

STAFFED BY PROFESSIONALS

The service is staffed by a team of highly trained and qualified professionals who are experts in fields such as wellbeing, family matters, relationships, debt management, employment issues, consumer rights, and much more. You can be confident that the information you receive is accurate, up-to-date, and relevant to your particular circumstances.

TOLL-FREE: **833.430.1019**

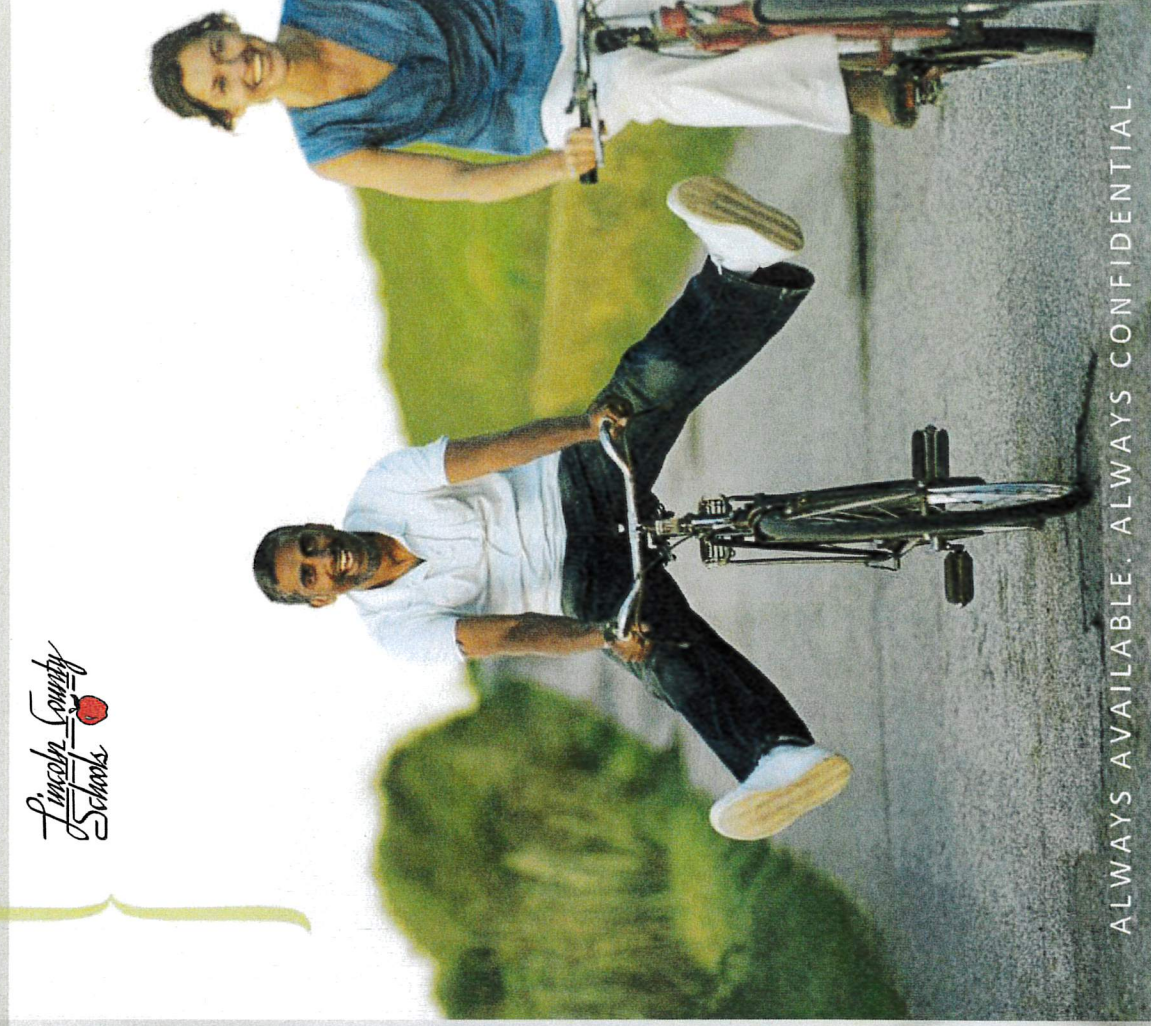
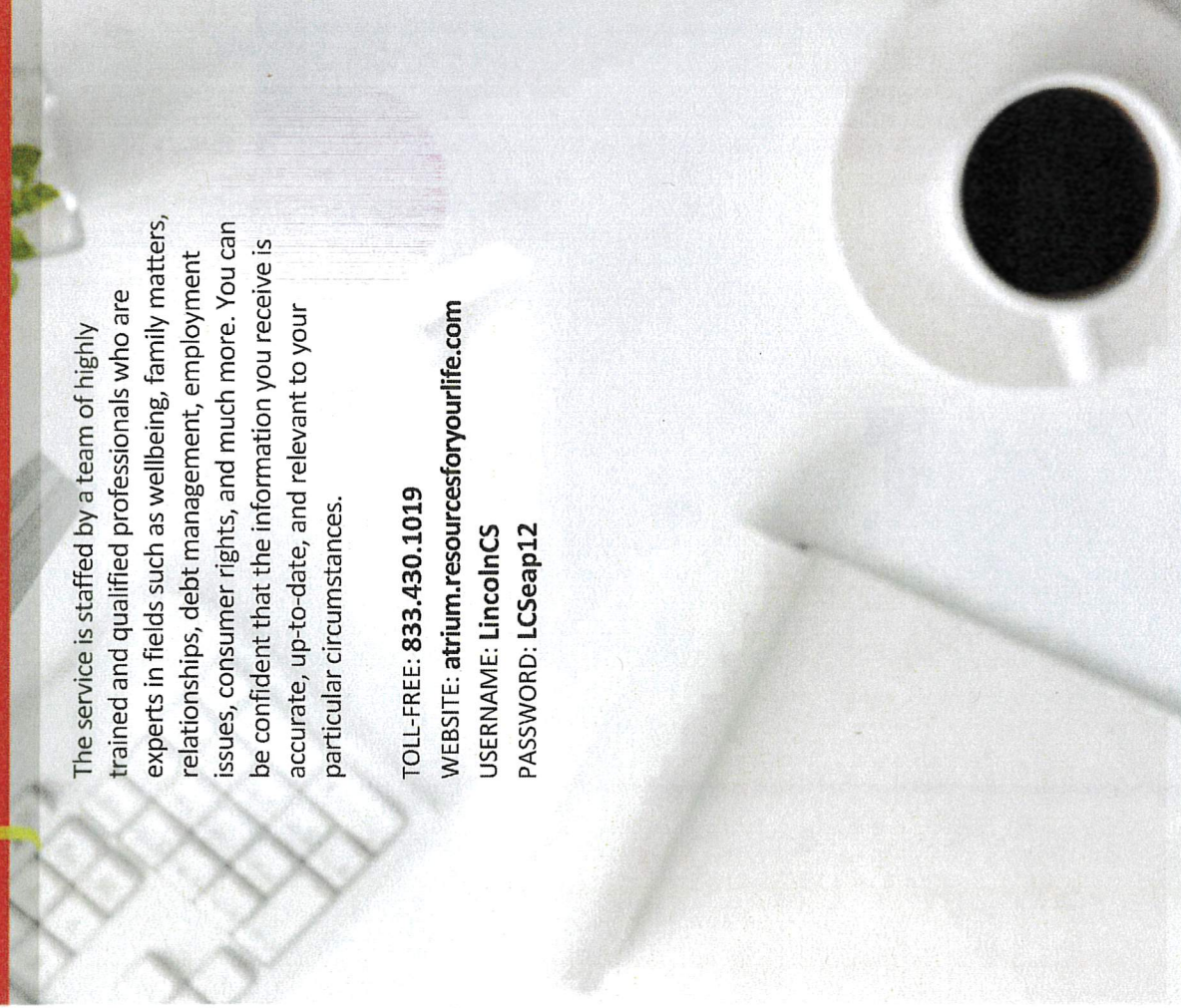
WEBSITE: **atrium.resourcesforyourlife.com**

USERNAME: **LincolnCS**

PASSWORD: **LCSeap12**

EMPLOYEE ASSISTANCE PROGRAM

*Achieving balance through
total wellbeing and support*



ALWAYS AVAILABLE. ALWAYS CONFIDENTIAL.

CHILD CARE

- Choosing Child Care
- Summer/Holiday Care
- Special Needs Child Care
- Community Resources

ADULT CARE

- Care for Older Adults
- Special Needs Adult Care
- Medicare and Medicaid
- Caregiver Support

PARENTING

- Adoption
- Pregnancy and Infertility
- Talking to Teenagers

EDUCATION

- K-12
- Colleges and Universities
- Financing
- GED/Vocational
- Tutors and Test Prep

DAILY LIVING

- Travel and Recreation
- Dining and Entertainment
- Consumer Issues
- Pet Care
- Community Resources
- Legal and Financial Issues
- Health and Wellness

CAREER

- Skill Building and Career Training
- Stress Management
- Co-Worker Relationships
- Transition and Relocation

Your employer recognizes the challenges of balancing work with the circumstances of everyday life. That's why you and your family have access to assistance provided by your employee support program. When you call the toll-free number, a qualified Consultant will respond to your request thoroughly and promptly. And when you log on to the Employee Assistance Website, you'll find an abundance of useful resources, articles, links and interactive tools.

SERVICE OVERVIEW

- A complementary component to other employee benefits
- Provides professional consultation and referral to assist with a wide spectrum of work, family, and personal issues
- Accessed by phone, e-mail, instant message, or website
- Available anytime, any day
- Always confidential
- No cost to you or your family to use the service.
- No limit to the number of issues for which you may use the service

SPECIAL FEATURES AND BENEFITS

In addition to the live support from professional Consultants, the following special features are available for your benefit:

- **LiveConnect**, a feature that allows you to instant message a Consultant
- **Savings Center**, where you can shop name-brands at discounts of up to 25%
- **Financial and Daily Living Calculators**, for a variety of practical applications
- **LifeLines**, a quarterly newsletter with information on topics for your daily life

ACCESS IS EASY

No matter when, no matter where, you and your family have access to professional support. Call or log on to get started.

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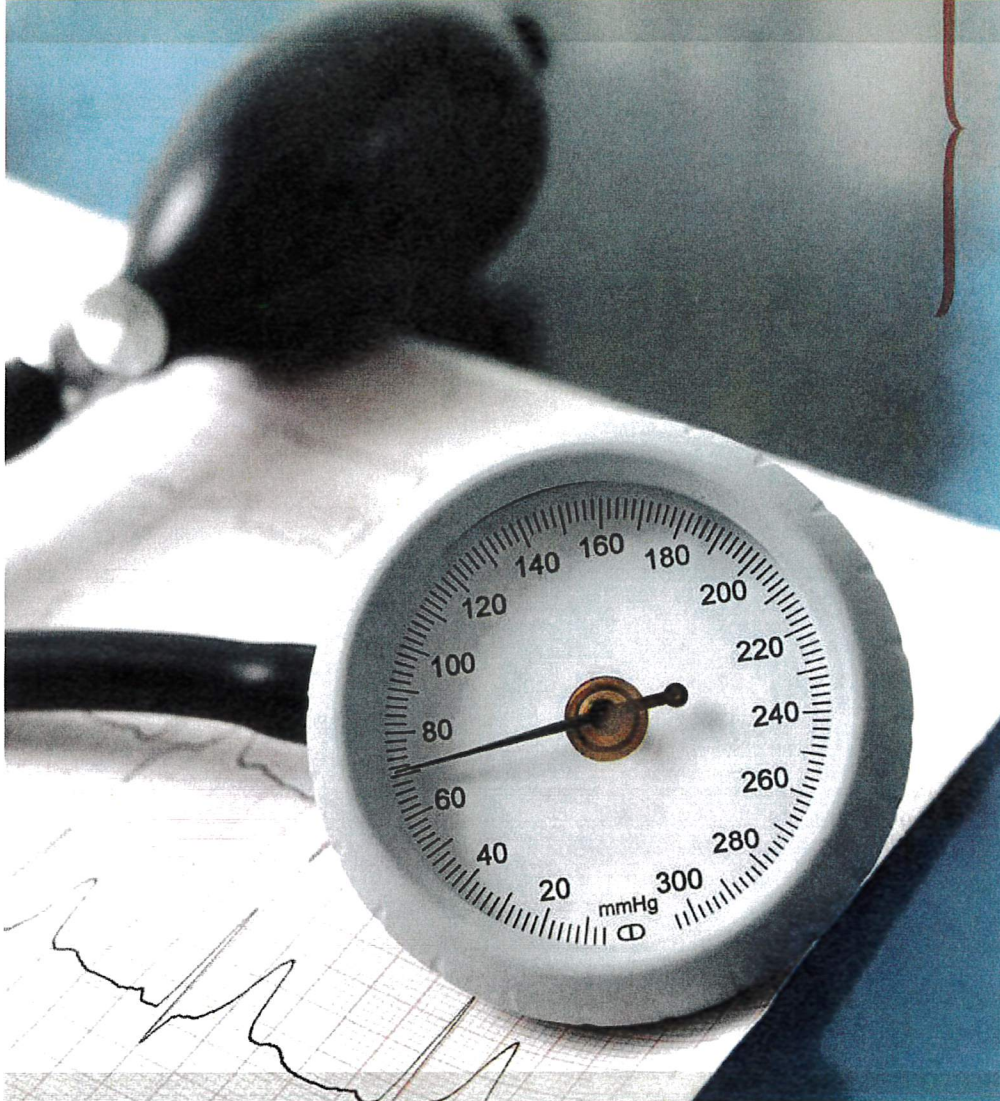
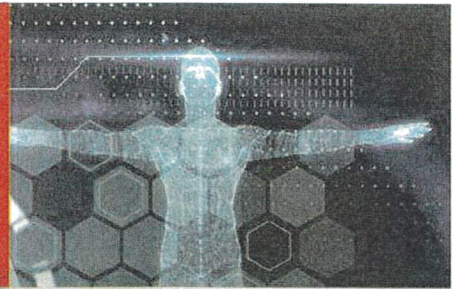
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The service is a free benefit from your employer.

Bringing Healthy Insight to the Workplace

HEALTH SCREENINGS



FEATURES

- Standard health screenings are administered to employees by highly trained professionals.
- The screenings include blood pressure, body mass index (BMI), and blood testing for lipid panels with cholesterol and glucose.
- Online scheduling is conveniently available.
- Comprehensive individual reports compile all the information collected from an employee's screenings to create an overview of an individual's health.

Most of us keep postponing those blood and biometric tests that we should do regularly. Your Employee Assistance Program can help and make it easy for you.

Health screenings are helpful in determining risks for illness before symptoms of disease occur. The screenings provide the most accurate method of measuring health risks in order to best manage them.

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Employee Support Program

FINANCIAL ASSIST



FEATURES AVAILABLE

- Free consultation with a financial counselor for you or your family members.
- No appointment needed during regular business hours Monday through Friday.
- Online financial calculators, library of articles, and do-it-yourself tools to manage finances.
- Online Will — through a series of questions and prompts, employees can create basic, legally valid wills, quickly and easily.

If you have questions about a financial issue, speaking with an expert can help. Your employee support program provides you with free consultations on everything from credit and debt, to purchasing a home, or saving for retirement. Experts are available without an appointment during regular work hours.

We also offer a full selection of online financial articles, financial calculators, and other tools to help you get the answers you need.

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Employee Support Program

LEGAL ASSIST



FEATURES AVAILABLE

- Free 30-minute consultation with an attorney by telephone or in person
- In most cases, discounted services available if you need additional legal support
- Nearly 100 do-it-yourself legal forms including basic wills
- Library of hundreds of legal articles and tip sheets

If your life, or the life of a family member has been impacted by a legal issue, you may need the expert counsel of an attorney. Your employee support program can help connect you with a participating attorney for a free consultation either on the phone or in person. Self-help legal forms, a library of legal articles, even a simple will are available to you on our website. Call or visit us online so we can help connect you with an attorney to get the legal answers you need.

**We are not a law firm or lawyer referral service and do not provide legal advice, but we can connect you with a participating lawyer in your area who can assist you.*

WORK-LIFE/EAP ASSISTANCE: 833.430.1019
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Your Employee Support Program

GERIATRIC CARE ASSIST



FEATURES AVAILABLE

- Telephonic assessment of current situation and support system.
- Up to 4 individual or family conversations with a dedicated Care Coach.
- Access to an Aging Life Care Professional™ who can conduct in-home or facility assessments, or provide other local assistance.
- Written assessments and care plans, along with appropriate resources and referrals are provided.



Geriatric Care Assist provides employees caring for aging family members with support and practical solutions for their loved one's safety, and for their own peace-of-mind. Each case includes a detailed, actionable plan of care customized to each individual and family's needs.

To access **Geriatric Care Assist**, call the number below or visit your Employee Support Program website.

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YOUR EMPLOYEE SUPPORT PROGRAM

Bereavement— support for coping with grief and loss

Coping with the death of a loved one can be very difficult. Bereavement is experienced differently by everyone and there is no right or wrong way to grieve. It is important that you allow yourself the time that you need to move through this process. Your employee support program is here to assist you during this difficult time. We can support you with:

- Availability of our consultants online and over the telephone, 24 hours per day, 7 days per week
- Articles about the stages of grief and coping with loss
- Legal forms and informational resources
- Practical support with funerals and paperwork
- Help with travel plans
- Assistance with moving forward, such as housing or relocation



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YOUR EMPLOYEE SUPPORT PROGRAM

Depression Awareness

Most people experience ups and downs in life. Sadness is a normal reaction to events such as the loss of a friend or a setback at work. But if feelings of emptiness or despair take hold and are interfering with your ability to function or enjoy time spent with friends or family, you may be experiencing depression. Some tips for dealing with depression include the following:

- Seek expert help – your doctor is a good place to start, and your Employee Support Program can help too. Get help immediately if you are having thoughts of harming yourself or others.
- Learn as much as you can about depression and its symptoms, even if you feel well. Sometimes it's hard to identify depression while you're experiencing it. Having knowledge in advance can help.
- Try different ways of coping, such as relaxation activities, gentle exercise, and continuing with hobbies.

Your Employee Support Program can provide free, confidential, and independent support on this topic, as well as assistance on any of the work, personal, and family challenges that life may bring.



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YOUR EMPLOYEE SUPPORT PROGRAM

Drugs and Alcohol

Breaking free from addiction

If you, or someone close to you, has an addiction to drugs or alcohol there is help to overcome it. Breaking free from substance abuse is not easy, but you are not alone. Your Employee Support Program can provide free confidential information and support on a range of issues, including:

- Recognizing the physical and emotional signs of substance abuse
- Understanding how drug abuse can affect others
- Dealing with related substance abuse issues such as mental health problems
- Your options if you want to stop
- Coping with a loved one's problem
- Details about local services and support groups
- 24/7 program access



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YOUR EMPLOYEE SUPPORT PROGRAM

Healthy relationships

Good relationships don't necessarily just happen. Developing and maintaining healthy partnerships takes time, effort and understanding. Let your Employee Support Program help by providing you with assistance on topics including communication skills, learning to give and take, respecting one another, making time for yourself, problem-solving, having fun together, and more.

- Confidential support services provided 24/7 via phone or web
- Articles and tip sheets about healthy communication, dating, marriage success, and long-distance relationships
- Information on pre-marital and marriage counseling
- Referrals for date nights, babysitting services, and weekend getaways



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YOUR EMPLOYEE SUPPORT PROGRAM

Just what the doctor ordered— with or without a prescription

Once called the “winter-time blues,” Seasonal Affective Disorder (SAD) is a real issue. Symptoms of depression, loss of motivation, and fatigue have, in many instances, been attributed to prolonged exposure to cold weather and low sunlight. To help you manage it, let your employee support program shed some light on these and other topics:

- Recognizing symptoms
- Remaining active and focused
- Maintaining social connections
- Planning a getaway to a sunny location
- Identifying potential treatments, including light therapy, physical therapy, and cognitive behavioral therapy



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YOUR EMPLOYEE SUPPORT PROGRAM

Separation or Divorce

Learning how to cope

A divorce or the end of a significant romantic relationship can be painful and confusing. In addition to the emotional toll, there are decisions to make about living arrangements, division of property, and how to continue parenting children. Your Employee Support Program can help with:

- A library of articles and tip sheets on divorce, coping with change, single parenting, and more
- Legal information on default divorce, mediation, hiring an attorney, and alimony
- Referrals to moving companies, apartment finders, community resources, and child care
- Support groups, online resources, employment searches, and credit and financial information

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