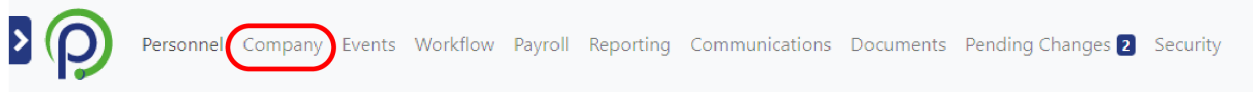




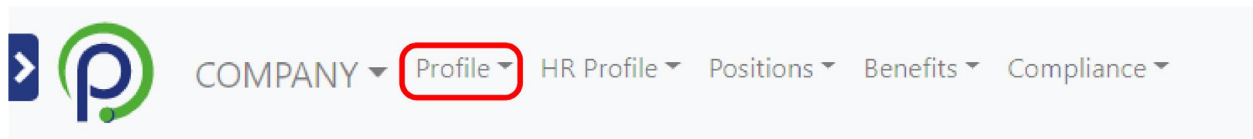
To Distribute the Required Employee COVID 19 Poster Add the Poster to Your Company’s EmployeeXperience® Home Page by Following The Instructions Below

Instructions How to Add News to the EmployeeXperience® Home Page Using Business Access

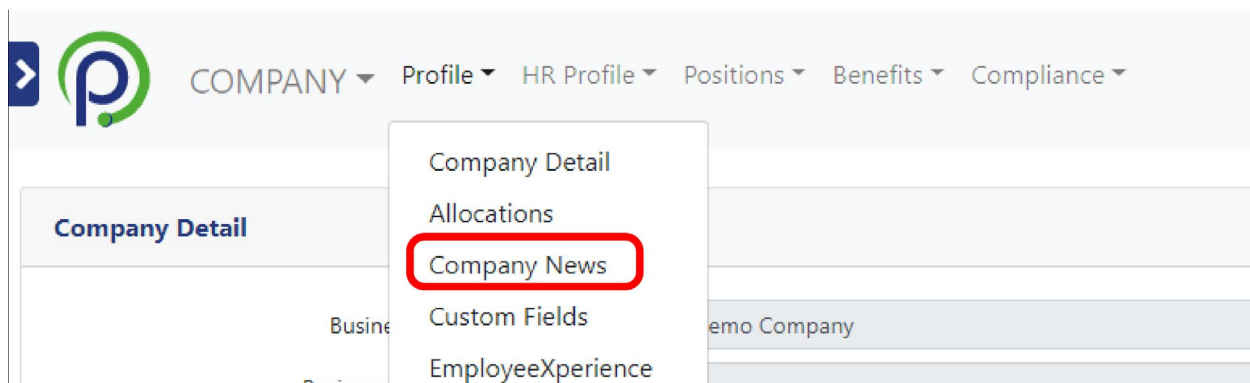
1. Go to www.primepoint.com – click on the green “**Business Access**” button at the top of the home page
2. Use your **login credentials** to access your company
3. Click on the “**Company**” menu item



4. Click on “**Profile**”



5. Select “**Company News**” from the dropdown menu



6. On the Company News Items page click the “+Add” button



7. On the Edit Company News Item page leave all the options at the top of the page set to **-none-**

A screenshot of a web form titled 'Create Company News Item'. At the top, there are two dropdown menus. The first is labeled 'Display To Paygroup:' and the second is labeled 'Department:'. Both dropdown menus show '- none -' as the selected option. A red rounded rectangular border highlights both dropdown menus. Below the dropdowns is a rich text editor with a toolbar containing icons for code block, bold, italic, underline, strikethrough, link, unlink, text color, background color, bulleted list, numbered list, indent, outdent, text size, text color, link, unlink, and a minus sign. The text area is empty. At the bottom of the form are two buttons: a green 'Save' button and a grey 'Cancel' button.

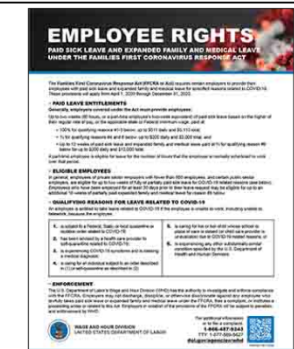
8. [Click Here](#) to go to our site and follow the instructions for copying the image and link needed for the News Box
9. Paste the image and link into the News box and then click the **“Save”** button below the Box. The **FFCRA Poster** PDF file will then be available to everyone that clicks the link within the EmployeeXperience®

Create Company News Item

Display To Paygroup: - none -

Department: - none -

</> Code block B I U S X² X, Segoe UI 18



Click here to review your rights under the Families First Coronavirus Response Act (FFCRA)

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

Save
Cancel