



Helping you and your family meet life's challenges

Whatever the issue confronting you or your family members, VITAL WorkLife can help.

Your Employee Assistance Program (EAP) includes:

- Unlimited phone consultations
- Counseling
- Nurse Peer Coaching
- Educator Peer Coaching
- Legal Assistance
- Financial Consultation & Resources
- Identity theft prevention & support
- Member website
 - 5,000+ articles, assessments, online seminars, audio files, calculator, downloadables & more
- Mobile app access
 - Access your program resources, take assessments to evaluate your well-being and access insights and videos by experts

Anytime. Confidential. Free for you and your family.

Call anytime for support.

800.383.1908

Scan the QR code to download the mobile app.

Company Username:



30-010-0623

Visit VITALWorkLife.com for online resources.

Member Site Login

Username:

Password:





50 ways to use your EAP

Making the most of your benefit.

If you're waiting to take advantage of your Employee Assistance Program (EAP) until something major happens—you're missing out on using a significant part of your benefit. In good times and bad, VITAL WorkLife is here to serve as a sounding board, offer suggestions, point you toward resources and enhance your well-being

Call VITAL WorkLife anytime—day or night—**800.383.1908** to:

- 1 Talk about something that's really bothering you
- 2 Get free help making a simple will
- 3 Face a fear**
- 4 Find care options for an elderly parent
- 5 Set realistic steps for starting your exercise program
- 6 Receive a referral for counseling (as often as your benefit allows)
- 7 Talk with a Nurse Peer Coach—free for you or your family who are nurses
- 8 Handle a bully at work or school
- 9 Help your sister who just lost her job
- 10 Cope with the diagnosis of a serious illness
- 11 Get tips on toilet training your child
- 12 Get support for work & life balance and burnout
- 13 Get motivated about making a change at work
- 14 Help a loved one get help for drug use
- 15 Find an Educator Peer Coach for your partner who is a teacher
- 16 Find an adoption agency
- 17 Discuss depressive symptoms you or someone in your family is experiencing**
- 18 Cope with bullying from coworkers
- 19 Ask about anger management classes in your area
- 20 Get feedback on how you come across to others
- 21 Find support for COVID-19 related stress

There's no limit to the number of times you and your family members can call and no limit to the ways your EAP benefit can work for you.



22 Learn how to cope with difficult family members during holidays

23 Locate a marital counselor for your son and his partner

24 Learn how to set boundaries with a co-worker

25 Get parenting support from a Parent Coach

26 Learn about fertility resources available to you

27 Start planning for retirement

28 Cope with the loss of a loved one or friend

29 Ask a financial advisor if bankruptcy is your best option

30 Manage the stress of shift changes due to staffing shortages

31 Share concerns of a parent showing signs of Alzheimer's

32 Learn how to manage work-related stress

33 Confidentially talk with a counselor about gender identity

34 Review a child custody agreement

35 Intervene with a family member who resists getting help

36 Make a plan for paying off your credit cards

37 Confide about past events still troubling you

38 Talk to someone about a situation giving you anxiety

39 Use your member login to access web resources on lifestyle topics like exercise and healthy recipes

40 Get support through a difficult break up

41 Make a financial plan

42 Find ways to fill your life as an "empty nester"

43 Find the right type of daycare for your child

44 Learn how to meditate

45 Talk to a lawyer about divorce

46 Get legal advice about an unreasonable landlord

47 Learn how to say no without making enemies

48 Identify what makes you happy—and how to get there

49 Browse articles on the VITAL WorkLife mobile app

50 Talk about what kind of degree you may need to fulfill your professional goals



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VITAL WorkLife App

Your Employee Assistance Program, wherever you need it

Take control of your personal and professional well-being with the VITAL WorkLife App. As a part of your Employee Assistance Program (EAP), the VITAL WorkLife App has been designed to help you assess and improve your well-being, and easily access your VITAL WorkLife resources wherever you need them.

The VITAL WorkLife App helps you:



Connect with your program resources

- Tap to call or message VITAL WorkLife, to connect directly with your resources
- View information about the EAP Resources available to you and your family members
- Log in to your member website to access extensive work and life resources; including thousands of articles, assessments, audio files, calculators, checklists, resource links and more

Member Website Credentials:

Username:

Password:



Take assessments to evaluate your well-being

- Assessments for each of the six dimensions of well-being (professional, physical, financial and legal, meaning and purpose, emotional, relational)
- Mindfulness Attention Awareness Scale (MAAS)
- After completing each assessment, receive recommendations based on your results
- View past assessments to compare results and track your progress



Access Insights and videos by experts

- Read Insights organized by dimension of well-being
- Access the VITAL WorkLife YouTube channel
- Easily access your orientation video for an overview of your VITAL WorkLife EAP Resources



Set personal goals

- Establish personal goals and set reminders to stay on track.



15 ways to use the VITAL WorkLife App:

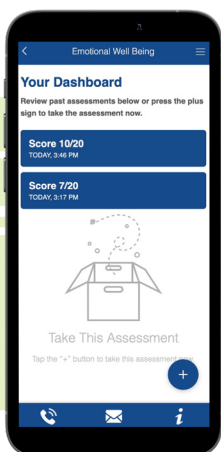
1. Learn about **50 Ways to Use Your EAP**
2. Use mindfulness resources to support your well-being and help reduce stress
3. Access a financial coach through the **Member Website**
4. Take an assessment for each dimension of well-being
5. Read Insights written by industry experts to help in your well-being journey
6. Evaluate your relational depth
7. Assess your mindfulness with the **Mindfulness Attention Awareness Scale**
8. Take inventory of your financial and legal health
9. Contact us to schedule legal assistance or financial coaching
10. Watch videos to improve your emotional intelligence
11. Set goals to improve your physical well-being
12. Learn more about your resources by watching the orientation video
13. Create a simple will with tools on the **Member Website**
14. Connect with your **Coaching** resources
15. Contact a VITAL WorkLife Well-Being Coordinator



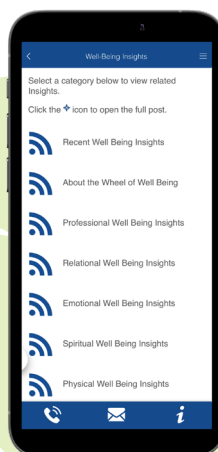
Take control today!

Download the VITAL WorkLife App and register with your organization's credentials to access your Well-Being Resources.

Company Username:



Take Well-Being
Assessments



Read Valuable
Insights



800.383.1908 | [VITALWorkLife.com](https://vitalworklife.com)

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Registration & Login for VITAL WorkLife Mobile App

First time use:

Download the VITAL WorkLife App from your app store.

Select “register” to create your new profile and enter:

- Name
- Preferred email
- Password of your choosing
- Company Username:



Download the App

Troubleshooting:

Contact us at 320.223.7220 for help.

Make sure to enter your Company Username exactly as it's provided to you, with no spaces between words.

The login screen features the VITAL WorkLife logo at the top. Below it are input fields for 'Email' and 'Password'. A link for 'Forgot Password?' is positioned to the right of the password field. A blue 'Log In' button is centered below the fields. At the bottom, a message reads: 'REGISTER NOW! Tap "REGISTER" and set up your unique user profile to access our updated mobile app! Contact us at 320.223.7220 with any questions. REGISTER', with the word 'REGISTER' underlined in green.

The registration screen features the VITAL WorkLife logo at the top. Below it are input fields for 'Name', 'Email', 'Password', and 'Company Username'. A note under the email field states: 'Preferred email—which is confidential—allows us to contact you if you need to recover your password.' An eye icon is to the right of the password field, and a note below it says: 'Password must be at least 6 characters long.' Below the company username field, a note reads: 'Contact us at 320.223.7220 if you don't know your Company Username.' There are two checkboxes: 'I accept the Terms of use' and 'I accept the Privacy policy'. A blue 'REGISTER' button is centered at the bottom. At the very bottom, a link says: 'Already have a profile? Sign In'.

Four highlights of your **COUNSELING** Resource from VITAL WorkLife



FREE for you and your family!

Your organization partners
with VITAL WorkLife to
provide free & confidential
well-being resources to be
your best at home and work.

**Call 800.383.1908 or scan
the QR code to get started**

Utilize the **VITAL WorkLife
Mobile App** to access your
counseling resources for
you or your family
members—and more!



Company Username:

1

Counseling is used for short-term problem solving and if a referral is needed for long-term support, we can help.

2

We won't diagnose you—so there is no testing or labels. Your counselor will identify your needs through a whole-person assessment.

3

BetterHelp is one of our counseling partners so that we can provide more counseling options and access, wherever you live.

4

Your use of counseling is completely confidential—your employer won't know how much you use it or what you talk about!





Don't feel intimidated by legal or financial concerns—your VITAL WorkLife EAP can help

Financial Consultation and Resources

Unlimited, free and confidential phone consultation with one of our financial counselors who can help uncover possible causes and solutions to your financial problems. Areas where we can help include

Budgeting: Get your finances on track with a consultation and materials for your personal or family budget.

- Determine your monthly income and expenses
- Stay on top of your financial well-being with credit monitoring and other tools

Financial planning: Utilize our Accredited Financial Planners when you have questions about:

- retirement
- estate planning
- investments
- child's college expense saving
- and more!

Debt management programs: Ask about consolidating your debt into one, lower monthly payment, while learning ways to improve your financial well-being.

Bankruptcy and foreclosure: Receive advice and financial counseling on bankruptcy issues and foreclosure prevention.

Identity theft: A comprehensive identity theft packet is available on request—in addition to other resources.

Legal Assistance

Contacting a lawyer can feel overwhelming. How do you find a lawyer you can trust? How much will it cost? Your VITAL WorkLife EAP makes it easy to get the advice you need:

- **Legal advice:** Free advice over the phone, response generally within one business day.
- **Local referral:** Referrals available to those who need to retain an attorney. Get started with a free half-hour consultation with a local lawyer. In most instances, a 25% discount on hourly fees applies if additional assistance is needed.

Call and ask to speak to one of our legal consultants whenever you have questions about:

- **Family issues:** Divorce, separation, child custody, adoption, juvenile issues, guardianship
- **Property & contracts:** Contractor issues, lease agreements, buying or selling a home, foreclosure
- **Criminal offenses:** Traffic tickets, Driving Under the Influence (DUI), domestic violence
- **Financial issues:** Estate planning, probate, tax audits, insurance, bankruptcy, debt collections
- **Personal injury:** Social Security/disability and personal injury lawsuits

Free, Unlimited Access to Legal and Financial Resources on your Member Website

You'll find:

- tip sheets
- calculators
- handbooks
- online seminars
- worksheets and checklists,
- legal forms and other information.

Free download of Quicken's WillMaker & Trust that provides:

- a will
- revocable living trust (individual and shared)
- health care directive
- durable power of attorney for finances
- and 20+ other essential documents.



Family issues



Identity theft



Budgeting



Foreclosure



WillMaker

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Feeling like no one gets it?

As a Nurse, you take care of others—let us take care of you. Talk with a compassionate listener who understands the work, life and family challenges you face—and has empathy for it all.

Talk to someone who understands your perspective. Call **800.383.1908** to access your confidential, one-on-one, telephonic Nurse Peer Coaching services.

Your Nurse Peer Coach is a **confidential** and **knowledgeable** sounding board for discussing concerns, such as:

- Navigating consistently high levels of stress and burnout
- Grief and loss
- Balancing work and family responsibilities
- Coping with staffing shortages and applying self-care
- “Horizontal hostility” or bullying from other nurses or staff

Ready to talk to someone who gets it? Call **800.383.1908**, visit **VITALWorkLife.com** or scan the QR Code to contact us about Nurse Peer Coaching.



Is your busy work schedule and the pressures of parenting impacting your relationships?

Let us empower you through our Parent Coach to elevate your parenting or guardianship!



Parent Coaching

Parent Coaching can restore your sense of direction by taking the guesswork out of understanding what your child(ren)'s behavior is communicating or what they need most from you.

Parent Coaching can often be accessed the same day and can be used for 1-time support or use your VITAL WorkLife sessions for ongoing conversation and coaching.

Our Parent Coach can help you find ways to optimize your ability to balance everything life demands of you, without overlooking your own self care.

Parent Coaching is empowering and helps find:

- Workable solutions
- Improved communication
- Effective behavior guidance/discipline
- Parenting satisfaction
- A window into child development and behavior
- Obstacles to effectiveness as a parent
- Clarification of family values
- Ways to navigate transitions

Contact Us Now to Start Parent Coaching.

Learn how to provide guidance and enhance your supportive relationship with your child, especially in times of stress and disagreement.

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Our passion is helping organizations, teams and individuals to be their best.

VITAL WorkLife is a national behavioral health consulting practice supporting all dimensions of well being in the workplace with a multitude of solutions. Serving as a top-tier EAP since 1982, our national team of behavioral health consultants and comprehensive set of resources deliver life-changing well being solutions.



Visit us online at **VITALWorkLife.com** or contact us at **800.383.1908**

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