



The Family Matters Benefits Guide

What it is and how to use it

The Family Matters benefits guide is a semi-templated, editable handbook created in PowerPoint that is designed to give you a place to collect and share all employee benefits, policies and programs relevant to new parents, parents-to-be and those going through the family planning process, including:

- + Fertility treatment support
- + Parental leave
- + Postpartum depression support
- + Dependent care FSA
- + And many more

We understand no organization's benefits programs are the same, so this guide has been designed to give you the flexibility you need to create a customized summation of the benefits, policies and programs available to YOUR employees.



As you create your own version of this Family Matters benefits guide, please follow the easy, specific, slide instructions that we've included for a seamless process.



Cover Slide:

Add your company's logo in place of the magenta 'Company Logo' copy. We recommend using a one-color logo, if you have one.



Blue Divider Slides:

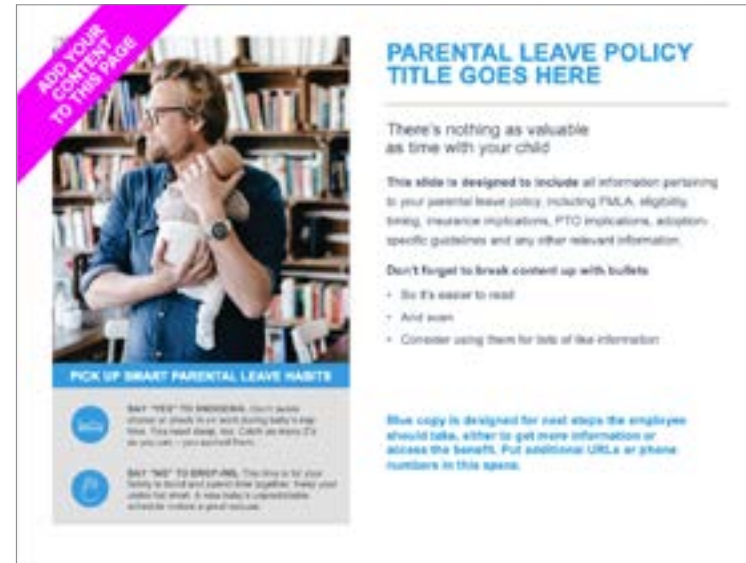
Place your logo on these slides as well. We suggest using a white logo, if you have one. Once your customized guide is completed, you may want to edit the content on the divider slides to ensure they're mentioning only the information included in that section.



Non-editable Evernorth Solution Slides:

You'll notice some slides in the deck cannot be edited. These are solutions provided by Evernorth (FamilyPath, inMynd, etc.).

If your organization does not offer the specific solution discussed on one of these slides, please delete the **entire** slide. If your organization does offer a specific solution, please keep the slide in, but **do not** change content.



Editable Benefits Slides:

The majority of the slides in this deck are editable and designed for you to fill in your organization's specific information relating to a certain benefit, program or policy. Each of these slides is denoted with a magenta stripe in one of the upper corners.

Simply delete the placeholder text on these slides and replace with your organization's information. Once done, delete the magenta strip.



Appendix Slides:

In the appendix, there are two different slide templates that can be used in a couple ways.

- + If you are filling out one of the editable slides earlier in the deck, you can use these templates to house additional information related to a specific topic.
- + If you don't see a specific benefit, program or policy in the earlier slides, you can add it by using these templates.

In both cases, simply copy and paste one of the template slides to the desired location in the guide and then edit according to the directions on the slide.



DO...

- + Keep the blue and grey color scheme.
- + Ensure you've added content to all applicable benefit pages.
- + Use the additional slides in the appendix to add more information about benefits you offer or to include benefits we did not list in the document.
- + Double-check you've removed all placeholder information, instructional design elements and the appendix before sharing with employees.



DON'T...

- + Edit or make changes to any Evernorth solution pages (FamilyPath, inMynd, etc.).
- + Adjust size or scale of the type to accommodate more information. If you need more room, copy and paste one of the template slides from the appendix.
- + Edit or remove any of the supplemental educational information (included under photographs) on the editable slides.

If you have any questions about the Family Matters benefits guide, please contact your account representative.