

## HELP CENTER

To view general documents provided by your employer:

1. Click the tab labeled "Communications" on the navigation bar, then select the "General Documents" option from the dropdown options.

The screenshot shows the Primepoint user interface. The navigation bar includes 'Home', 'Your Last Check', 'Benefits', 'Tasks', 'Job Openings', 'Communications', 'Profile', 'Reports', and 'Account'. The 'Communications' dropdown menu is open, showing options: 'Communication Preferences', 'General Documents' (highlighted with a red box), 'Your Documents', 'Your Messages', and 'Company Directory'. The main content area displays a welcome message and several service highlights. On the right, there is a sidebar with links for 'Benefit Enrollment', 'Your Last Check', 'Launch Time System', 'Help', and 'Links'. The user profile in the top right corner shows 'User :Alma Allen (AlmaAllen1)', 'Company :Mid-Size Demo Company', and 'Since:01:57:51 PM'.

2. Any general documents uploaded by your employer will be listed. Click "Open" to download and view the document.

The screenshot shows the 'General Documents' page in the Primepoint interface. It features a search bar, a folder dropdown set to 'Any Folder', and a search text input. Below the search bar is a table listing documents. The table has columns for 'Name', 'Size', 'Uploaded On', and 'Description'. Each row includes a green 'Open' button with a download icon. At the bottom of the table, there are pagination controls (1, 2, 3) and a 'Refresh' button. The user profile in the top right corner is the same as in the previous screenshot.

	Name	Size	Uploaded On ^	Description
	Company Handbook.pdf	259165	04-14-2021 09:27:22 AM	Company Handbook
	Sample Municipal Check (1).pdf	389203	02-17-2021 12:20:04 PM	2021 New Check Layout
	AmeriHealth EPO HSA Plan 2020_2021.pdf	432366	04-15-2020 03:57:00 PM	AmeriHealth EPO Plan Summary
	Countrywide Plans Flyer - Primepoint 2020.pdf	15139688	04-15-2020 02:57:14 PM	Countrywide Plans Flyer - Primepoint 2020
	Countrywide Enrollment form - Primepoint 4-2020.pdf	224910	04-14-2020 04:58:26 PM	Countrywide Enrollment form - Primepoint 4-2020
	Company Handbook as of January 1 2020.pdf	259801	01-15-2020 07:02:31 PM	Company Handbook
	AmeriHealth PPO Plan Summary.pdf	990729	01-15-2020 06:41:55 PM	AmeriHealth PPO Plan Summary
	Accrual Report (YTD)_PINEVH_UPDATED.pdf	23972	01-08-2020 12:56:02 PM	Accrual Report (YTD)_PINEVH_UPDATED.pdf
	Accrual Payroll Report_PINEVH_1-10-2020_UPDATED.pdf	26262	01-08-2020 12:51:43 PM	Accrual Payroll Report_PINEVH_1-10-2020_UPDATED.pdf
	2017 W-4 Form.pdf	116128	03-02-2017 06:56:11 AM	2017 W-4 Form.pdf