

## Instructions for Quick Access to your MFAP Offerings

[www.workhealthlife.com](http://www.workhealthlife.com)

The screenshot shows the homepage of workhealthlife.com. At the top, there is a navigation bar with the following menu items: my services, health & well-being, career & workplace, financial security, and life events. Below this is a large banner for 'Counselling – anytime, anywhere on My EAP app' with a 'Free download' button. To the right of the banner is a 'Let us help' section with buttons for 'Get started online', 'Chat with a counsellor', 'Email a counsellor', 'Call 18448809137', and 'Get the app'. Below the banner are several content boxes: 'For you this month' (listing My EAP app, Working through layoffs, and Tips for time-stressed families), 'Wellness calendar' (with a 'Download 2016 calendar now' link), 'Children's Support Solutions' (with a 'Learn more and get your promo code' link), 'Newsletters and microsities' (with a 'Visit our archives' link), and a 'Vote now' poll about holiday spending budgets. At the bottom right, there is a testimonial from a client.

workhealthlife by Shepell

Your Employee and Family Assistance Program is a support service that can help you take the first step toward change.

Register | Login | English (Canada) Search

my services health & well-being career & workplace financial security life events

Counselling – anytime, anywhere on My EAP app  
Free download

Let us help  
Your EFAP provides immediate and confidential assistance for any work, health or life concern.

Get started online  
Chat with a counsellor  
Email a counsellor  
Call 18448809137  
Worldwide Access Numbers  
Get the app

What our clients think  
"When I called, my Client Care Representative took his time with me and made me feel appreciated. He gave me information, offered me things that I wasn't even aware existed through EFAP."

For you this month

- My EAP app
- Working through layoffs at your workplace
- Tips for time-stressed families

Wellness calendar  
Keep health and wellness top of mind all year long. Download 2016 calendar now.

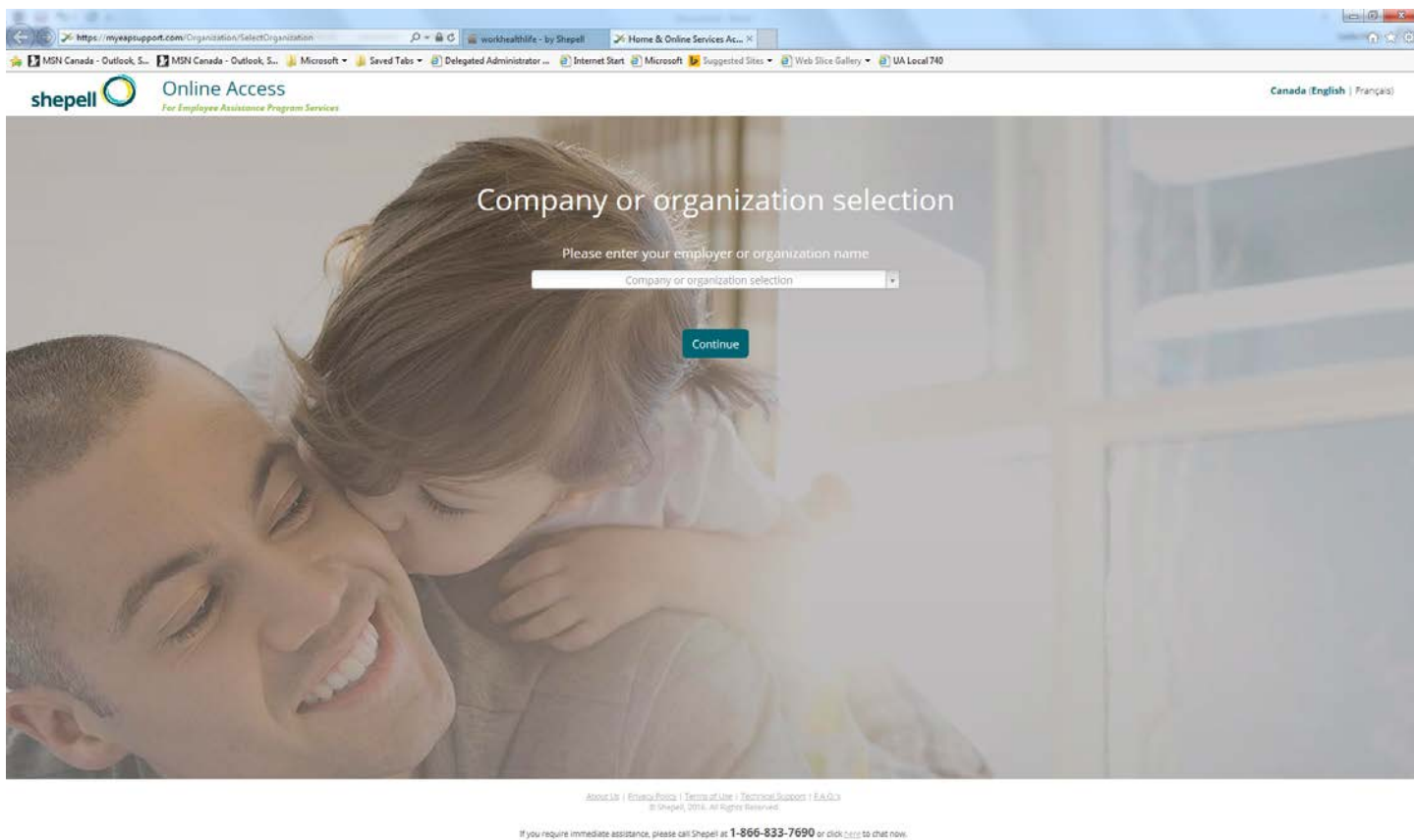
Children's Support Solutions  
Help your child reach their potential. Learn more and get your promo code.

Newsletters and microsities  
Visit our archives for past newsletters and special themed sites.

Vote now  
Did you break your holiday spending budget?  
 Yes  
 No  
 Did not set a budget  
Vote now View results  
Your EFAP can help with holiday spending. Get started online

<https://www.workhealthlife.com/home?navigate?arg1=7e28917-cd3c-46df-b17a-b6928bc5f393>

- For quick access to the offerings under the MFAP program, from the right side menu click on: Get started online. This will open a new page.



The screenshot shows a web browser window with the URL <https://myeap.support.com/Organization/SelectOrganization>. The page title is "Online Access" and the subtitle is "For Employee Assistance Program Services". The Shepell logo is in the top left, and "Canada (English | Français)" is in the top right. The main content area features a background image of a smiling man and a young girl hugging. Overlaid on this image is a form titled "Company or organization selection". The form contains the text "Please enter your employer or organization name" above a text input field. The input field contains the text "Company or organization selection". Below the input field is a blue "Continue" button. At the bottom of the page, there is a footer with links for "About Us", "Privacy Policy", "Terms of Use", "Technical Support", and "FAQ's", followed by "© Shepell, 2018. All Rights Reserved." and a note: "If you require immediate assistance, please call Shepell at 1-866-833-7690 or click [here](#) to chat now."

- Click in the white space and type RDTC
- Press Enter
- In the white space you should now see: Newfoundland and Labrador Building and Construction Trades Council
- Click on the Continue button

The screenshot shows a web browser window displaying the Shepell Online Access website. The browser's address bar shows the URL <https://myeap.support.com/home/Conditions>. The website header includes the Shepell logo and the text "Online Access For Employee Assistance Program Services". The main content area is titled "Welcome to Shepell Online Access" and contains the following text:

Shepell provides professional, confidential counselling and support services to eligible employees and their immediate family members. Many of these services are now available to those living in Canada through our Online Access. Please follow the steps to initiate your support request.

Please note that Online Access is only available to eligible employees and those immediate family members who are currently residing in Canada.

Please note that access to services is determined by the parameters provided by your organization.

Our confidentiality policy ensures that no one will know you have accessed Shepell's services. Information is only released with your permission or as required by law.

### Terms and Conditions of Use

**1. Acceptance of Terms**

The following are terms of a legal agreement between you and Shepell, a trade name of Morneau Shepell Ltd., on its behalf and on behalf of its subsidiaries and affiliates ("Shepell").

By accessing, browsing and/or using this site, you acknowledge that you have read, understood and agree to abide by and comply with all terms, conditions and notice contained in or referenced by these Terms and Conditions of Use. You further agree to be governed by any additional terms and conditions that may apply to you arising out of your accessing, browsing and/or using of this site, whether contained on this site or in a separate agreement with Shepell. In the event of any conflict between these Terms and Conditions of Use and such additional terms and conditions, such additional terms and conditions shall govern to the extent of the conflict. Shepell reserves the right, in its discretion, to update or revise these Terms and Conditions of Use and to post such updated or revised Terms and Conditions of Use on this site. If you do not agree to these Terms and Conditions of Use, please do not use this site. Please check the Terms and Conditions of Use periodically for changes. Your continued use of this site following the posting of any changes to the Terms and Conditions of Use constitutes acceptance of those changes.

**2. Statement of Understanding**

At the bottom of the page, there are two buttons: "I agree to the terms and conditions of use" (highlighted in blue) and "I do not agree".

At the bottom of the page, there is a footer with the following text:

[About Us](#) | [Privacy Policy](#) | [Terms of Use](#) | [Technical Support](#) | [FAQ's](#)  
© Shepell, 2016. All Rights Reserved.

If you require immediate assistance, please call Shepell at 1-866-833-7690 or click [here](#) to chat now.

- If you agree to the terms and conditions of use, click on the button on the bottom left: I agree to the terms and conditions of use.

You now have quick access to the offerings to the MFAP program.