M.E. WILSON

Risk Management • Insurance • Benefits • Bonds

CLIENT PORTAL APPS AND TOOLS

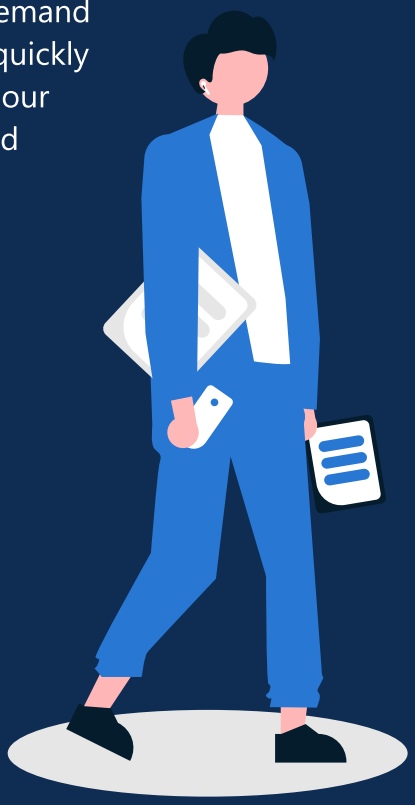
The M.E. Wilson Company LLC Portal is your fully customizable resource for industry-leading HR and compliance information and tools.

LEARN MORE BY VISITING:

The EducationHub

https://educate.zywave.com/

Attend a live or on-demand training session and quickly get up to speed with our tailored education and training resources.



HR Apps

Custom Job Description Builder ↗

Simplify the job description creation process enabling your employees to reach their full potential and drive business success.

Employee Cost Calculator ↗

Get a complete view of hiring costs including compensation and benefits, recruiting, training, office equipment, and even expenses you might overlook.

HR Self-Assessment Tool ↗

Evaluate your HR competencies to foster a thriving workplace, including practices, employee relations, recruitment, and training processes. Plus, get insights on areas for improvement.

In-person Interview Question Builder ↗

Create effective interview questions to better assess a candidate's knowledge, skills, and qualities, ensuring you identify the best fit for your team.

Performance Review Builder ↗

Generate performance appraisals based on an employee's occupation, including ratings and comments to describe performance issues. A customizable action plan will help employees improve their performance, so they can achieve their true potential.

Phone Interview Question Builder ↗

Craft tailored phone interview questions to streamline your job applicant selection process, and assess if candidates possess the requisite knowledge, skills, and qualities for success in the role.

Salary Benchmarking ↗

Access compensation reports for over 800 job positions, annually or hourly, including salary benchmarking surveys on a national, state, or regional level.

Sample Job Descriptions ↗

Utilize sample descriptions to showcase job opportunities effectively and precisely to potential candidates.

Total Compensation Statement Builder ↗

Swiftly generate comprehensive compensation statements, aiding you in educating employees about the full value of their benefits.

HR Hotline ↗

The HR Hotline, manned by seasoned HR professionals, is at your service via phone or email to address your HR inquiries.

Compliance Apps

ACA Reporting ↗

Easily generate necessary Internal Revenue Code Section 6055 or 6056 reporting forms by uploading completed Reporting Workbook for the current year.

Benefit Document Builder ↗

Quickly and easily create the required documents to stay in compliance with changing legislation, including ERISA compliant Summary Plan Descriptions (SPD), Wrap documents and more.

Compliance Poster Builder ↗

Quickly and easily download and print federal and state posters to ensure that the required posters and compliance resources are properly displayed in the workplace.

Federal Poster Advisor ↗

Identify the required posters and generate a list of federal laws administered by the DOL, along with links to download printable posters.

FMLA Advisor ↗

Easily understand the rights and responsibilities under the federal Family and Medical Leave Act (FMLA) including notice requirements, valid reasons to leave, which employees are required to provide FMLA leave, which employees are eligible to take FMLA leave, and more.

Multi-State Laws Comparison Tool ↗

Access and download labor laws across various states including side-by-side comparisons of state laws.

Web Accessibility Tool ↗

Use our evaluation tools to help make your web content more accessible to individuals with disabilities.

Notices

Compliance Notice Builder ↗

Produce custom benefits notices, saving hours of time and effort. When laws or corporate circumstances change, simply update the information and generate a new notice instantly.

COBRA Notices Generator ↗

In 3 easy steps, create all 6 required COBRA notices.

Health Plan Compliance Calendar ↗

Generate your own customized compliance calendar, with a rolling list of federal compliance dates, monthly reminders and supplementary resources.

OSHA Log ↗

Track incidents, generate OSHA mandated reports and create forms—all in a secure, cloud-based environment with 24/7 access.

Learning Management System (LMS) ↗

The LMS is designed to streamline employee and manager training through professionally curated courses. Ensure compliance and safety effortlessly with our comprehensive LMS featuring over 120 courses.

Handbooks

Employee Handbook Builder ↗
Generate custom employee handbooks, branded to any organization, by simply answering a few quick questions. State and federal content is available along with the ability to upload any custom content.

Enrollment Booklet Builder ↗
Instantly create, manage and store enrollment booklets that are customized with your colors, logos and fonts that will help outline available plans and options for employees.

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POWERED BY ZYWAVE

Your M.E. Wilson Company LLC Portal

The M.E. Wilson Company LLC Portal, powered by Zywave, brings you industry-leading information and practical tools to help you stay compliant, manage risk, and build a better workforce.

It's packed with HR tools, attorney-approved compliance resources, risk management solutions, and over 150 LMS courses. All our content is expertly curated, rigorously reviewed and frequently updated so you can be confident that you always have access to the latest industry developments, legislative decisions, and regulatory guidance.

24/7

access available anytime, anywhere

10,000

resources, educational guides, and other information available all day, every day

75,000

annual shares, downloads, and saves of materials

EASY TO ACCESS. EASIER TO USE.

Registering for the M.E. Wilson Company LLC portal takes seconds. Using it is easy, intuitive and comes with training and support for you and your team.

FOR PORTAL ACCESS:

Your M.E. Wilson Company LLC team can help. To request and receive portal access:

- Reach out to your M.E. Wilson Company LLC consultant.
- Email us directly.

HR & COMPLIANCE, SIMPLIFIED.

Get insight into legislation and regulatory changes on a state and federal level, all crafted by our expert team of attorneys

Streamline people management with tools to help you write job descriptions, benchmark salaries, build performance assessments, train employees and more

Create a safer workplace with guidance on physical safety, cyber security and executive risk protections

Mitigate your exposure and simplify compliance with dynamic compliance tools including OSHA logs, compliance poster builders, FMLA advisors, and more

TRAINING:

Attend a live or on-demand training session and quickly get up to speed with our tailored education and training resources.

- Visit the Education Hub at *educate.zywave.com*

HAVE QUESTIONS?

- Use the **Need Help** button on the portal.
- Contact Zywave customer support at *support@Zywave.com*
- Visit the help page, *support.zywave.com/s/for-clients*

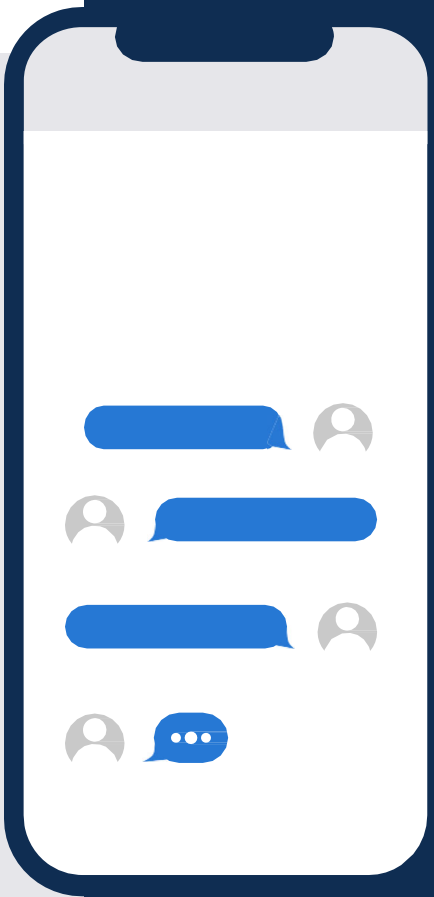
THE ZYWAVE DIFFERENCE

Zywave is the leading provider of technology-enabled content for the insurance industry.

5 Million
pieces of content download, read and saved

750,000
Individual resources created by our partners

500,000
Businesses rely on Zywave's client tools



Client Portal

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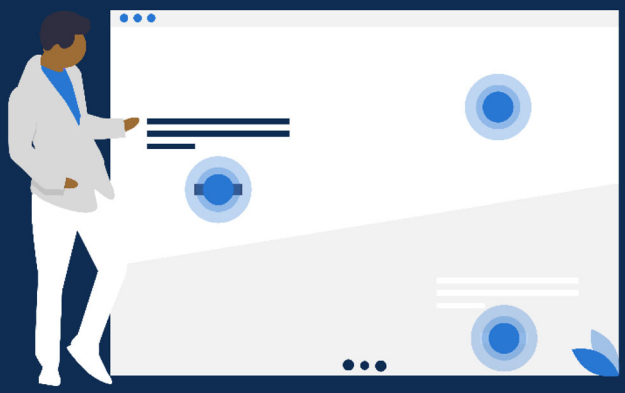
INDUSTRY-LEADING RESOURCE PORTAL

Our client portal is your go-to resource to find the content and tools you need to help you stay compliant, manage risk, and build a better workforce.



compliance information, training, people, and risk management tools you can use to avoid costly lawsuits, claims, and fines

- ✓ Accurate compliance information regarding ACA, FMLA, COBRA, OSHA, and more
- ✓ Alerts and notifications to help you stay up-to-date when content and legislation are updated
- ✓ User-friendly solutions that will assist you in getting more done in less time
- ✓ HR and compliance assets you need to do your job more effectively

Provided by M.E. Wilson Company LLC | (813) 229-8021 | https://mewilson.com/

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24/7	150+	10,000+	EN / ES
ACCESS ANYTIME, ANYWHERE	ON-DEMAND LMS COURSES	GUIDES & RESOURCES	MANY COURSES IN BOTH LANGUAGES

What You Get

- **HR Toolkit**
- **Compliance Resources**
- **State & Federal Coverage**
- **Alerts & Notifications**
- **Learning Management**
- **Risk & Safety**

Learning Library at a Glance

A snapshot of the categories in your Learning Management System. Many courses are available in English and Spanish. The full, always-current catalog lives in the portal.

Workplace Safety — 40+ courses

Fall & crane hazards, silica safety, fire extinguisher use, defensive driving, slips and falls.

Harassment & Conduct — 15+ courses

Sexual harassment prevention (supervisor & employee), workplace code of conduct, respectful workplace.

Cybersecurity — 10+ courses

Cybersecurity awareness, data privacy, end-user fundamentals, protecting intellectual property.

Diversity & Ethics — 10+ courses

Inclusive workplaces, avoiding conflicts of interest, objectivity, subtle acts of exclusion.

HR & Compliance — 20+ courses

Interviewing, onboarding, FMLA and ADA, wage & hour, performance and stress management.

AI in the Workplace — New

Acceptable use of generative AI tools, plus data privacy and security fundamentals.

Health & Environment — 10+ courses

Bloodborne pathogens, hazard communication, stormwater awareness, ergonomics.

First Aid & Response — 10+ courses

Adult, pediatric, and workplace first aid, CPR and AED, emergency response.

Get Portal Access

Registering takes seconds, and using it is easy with training and support for you and your team.

1. Reach out to your M.E. Wilson consultant.
2. Or email us directly to request access.

Training & Help

Attend a live or on-demand session to get up to speed quickly.

Education Hub: educate.zywave.com
Use the **Need Help** button in the portal for support anytime.