

www.sgcbenefits.com

Learning Cards

The screenshot displays the Saint-Gobain Benefits website interface. At the top, the logo for Saint-Gobain Corporation is visible on the left, and the word "Benefits" is prominently displayed in the center. Below the logo, there is a navigation menu with options like "HOME", "LEARN", "ABOUT US", and "LOGOUT". The main content area features several key sections:

- EARN LIVELWELL CREDITS**: A large banner with the text "RECEIVE CHOICE Dollars [click here](#)".
- My Personal Information**: A section with links for "My Profile", "Change Global or Weight Watchers", and "My Security Link".
- WELLNESS TOOLS**: A section with links for "Medical Information", "Food and Nutrition", "Fitness and Sport", "Healthy Living", and "Calculators and Tools".
- RETIREMENT**: A section with links for "Pension" and "401k".
- COMMUNICATIONS**: A section with a "Browse" link.
- Search this site**: A search bar with a "GO" button.

Below the main content area, there are several smaller cards and announcements:

- Announcements**: A card with the text "If you are a new employee, please [click here](#) to enroll in your benefits".
- liveWell**: A card with the text "NUTRITION FITNESS GOOD HABITS" and a link to "LiveWell Program".
- How Well Are You?**: A card with the text "It's Time to Find Out." and a link to "My Wellness Assessment".

At the bottom of the page, there is a footer with the text "Home | Site of Use | Privacy Policy" and "© 2004 WinwellInfo.com, L.M. All Rights Reserved."

What are these?

A deck of illustrated learning cards to make it easy to use www.sgcbenefits.com, your Saint-Gobain benefits website. We've broken the deck into four sections:

- Using the computer
- Getting started
- Finding what you want
- Help!

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USING THE COMPUTER

The mouse

The mouse is a handheld tool that lets you tell the computer what you want to do next.

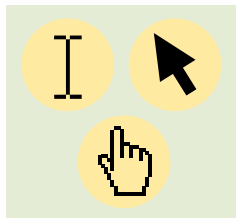
Basic moves

Clicking

Gently and quickly pressing down and releasing a mouse button while holding the mouse perfectly still. On www.sgcbenefits.com, you'll click only the left button. To click on something, you move the mouse until the cursor is over the information or words you want, and then you click the left button.

Scrolling

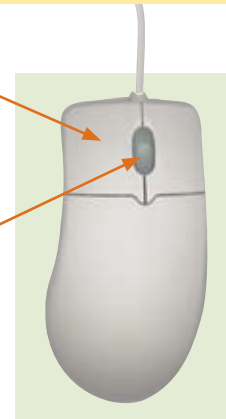
Moving up and down in a page or window. You can scroll by moving the mouse wheel either up or down.



Cursor

Pointing

Moving the mouse moves the cursor (a bar, an arrow, or a hand). The cursor shows your position on the screen. The cursor changes its look depending on what you are doing and where it is on the screen.



Mouse



Holding the mouse

USING THE COMPUTER

The keyboard

Basic parts

Tab

Tells your computer to move to the next position. Useful when completing an online form, like the LiveWell Wellness Assessment.

Caps Lock

When on, tells the computer to make all typed letters capital letters (Ex: JOHN). When pressed down, you will see the message **Caps Lock On** on your computer screen. To turn Caps Lock off, press the key again. Another message – **Caps Lock Off** – will briefly appear.



Shift

For capitalizing a single letter or typing the symbols above the number keys. Pressing down the Shift key while pressing a single letter will capitalize that letter. Pressing down the Shift key while pressing down a number key will create the symbol shown above the number (e.g., Shift + 2 = @).

Backspace

Erases what you just typed. Press once to move backwards one space. You will erase the character (letter or number) directly to the left. Hold down to move backwards many spaces.

Num Lock

Same as the Caps Lock, but with numbers. When Num Lock is off, you can use this key pad to move your cursor around the screen. Press down Num Lock key once to turn on or off.

USING THE COMPUTER

Moving around in a website

A website is a collection of web pages. So www.sgcbenefits.com is a website made up of different web pages about your FlexCHOICE benefits, LiveWell programs and resources, and other health information and tools. There are a few simple tricks to navigating – or moving around – www.sgcbenefits.com or any website.

Basic parts

Back button

Click once to move back one page at a time. Will work only if you've been to more than one page.

Forward button

Click once to move forward one page at a time. Will be available only if you've used the Back button.

Address bar

Shows the address of the website you are currently viewing.

Menu

A list of items or links. Look for words with an arrow or symbol next to them. To see the list, either move the cursor (looks like a hand) over the words or symbol, or click on them. Click on the item or link that you want to choose.

Print button

Click once to print the page you're viewing.

Close

Closes the browser window. Click on the X to close the page you're viewing. *Warning! To keep your personal information private, make sure you close the browser window when you are finished. The computer will restart automatically.*

Links

Built-in shortcuts to other web pages.

(continued)



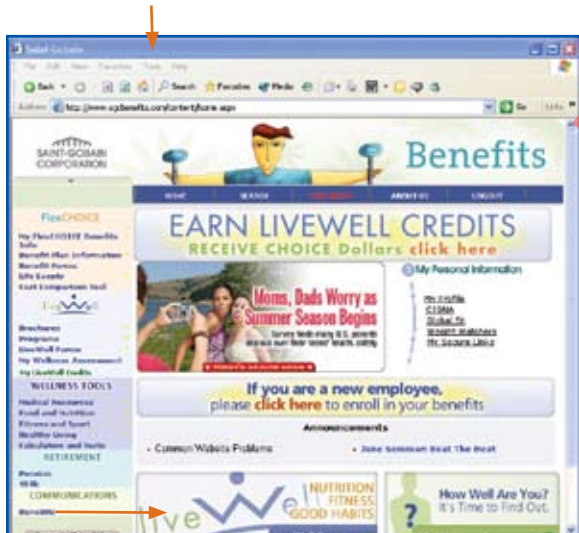
USING THE COMPUTER

Moving around in a website

Basic parts (continued)

Drag bar

Lets you move a web page on your screen. Particularly useful when you open a new web page. Point your mouse at the drag bar, press and hold down the left button of your mouse, and move (drag) the page to where you want it by moving the mouse in that same direction. Release the left button of the mouse when you're done.



Scroll arrows

Lets you move up and down the web page and left to right. Clicking and keeping the left button on your mouse pressed down lets you continue to scroll. Release the button to stop. Clicking once moves you a little. Keeping the left button on your mouse pressed down while pointing to the arrow lets you continue to scroll until you release the button. Note: Not all pages have scroll arrows. You can also use your mouse's wheel to scroll, or the arrow keys on your keyboard.

More about links

By clicking on a link, you immediately go to a new website or web page.

- Links are typically shown [like this](#) or this: [click here](#).
- You can tell whether something is a link by pointing at it with your mouse – the cursor changes into a hand if it's a link.
- Clicking on a link sometimes opens a new window (a new web page). Then you have two pages open, because your original page can still be viewed.
- We have set up our links to go only to the home or first page of other sites.
- If a link does not work, please tell your Human Resources representative.

USING THE COMPUTER

Printing

When you find something on www.sgcbenefits.com you want to keep, you can easily print a page or pages. You'll see one of the following print buttons, depending on what you're viewing. Clicking on the button will print your page.

Web browser and form print button

You'll find this button on your web browser's navigation bar. Some forms open in a new web page (for example, the LiveWell Fitness Attendance Record). With them, you'll see this same button.



Print this page button

You'll find this button on some www.sgcbenefits.com web pages, typically in the upper right-hand corner.



No printer?

If you don't have a printer, speak with your local Human Resources representative. He or she can help print the information you want.

GETTING STARTED

Logging on: First time user

If this is your first time on the website, start here.

First time here?

1. Click in the Social Security number box so the cursor symbol is inside. Type your Social Security number (without hyphens – for example, 123456789) in the box. By entering your Social Security number, you are identifying yourself as a Saint-Gobain employee. This site uses Secure Sockets Layer (SSL) software, which encrypts your information to keep it secure.
2. Next, move the mouse until the cursor (will look like an arrow) touches the down arrow in the box next to the word Affiliation. Click while your cursor is touching the down arrow.

First Time Here?

If this is your first time to login, take the first step to creating your personal profile by entering your **Social Security Number** and selecting "employee" from the Affiliation drop-down menu below:

Social Security Number

Affiliation

*If you are a spouse or other family member, you may create your personal profile by entering the **EMPLOYEE'S Social Security Number** and then selecting 'Family Member' from the drop-down menu.*

spouse or other family

The form includes a drop-down menu for Affiliation with options: Employee (highlighted in blue) and Family Member. A red callout box points to the Family Member option with the text "spouse or other family".

3. After you click, a drop-down menu (a box with a list) will open.
 4. Select **Employee** by moving your cursor over the word Employee until it is shaded a bright blue. Then click to select it. Note: Family members should click on **Family member**.
 5. Now click on **Enter Site**.
- Your next step will be to complete your user profile (page 10).

GETTING STARTED

Logging on: Return user

If you've been on the site before, enter your username and password. Then click on **Login**. You'll be brought to the home page.

Forgot your password?

Click on the link and your username and password will be emailed to your personal email.

Note: Kiosks cannot access personal or professional email accounts. Please use your personal computer or see Human Resources.


Already Have a Profile?

If you have already created a Personal Profile, simply enter your Username and Password here:

UserName

Password

Forgot your password?
[Click here](#)

 **Login**

Don't have an email address?

You can give your Human Resources representative permission to receive your username and password by email. Just ask your Human Resources representative to email your authorization to our website manager.

GETTING STARTED

My profile

If this is the first time you're using the website, you will be brought to a page titled My Profile. This is your account user information. You need to complete the form and create a username and password. NOTE: You only need to do this once. The username and password are another way we keep your information private.

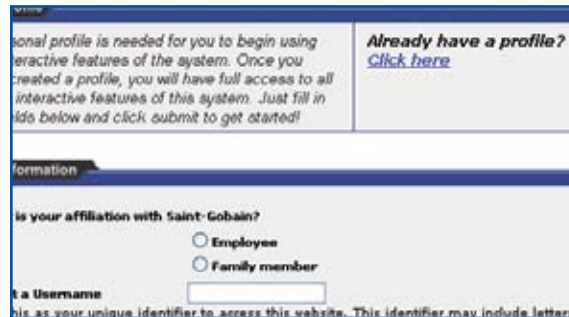
My information - steps 1 and 2

Already have a profile?

If you've already been to the site and created a profile, click on **Click here** to go directly to the www.sgcbenefits.com home page.

1. What is your affiliation with Saint-Gobain?

Click on one of the radio buttons (empty circles) to identify yourself as either an employee or family member.



The screenshot shows a web form with a blue header. The main content area has a white background. At the top, there is a message: "Personal profile is needed for you to begin using interactive features of the system. Once you created a profile, you will have full access to all interactive features of this system. Just fill in fields below and click submit to get started!". To the right of this message is a box with the text "Already have a profile?" and a blue link "Click here". Below the message is a section titled "Information". The first question is "Is your affiliation with Saint-Gobain?" with two radio button options: "Employee" and "Family member". Below this is a text input field labeled "Create a Username" with a placeholder "This is your unique identifier to access this website. This identifier may include letters".

2. Create a username

Position your cursor in the box to create a username. Click. Type a name into the box. Your username can be any length up to 30 characters long, using any combination of letters and numbers.

You will use this name each time you sign on to www.sgcbenefits.com. Example: If your full name is Jim Jones, you could use either "jjones" or "jimjones1" to abbreviate your name.

The computer will remember your username exactly the way you create it – whether you use all capital letters, all lowercase letters, or a combination. So, the next time you log on, you must enter it exactly the way you created it or the computer will not recognize it and will not let you log on.

(continued)

GETTING STARTED

My information – steps 3 through 9 (continued)

3. Create a password

Type in the password you'll use each time you sign on to www.sgcbenefits.com. Your password can be any length up to 30 characters long. The password can be one you use on other sites or one unique to this site. For example, you can use a word you can remember, like your spouse's name or your phone number. You need to enter your password the same way as when you created it.

4. Confirm password

Retype your password in the confirmation box.

5. Email address

Enter your email address. You may use either your work or your personal email address. If you have a valid email address, the system can send you your username and password if you forget them.



The screenshot shows a registration form with the following fields and options:

- Select a Password: [Text input box]
- Confirm Password: [Text input box]
- E-mail Address: [Text input box]
- I want to receive email on topics that may interest me.
- I don't have an email address.
- First Name: [Text input box]
- Last Name: [Text input box]
- Gender: Male Female
- Birthdate: [MM/DD/YYYY format input box]
- Postal Code: [Text input box]

If you forget your username and password and do not have an email address, you can give your Human Resources representative permission to receive this information.

If you want to receive email on topics of interest, click on the box next to the statement **I want to receive email for topics that may interest me.**

If you do not have a valid email, click on the box next to the statement **I don't have an email address.**

6. First and last name

Type your first name and last name into the appropriate boxes.

7. Gender

Click on the radio button next to your gender.

8. Birth date

Type your birth date into the box using this format: MM/DD/YYYY. Press your Tab button to move between boxes. For example, if your birthday is January 26, 1965, you will type "01/26/1965." You must be age 13 or older to create a profile. You will receive an error message if you are not at least age 13.

9. Postal code

Type your zip code into the box.

(continued)

GETTING STARTED

My information – steps 10 through 15 (continued)

10. Social Security number

Type in your Social Security number. Press your Tab button to move through the three text boxes. Your Social Security number identifies you before the site shows your personal information. This site uses Secure Sockets Layer (SSL) software to encrypt your information and keep it secure.

11. Password question

If you forget your password, the site can ask you a personal question. If you correctly answer the question, you will be able to enter the site. Choices include questions about your city of birth, your pet's name, and your favorite film. Write down your question with your username and password.

The screenshot shows a registration form with the following fields:

- Birthdate:** A date input field with a placeholder 'mm/dd/yyyy'.
- Postal Code:** A text input field.
- Social Security Number:** A text input field with hyphens for formatting.
- Password Question:** A dropdown menu with the selected option 'What is your city of birth?'.
- Password Question Answer:** A text input field.
- Password Question Hint:** A text input field.

Below the form, there is a section titled 'Terms of Use' with the following text:

Matria Privacy Policy Privacy Policy for Matria. Matria Health Enhancement Company ("Matria") is committed to being your most trusted source for content, products, and services related to wellness and personal growth through our Web site (the "Site"), and we take your trust very seriously.

At the bottom of the Terms of Use section, there is a radio button labeled 'I Agree to the Terms of Use'.

At the very bottom of the form, there is a 'Submit' button with a checkmark icon.

12. Password question answer

Type in the answer to your chosen password question.

13. Password question hint

The system can also help you remember your question. Type in a hint only you will know, that will help you remember your password question.

14. Terms of use

Read the terms of use and then agree by clicking in the **I agree to the Terms of Use** radio button. If you don't select **I agree to the Terms of Use**, you cannot use the website.

15. Submit

Click on **Submit** to submit your profile. You will now be taken to the website's Home page.

GETTING STARTED

Creating your single sign-on

Follow these instructions to set up your single sign-on. A single sign-on is a way of letting you use a number of connected websites without having to remember each site's username and password.

Instructions - step 1

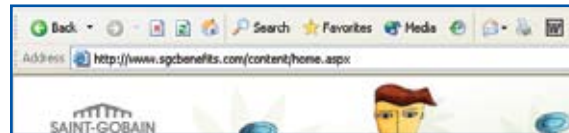
Create usernames and passwords for linked sites

You can create a single sign-on to access CIGNA, Fidelity and your pension information. If you have not set up a username and password for each site, you need to do that first by visiting their website and completing their new user registration.

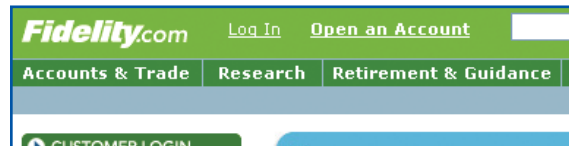
Note: Be prepared to type in your Social Security number, your account number, or other types of personal information such as your birth date and zip code to verify your identity.

Here's an example using Fidelity:

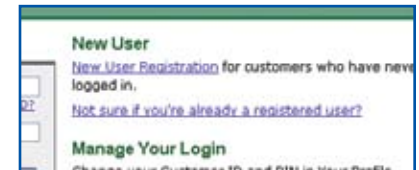
- Go to the Fidelity website by typing **www.fidelity.com** into the address bar (see page 5) and then hit the **Enter** key on your keyboard.



- You will come to Fidelity's home page. Click on **Log In**.



- In the **Log In** screen, click on **New User Registration**. If you think you already have a username and password, click on **Not sure if you're already a registered user?**



- Follow their instructions.
- Write down your Fidelity username and password.

(continued)

GETTING STARTED

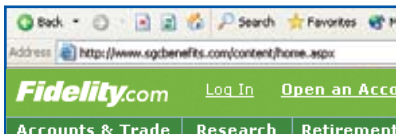
Instructions - step 2

Enter usernames and passwords into single sign-on account manager

You can now create your single sign-on by using www.sgcbenefits.com's single sign-on account manager.

We'll continue creating a single sign-on for Fidelity as our example:

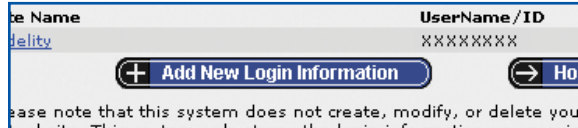
- Return to our website by typing **www.sgcbenefits.com** into the address bar and hit the **Enter** key.



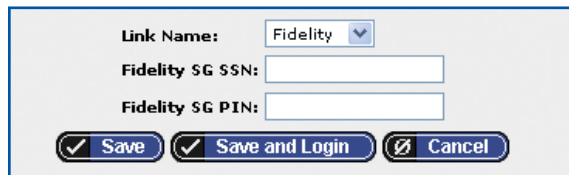
- Click on **My Secure Links**.



- Click on **Add New Login Information**.



- To select a link to Fidelity, click on the down arrow to open the drop-down menu. Click on **Fidelity**.

A screenshot of a form for adding login information. It includes a "Link Name" dropdown menu with "Fidelity" selected, a "Fidelity SG SSN" text input field, and a "Fidelity SG PIN" text input field. At the bottom, there are three buttons: "Save", "Save and Login", and "Cancel".

- Type your Fidelity username and password in the appropriate boxes.
- Click on **Save**, or if you want to go to Fidelity's site, click **Save and Login**.

Website addresses

Fidelity®: 401k.fidelity.com

CIGNA®: www.mycigna.com

Pension: www.sgc.benefcalc.com

GETTING STARTED

Completing your LiveWell Wellness Assessment

The LiveWell Wellness Assessment gives you and your family a quick, personal and confidential summary of your current health. Completing the assessment helps you understand your health risk factors and it makes you eligible to earn \$200 extra CHOICE Dollars in the coming FlexCHOICE open enrollment period.

CIGNA plan members

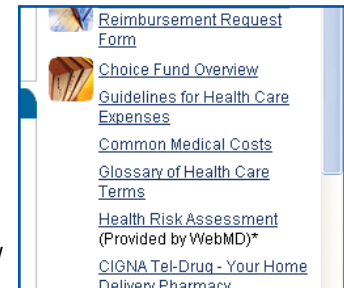
First time users: Click on the **My Wellness Assessment** link on the Home page. This will take you directly to your Wellness Assessment instructions.



Follow the instructions. When you complete step 1 (Log on to www.mycigna.com), you will leave www.sgcbenefits.com. So click on the **Print** button (see page 5) to print out the instructions first. For additional help in creating your single sign-on for CIGNA, refer to page 13.



Return users: Click on the **My Wellness Assessment** link. This will take you to www.mycigna.com. Click on **Health Risk Assessment**, type in your information, then click on **Submit**. You can view your personal summary online in just a few minutes. Print the summary for future reference.



Not a CIGNA plan member?

Click on the **My Wellness Assessment** link on the Home page. This will take you directly to your Wellness Assessment. Type in your information, then click on **Submit**.

GETTING STARTED

Privacy

Keep your information safe

Create a username and password that are memorable and unique. Your username and password give you access to all of your benefits history on www.sgcbenefits.com. You want both to be something you'll easily remember, but not something that many other people know, like your spouse's name or your birthday.

Keep your username and password secret. Because your username and password give you – or anyone who has them – access to all of your and your family's benefits history, keep them someplace private.

Close the browser window. When you are finished using this computer, always make sure to close the browser window (page). This will keep your personal information private by preventing the next person who uses the computer from seeing your account information.

Your privacy

Federal law requires that Saint-Gobain cannot see your or your family's individual medical information or your answers to the Wellness Assessment. We cannot know anything about the drugs or treatment you receive, your medical claims information, your risk factors, or whether you've accepted the option of using our disease management benefits.

We see only summary information about all of our employees and their dependents so we can better design our total benefits program. We receive summary reports (but no details about any employee or family member) to help us design benefits to meet your needs. We look at:

- The highest risk factors for all our employees
- The conditions for which most employees and their dependents file claims

Your medical provider may call you because of claims you've filed for medical treatment or pharmacy purchases. They may call to let you know you can save money by purchasing prescriptions through the mail-order program or by purchasing a generic alternative. They may also call you to offer you the benefit of joining a disease management plan. Disease management plans offer you individual counseling on a variety of health concerns. This is not a part of the LiveWell Program; however, it is a Saint-Gobain authorized benefit. At no time will Saint-Gobain know if you or your family is contacted.

FINDING WHAT YOU WANT

Site overview

What's available on www.sgcbenefits.com (continued)

The screenshot shows the homepage of the Saint-Gobain Corporation's benefits portal. At the top, there is a navigation bar with links for HOME, SEARCH, ABOUT US, and LOGOUT. The main header features the company logo and the word "Benefits" in a large, blue font. Below the header, there is a prominent banner for "EARN LIVEWELL CREDITS" with a sub-message "RECEIVE CHOICE Dollars" and a "click here" link. To the left of this banner is a sidebar menu with categories like FlexCHOICE, My Personal Information, and WELLNESS TOOLS. The central content area includes a news article titled "Moms, Dads Worry as Summer Season Begins" with a photo of a family. Below the article is a call-to-action: "If you are a new employee, please click here to enroll in your benefits". Further down, there are sections for "Announcements" (listing "Common Website Problems" and "June Seminar: Beat The Heat") and "liveWell" program information, including "NUTRITION FITNESS GOOD HABITS" and "How Well Are You? It's Time to Find Out." with a "My Wellness Assessment" link. At the bottom, there is a search bar and a footer with "Home | Terms of Use | Privacy Policy" and "© 2009 WinnetBenefits.com, Ltd. All Rights Reserved."

Home: Clicking on Home from anywhere in the site quickly brings you back to this page.

Logout: Always log off to keep your personal information private. Note: closing the browser window automatically shuts down and restarts the computer (page 16).

Earn LiveWell Credits: Learn all of the ways to earn credits, log your activities, and more.

My Personal Information: Access your personal benefits and wellness information by linking directly to specific programs and websites.

Announcements: Keep abreast of the latest benefit news and special announcements.

My Wellness Assessment: Quickly link to your Wellness Assessment, the first step to start using LiveWell Credits (page 15).

Privacy Policy: Understand how your personal information is kept confidential (page 16).

FINDING WHAT YOU WANT

FlexCHOICE section

Here's a quick tour of what's in this section.

My FlexCHOICE benefits info

Review your current benefits elections for you and your family, including your beneficiaries and your current flexible spending account statement.

Benefit plan information

Like your Employee Benefits Handbook, this section has everything about your benefits. You can find phone numbers, addresses and frequently asked questions (FAQs) for each benefit. Come here to mail-order drugs, activate your Benny Card™, and buy FSA-eligible products.



Benefit forms

Many of the claim forms you need to file a medical claim, to order mail-order prescription drugs, or to change a beneficiary, your dependents, your address are all here.

Life events

When you marry, divorce, have a baby, or experience a change in job status, check here to know how to make benefits changes.

Cost comparison tool

During the FlexCHOICE open enrollment period, the cost comparison tool helps you figure out the best medical and prescription plans for you and your family.

FINDING WHAT YOU WANT

LiveWell section

Here's a quick tour of what's in this section.

Brochures

If you prefer a paper copy, you can print brochures on the LiveWell Employee Assistance Program, Fitness Program, Tobacco Cessation Program, and wellness reimbursement account.

Programs

If you have questions about different LiveWell benefits, like how a program works, who's eligible, or how you get started, read about it here. LiveWell programs covered here include the Employee Assistance Program, GlobalFit and Curves International gym discounts, Weight Watchers discounted programs, the Tobacco Cessation Program, and the wellness reimbursement account.



LiveWell forms

Print out the necessary claim forms you need to file to be reimbursed for quitting tobacco, taking a fitness class, attending the gym, or participating in a nutrition class.

My Wellness Assessment

Click here to complete your LiveWell Wellness Assessment, a required activity for earning \$200 extra CHOICE Dollars in the coming FlexCHOICE open enrollment period. (see page 15 for more about completing the assessment).

My LiveWell Credits

Curious to see how many LiveWell Credits you've earned? Click here for an update. Note: Your credits show up automatically, most in just 24 hours. Your credits for completing a Wellness Assessment take 2 weeks.

FINDING WHAT YOU WANT

Wellness tools

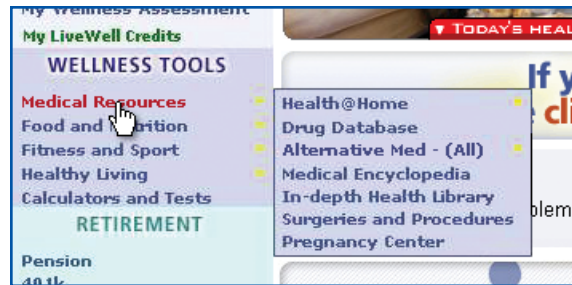
Here's a quick tour of what's in this section.

Medical Resources

This section is like a full medical library – for real people! You'll find lots of easy-to-understand information on common illnesses and chronic conditions, prescription drugs, dangerous drug interactions, surgical procedures, and medical tests – to name a few.

Food and Nutrition

Preplanned menus, healthy recipes, reviews of today's most popular diets, nutrition basics – it's all here. You can also keep your very own daily food diary to help with your weight management goals.



Fitness and Sport

You'll find a guide to help you start exercising, tips to keep you injury-free and improve your sport, and tests to track your fitness level. You can also keep an online exercise diary to track your daily activity and watch as you reach your fitness goals.

Healthy Living

Come here to find specific health information for women, men, and the 50-plus set. You can also read late-breaking news on family health issues and take quizzes to learn about common health topics.

Calculators and Tests

To find out your level of health and fitness and to track your progress, take any of these tests. Some you can do online, while others you complete at home or at the gym.

FINDING WHAT YOU WANT

Retirement and Communications sections

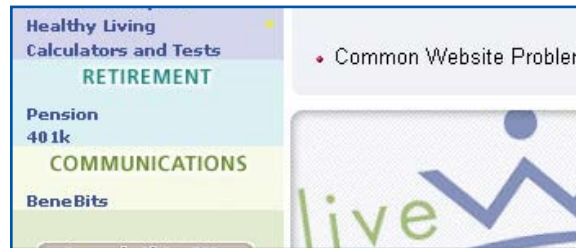
Here's a quick tour of what's in these sections.

Retirement

Read about your retirement benefits, the SGC 401(k) savings plan and the Saint-Gobain Retirement Accumulation Plan (Retirement Plan). You can link directly to Fidelity's site, where you can check your account value and change your contribution or investment mix.

Communications

Read *BeneBits* online. You can find issues of *BeneBits* back to 2002! They're organized by the month and year the issue was distributed.



Fidelity website

BeneBits newsletter

