

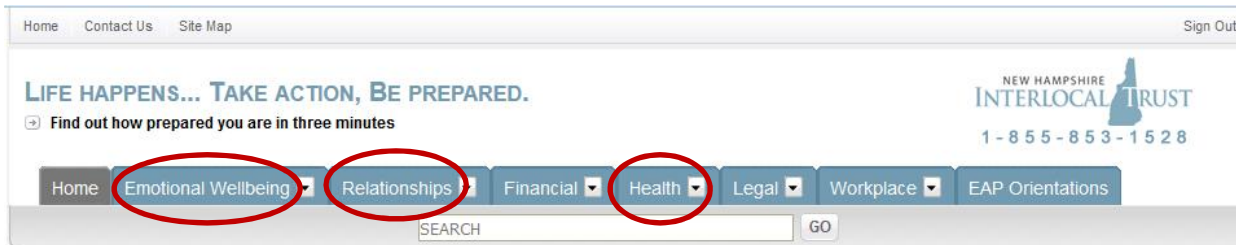
NH Interlocal Trust Employee Assistance Program (EAP)

Website and logging in:

- 1) Visit <http://nhitrust.personaladvantage.com>
 - a. You can also access the webpage from NHIT's website www.nhitrust.org, click on the "wellness" tab and scroll to the EAP section to select the EAP hyperlink
- 2) Sign in using the Company Code: NHIT

To view EAP Courses:

- 3) Select one of the following tabs at the top of the page (click the tab not the dropdown arrow):
 - a. Emotional Wellbeing
 - b. Relationships
 - c. Health



- 4) After selecting the tab of interest, below the image there will be a new set of tabs (about midway down the page)
- 5) Select the "Courses" tab to see a list of courses available



- 6) Select a course of your choice from the available courses
- 7) Once a course is selected, it will direct you to create an individual account (Note: If you have already created an account you can use the username and password you created to log in)
 - a. Fill in the required fields and click register
- 8) You will be asked to click "Open in New Window" to begin the course
- 9) Read the Terms of Use
 - a. If you wish to continue, select "I Accept" and click Submit
- 10) You are now beginning the course!
 - a. Read each section, click "next" to advance
 - b. Once you have completed all sections and have reached the end, click "certificate of Completion" to receive your certificate.
 - i. Enter your name in the text boxes and click "submit"

This is your "Certificate of Completion", please include this as your proof of completion along with your Incentive Request Form. →

