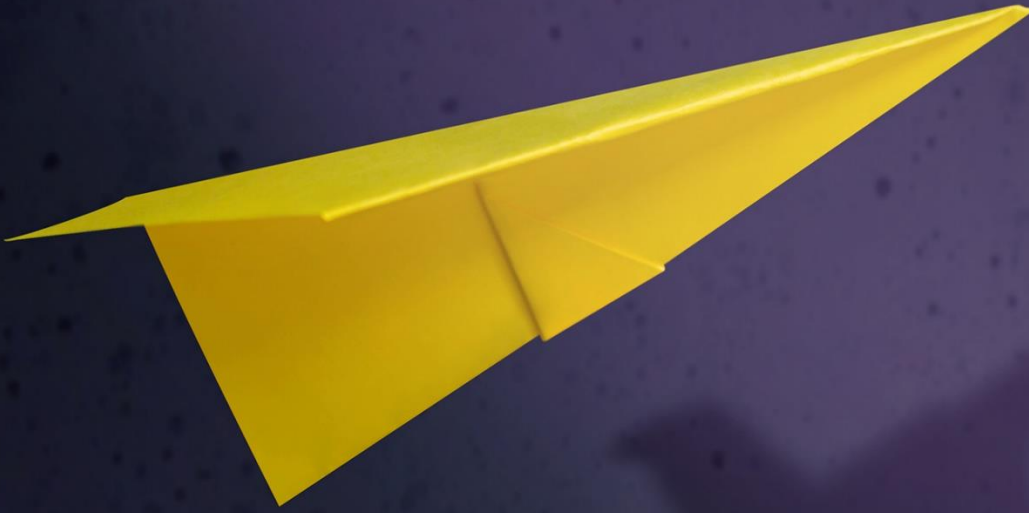




UBA  
Wisdom Network



# FLIGHT PLAN

There is Power in Simplicity

## UBA Wisdom Network FLIGHT PLAN

We hope you'll enjoy your experience using the reimagined Wisdom Network. This guide is intended to provide a brief overview of the structure and navigation.

Please send questions or comments to [support@ubabenefits.com](mailto:support@ubabenefits.com).

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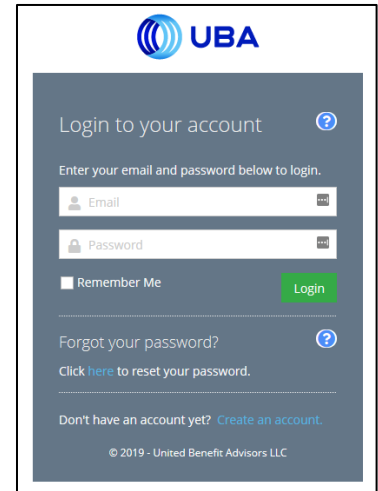
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## LOGIN

With a new site comes a new log-in page. To login, using company email address and password. If you don't know your password, use the "reset your password" link on the log-in page to set a new password.

If you don't have a Wisdom Network account, use the link to "create an account" on the log-in page to set up your user credentials.



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## HOME PAGE DASHBOARD

The home page dashboard displays a simple navigation system that includes a search window, a list of page tags, featured product and service announcements, your personal bookmarked or pinned pages, news and upcoming events.

The menu on the left-hand side displays topical tags to help you begin your search for information.

Featured products and services are prominently displayed at the top of the page and will change periodically to keep you informed about important updates and programs.

Pinned pages are set up for six pages by default but you can customize your user experience by pinning up to nine pages.

Latest news displays UBA announcements, industry articles, and trending stories.

Upcoming events provide the latest information about conferences, webinars and training opportunities.

The orange question mark at the bottom right hand side of the page is for questions or comments.

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## MENU

The menu on the left side of the site provides you with an alphabetical list of most frequently visited topics called page tags. The tags correspond to the tiles on the current Wisdom Network.

To hide the menu, simply click on the “X” next to the word Menu at the top left-hand side of the page. Display the menu by clicking on the hamburger icon at the top left-hand side of the page.

Click on a tag to display a list of pages that have been tagged for that topic. You can also refine your search by clicking additional tags. Each results page will show the related tags for that page and the menu will show any other tags that are available to use as filters.

You can change or refine your search, select additional tags from the menu or remove tags by clicking the colored pill button (tag) with the “x” above your search results.

Click one of the results tiles to visit that page.

To start a new search, click the “x” in the topics in the colored pill shapes at the top of the page.

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## PINNED PAGES

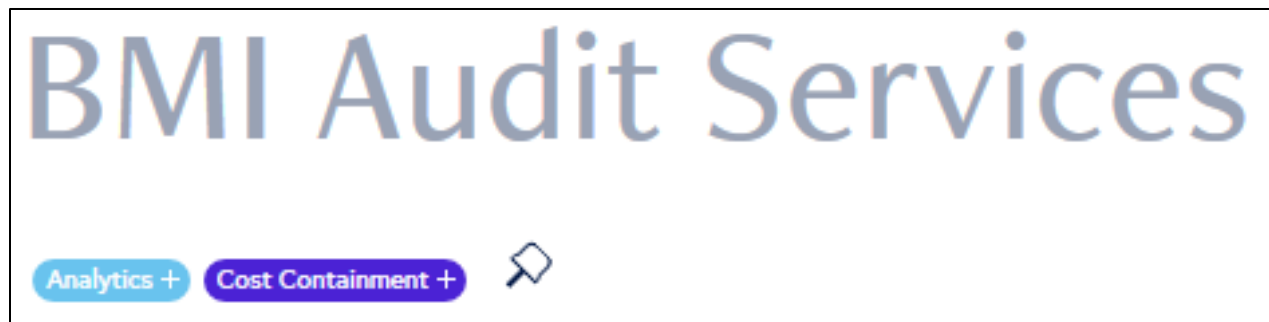
New on the Wisdom Network is the ability to “pin” pages to the dashboard to save your favorites and quickly access pages you visit often. The first time that you visit the new Wisdom Network, you will see 6 pinned pages in the center of the dashboard.

You can personalize your experience by pinning up to 9 pages to the dashboard, or removing all of the pinned pages if you wish.

The screenshot displays the Wisdom Network dashboard interface. On the left is a dark blue sidebar menu with the following items: Contact Support, Log Out, Page Tags (with a sub-menu), Analytics, Benefit Administration, Captives, Compliance, Conferences, Cost Containment (selected with an 'x'), Dental, Directory, Disability, Employee Communication, and Employee Services (with an 'x'). The main content area shows search results for the query 'Cost Containment' and 'Employee Services'. At the top, it says 'We found 5 pages tagged with Cost Containment and Employee Services'. Below this are five result tiles, each with a pin icon in the top right corner and a pill button at the bottom containing the selected tags. The tiles are: 1. Health Advocate (21 resources, tags: Cost Containment, Employee Services, Patient Advocacy); 2. Health Insurance Services (4 resources, tags: Cost Containment, Employee Services); 3. Healthcare Bluebook (8 resources, tags: Cost Containment, Employee Services); 4. MORE Health (4 resources, tags: Cost Containment, Employee Services); 5. Quest Diagnostics Lab Card (4 resources, tags: Cost Containment, Employee Services).

To ADD a pinned page, navigate to the page you wish to pin to your dashboard. When the page appears, click on the white pin icon located under the page title next to the page topic. The pin will change to black, and when you return to the dashboard page will appear in your list of pinned pages.

To REMOVE a pinned page, simply click the pinned pages. When the page appears, click on the black pin located under the page title next to the page topic. When you return to the dashboard, the pinned page will no longer be listed in your pinned pages.



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## PAGE NAVIGATION

Each page on the Wisdom Network follows a similar structure to help you find information easily once you become accustomed to the location of the page contents.

The name of the product, service, or event is located at the top of each page.

Under each topic page title, you will find one or more tags that or topics that are associated with the page.

The masthead for each page typically displays the product or service logo, a headline about the brand, and the key contacts and, depending on the product or service, a link to the Alliance website, microsite, or helpful files.

If a product or service provider is registered as a Strategic Solution Alliance, the designation will appear under the page masthead.

The page also includes the product or service description the key contact and links to any resource materials provided by the brand.

To return to the home page, you can always click on the Dashboard link at the top of the menu on the left-hand side of the page.

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## SEARCH FUNCTION

Use the Search window at the top of any Wisdom Network page to find pages, events, and documents within the site. Now you can even search document content.

A simple search will show the 3 most relevant results in a drop-down window, along with the type (page, resource, event, news, webinar). Choose “Continue to Advanced Search” or press ENTER to display all results. Pages displayed in your search will include the tag associated with the search result.

Use the filter displayed next to your search results to refine your search to events, news, resources, or webinars.

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## PARTNER DIRECTORY

To find Partners or Partner Firms, select Directory from the list of page tags, then select Partnership Directory.

Choose the Companies card to search by Partner Firm, or the People card to search for an individual Partner. The Companies search includes an additional field to filter by state; the People search includes a field to filter by company.

Click the contact card from your search results to display the Company or Person entry in the directory. The Company entry will show all of the firm’s employees with Wisdom Network accounts.

