

HR That Works Private Label Program **Orientation**

Welcome!

Thank you for choosing the Private Label Program. Registered clients visiting your website will soon have access to a wealth of resources for preventing employee related lawsuits, increasing employee productivity and improving the bottom line. The purpose of this document is to familiarize you with the steps necessary to quickly get ***HR That Works*** incorporated into your business.

Not all of the materials covered below may apply to you. Special “Notes” are used throughout to clarify differences in functionality for certain types of clients. If you have questions about whether a part of this document applies to you, please contact the customer service staff.

We deliver content as an “Application Service Provider” (ASP). This means our content is stored and administered in one central place on the Internet and are made available to all users from there.

This approach has several advantages, including the following:

- The latest content revisions (based on recent developments in employment law and management practices) are updated in one central location and instantly made available to you.
- Once our setup process is completed, you do not have to do anything technical on your end. We will maintain all of the technology.
- You do not have to invest in additional computers or software to offer the rich functionality of the program to your clients or users.

Overview

This section familiarizes you with the components of the Private Label Program. The system is composed of three main components:

HR That Works Resource Center – This is the main component visitors to your website interact with. This will look like a portion of your current website and offer the HRTW content to registered clients. They will be able to browse through the information and immediately download and access all available content (including articles, checklists, sample forms, training modules & manuals, and other tools).

Note: Usually, your users will have to login to the HRTW section on your website in order to have access to it. This will be done by using a Username and Password that you will have previously created for them via the Administration Center (please see below for details).

The HRTW content will appear to be a part of your website. As part of the setup process, we will customize the site for you. In other words, we will closely match the appearance of your website and extend this “look and feel” to the HRTW section of it.

Note: Depending upon the exact design and technology used to create and maintain your website, we may not always be able to match the appearance or functionality of your website exactly. We will always work with you to match it as closely as possible. Sometimes additional work, beyond that included in the setup fee, may be required. We will determine this after an initial examination of your website.

The Administration Center – This component allows you to quickly and easily update user information online. You will be able to run access client account status and monthly usage.

To update user information you simply login to the Administration Center website and change it. The changes take effect immediately. You will be able to:

- Add new user accounts
- Update information for existing users
- Deactivate user accounts

Someone on your staff will be responsible for setting up and administering user accounts; including the assigning and changing of passwords. Your Private Label Program monthly fees are based on the number of available user accounts you have licensed, not how many licenses currently in use.

You will be trained on the use of the Administration Center as part of our setup process. Our customer service staff will also be available on an ongoing basis to assist you with any Administration Center questions.

The Setup Process

This section outlines the steps that we will go through to get HRTW functioning properly on your website. We will provide you with a link to all necessary documents required for the set-up process.

1. You will complete and return the [Set-Up Questionnaire](#), [Agreement](#) and [Bank Withdrawal/ Credit Card Authorization, Prepayment Agreement, and Partner Referral Form](#).
2. You will join a webinar orientation to review the steps below in detail.
3. We will set up and configure your Administration Center and assign a password so that only you can access it.
4. You will modify a page on your website to include a link to the HRTW Resource Center.
5. We will work with you to customize HRTW.
6. We will train you on the proper use of the Administration Center.

7. You will create any initial user accounts through the Administration Center.
8. You will sign off on your HRTW setup process.
9. You will “re-point” relevant links on your website to point to your new HRTW Resource Center and GO LIVE!

Please complete and return the [Set-Up Questionnaire](#) to get the process started!