



# MANAGING EMPLOYMENT RISK

## Help reduce Employment risk in your workplace with SECURA Insurance

With the purchase of Employment Practices Liability Insurance from SECURA, you can access these two FREE resources.

### Workplace Risk Solutions — Online Support

from The McCalmon Group

Provides up-to-date information, education, loss prevention, and training to you and your employees, with access to:

- **Model Workplace Forms and Policies** — For small businesses, including Application for Employment and Reprimand forms and model H.R. Handbook Policies in English and Spanish on common workplace topics.
- **Web-Based training** — Online training modules available 24/7 — at no cost — on prevention of discrimination, harassment, and other employment claims.
- **Knowledge Vault** — A library full of workplace-related articles, self-audit checklists, and more, driven by a powerful search engine for easy searches of previously published material.
- **Additional Features** — Email notices of new articles, links to Federal and State law sources, and ability to purchase a comprehensive Model Handbook from The McCalmon Group at a reduced rate.

See reverse side for online support access.

### Employment Practices Consultation — Legal Hotline

from Jackson Lewis, LLP

Jackson Lewis is one of the nation's largest and most respected employment law firms, representing management in the defense of harassment, discrimination, wrongful discharge, and other workplace-related claims.

This free consultative service connects you to attorneys who can provide proactive and practical information about a broad range of topics, including:

- **Appropriate steps to take** when investigating reports of harassment.
- **Whether the FMLA or state leave laws apply** to your company, and how they generally should be administered.
- **How federal and state employment laws** can apply to your workplace issues.
- **Overview of your company's rights** with respect to the types of actions it could consider when an employee fails to perform job duties.

To access the Hotline, call 800 259 5589

9 a.m.-6 p.m. CT, Monday-Friday  
Spanish, Chinese, and Korean language support available.

*SECURA makes no representations or warranties regarding the accuracy or effectiveness of The McCalmon Group's Workplace Risk Solutions or the Jackson Lewis Hotline. We have no involvement in their content and are not affiliated with The McCalmon Group or Jackson Lewis, LLP. We are providing the services as a courtesy to policyholders. The information is not intended to replace advice from your own attorney or risk consultant, and you should continue to consult your own professional advisor regarding specific employment practice matters or the law in your specific jurisdiction.*

Questions? We're here to help. Call us at: 888-712-7667



## Policyholders

### Getting started...

1. Select the **site administrator**.  
*We recommend that all company personnel handling EPLI be registered to use the site. The best way to get started is to have one of these individuals register for the company as the site administrator, and then register the additional users.*
2. Go to **www.wprsolutions.com**
3. Click **“Register Here”** in **“Member Login”** box
4. Enter Passcode: **SC-HrHelp**
5. Complete the **registration form**

#### Notes:

Selecting username and password – For ease of use, we recommend using your full company email address as the username and password.

## Administrators

You can adapt the site to your organization's needs through the Control Panel:

### Add more users

There are two ways to add users:

#### 1. Recruit New Users Via Email:

- Click **Control Panel**
- Select **Users**
- Click **Recruit New Users**
- Fill in the **email addresses of recruitees** with a comma between each address
- Add your own comments under **Additional Message**
- Click **Submit** to send the emails

#### 2. Add New Users Individually:

- Click **Control Panel**
- Click **Add/Edit Approved Users**
- Click **Add New User**
- Fill out the **New User** form
- Click **Submit** to complete the registration
- Give the new user his/her username and password

### Adapt Training Settings for Your Users

The system does not automatically assign the training to users. If you want to assign training, these next steps are necessary. The Site Administrator has the ability to adapt the default training settings.

- Click **Control Panel**
- Click **Training**
- Select **Training Settings**
- If you wish to use a set of lessons or bulletins, simply check them.
- To change the due date, select the desired length of time from the dropdown.
- When the settings reflect your preferences, click **Submit** to register these choices on the system.

