# **Welcome to Capital EAP**

# Your Capital EAP Benefits

The Capital **Employee Assistance** Program (EAP) is a benefit provided by your employer or sponsor. The purpose of this benefit is to help you and your immediate family members find greater happiness and greater mental and emotional health, while at work and at home. There's no cost to you and the services are confidential.

## Let's Get Started...

To get the most from your Capital EAP benefit, you'll need to know a little about what we do. Here's a brief summary of what we can do for you and your family:



Type of Service	Description
Therapeutic Counseling	Scheduled in-person or telephone-based mental health counseling with licensed clinicians on almost any subject including depression, stress, anger, insomnia, anxiety, phobias, relationships, family and marital issues, children, substance abuse, gambling and more.
Phone & Web-based Support & Advice	Not every issue requires seeing a counselor. So, you can call or contact us through our website for questions, advice and general support. No crisis necessary. No appointment necessary.
Legal Services	If you have a legal concern or question, you can speak with an attorney who specializes in your issue and get legal advice for free. You'll also get a 25% discount on hourly rates
Financial Services	Speak to a certified financial consultant about budgeting, credit issues, financial planning and other money matters for free. 25% discounted hourly rates.
Crisis Counseling, Crisis Chat & Traumatic Event Support	Experiencing or witnessing a severe event such as a death or serious injury can cause dramatic emotional stress. We provide phone and chat support 24/7 for those in serious emotional need. If you or a loved-one are in emotional crisis, contemplating or
Personal Development	threatening suicide, do not wait. Call us IMMEDIATELY. In addition to education courses and seminars that your employer
and Training	may sponsor, you may attend all Capital EAP public workshops at no cost. Also, some training and orientations are available online.
Discounted Services	Capital EAP has negotiated reduced rates or discounted fees with several Partners that can help you and your family.



More information about your Benefits and Services are on our website www.CapitalEAP.org



to eap

## **Register online**

Capital EAP.org has detailed information about your benefits, articles on mental health, suggestions for great work-life balance and wellness, and much more.

You can even use our website to connect with counselors, schedule appointments and access support. But first, you'll need to register:

- 1. Go to www.CapitalEAP.org
- 2. Click on "New Member Registration"
- 3. Enter your Organization's "Web Access Code"
- 4. Set up your User Name and Password

You're now ready to access materials, view orientations videos and access counselors online!

### Sign up for



Every month, Capital EAP's *MENTOR* Newsletter will bring you interesting articles and great tips for managing the mental and emotional challenges we all face. We also let you know about open workshops that you can attend, and specific

and emotional challenges we all face. We also let you know about open workshops that you can attend, and specific discounts you can get from the many Capital EAP Partners. Just go to CapitalEAP.org and submit your email address to stay up-to-date with your Capital EAP benefits.

### **Talk to your Family**

The same benefits provided to you are also provided to your spouse/ domestic partner and children. That includes counseling, online and telephone support, legal and financial services, crisis support, open workshops and partner discounts. But they'll only know about it if you tell them!

Make sure to:

- Show them this Welcome Brochure and other materials
- Show them the website to learn about their benefits
- Have them Register Online (same access code)
- Have them sign up for the MENTOR
- Give them a Capital EAP Wallet Card



Assistance for Work & Life<sup>™</sup>

Counseling | Work-Life Balance | Family Support | Education