



# Managing employment risk.

## Two free resources to help you reduce employment risk in your workplace.

With the purchase of Employment Practices Liability Insurance from Nationwide®, you can access two free resources to help you manage the many employment exposures to your business and reduce or prevent costly employment claims.

Call me today to learn how I can help protect your business.

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### WORKPLACE RISK SOLUTIONS-ONLINE SUPPORT

from The McCalmon Group

Jackson Lewis is one of the nation's largest and most respected employment law firms, representing management in the defense of harassment, discrimination, wrongful discharge and other workplace-related claims.

This free consultative service connects you to attorneys who can provide proactive and practical information about a broad range of topics, including:

- **Appropriate steps to take when investigating reports of harassment.**

- **Whether the FMLA or state leave laws apply to your company, and how they generally should be administered.**
- **How federal and state employment laws can apply to your workplace issues.**
- **Overview of your company's rights with respect to the types of actions it could consider when an employee fails to perform job duties.**

To access online support, see information on the back of this flyer.

### EMPLOYMENT PRACTICES CONSULTATION-LEGAL HOTLINE

from Jackson Lewis, LLP

Jackson Lewis is one of the nation's largest and most respected employment law firms, representing management in the defense of harassment, discrimination, wrongful discharge and other workplace-related claims.

This free consultative service connects you to attorneys who can provide proactive and practical information on a broad range of topics, including:

- **Appropriate steps to take when investigating reports of harassment.**

**The Family Medical and Leave Act (FMLA) and state leave laws as they may apply to your company, and how they generally should be administered.**

**How federal and state employment laws can apply to your workplace issues.**

**Your company's rights with respect to the types of actions it could consider when an employee fails to perform job duties.**

To access the hotline, call **1-800-259-5589**

9 a.m. to 6 p.m. Central Time, Monday through Friday.

Spanish, Chinese and Korean language support available.



## POLICY HOLDERS: Getting Started

1. Select the site administrator. We recommend that all company personnel handling EPLI register to use this site. Ideally one employee should register as the site administrator, then register additional users.
2. Go to [www.wprsolutions.com](http://www.wprsolutions.com).
3. Click **Register Here** in “Member Login” box.
4. Enter Passcode given to you by your Agent.
5. Complete the Registration form.
  - Selecting Username and Password— Use the email address as the username and the organization’s name as the password.
  - Training Notice Screen— We suggest turning off all questions on the Training Notice screen (click No). You can adjust it later if you assign online lessons.

Questions? Call a Customer Service representative: **888-712-7667**

## ADMINISTRATORS: Getting Started

Use the control panel to customize the site for your organization.

### Add More Users

There are two ways to add users:

#### 1. Recruit New Users via Email:

- Click **Control Panel**.
- Select **Users**.
- Click **Recruit New Users**.
- Fill in the email addresses of recruits with a comma between each address.
- Add your own comments under Additional Message.
- Click **Submit** to send emails.

or

#### 2. Add New Users Individually:

- Click **Control Panel**.
- Click **Add/Edit Approved Users**.
- Click **Add New User**.
- Fill out the New User form.
- Click **Submit** to complete registration.
- Give the new user a user name and password.

### Change Training Settings

The system automatically assigns all training modules to every user with a site profile of manager or above. The Site Administrator can change the default training settings:

- Click **Control Panel**.
- Click **Training**.
- Select **Training Settings**.
- If you don’t want a set of lessons or bulletins, simply uncheck them.
- Change the due date by selecting a different length of time from the dropdown.
- Click **Submit** to save your choices.

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