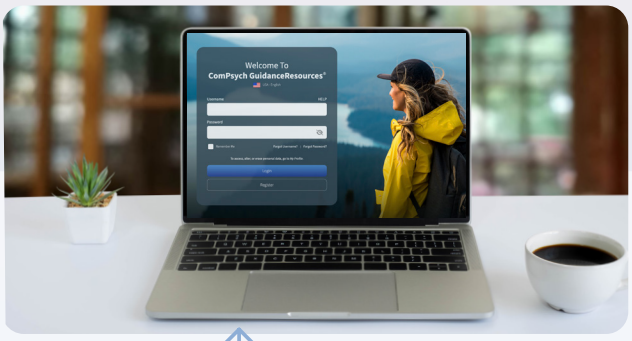
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First-time users, follow these simple steps to explore GuidanceResources® Online, your Employee Assistance Program website.



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2. Once on the **guidanceresources.com** home page, click the Register Tab.
3. Enter your **organization Web ID** and click the Register button.
4. You will then be asked to **enter a Username, your First Name, and your Personal Email Address**, as well as to **create a Password**.

   Both your Username and Password can be anything you would like as long as they conform to the requirements listed on the page. Be sure to read the Terms of Use and click the check boxes to indicate your agreement to those terms and to the age verification.
5. Once you have completed your registration, you will be asked to **verify your email address**.
6. Submit your email. An authentication code will be sent your address to **verify your account**.

   Retrieve the code and enter it in the space provided.
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