



HOW TO ACCESS YOUR BENEFITS MANAGER PORTAL

Visit our website at <http://sandcreekeap.com> and click on the Employer Tab>Benefits Manager Portal>Login to your Secure Company Page.

Enter your login information that you use to access your quarterly utilization reports.

You will encounter a menu of options:

Welcome to Sand Creek's Benefits Manager Portal

- [Utilization Reports](#)
- [Promotional Material Directory](#)
- [Change Password](#)
- [Log Out](#)

Please choose: **Promotional Material Directory for material options.**

ACCESSING THE RESOURCE MATERIAL

Click on the corresponding link to bring you directly to the material. Materials are designed to distribute electronically as an attachment. They are also suitable for desktop printing. You also have permission to post any materials on your intranet or company website.

RESOURCE MATERIALS THAT ARE AVAILABLE

Resource Material	Description	Suggested Use	Source Availability
Employee Assistance Program Awareness Brochures	The EAP Awareness brochure offers a way to inform employees and their family members about the EAP benefit offered to them by you, their employer.	Make brochures available to supervisors for them to offer employees that they feel would benefit from using the program. Brochures can also be left in common areas or high traffic areas of employees. If you have an annual mailing to employees, brochures are always an option to inform employees about the benefit available to them.	Printed materials can be requested by emailing info@sandcreekeap.com
Employee Assistance Program Awareness Wallet Cards	The EAP Awareness wallet card is a convenient, condensed version that offers the employee or their family member the EAP's contact information. It can be stored discretely in wallets and purses to offer EAP's information at their fingertips.	Wallet cards can be left in common areas or high traffic areas of employees. They can be displayed in a business card holder for an organized, visual display.	Printed materials can be requested by emailing info@sandcreekeap.com
Employee Assistance Program Awareness Posters	Posters offer an overall promotion of the EAP program. They create a visually striking element to capture the employee's attention. Posters are 11x17 (tabloid/ledger) sized.	Post in common areas or high traffic areas of employees.	Printed materials can be requested by emailing info@sandcreekeap.com
Life Event Flyers	Life Event Flyers are written on a variety of Work-Life and EAP topics. They encourage the employee or family member to utilize the EAP to address a specific need such as child care, elder caregiving, legal concerns, etc.	Post online on your company's intranet or website. The flyer can be emailed directly to the employee. Or else, print out a copy and post in common areas or high traffic areas of employees.	Electronic
Open Enrollment Letter to Employees	The open enrollment letter is a one page letter to employees that details the EAP benefit. The letter offers a personalized way of communicating benefit information to your employees.	Print out the content on your company's stationary and insert in the open enrollment packets that contain information about the benefits available to employees.	Electronic
Service Offering Flyers	Service flyers offers details about the diverse services offered to employees through the EAP.	Post online on your company's intranet or website. The flyer can be emailed directly to the employee. Or else, print out a copy and post in common areas or high traffic areas of employees.	Electronic
Payroll Stuffers	Payroll stuffers are designed as a short blurb that is relevant to Work-Life and EAP topics. They offer a way to promote the EAP and offer helpful tips along the way.	To be printed out and inserted in the paychecks distributed to employees.	Electronic

SUBSCRIPTION TO WORK LIFE WELLNESS WEBSITE

Resource Material	Description	Suggested Use	Source Availability
Calendar of Themes and Online Seminars	The calendar lists each monthly theme, topic of the seminar and date that the seminar will be available to view.	Post online on your company's intranet or website. The calendar can be emailed directly to the employee. Or else, print out a copy and post in common areas or high traffic areas of employees.	Electronic
Monthly Online Seminar Flyer	The online seminar poster reports the details of the online seminar for the month.	Post online on your company's intranet or website. The flyer can be emailed directly to the employee. Or else, print out a copy and post in common areas or high traffic areas of employees.	Electronic
Skill Builder Description Flyer	The skill builder description flyer details the skill builders available, along with a short description of what the mini-training involves.	Post online on your company's intranet or website. The flyer can be emailed directly to the employee. Or else, print out a copy and post in common areas or high traffic areas of employees.	Electronic