



### Getting Started

- **CEA Website** Bookmark our homepage at [www.employers.org](http://www.employers.org). Be sure to log in whenever you visit our website, as much of the content is only displayed for members (*you should have already set up your user ID and password when applying for membership, but if you need to reset it, please send us a request via email or phone*).
  - **Update your general information** by clicking on the green “My Account” button from our homepage after logging in and clicking “Person Information” in the “Update Info” section.
  - **Update your billing information** if you’d like a different contact to receive any invoices generated on your account by clicking on “Billing Information.”
- **Authorized Callers** You might need some of your employees to have the capability to call in and talk to our HR directors. Call or email us their first and last name, phone number and email address so that we can add them to your membership as an authorized caller/user.  
**Note:** Be sure to call or email us if someone leaves/joins your company so the authorized callers remain accurate.

### HR Support

As a CEA member, you have unlimited *Monday – Friday* Access to our team of HR directors from 8 *am – 5 pm*. Get peace of mind by running all of your compliance questions by our team of experts. You can still handle emergencies by calling **after hours** for a rate of \$250/hour.

- **Call** (800) 399-5331
- **Email** [ceainfo@employers.org](mailto:ceainfo@employers.org)

### On-Demand Training

**CEA University** offers over 100 courses to help you meet compliance and train your employees through the Zywave Learning Management System, including free harassment prevention training. Use the Zywave Client Portal to use our handy HR and Compliance apps, like the custom job description builder and the multi-state law comparison tool. Watch for an email that says “Your LMS is waiting...” to get set up.

**Need Help?** Contact Melody Correia at [mcorreia@employers.org](mailto:mcorreia@employers.org) or by phone at (800) 399-5331 if you have questions about navigating the University or if you need help getting your account set up.

### Exclusive Discounts

- **Events** Members receive a discount on all events offered by CEA. Check the [events page](#) for scheduled events. Some are even free for members!
- **HR Certification** Get HR certification through Train Me Today, and use the code **CEA10** at checkout for your CEA member- exclusive discount of 10%.
- **CEA Partners** Check out [partners' page](#) for any services you might be in the market for. Many of our partners offer CEA members special discounts.

### CEA Communications

Make sure to whitelist [ceainfo@employers.org](mailto:ceainfo@employers.org) to ensure that you are receiving all of CEA’s newsletters and special updates. We keep you updated on all HR compliance changes as soon as information is available.