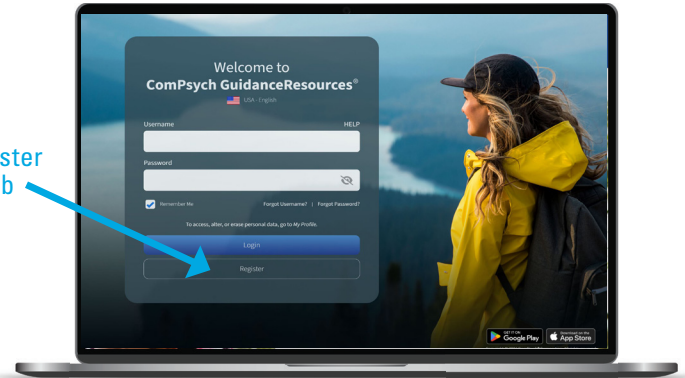


Logging into GuidanceResources® Online

First-time users, follow these simple instructions and start exploring the resources offered to you on GuidanceResources® Online.

- 1 Go to guidanceresources.com.
- 2 Once on the guidanceresources.com home page, click the **Register** tab.
- 3 Enter your organization web ID **EAPBusiness** and click the register button.
- 4 On the next page, you will be asked to enter the first five (5) characters of the name of your company or organization: **SageH**
When you've finished, click the Submit button on the bottom of the page. Scroll down to "Sage Hospitality Resources, LLC Employees"
- 5 You will then be asked to enter a User Name and Password.
Both can be anything you would like them to be but should be something you will remember. The User Name (often your name) must be at least six characters long and should have no spaces (for example: joesmith).
- 6 Once you have registered, you will be asked to verify your email address.
- 7 After submitting your email, an authentication code will be sent to your address to verify your account.
Retrieve the code and enter it in the space provided. Be sure to read the Terms of Use and click inside the check box to indicate your agreement to those terms.
- 8 When you've finished, click the Submit button at the bottom of the page. You should now be on the website.

Register
tab



If you have any problems registering or logging into GuidanceResources® Online, email Member Services at memberservices@compsych.com.

For Future Logins

You will only need to remember your User Name and Password.

- When you get to step 2 above, instead of clicking on the Register tab, use the Login section.
- Enter your User Name and Password.
- Click the Login button.
- This will take you directly to GuidanceResources® Online.



24/7 Live Assistance

Call: 877.595.5281 | **TRS:** Dial 711 | **Online:** guidanceresources.com

App: GuidanceNowSM | **Web ID:** EAPBusiness | **Organization ID:** SageH

