

**Visit your EAP+WorkLife site** for state-specific templates and step-by-step instructions on creating a will. Your Personalized Legal Center also contains state-specific templates for power of attorney, trusts, estate planning, and more as well as access to a legal library.

You have access to a variety of personal and business-related topics:

- Wills
- Living Trusts
- Personal Service Agreements
- Promissory Notes
- Copyright & Trademark

- Power of Attorney
- Landlord/Tenant Agreement
- Name Change
- Incorporation
- Premarital Agreements

You will be able to create your legal form or document instantly and ready it for printing. Educational content, definitions, and help prompts are available for each form or document.

Your documents can be stored on a secure server and accessible 24/7 via a unique username and password.

## HOW TO GET STARTED:

- Log onto your member website at: www.unum.com/lifebalance
- Click on "Access Your EAP Benefits"
- Legal tile > Personalized Legal Center "Click Here"
- Clicking on "Open in New Window" takes you to your Personalized Legal Resource Center
- See back to learn how it works



## Your Personalized Legal Center



## **How It Works**

- It's easy to start. Click on the title of the document you need and a questionnaire will open in your web browser (PC or MAC).
- You will be prompted to login/register (see below). Note: You will need to create a new username and password for the Personalized Legal Center.
- Complete all questions, the document has step-by-step instructions for guidance.
- You will see your document being created during the process.
- Come back any time to edit and finish.
- All documents are accessible in your My Documents 24/7.
- Refer to the Legal Information guide for articles, legal definitions, tips, Q&As and more.



