

# Accessing GuidanceResources®

## Access Employee Assistance and Wellbeing Support information from Guidance Resources® online on your computer, smartphone or tablet

- Mobile access to expert info on thousands of topics, including wellness, relationships, work, education, legal, financial, lifestyle and more. Search for childcare, elder care, attorneys and financial planners.
- You can download the app at the app store on your mobile device, search Guidance Resources (one word), tap login and enter your username and password.

## How to access Guidance Resources Online. First time users, follow these simple instructions and start exploring the resources offered to you on Guidance Resources Online.

1. Go to [guidanceresources.com](https://guidanceresources.com)
2. Once on the [guidanceresources.com](https://guidanceresources.com) home page, click the **Register** tab.
3. You will then be asked to enter your **Organization Web ID**.

### Your Company/Organization Web ID: NYLGBS

4. On the next page, you will be asked to enter the first five (5) characters of the name of your company or organization. When you've finished, click the **Submit** button on the bottom of the page.

### Your Company Name (ONLY the first five [5] characters):

5. On the next page, you will be asked to select your company from a drop-down menu. When you've finished, click the **Submit** button at the bottom of the page.
6. You will then be asked to enter a **User Name** and **Password**. Both can be anything you would like but should be something you will remember. The **User Name** (often your name) must be at least **six characters** long and should have no spaces (for example: joesmith). The **Security Questions** are meant to prompt you if you forget your password. You must select the button verifying that you are at least 13 years of age, as required by federal law. Make sure that you complete all fields that have red asterisks. These are required fields. When you've finished, click the **Submit** button at the bottom of the page.
7. You should now be on the GuidanceResources website.
8. If you have any problems registering or logging in to GuidanceResources Online, email ComPsych Member Services at [memberservices@compsych.com](mailto:memberservices@compsych.com).

### Contact Info:

Employee Assistance and  
Wellness Support 24/7



Phone: (800) 344-9752



Website: [guidanceresources.com](https://guidanceresources.com)  
Web ID: NYLGBS

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