

# How to Access Café Series Webinars in the BHS Resource Library



Participate and get expert advice on various health and well-being topics.

## 1 | Go to [portal.BHSONline.com](https://portal.BHSONline.com).

Enter your MyBHS Username. This will be the same for every employee in your organization. This will bring you to the customized page for your company.



## 2 | Click the [Resource Library](#) link in the top right corner of the home page.



## 3 | Access the [Webinar Center](#).

The Webinar Center contains the current month's webinar, *Ask the Expert!*, information on upcoming webinars and access to archived webinars. To access the Webinar Center:

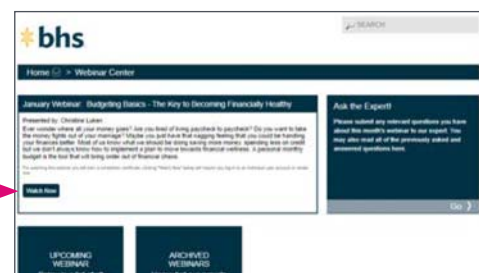
- Click the WEBINAR link in the "Featured this Month" section at the top of the home page.

OR

- Scroll to the bottom of the page and click on the CAFÉ SERIES WEBINARS tile.



## 4 | To access the featured webinar of the month, click on [Watch Now](#).



# How to Access Café Series Webinars in the BHS Resource Library *(continued)*

## 5 Sign In.

### First-time users.

You must create your own “My Advantage” account to access the webinar, so that you can track your progress and access your completion certificate. Creating an account is FREE to you and is provided by your employer.

Follow the prompts under REGISTER.

Once you register for an account, you will be able to use your login information to watch future featured webinars and access other resources, such as assessments and courses, also available in the BHS Resource Library.

Username Parameters:

Create a username that is unique to you, and one that will be easy to remember. Your username cannot contain:

- Spaces
- Special characters (i.e. @, !)

Example usernames include:

- Name1234
- FirstNameLastName
- Nick\_name213

### Returning users.

Sign in to your My Advantage account using the SIGN IN prompts.



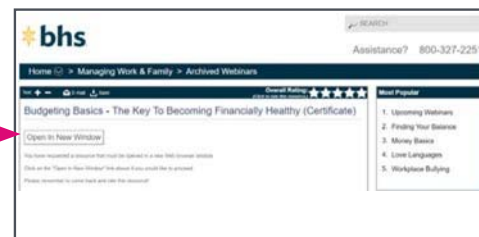
The Register form includes fields for User Name, Password, and Verify Password. It also features a dropdown menu for a reminder question: "What is your mother's maiden name?". Below these fields are checkboxes for "I agree to the terms of use" and "Sign me in for 30 days". At the bottom are "REGISTER" and "CANCEL" buttons.



The Sign In form includes fields for User Name and Password. It features a "Recover Password" link and a checkbox for "Keep me signed in for thirty (30) days unless I sign out. (Uncheck if on a shared computer)". A "SIGN IN" button is at the bottom.

## 6 Click on Open In New Window.

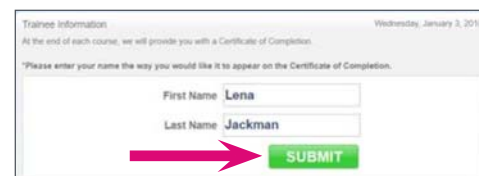
After you have signed in to your account, you will be prompted to the featured webinar page. Click on *Open In New Window* to view the webinar.



The screenshot shows a BHS website interface with a navigation bar and a main content area. A red arrow points to the "Open In New Window" button located below the "Budgeting Basics - The Key To Becoming Financially Healthy (Certificate)" title.

## 7 Enter your first and last name, the way you would like it to appear on the Certificate of Course Completion.

Note: Once you click SUBMIT, you will not be able to hit the back button to change your name. However, you will have another chance to review this information before you print out your certificate.



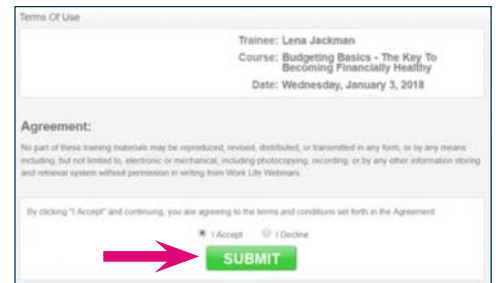
The form titled "Trained information" asks for the user's name for the certificate. It includes input fields for "First Name" (containing "Lena") and "Last Name" (containing "Jackman"). A red arrow points to the "SUBMIT" button.

# How to Access Café Series Webinars in the BHS Resource Library *(continued)*

## 8 | Accept the Terms of Use Agreement.

Read the Terms of Use agreement, choose the I ACCEPT\* option and click SUBMIT.

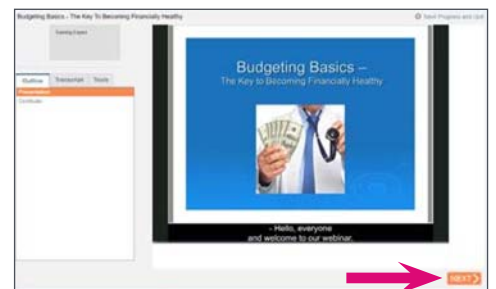
*\*If you DECLINE the agreement, you will not be able to view the webinar.*



## 9 | Watch the webinar.

As you view the webinar, take note of any relevant questions you have for the subject matter expert. You will have an opportunity throughout the month to submit your questions.

After viewing the webinar in its' entirety, click NEXT in the bottom right corner.



## 10 | Print Certificate of Completion.

Click on the link provided to access your Certificate of Completion.

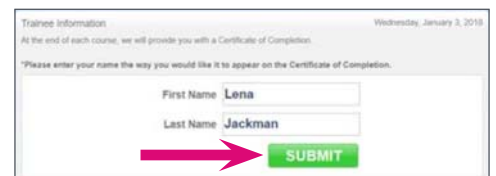
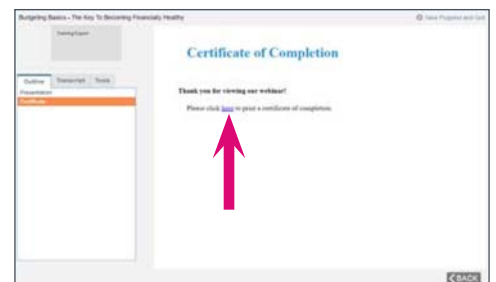
Review your name and click SUBMIT.

Print your *Certificate of Course Completion* by clicking on PRINT THIS PAGE in the top left corner and selecting your printer of choice.



If you would like to save an electronic copy (PDF), select SAVE TO PDF.\*

*\*Note: this process may be different depending on your printer set up.*



**Congratulations! You have completed a webinar!**

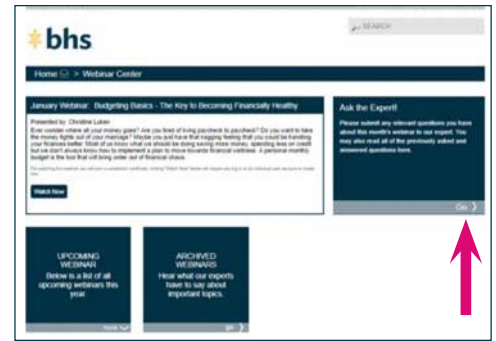
## Incentive Tracking

If you receive an incentive for participation, please submit your *Certificate of Course Completion* to BHS. You may submit your certificate on the secure health portal, email to [coach@bhsonline.com](mailto:coach@bhsonline.com) or fax to 410-878-6192. If you are faxing or emailing your certificate, please include your company name and member ID in your submission.

# How to Submit Questions to the Subject Matter Expert (SME) in the BHS Resource Library



**1** | Navigate back to the Webinar Center, hover to the **ASK THE EXPERT!** tile on the right and click the **GO** arrow.



**2** | Follow the prompts on the **ASK THE EXPERT!** page.

Check back throughout the month to see all the answered questions.

Additionally, please note the following:

- You may only submit questions during the month in which the webinar is featured
- Questions may be edited

