

## Benefits Information on Insite

Under InService/Human Resources/Benefits you find:

- Benefits Documents, Forms, and Information
- an overview of Measured Progress's Benefits
- an online copy of "For Your Benefit"
- the current Employee Contribution Rates
- the holiday schedule
- Measured Progress Notice of Privacy Practices

Click on the first bullet of this page to find:

- Benefit Carrier Information (addresses, phone numbers, policy numbers and Web site links for all insurance providers)
- All Benefit Forms

### Health:

- Summary Plan Descriptions
- Hospital Inpatient Deductible Reimbursement Form
- Prescription Mail Order Form (get 3 refills for the cost of 2 co-pays)
- Anthem Dependent Student Certification Form

### Dental:

- Summary Plan Description
- Dental Claim Form

### Vision:

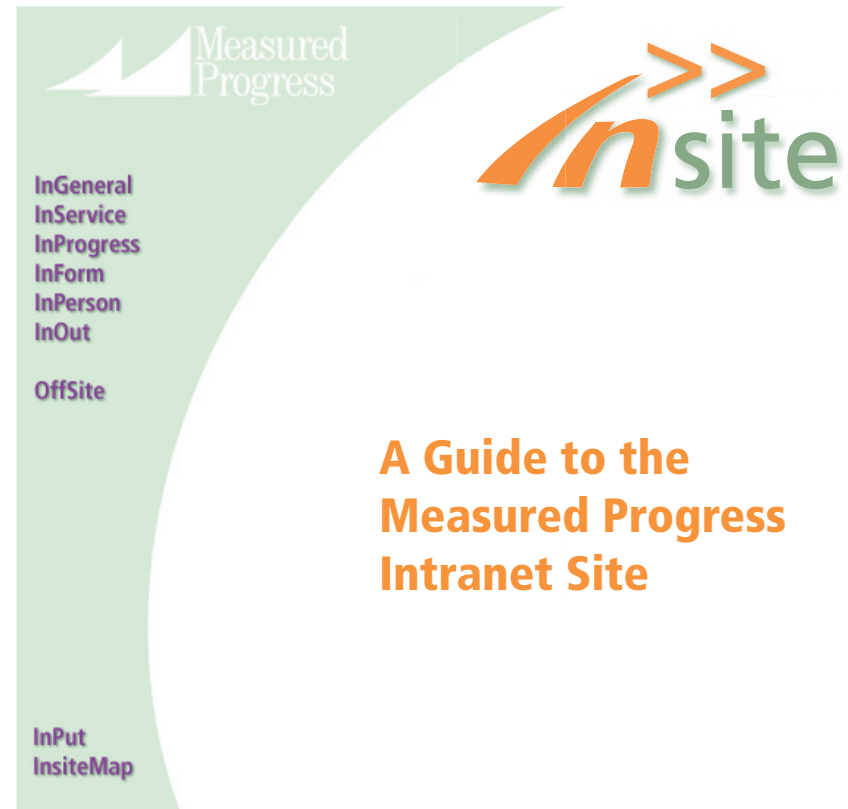
- Summary Plan Description
- Reimbursement Form
- Plan Procedures

### 401(k):

- link to ING account information
- 401(k) Enrollment Form
- 401(k) Salary Deferral Change Form
- 401(k) Beneficiary Designation and Change Form
- ING portfolios

### Other Benefits:

- Benefit Strategies
    - Reimbursement Form
    - Access to online account information
  - Flexible Benefit Plan
  - Educational Assistance Policy and Request Form
  - Employee Assistance Program
- and more



## A Guide to the Measured Progress Intranet Site

### Access to Insite

- Type "intra1" into the Address box on top of your Internet browser window.
- Select and copy the complete URL that appears in the Address box.
- Save the URL into the Links folder under Favorites.

Or place an icon on your desktop:

- Select and copy the complete URL that appears in the Address box.
- Right-click on the desktop and select New, then Shortcut from the menu.
- Paste the URL into the Wizard's window and click the Next button.
- Type a name for the icon and click the Finish button.



## An Indispensable Resource

Discover **insite**, your source of information, forms, and photos, organized in easy-to-access sections and categories. We hope you will find this overview helpful in introducing the content and site architecture. Have fun taking a look around!

From the **Home** page, you have access to:

- weekly **Corporate News** and announcements
- the **News Archive** of corporate news
- a listing of **Upcoming Events** at Measured Progress
- **Education News and Research**, the market research newsletter and a searchable database of education-related articles from nationwide news papers and Web sites
- **Recent Insite Updates**
- the **Insite Photo Gallery**
- the Measured Progress **Web Site**
- **InsiteMap**, an index of the entire site content

You can also use the search field to find any content in the site.

The menu on the left side of all pages brings you to the following sections/services:

**InGeneral** – General information for employees

From the Overview page, you have access to:

- **Contact and Organizational Information**, such as phone numbers, addresses, and contact lists, as well as organizational and workflow charts
- the **Employees' Weekly Schedule**
- floorplans
- a **Glossary of Terms** used at Measured Progress
- **Acronyms** used at Measured Progress
- the **Corporate Graphics Library**, a collection of logos, PowerPoint, label, and various other templates
- the **Travel** section, featuring travel forms, bus schedule and ticket information, special travel deals, and travel photos from staff
- the **Company Store**, where you can order shirts embroidered with our logo
- **Directions** to Measured Progress facilities
- the Measured Progress **Web site** and its major sections
- the Measured Progress mission and philosophy

**InService** – Resources listed by divisions, departments, and functions

On the Resources and Services page, information is listed under:

- **Document Center**
- **Facilities and Telecommunications**
- **Finance**
- **Information Technology** (including computer assistance, forms, and software manuals)
- **Marketing**
- **Human Resources** (including a Benefits section (see back page for more details), as well as a Recruitment section)
- **Publishing**
- **Purchasing**
- **Tips and Tricks** (We plan to expand this collection of neat little tricks that make work easier.)

**InProgress** – Contract-related information

This section includes schedules, general information, and contacts pertaining to current Measured Progress contracts.

**InForm** – Requisition, job/materials request, reimbursement, payroll, benefit, recruiting forms, etc.

**InPerson** – Employee directory

View a list of all Measured Progress employees or search for an employee by name.

**InOut** – In/out board

Access the sign-in software from your desktop via this link.

**OffSite** – Staff writings

This section features staff contributions about hobbies and topics of interest. The index page also links to the archives of *The Insider*, the former Measured Progress employee newsletter.

With your help, **insite** will work even better for all of us. We welcome your suggestions and ideas. Many of the sections, such “Tips and Tricks,” OffSite, and the glossary, will grow through staff contributions. Please contact Rollande Merz with any questions, concerns, and ideas. We hope to hear from you often!