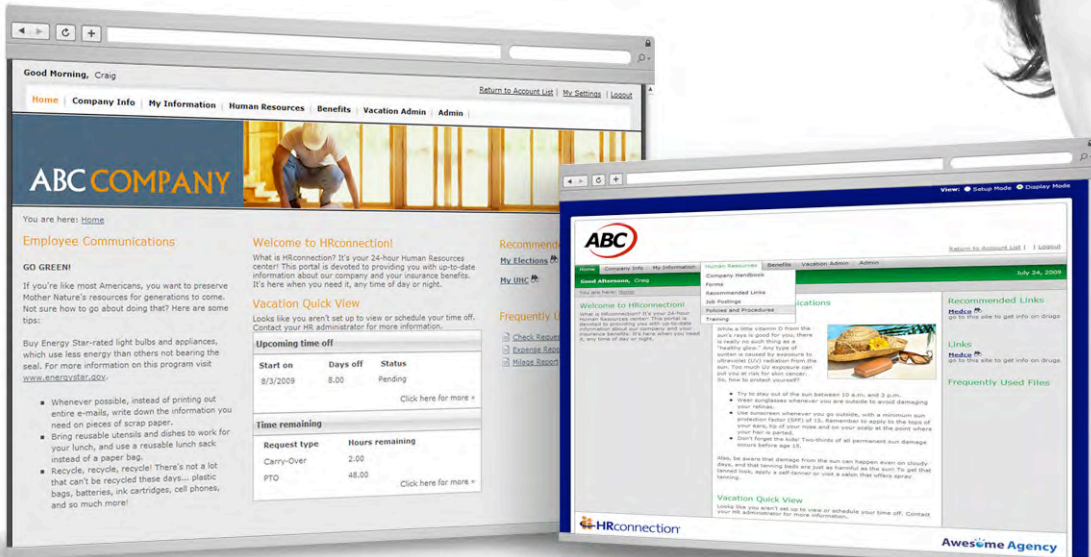


PORTAL OVERVIEW: FEATURES AND BENEFITS

[B_OfficialName] is pleased to provide [C_OfficialName] with HRconnection®, an intuitive HR communication Web portal that helps you deliver company information in one secure and convenient location that is easily viewed by employees. Customizable to your needs and preferences, HRconnection offers you the following flexible features and benefits.



CHOOSE YOUR OPTIONS

- Customization of portal look, feel and menu options
- Self-serve access to company and employee communication information including [C_OfficialName]'s history, handbooks, forms, directories and policies
- Online benefits elections including standard and customizable reporting
- Anytime access to benefit plan information
- Time-off approval, tracking and reporting capabilities
- Database of employee information useful for reporting
- Select portal functionality is optional based on preferences

TRAINING AND SUPPORT

- A customized implementation and access to a dedicated [B_OfficialName] consultant
- On-screen, context-sensitive Help
- Online Quick Reference Guides

Call [B_Phone]

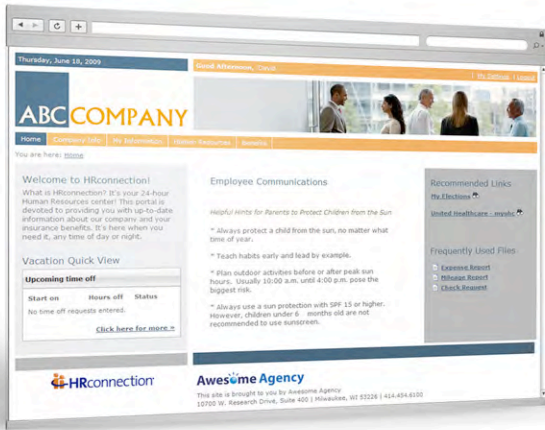
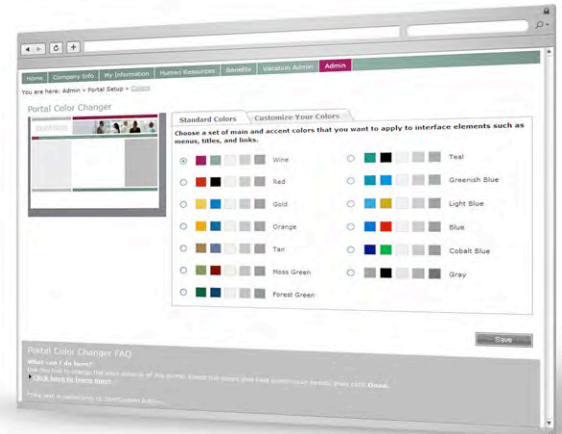
or visit [b_webaddress]

PORTAL OVERVIEW: FEATURES AND BENEFITS

CUSTOM PORTAL DESIGN CAPABILITIES

Unsurpassed custom design options include the ability to:

- Select from three portal design layouts
- Choose from 12 standard color schemes or easily customize your own
- Control images including company logo, name and stock photos
- Offer different information for different groups of employees
- Create your own sub-menu items such as a job descriptions page, custom messages page, etc.



WELCOME

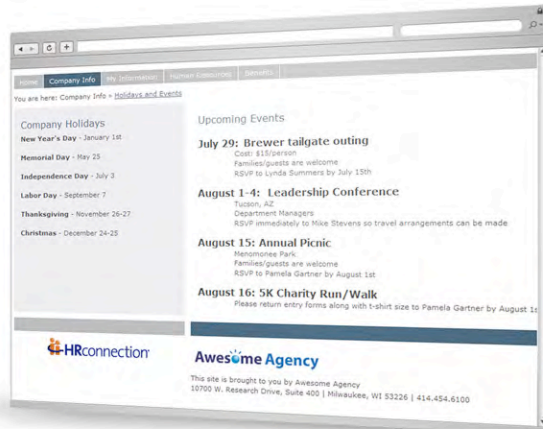
Delivering targeted employee communications is easy with a customizable home page that includes:

- Home page welcome message and seasonal announcements
- Links to employer-recommended Web resources
- Scheduled employee communication campaigns
- Quick view of upcoming time off and time remaining, personalized to the user

COMPANY INFORMATION

Educate and assist employees on company-specific information including:

- Employee directory
- Departmental contacts
- Holiday and event listing
- Mission statement and vision
- Company history



PORTAL OVERVIEW: FEATURES AND BENEFITS

MY INFORMATION

Empower employees to manage personal information including the ability to:

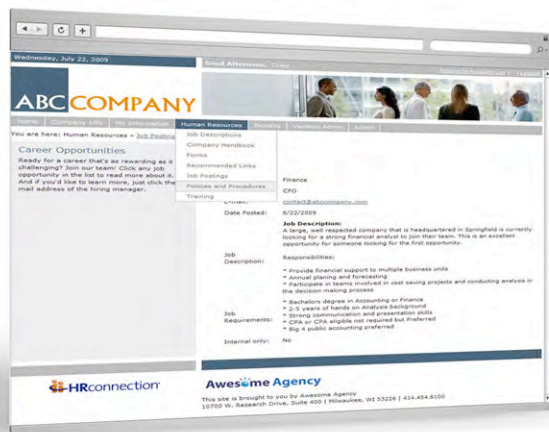
- Add, review or update personal information
- Manage time-off requests and view a summary by type, such as vacation, personal or sick day
- Update life event changes such as beneficiary, dependent or marital status formation
- Manage and review benefit elections
- View both current and future personal elections throughout the year

Time Off
Date Range: 1/1/2009 - 12/31/2009

The totals shown on this page are based on hourly increments.

Type	Starting Total	Used	Future Scheduled	Total Remaining	Accrued Balance
Carry-Over	4	2	0	2	-
PTO	88	24	16	48	20
Unpaid	-	0	0	-	-

Start	End	Time	Type	Status	Amount	Actions
8/10/2009	8/10/2009	All Day	PTO	Pending	8	ⓘ ✎ ✕
8/3/2009	8/3/2009	All Day	PTO	Pending	8	✎ ✕
7/2/2009	7/2/2009	All Day	PTO	Pending	8	ⓘ
6/23/2009	6/23/2009	08:00 AM - 10:00 AM	Carry-Over	Pending	2	



HUMAN RESOURCES

Helps you eliminate the need for distributing bulky and costly company materials and provide online access to career information to employees including:

- Handbooks
- Forms
- Directories
- Policies and procedures
- Career growth, job posting and training information

BENEFIT PLANS

Bundle everything employees want to know about their benefit plans in one secure location. Benefits are listed by type such as medical, dental, vision, etc. Within each plan type, employees can obtain detailed plan information and benefit summary information including the ability to:

- View plan design information including rates and eligibility
- Access Summary Plan Descriptions
- Compare plan benefits
- Obtain plan forms
- View carrier contact information
- Access Frequently Asked Questions

Plan Information

Medical	Medical
Health Savings Account (HSA)	UnitedHealthcare - \$500 Deductible View Plan Details
Dental	Description: See benefit items or SPD for plan details. Start Date - End Date: 1/1/2009 - 12/31/2009
Health Care Flexible Spending Account	Enrollment Start - Enrollment End: 6/1/2009 - 8/30/2009 Carrier: UnitedHealthCare
Traditional 401(k) Plan	Eligibility: If you are active employee and are normally scheduled to work 30 or more hours per week, are eligible for single or family coverage on the month following your date of hire.
Roth 401(k) Plan	
Vision Discount Plan	
Life Insurance (Voluntary)	UnitedHealthcare - \$1000 Deductible View Plan Details
Accidental Death & Dismemberment (Voluntary)	Description: See benefit items or SPD for plan details. Start Date - End Date: 1/1/2009 - 12/31/2009
Group Life and AD&D (Employer Sponsored)	Enrollment Start - Enrollment End: 6/1/2009 - 8/30/2009 Carrier: UnitedHealthCare
Long Term Care (Employer Sponsored)	Eligibility: If you are active employee and are normally scheduled to work 30 or more hours per week, are eligible for single or family coverage on the month following your date of hire.
Long Term Disability (Employer Sponsored)	UnitedHealthcare - \$1500 Deductible w/ HSA View Plan Details

PORTAL OVERVIEW: FEATURES AND BENEFITS

REPORTING OVERVIEW

By capturing employee and plan information in HRconnection 5.0, administrators have the ability to create the following standard reports quickly and easily in a variety of formats.

Election Reports

Benefit Comparison Report - Use this report to compare employee elections at two points in time

Carrier Extract Report - Extract election information for submission to carriers

Census Report - Create an employee census for any line of coverage

Election Changes Report - Extract employee, dependent and plan information for employees whose elections changed due to life events, open enrollment or terminations

Elections Summary - Create an election summary for an individual or all employees (available to employees in the benefit plans section of the portal)

Flexible Spending Report - Extract annual and per pay period FSA contributions by employee

Payroll Extract Report - Pull payroll information

Personal Instruction Sheet - Generate a personal instruction sheet for employees to use during open enrollment and for employees who do not have access to the internet to make their elections

Plan Design Report - Provides detailed information, including rates and benefits, on any of the plan offerings

Premium Report - Reconcile a carrier's monthly billing

Projected 401(k) Premium Report - Show projected employee 401(k) contributions

Employee Reports

Employee Changes - Monitor changes to information

Employee Username - Useful for distributing portal login information

Employee Vacation Requests - Extract request details

Employee Vacation Totals - Create a new upload for a subsequent time period



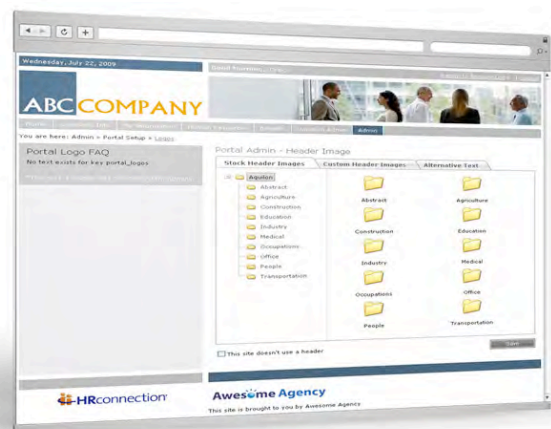
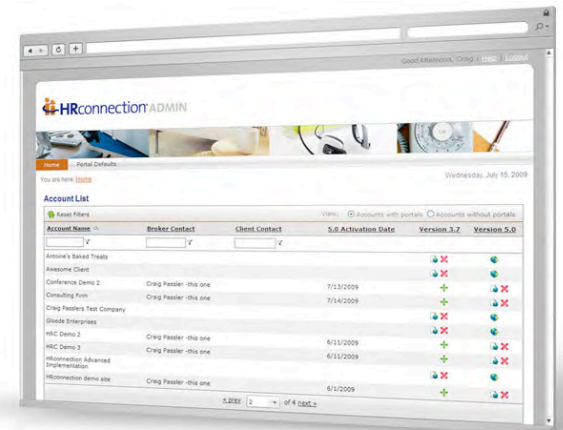
HRconnection® 5.0

PORTAL OVERVIEW: FEATURES AND BENEFITS

ADMINISTRATION

From portal setup to uploading custom content to reporting, HRconnection 5.0 offers administrators the ability to:

- Select portal's look, feel and functionality with a full range of customization options
- Upload employee data including dependent information, addresses, phone numbers, emergency contacts, job titles and custom fields from a spreadsheet
- Add, edit or delete benefit plan data
- Administer life events including opening up enrollment periods for life event changes or for new hires, creating a mass life event for new hires and sending benefit election reminders
- Manage all aspects of vacation tracking including the ability to do accruals
- Publish portal content according to type such as bulletin board posting, policy, handbook, welcome page message, etc.
- Generate reports and manage data imports
- Update and maintain broker access information
- Access online, self-serve Help for all "How do I...?" questions



HRconnection® 5.0 SYSTEM REQUIREMENTS

- Microsoft® Windows® Vista or Windows® XP operating system
- Microsoft® Internet Explorer® internet browser 6.x or higher, or Mozilla® Firefox® internet browser 3.x or higher
- Dedicated, high-speed internet connection recommended
- Minimum monitor resolution of 1024 x 768
- HRconnection 5.0 is not supported on Apple® Macintosh® computers

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