



Human Resources Presents

Long Term Care Information Sessions

- Did you think of signing up, but didn't because you had to fill out medical history statement. This is a guaranteed issue enrollment (NO MEDICAL REVIEW for EE's ONLY)!
- Ever wondered how Long Term Care insurance could benefit you?
- Open Enrollment (guaranteed issue amount) from October 28, 2009 to November 13, 2009. You can enroll on-line!

Come and get answers to these questions and any others you may have about the City's Long Term Care Insurance offered by Prudential.

On-Site Session Schedule

Thursday, November 12

Time: 9am-11am PST

Location: MLK Room 255/257 2nd Floor

Webinar Session Schedule

Monday, November 9th

5:00pm-6:30pm PST

Tuesday, November 10th

12:00pm-1:30pm PST

Thursday, November 12th

12:00pm-1:30pm PST
3:30pm-5:30pm PST

Friday, November 13th

9:00 am-10:30am PST

**Employees may use leave or flextime subject to supervisor approval for attendance outside of his/her lunch break.*



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To enroll or for more information go to www.prudential.com/gltc (Group Name: sanjose Password: Itcsanjose)
Webinar Instructions

Web Address: emeeting.prudential.com
Web Meeting Name: City of San Jose LTC Seminar
Web Meeting Password: csj

Conference Call Dial In Number: 1-866-657-9739
Conference Call Participant Code: 8709991

Please note: the dial in number will be operational 15 minutes prior to the start of the meeting. It is suggested that you dial in at least 5 minutes prior to the start time of the class so that we can begin the training session promptly.

PRIOR TO THE MEETING:

It is strongly suggested that you log on to the web-training site at emeeting.prudential.com to ensure your connectivity to the training session. In order to test your connectivity, please follow the web log on instructions below. Once you have entered the class successfully, you may then leave the class.

ON THE DAY OF THE TRAINING:

1. Follow the instructions below to access the web site
2. Dial in to the conference call line (number listed above)
3. Forward all incoming calls on your line
4. Do not place the conference call on hold during the training

WEB LOG ON INSTRUCTIONS:

1. Open your Internet Explorer
2. Ensure that your screen has been Maximized (second button on the upper right hand corner of the screen)
3. Erase everything in the address field and type emeeting.prudential.com (no www), then click Enter
4. Click on Attend a Meeting
5. Click on the meeting called "**City of San Jose LTC Seminar**"
6. A dialog box called Security Warning will come up. Click the check box in front of "Always trust content from Lotus Notes Development Corporation," and then click Yes. There are two warnings; follow this procedure for both. It may take a few minutes to see these dialog boxes. Check to make sure they are not open on your desktop but hidden behind another window
7. When prompted in the on-line classroom, type in your name



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8. When prompted, enter the meeting **password: sanjose**
9. You will now enter the class
10. Dial-in to the conference call