

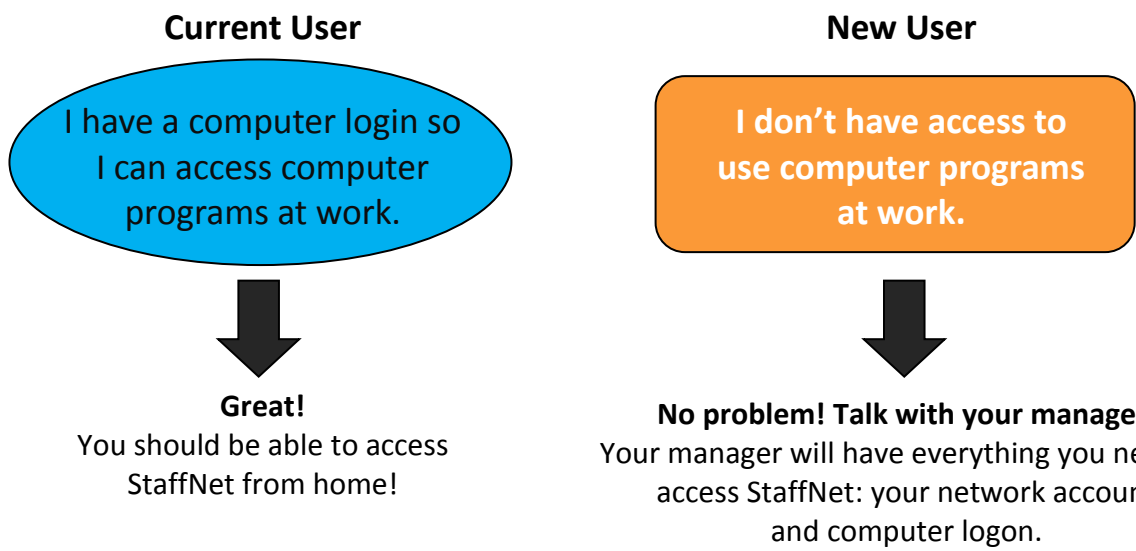


Are you making the most out of being an Interlake-Eastern employee?

Included in this package please find your Mark's Work Wearhouse discount card. Interlake-Eastern staff accounted for \$37,000 in sales last year using these discount cards. This is just one of the extra benefits you receive as an RHA employee. We have partnered with a number of organizations to help provide a few more staff perks like discounts on event tickets, an offer that may help lower your MTS phone bills, discounts on home computer purchases and a suite of benefits through Strata. All this and more – including access to our NEW Interlake-Eastern library of regional documents called Document Central as well as updates from our CEO – is available to you from work or home on StaffNet. If you don't know how to access StaffNet – you're missing out!

Access StaffNet and offers Especially for You in 4 steps at work or home!

1. Pick which best reflects your ability to access a computer at work.



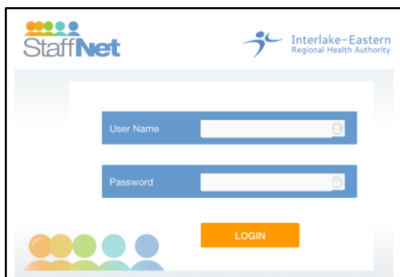
2. Once you have a network account and logon, access StaffNet from home or work.

Type in <https://staffnet.ierha.ca> at the top of a web page on a computer.

TIP: If you're at work, you can click on the star icon. StaffNet is already listed here for you.



3. Login Screen

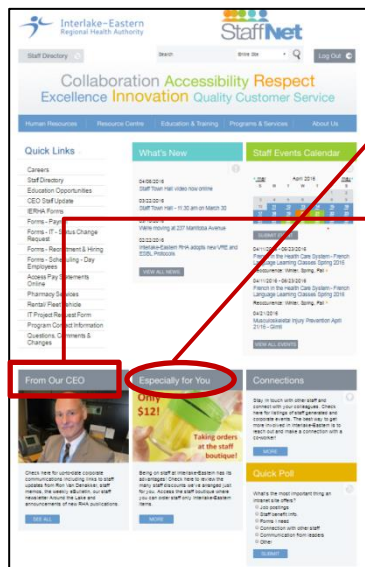


You will come to this logon screen at home. If you're at work – you won't see this.

NEW USER: If you just received your logon information from IT – refer to the information provided to you for your User Name and Password.

CURRENT USERS: Use your existing user name and password. A user name typically looks like this: Jane Brown = jbrown@ierha.ca. Your password is the Windows password you type in when you logon (if you have two different passwords that you enter when you logon, the StaffNet logon requires the second password).

4. StaffNet



StaffNet has a wealth of information! Click on **Especially for You** for staff offers & the staff boutique. **From our CEO** takes you to recent messages for staff.

Turn this page over for details on how to access Document Central, our library of Interlake-Eastern documents. →

Note for New Users: Passwords expire on a regular basis. If you have troubles logging in at any time, call the help desk: 1-866-999-9698.

WELCOME TO DOCUMENT CENTRAL

Document Central is now available to all staff at work and at home!

Document Central is new. It's your one-stop shop for quick and easy access to regional documents. Document Central provides the current versions of documents, available from different program areas whenever you need them.

Why do you want to access Document Central?

All current Interlake-Eastern RHA forms, policies, guidelines and reference material can be found on Document Central.

Looking for former NEHA and IRHA policies? You will still be able to find NEHA and IRHA policies on Y:\Policies until they are replaced with Interlake-Eastern RHA policies. Once information is updated to reflect Interlake-Eastern RHA it is relocated and can be found only in Document Central.

Looking for a former IRHA form? Former IRHA forms will continue to be available on the StaffNet Forms page until they are updated with Interlake-Eastern RHA forms and relocated to Document Central.

Access Document Central in one of 3 easy ways.

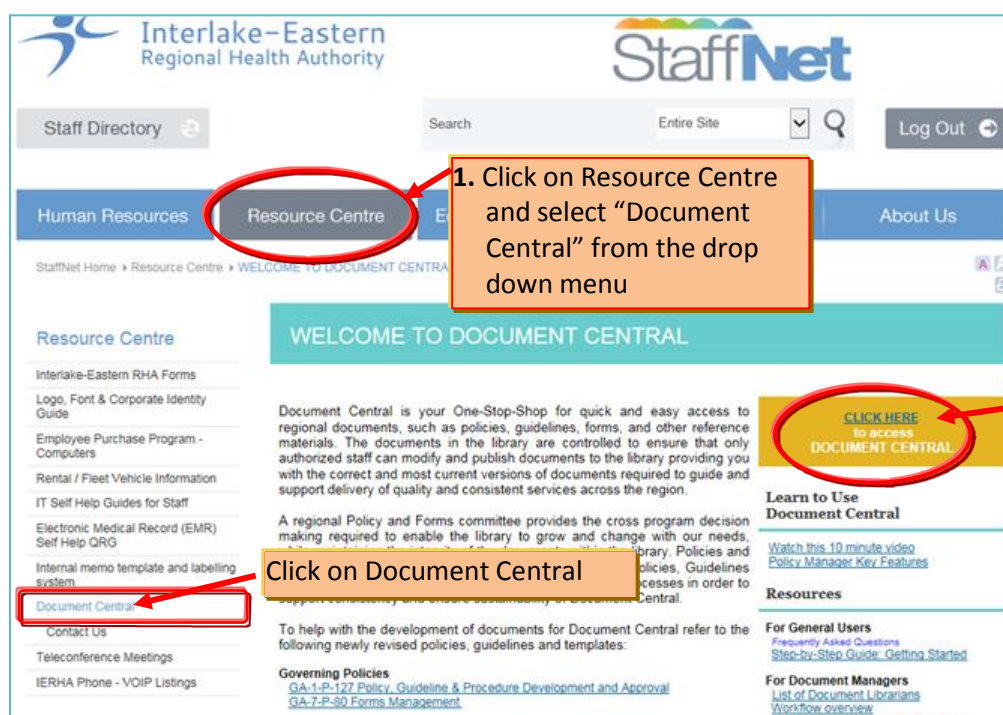
1. **At home:** Enter <https://ierha.policymedical.net> into the internet web browser. This takes you right to where you need to go. You can then search for the information you're looking for.
2. **At work:** Open your internet browser from a computer at work and select Document Central from your list of favorites



1. Click on the star icon to access Favorites

2. Select Document Central from the list

3. **At work or home:** Open StaffNet.



1. Click on Resource Centre and select "Document Central" from the drop down menu

Click on Document Central

You can also access Document Central here

For assistance accessing or using Document Central, please email:

documentcentralsupport@ierha.ca