

NEW FOR 2015 -

Employee Forms and Plan Documents on the Bartlett Website

Certain documents, forms and benefit plans and summaries may now be found on the Bartlett website.

These documents include:

- ❖ The Bartlett Employee Handbook
- ❖ The 2015 Bartlett Benefits Guide
- ❖ The Bartlett Benefits Enrollment Form
- ❖ The Bartlett Holiday Calendar for 2015
- ❖ Copies of our current (2014) benefit plans, Summary Annual Reports (SAR5) and Summary Plan Descriptions (SPD5)
- ❖ The Personal Change of Personal Information form Additional forms and content will be added in 2015.

To visit the Bartlett website, please:

1. Enter http://www.bartlettandco.com/ in your Internet browser;
2. Click the word "Employees" at the bottom of the Bartlett website homepage;
3. Click on the following link:

https://bartlettandco-my.sharepoint.com/personal/hradmin_bartlettandco_onmicrosoft_com/Employee/Shared%20Documents

3. Enter the following at user name/ID when prompted:

hremployee@bartlettandco.onmicrosoft.com

4. Enter your password for 2015: **This was provided in your benefits packet.**