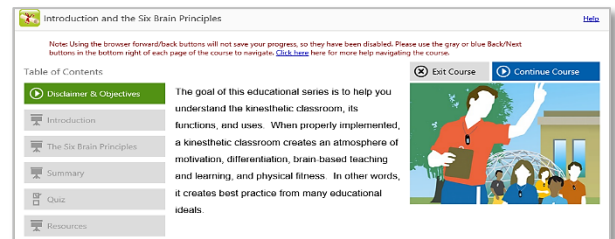
### Where do I find my training courses?

- Log-in using your username and password at [www.MyBenefitsChannel.com](http://www.MyBenefitsChannel.com).
- New user? Click the "Register Here" button to complete the registration process in a few simple steps.
- Once you are logged in, click the "Available Courses" button within the Education & Training App. You will only see courses that have been assigned to you to complete.
- If you cannot see a course you believe should be assigned to you, please contact your organization's training coordinator.



### How do I complete a course?

- Open a course by clicking the course title on the "Available Courses" screen.
- Start a course by clicking the blue "Start Course" button.
- Navigate through the course by clicking the blue buttons at the bottom of each page.
- Your progress will be automatically saved as you move through the course.
- You must click through each page of the course in order to complete it.
- A course is not complete until you click the blue "Finish" button on the last page and you are presented with the Course Completed screen.



### Where can I find my completed courses or course certificates?

- Once you complete a course, you can find it in the "Completed Courses" section of the app.
- You can view/print your Certificate of Completion by clicking the certificate icon near the course name.

### I completed the course, why am I still getting reminders?

- Please make sure that you did complete the course fully by clicking through all the pages using the blue buttons at the bottom of each page.
- If you linked out to an external site, you must log back in to MyBenefitsChannel.com to complete the course by clicking through all pages and completing any required e-signatures or quizzes.
- Remember, once your course is complete, the course will move to the "Completed Courses" section.

### Still have questions or need more help?

For more information or additional questions, please contact MyBenefitsChannel at 800.435.5023, then press "2" or [support@mybenefitschannel.com](mailto:support@mybenefitschannel.com)