

# Help, when you need it most

With your Employee Assistance Program and Work/Life Balance services, confidential assistance is as close as your phone or computer.



## Always by your side

- Expert support 24/7
- Convenient website
- Short-term help
- Referrals for additional care
- Monthly webinars
- Medical Bill Saver™  
— helps you save on medical bills



## Who is covered?

Unum's EAP services are available to all eligible employees, their spouses or domestic partners, dependent children, parents and parents-in-law.



## Employee Assistance Program — Work/Life Balance

Toll-free 24/7 access:

- 1-800-854-1446  
(multi-lingual)
- [www.unum.com/lifebalance](http://www.unum.com/lifebalance)



*Turn to us, when you  
don't know where to turn.*

## Employee Assistance Program (EAP)

Your EAP is designed to help you lead a happier and more productive life at home and at work. Call for confidential access to a Licensed Professional Counselor\* who can help you.

### A Licensed Professional Counselor can help you with:

- Stress, depression, anxiety
- Family and parenting problems
- Relationship issues, divorce
- Anger, grief and loss
- Job stress, work conflicts
- And more

## Work/Life Balance

You can also reach out to a specialist for help with balancing work and life issues. Just call and one of our Work/Life Specialists can answer your questions and help you find resources in your community.

### Ask our Work/Life Specialists about:

- Child care
- Financial services, debt management, credit report issues
- Elder care
- Even reducing your medical/dental bills!
- Legal questions
- And more
- Identity theft

## Help is easy to access:

- **Online/phone support:** Unlimited, confidential, 24/7.
- **In-person:** You can get up to 3 visits available at no additional cost to you with a Licensed Professional Counselor. Your counselor may refer you to resources in your community for ongoing support.

\* The counselors must abide by federal regulations regarding duty to warn of harm to self or others. In these instances, the consultant may be mandated to report a situation to the appropriate authority.

Unum's Employee Assistance Program and Work/Life Balance services, provided by HealthAdvocate, are available with select Unum insurance offerings. Terms and availability of service are subject to change. Service provider does not provide legal advice; please consult

your attorney for guidance. Services are not valid after coverage terminates. Please contact your Unum representative for details.

Insurance products are underwritten by the subsidiaries of Unum Group.

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## A Personalized Legal Center is available on your EAP+WorkLife Site!

Visit your **EAP+WorkLife** site for state-specific templates and step-by-step instructions on creating a will. Your Personalized Legal Center also contains state-specific templates for power of attorney, trusts, estate planning, and more as well as access to a legal library.

You have access to a variety of personal and business-related topics:

- Wills
- Living Trusts
- Personal Service Agreements
- Promissory Notes
- Copyright & Trademark
- Power of Attorney
- Landlord/Tenant Agreement
- Name Change
- Incorporation
- Premarital Agreements

You will be able to create your legal form or document instantly and ready it for printing. Educational content, definitions, and help prompts are available for each form or document.

Your documents can be stored on a secure server and accessible 24/7 via a unique username and password.

### HOW TO GET STARTED:

- Log onto your member website at: [www.unum.com/lifebalance](http://www.unum.com/lifebalance)
- **Click on “Access Your EAP Benefits”**
- Legal tile > Personalized Legal Center “Click Here”
- Clicking on “Open in New Window” takes you to your Personalized Legal Resource Center
- **See back** to learn how it works



# Your Personalized Legal Center



## HealthAdvocate™

Search articles and documents... [Q Search](#)

- Home
- How it works
- Personal Documents
- Business Documents
- Legal Information
- My Documents
- Technical Support

### Welcome to your free Legal Resource Center

#### Personal Documents

To begin a personal document choose a legal document from the document catalog. These documents include but are not limited to:

- Complaint Letters
- Deeds
- Living Trusts
- Personal Service Agreements
- Wills

#### Business Documents

To begin a business document choose a legal document from the document catalog. These documents include but are not limited to:

- Business Agreements
- Corporations and LLCs
- Intellectual Property
- Internet Law Forms
- Loans and Collections
- Sale of Goods

#### Legal Information

For articles, legal definitions, Tips, Q&A and a variety of legal information.

#### My Documents

To continue working on legal documents you've already started.

## How It Works

- It's easy to start. Click on the title of the document you need and a questionnaire will open in your web browser (PC or MAC).
- ***You will be prompted to login/register (see below). Note: You will need to create a new username and password for the Personalized Legal Center.***
- Complete all questions, the document has step-by-step instructions for guidance.
- You will see your document being created during the process.
- Come back any time to edit and finish.
- All documents are accessible in your My Documents 24/7.
- Refer to the Legal Information guide for articles, legal definitions, tips, Q&As and more.

## HealthAdvocate™

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### Login/Register

To begin please register if you are a new user or log in if you have already registered.

#### Log in

Username

Password

[Forgotten your password?](#) [Log in >](#)

#### Not yet registered?

You need to be registered to make full use of this website

[Register now >](#)

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