



Welcome to the Virtual Benefits Fair!

This virtual experience is a first for Loma Linda University Health employees. The idea came straight from employee feedback. You spoke, we listened!

Register

- First name, Last name
- EID
- Entity (select using dropdown arrow)
- Email address (@llu.edu email address)
- Create your own password

Home Page

- Calendar
- Frequently Asked Questions (FAQs)

Logging In

- Enter the following to log in to the Virtual Fair
 - Email address (@llu.edu email address)
 - Password (created during registration)

LLUH 3D Image

- After logging in, you will be taken to a 3D video of the center of the Loma Linda University Health campus, with the Good Samaritan statue at the forefront.
- **Click** anywhere on the screen to enter the building

Lobby

- **Click** on the banner on left side of the information desk to view a welcome video from our LLUH President, Dr. Richard Hart.
- **Click** on the banner on right side of the information desk to view the chat schedule. The virtual chat option gives employees an opportunity interact directly with department representatives and receive answers in real time.
- **View** the black ribbon (top of screen) for the following options:
 - Lobby
 - Exhibit Hall
 - Swag Bag

Exhibit Hall

- **Click** “Exhibit Hall” to enter the virtual fair booth environment
 - The list of booths is listed in “Exhibitors Index” in alphabetical order (bottom left-hand corner).
- Exhibitor actions
 - Scroll left to right to view the booths (using arrows on screen)
- **Click** on the department booth name to view more about each department.
- **Click** “chat” to chat directly with a representative in real time (during posted chat times in lobby).
- **Click** the booth name to explore the booth

Swag Bag

- The “Swag Bag” is the final tab on the black ribbon at the top of the screen
- Documents collected throughout the fair are stored here to retrieve later
 - **Click** “Swag Bag” to view a pop up window containing a list of the documents collected during your visit to the Virtual Fair.
 - **Search** function also available
 - Option to **print** or **email** documents (documents will be sent to work email used to register)

Survey

All employees are encouraged to participate in a brief survey at the end of the fair. We are always looking for opportunities to improve events (virtual and in-person). Tell us about your experience and what changes you would recommend to improve the virtual experience next year.

Thank you!