



WorkLife Matters

Employee Assistance Program (EAP)

Free Online Will Preparation

Online. Simple. Fast.
 www.ibhworklife.com
 User Name: Matters
 Password: wlm70101

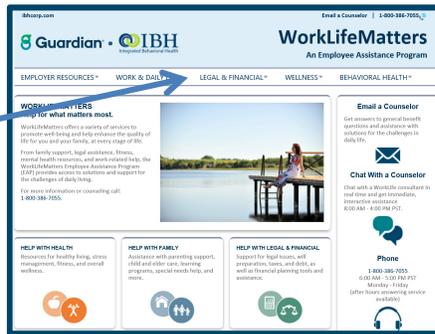
Your EAP through Guardian and Integrated Behavior Health (IBH) includes a wide range of free online services to help you communicate how you want to provide for your loved ones. These services include online planning documents, including Will Preparation Services.

Online Will Prep: Easy, Step-by-Step Instructions

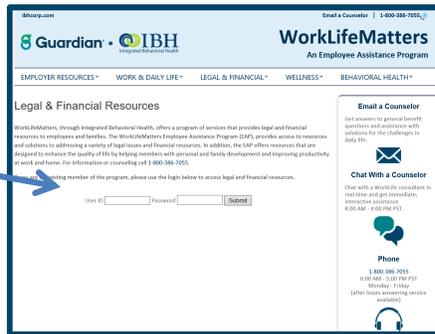
Creating your legal will is fast and easy by following the steps below.

STEP 1:
 Go to www.IBHWorklife.com

STEP 2:
 Click on 'Legal & Financial Resources'



STEP 3:
 Username: **Matters**
 Password: **wlm70101**



STEP 4: Click on 'Legal Forms'



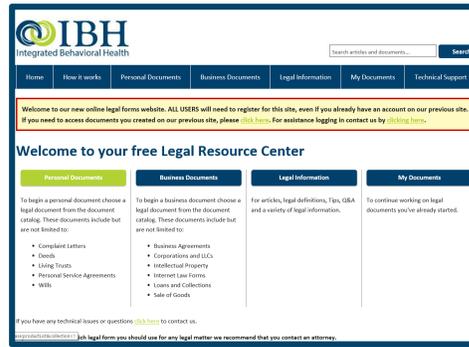
Attorney Assisted Will Preparation

While many people feel comfortable using the free interactive online services to develop their own will, others prefer to have an attorney actually prepare their will. The option for an attorney prepared will is available for a modest charge. Call 800-386-7055 for a referral to a participating legal professional near you.

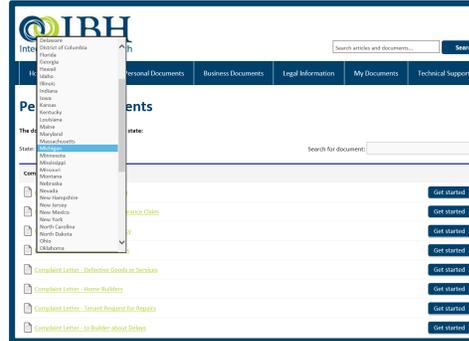
Step-by-Step Instructions are Continued on Page 2

¹ WorkLifeMatters Program services are provided by Integrated Behavioral Health, Inc., and its contractors. Guardian does not provide any part of WorkLifeMatters program services. Guardian is not responsible or liable for care or advice given by any provider or resource under the program. This information is for illustrative purposes only. It is not a contract. Only the Administration Agreement can provide the actual terms, services, limitations and exclusions. Guardian and IBH reserve the right to discontinue the WorkLifeMatters program at any time without notice. Legal services provided through WorkLifeMatters will not be provided in connection with or preparation for any action against Guardian, IBH, or your employer. WorkLifeMatters Program is not an insurance benefit and may not be available in all states.

STEP 5: Click on 'Personal Documents', then choose the state you live in from the drop-down list, and click 'Go'.

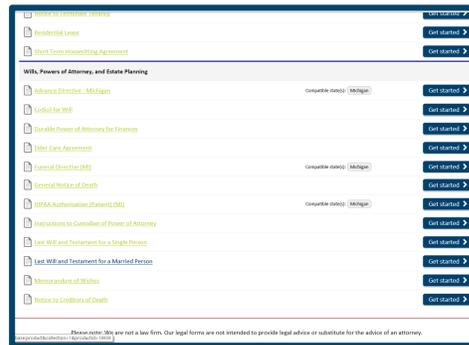


STEP 6: Using the 'State' drop-down list, choose the state you live in.

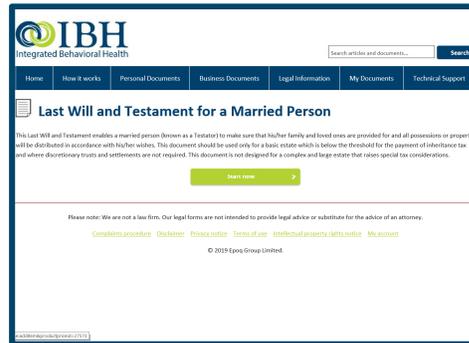


STEP 7: Slide down on the same screen until you see the 'Wills, Powers of Attorney, and Estate Planning' section.

Choose either 'Last Will & Testament for a Single Person', or 'Last Will & Testament for a Married Person'. You will see a variety of other legal documents that may also be helpful, including Living Trusts, Power of Attorney, and more.



STEP 8: Click 'Start now'



STEP 8: Click 'Register Now' if you have not used the website before, or click 'Log In' if you are a returning user.

If you are registering for the first time, you will be asked to provide your name and the state you live in. You'll also create your own username and password. Accept the 'Terms and Conditions' to complete your registration.

