

# HOW TO USE YOUR EAP



## PROGRAM SUMMARY

- Your employer funds this Employee Assistance Program (EAP) for you and your household family members. Everyone is automatically enrolled.
- Everyone receives their own set of counseling sessions and life management services. Individual use of your EAP is not reported to your employer or manager.
- Adults over the age of 18 must call or complete the Request a Benefit form themselves. If you are under the age of 18, please call us at 800-968-8143.
- If you are experiencing an emergency, please call 911.

## WHEN TO USE YOUR EAP

We have easy-to-use resources to help support you and help you reach your potential at work and in life.

### Use **COUNSELING SERVICES** for

- Grief and loss
- Stress management
- Alcohol/Substance use
- Relationship conflict
- Anxiety
- Depression
- Trauma
- Anger management
- Spiritual matters
- Workplace concerns
- Work-life balance
- Behavioral change

### Use **LIFE MANAGEMENT SERVICES** for

- Finances
- Legal matters
- Elder and adult care
- Child care
- Adoption
- Education
- Home and life
- Health and well-being
- Work and career
- Pet care

## WAYS TO CONTACT US

Using your EAP benefit is a healthy way to maintain work-life balance and positively affect your well-being. We are here to help when you're ready.




**Call 800-968-8143** to speak to an intake specialist. Provide your name and the company funding the EAP benefit.



**Submit the Request a Benefit form** at [www.firstsuneap.com](http://www.firstsuneap.com).



 **Counseling Sessions**

 **Life Management Services**

Write in your plan details.

