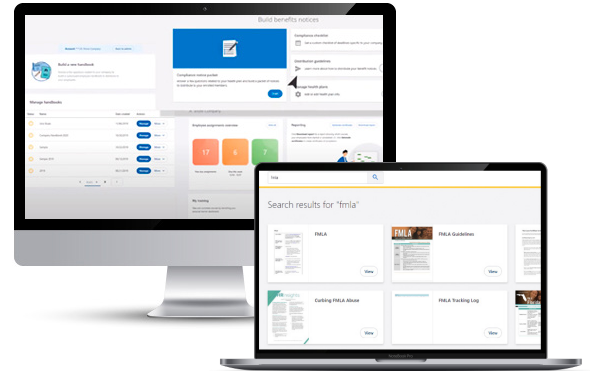


## Client Portal

Our client portal is your go-to customer service resource to find content and tools needed to stay compliant, manage risk, and build a better workforce. You will receive an email welcoming you to your new Client Portal. This email will walk you through setting up your account. After your initial activation, you can continue to access the client portal at <https://portal.zywave.com/>



## Industry-Leading Resources Available Within Your Client Portal

### ✓ Searchable Content & Resource Libraries

Containing articles, forms, guidelines, videos, state-specific content, employee education material, and more.

### ✓ Apps

For both HR and compliance provide tools to supplement HR offices as well manage compliance.

### ✓ Employee Handbook Builder

The employee handbook builder allows you to build a customizable handbook including Federal and State specific content. Reviews and updates to content are easy and done right from within the tool.

### ✓ Learning Management System (LMS)

Over 200 online training courses available for employees and managers on topics such as workplace safety, specific industry topics, sexual harassment prevention, and management practices.

### ✓ OSHA Log

An all-in-one solution designed to make OSHA tracking and reporting easy and seamless.

### ✓ HR Hotline

Direct access to a team of HR professionals, ready to answer questions. Questions can be submitted via direct message through the client portal or by phone. Questions can be submitted on topics such as benefits, leaves of absence, federal or state compliance, discipline and termination, and more.

For questions regarding access or use of your client portal, please contact your Representative or Zywave Support at **(866) 499-9283**.