

Claiborne County Schools is pleased to announce that you now have secure online access to your company benefits information and much more!

We'll be using MyBenefitsChannel.com to send out information of interest and importance to you. Very soon you'll begin receiving messages in the Secure Communications Center of MyBenefitsChannel about benefits and more. Each time you receive a secure message, you'll be notified at this email address that a message has arrived. You can then click the link in the email to login and read your secure message. Messages may include some combination of text, attached documents, and even recorded video.

Where Do I Start?

Your first step is to visit www.MyBenefitsChannel.com and register to create your personal username and password to securely access your personal portal. Simply click here to go to the website, then click the "Register Here" button, and follow the instructions on the screen. Step-by-step instructions for how to register can be found in the attached flyer. The entire process should take less than 2 minutes. You'll be glad you did!

Need Help?

Need help registering or have questions about MyBenefitsChannel.com? Do not hesitate to contact Five Points, your benefits broker and administrator of MyBenefitsChannel.com. They can be reached at help@fivepointsict.com, or 615.791.0404 or 800.435.5023.

We hope that you will be as excited as we are about improving communication and providing another valuable benefit to you!

Sincerely,
Zeka Brooks & Kelly Harvey
Finance Department
Claiborne County Schools

Accessing Your MyBenefitsChannel Account



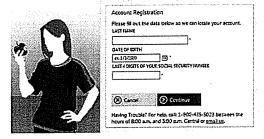
Step 1: Go to MyBenefitsChannel.com

- From any computer, visit
 https://www.mybenefitschannel.com
- o Click the "Register Here" button to get started
- o Follow the instructions to successfully register
- Your user name, password, and pass phase are secure and are not shared with anyone, even your employer.



Step 2: Register

- o Enter your last name, birth date, and last 4 digits of your SSN
- o Click "Continue"
- On the next screen, you will need to review the Terms & Conditions: check the box indicating your agreement, and click "Submit Agreement"



Step 3: Create your username and password

- o Important! Be sure to enter the email address you use most frequently. When you have secure messages or employer-sponsored things to do you will receive a notification to the email address you enter on this page. Your email address is secure and will not be shared or sold, and will only be used for employer-related business.
- o Your username and password must be at least 8 characters and your password must include 1 or more numbers
- o Choose a security question and answer to use if you need to recover your username and password
- o Be sure to choose things that will be easy for you to remember, but difficult for others to guess
- o You will use the same username and password to log-in to MyBenefitsChannel and the My Wellness Station biometric data upload application (if applicable)
- o Click "Continue"

Congratulations, you've logged in!

o Please explore all that MyBenefitsChannel has to offer!

Need help or have questions?

Contact Five Points at 800.435.5023. We will be glad to help.

How to View Your Paycheck Stubs

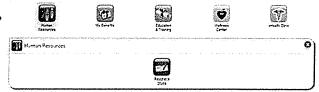
Follow these easy steps to review and print your paycheck stubs anytime, anywhere!

Step 1: Log-in to www.MyBenefitsChannel.com

- Go to www.MyBenefitsChannel.com and log-in using your username and password.
- If it's your first time visiting the site, click the "Register Here" button to create your username and password.

Step 2: Navigate to the Paycheck Stub app

- Once you are logged in to MyBenefitsChannel.com, navigate to the Human Resources app dashboard
- Depending on your group's settings, you may need to click the Human Resources icon to open the dashboard



• Once the Human Resources app dashboard is open, click the Paycheck Stub app icon

Step 3: Find your paycheck stubs

- The Paycheck Stub app displays the check date, number, and amount for your available checks within the last 6 paycheck stubs

 months by default
- To view checks from other dates, adjust the start/end dates(s) and click "Refresh"
- · Click "View Check" link to view the desired paycheck stub

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Step 4: View and print your paycheck stubs

 Once the paycheck stub opens, you will be able to see all the details for your paycheck, just as you would on a paper stub

Please note: Your electronic paycheck stub may look somewhat different from your paper stubs, this is normal

- To print your paycheck stub, click the "Print" link in the upper left corner of the screen
- Click the "Close" link in the upper right corner of the screen to close your paycheck stub and return to the paycheck stub list view

Questions? Need help?

You can contact your HR or payroll department for further information about your paychecks. For technical assistance, please contact Five Points, our technology vendor and host of MyBenefitsChannel.com, at 800.435.5023.

