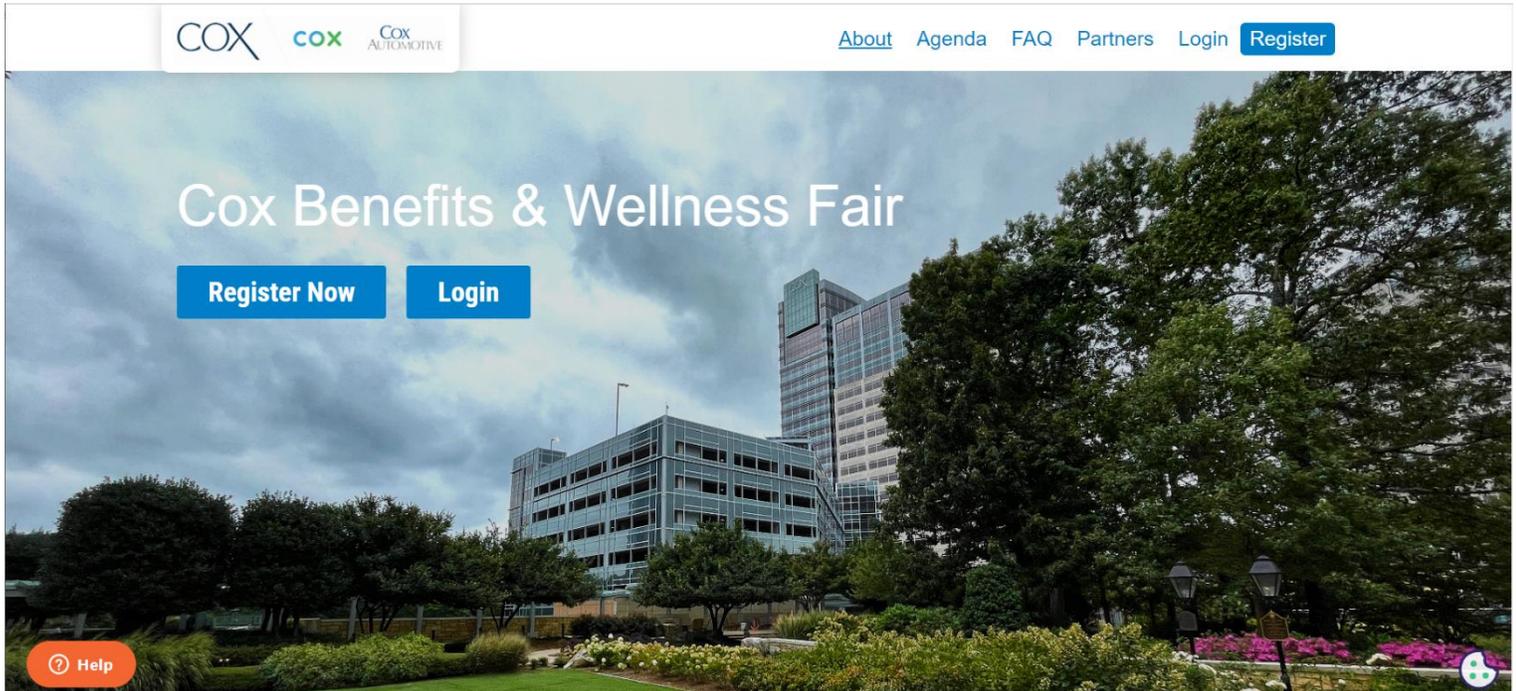


Cox Open Enrollment Benefits Fair Attendee Manual

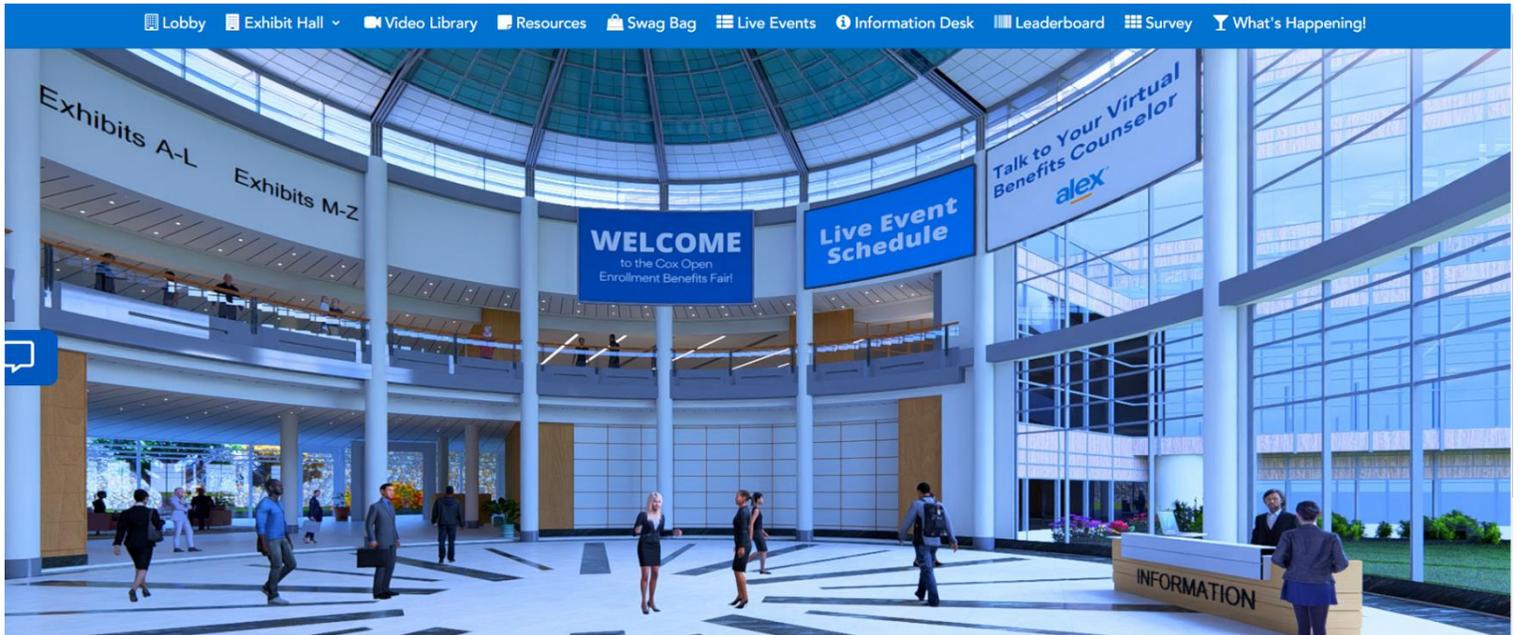
Event URL: <https://cox.vfairs.com/>



- After registering successfully with their email an attendee can login to the event to have access to the virtual environment starting at 8:00 a.m. ET.
- Visit the event's URL (<https://cox.vfairs.com/>). Click on Login, input your email address and password that you used to register for the event, and you will gain access.
- When you enter the Virtual Environment, you will be able to see the event's 'Exterior Lobby'.



- You click on this and then you are taken into the actual “Lobby”. From here the attendees can navigate into different parts of the platforms for an in-person-like experience.



- From the Navigation bar, select the 'Exhibit Hall' tab to be redirected to the area where all the booths are set up.
- The booths are split by partner name into two halls; A-L and M-Z.
- A-L:

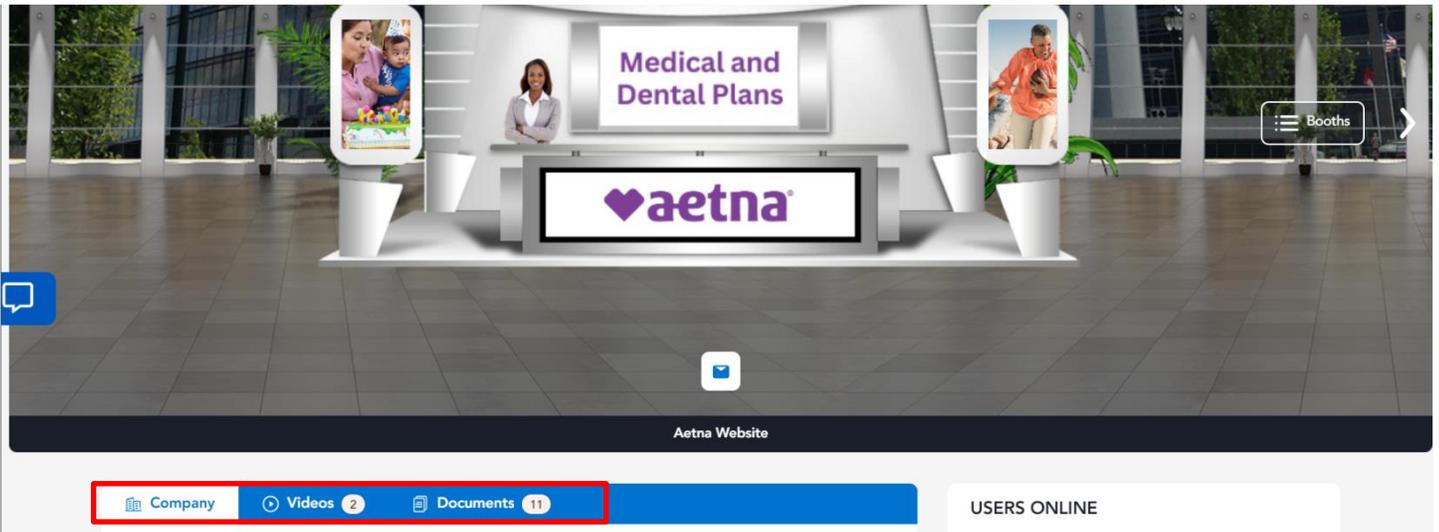
<p>Aetna Medical & Dental Plans</p> <p>Welcome to the Aetna booth! We're here to help you find ways to stay healthier with our support, programs and tools to reach your goals. Here you can find information about...</p>	<p>Aetna Supplemental Health Plans</p> <p>Welcome to Aetna Supplemental Health Our plans pay you cash when a covered medical event happens, like an accident, a critical illness or a hospital stay — including delivering a bab...</p>	<p>Auto and Home Insurance Program</p> <p>Save on your auto, home, and renters insurance by comparison-shopping coverages, prices, and discounts from up to 6 top-rated auto and home insurance companies.1,2 Most experts sugges...</p>	<p>Brightline Pediatric Behavioral Health</p> <p>Brightline is the first behavioral health solution designed specifically to support children and families with whatever tough stuff they're dealing with in their busy lives. With innovativ...</p>

- M-Z:

<p>MetLife</p> <p>Insurance offers peace of mind to you and your loved ones and support when it's needed the most. In partnership with Cox, MetLife offers Life Insurance and Long Term Disability (LTD)...</p>	<p>Milk Stork</p> <p>Lactation Support with Milk Stork Milk Stork is the first-ever breast milk shipping company for breastfeeding moms and easing the load for hardworking parents. Pump, Pack, Ship or Tot...</p>	<p>Movember</p> <p>The CFO organization at CCI started a grassroots effort to support the Movember organization 12 years ago. We've grown our efforts every year and were one of the top ...</p>	<p>My Money 101 by Truist Momentum</p> <p>Truist Momentum is here to help you learn more about managing your money and building financial confidence - no matter where you are in life! It's free, fully confidential, and starts with...</p>

- After clicking on the booth icon or booth name, an enlarged version of the booth will appear.

From the large view of the booth, you can navigate to any of the content tabs added or view the videos added by the exhibitors. You will also see the option of adding the documents to your virtual briefcase which you can later email to yourself.



- Coming back to the 'Lobby' there are certain videos present in the 'Video Library' tab for informative purposes which the attendees have access to.

Video Library

Search

-- All Booths --



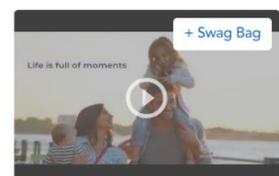
Aetna Member Website & Health App ...



Aetna Member website (your complete...



Resources for Living Overview



Teladoc



Mila Clarke Bu...



+ Swag Bag



HOW TO KEEP YOUR GLASS GERM-FREE



Diabetes management simplified

- You can add videos and documents to your ‘Swag Bag’ and later email them to yourself or your friends.

Swag Bag



Search

Select All

-  2023 Summary Plan Description (SPD)
-  Aetna Behavioral Health Condition Management

Select files you want to send in email

Send Email

- Clicking on the ‘Live Events’ tab will take you to another window where after clicking on the big screen, you can view the schedule of the webinar being conducted and attend them once the countdown ends.



- Click on the big screen to view the LIVE session.

November 1 26 My Schedule 3

Live chat with Vendors

+ Add to My Schedule

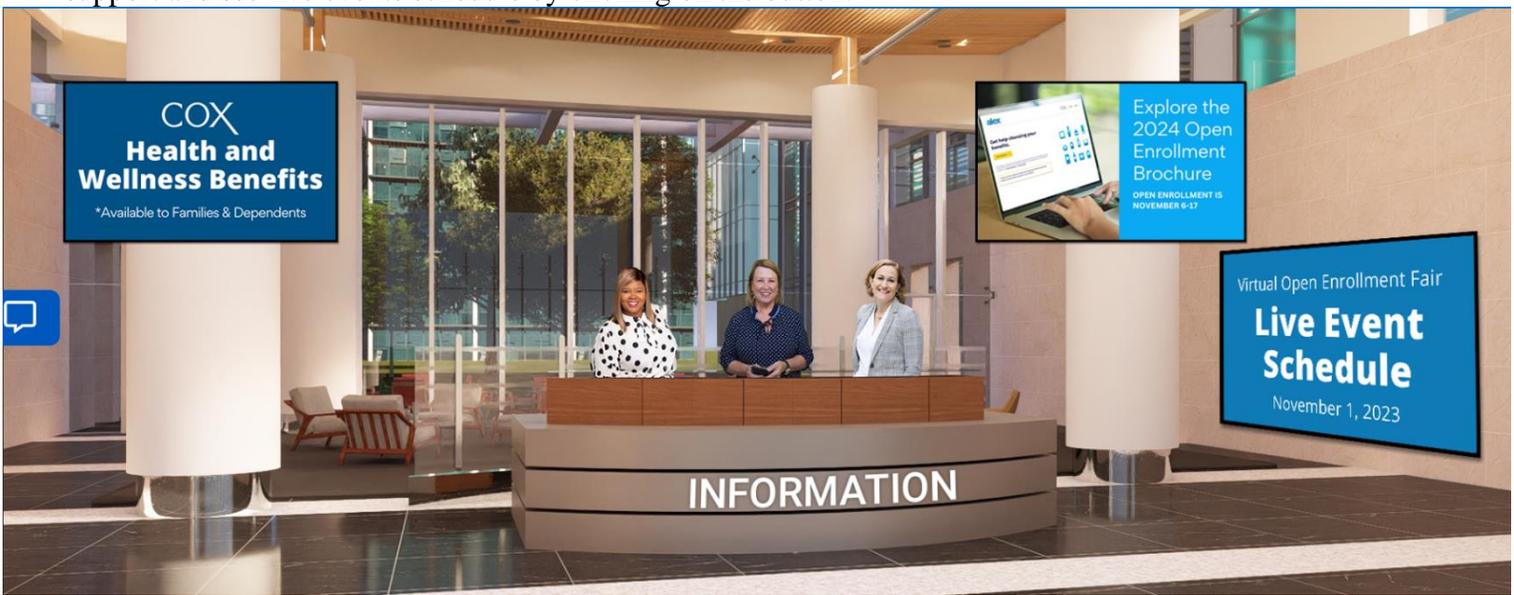
November 1, 2023 09:00 - 10:00 EST 9d : 6h : 21m : 10s

Open Enrollment Overview

Benefits Team

+ Add to My Schedule

- Clicking on the 'Information Desk' will redirect you to the information desk tab where you can ask for support and see live events schedule by clicking on the button.

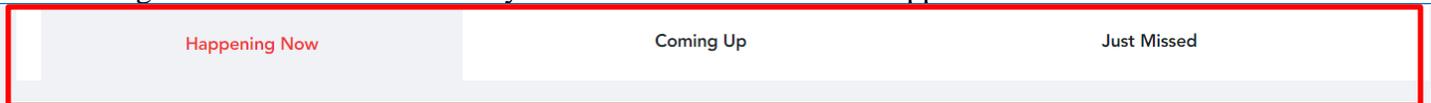


- Clicking on the Leaderboard tab will take you to the Leaderboard where you see the points increasing according to activities.

Point System

Activity	Points
Booth Visit:	10
Booth Banner:	10
Booth Menu:	10
Briefcase:	20
Watch a Webinar:	50
Post Survey Completion:	100
Chat Click:	25
Ask a Question During a Webinar:	10
View Booth Document:	10
Click on Navigation Menu Item:	5
Login:	10

- Clicking on the “What’s Happening” tab in the toolbar, you’ll see the sessions that are live right now.
- Clicking on “Coming Up” will take you to the sessions that will happen in the next 60 minutes.
- Clicking on “Just Missed” will take you to the sessions that have happened in the last 60 minutes.

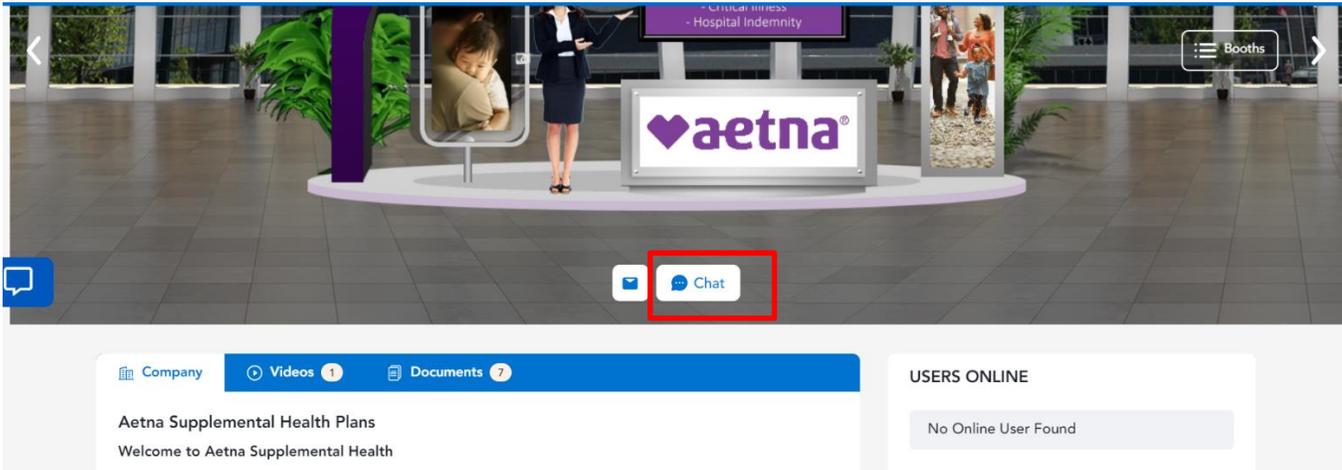


No events happening now. Check the “Coming Up” tab to see what’s next on the schedule.

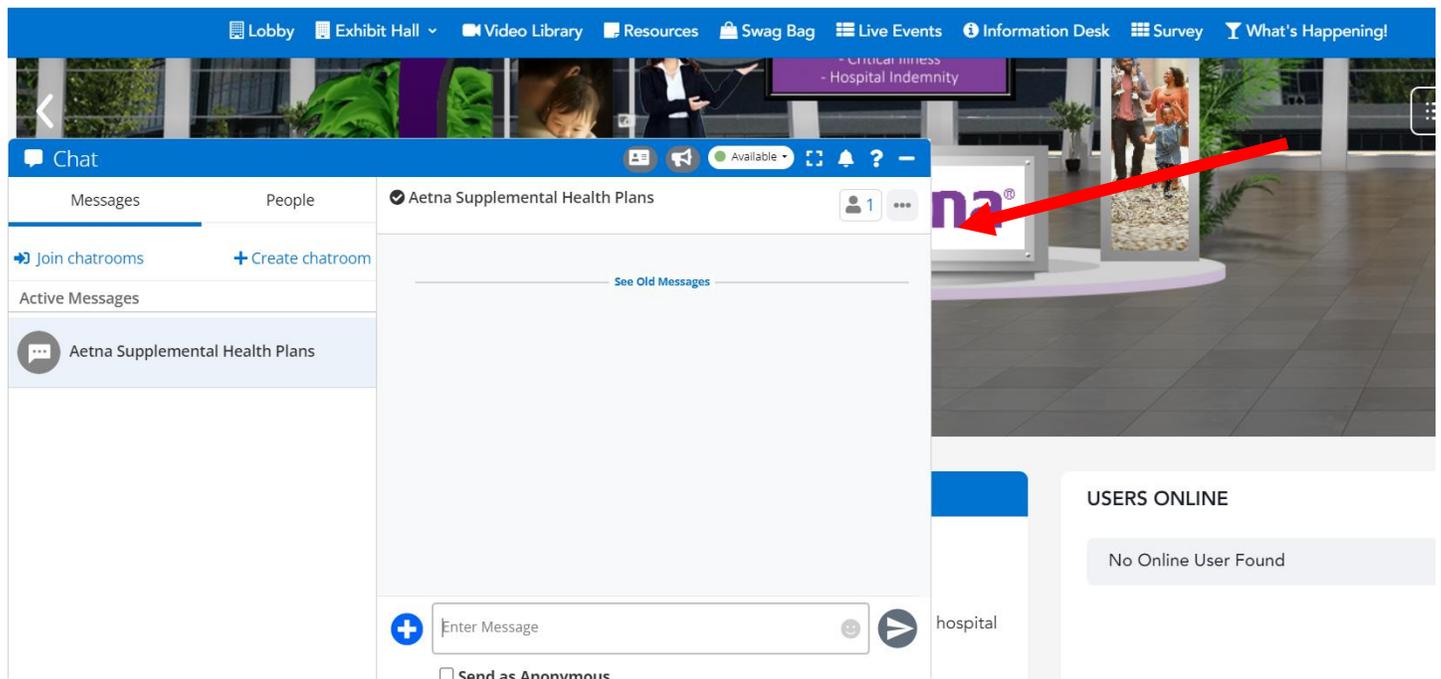
- In case you have any questions or face any technical issues on the live day of the event, you can email us your query at cox@getvfairs.io

Embedded Chat Feature:

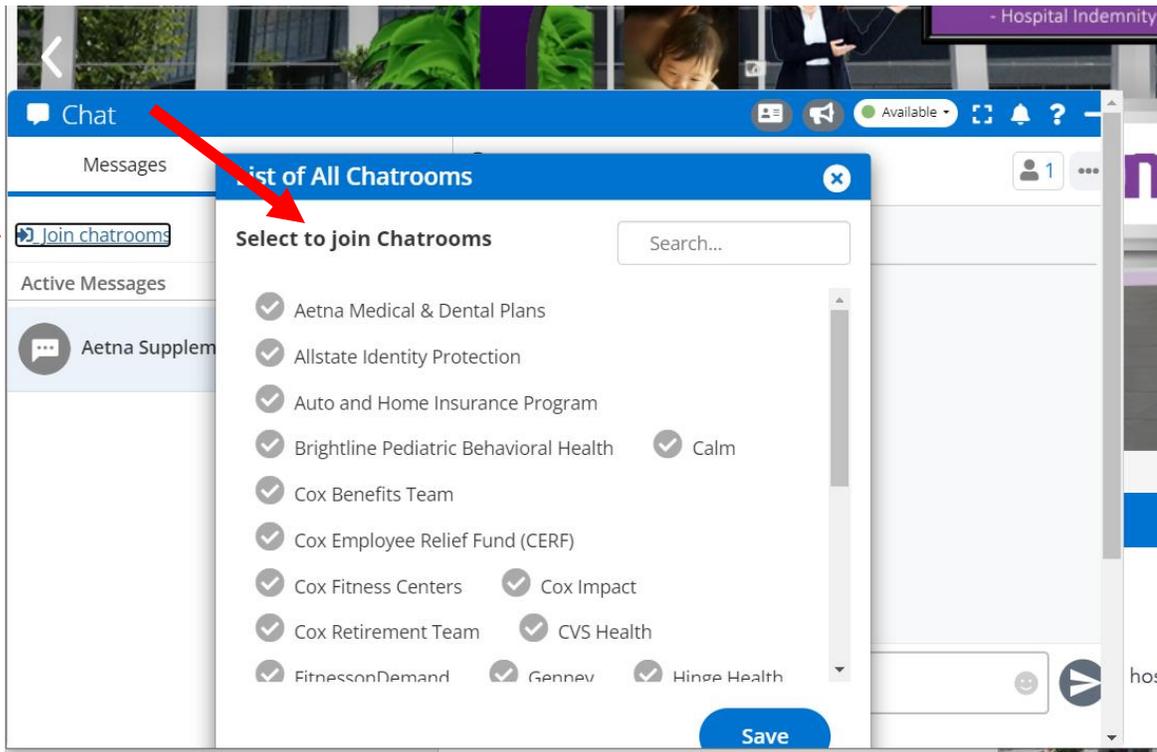
To use the embedded chat feature, simply click on any booth in the exhibit hall and click the chat tab. You can also access the chatrooms by clicking on the blue chat icon visible on the main screen on the left.



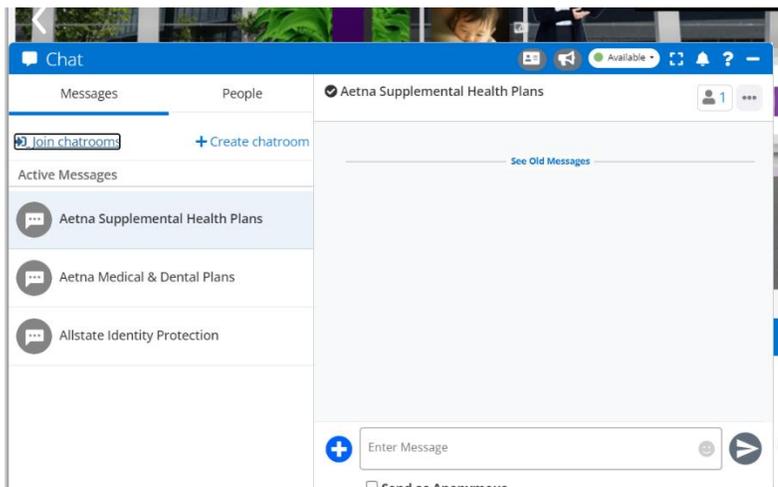
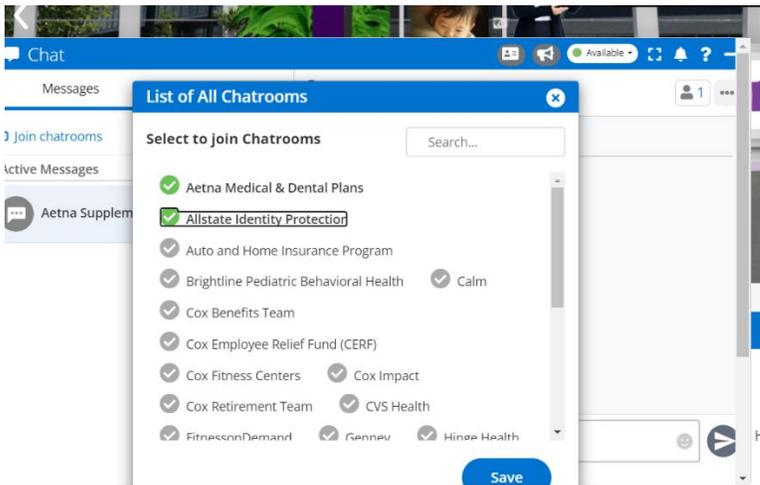
A pop-up chat section will appear in the bottom left side of the page.



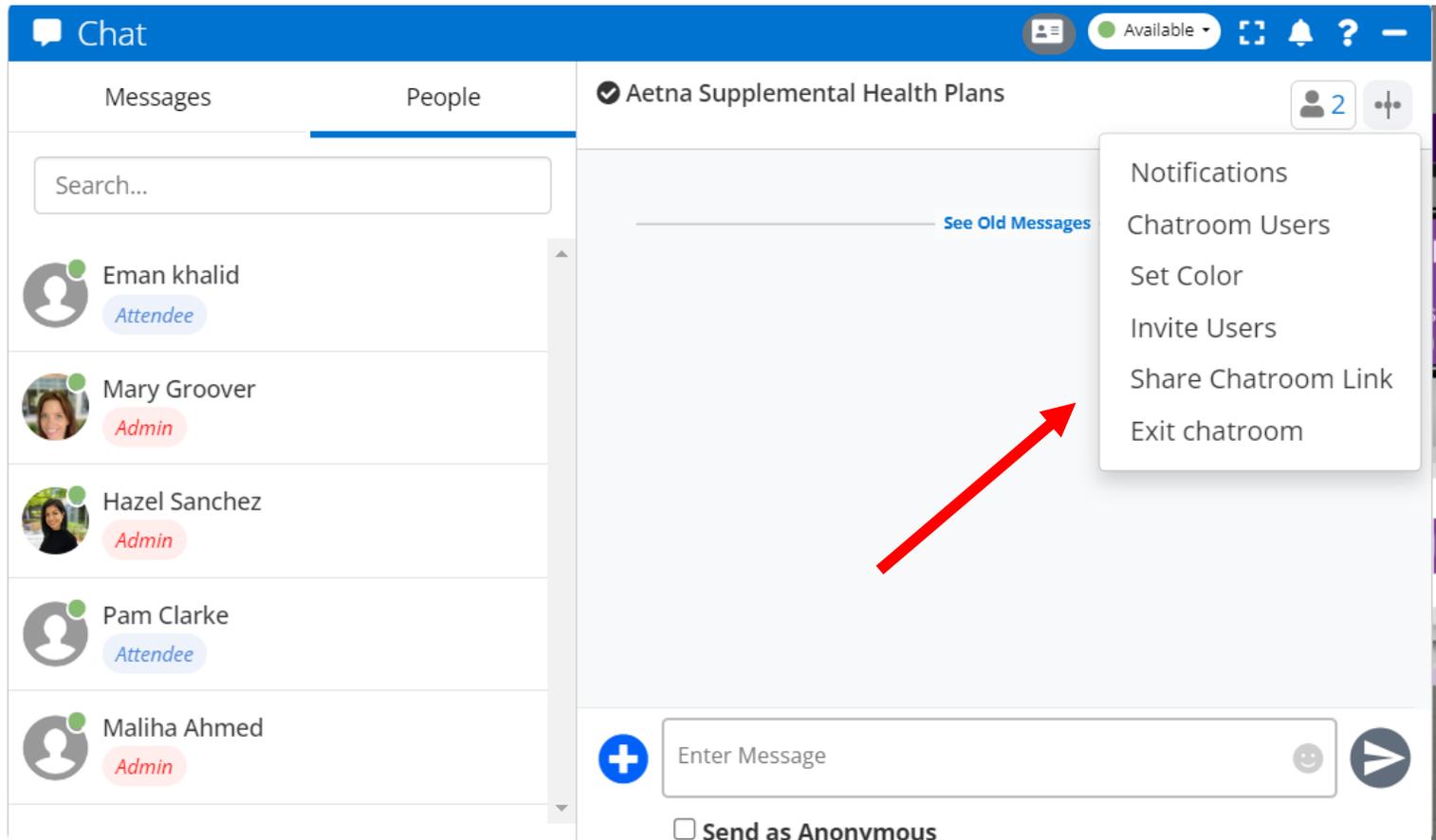
You can join other chatrooms by clicking by click 'join other chatrooms', and a pop-up will display showing other chatrooms that are available to join.



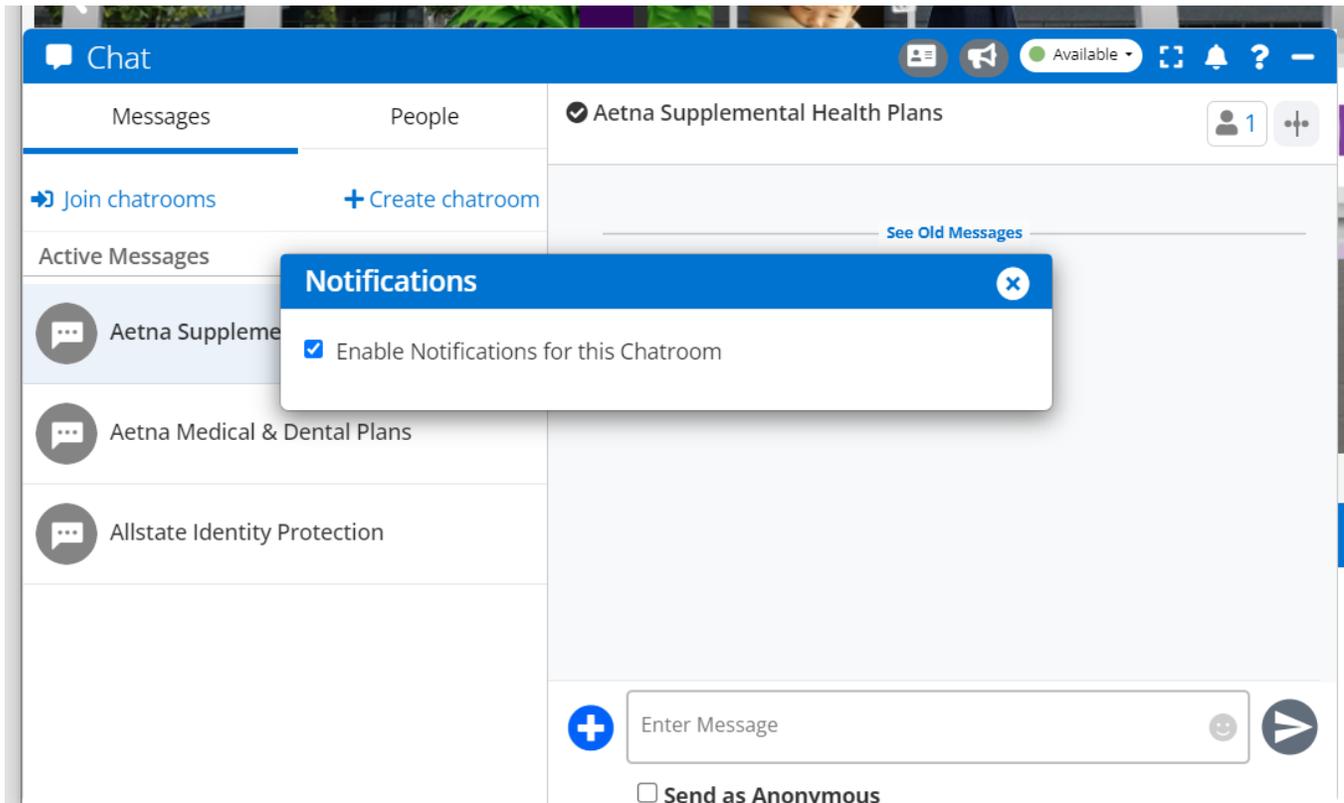
Once you select the chatroom you would like to join, click save, and it will appear on the left side under the messages tab.



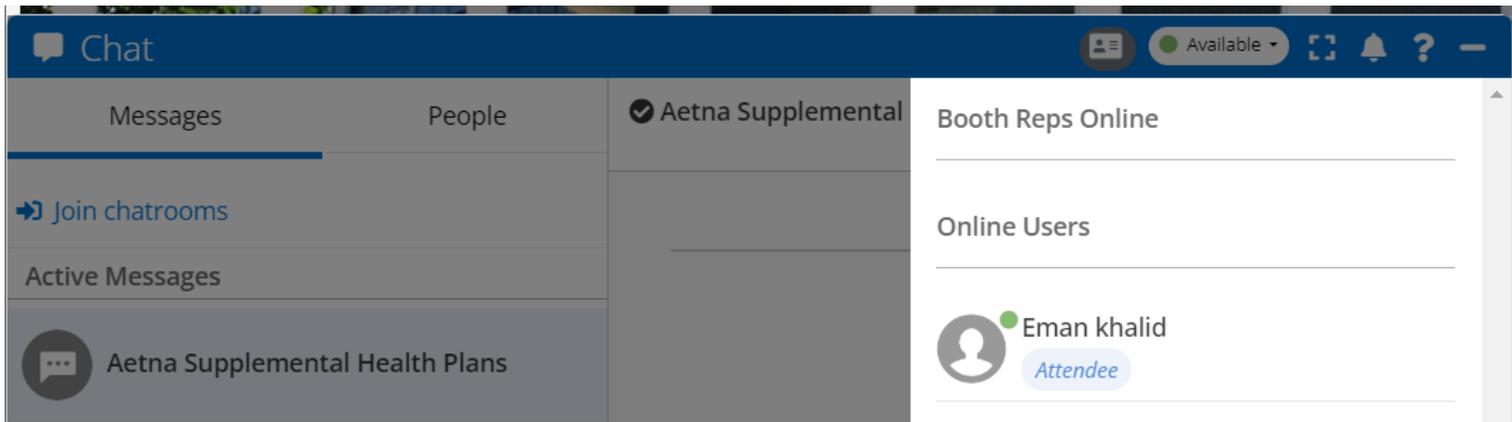
By clicking on the chat room title from the left, you will be entered into the chat room. You'll notice 3 vertical dots on the top right, once you click on it, 6 options will appear; Notifications, Chatroom Users, Set Color, Invite Users, Share Chatroom Link, Exit Chatroom.



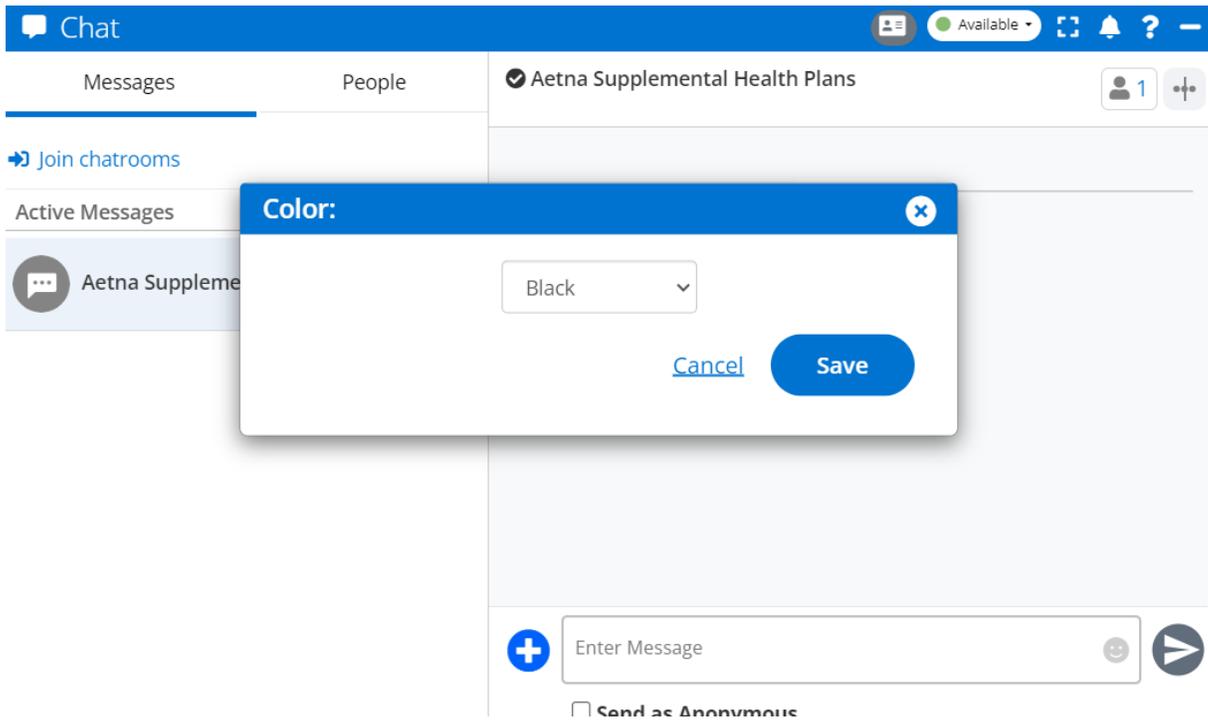
By clicking on notifications, you'll have the option to turn on notifications for this booth chat.



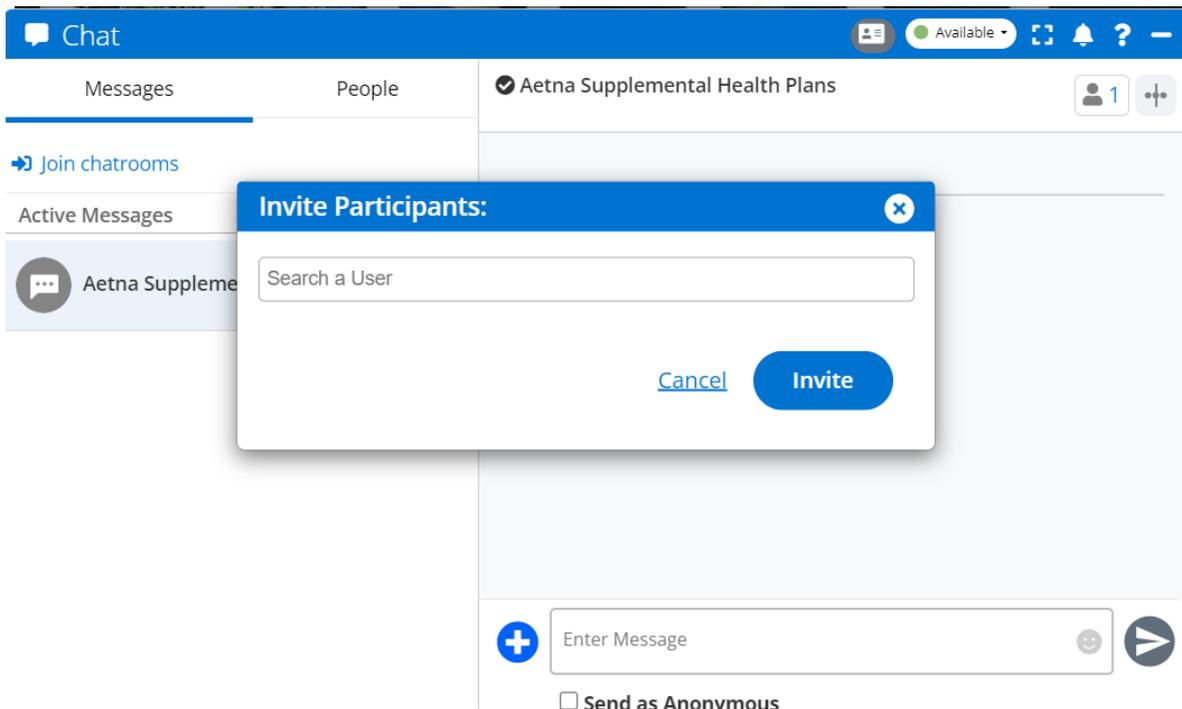
By clicking on the chatroom users, you can see who is inside the chat: both reps online and online users.



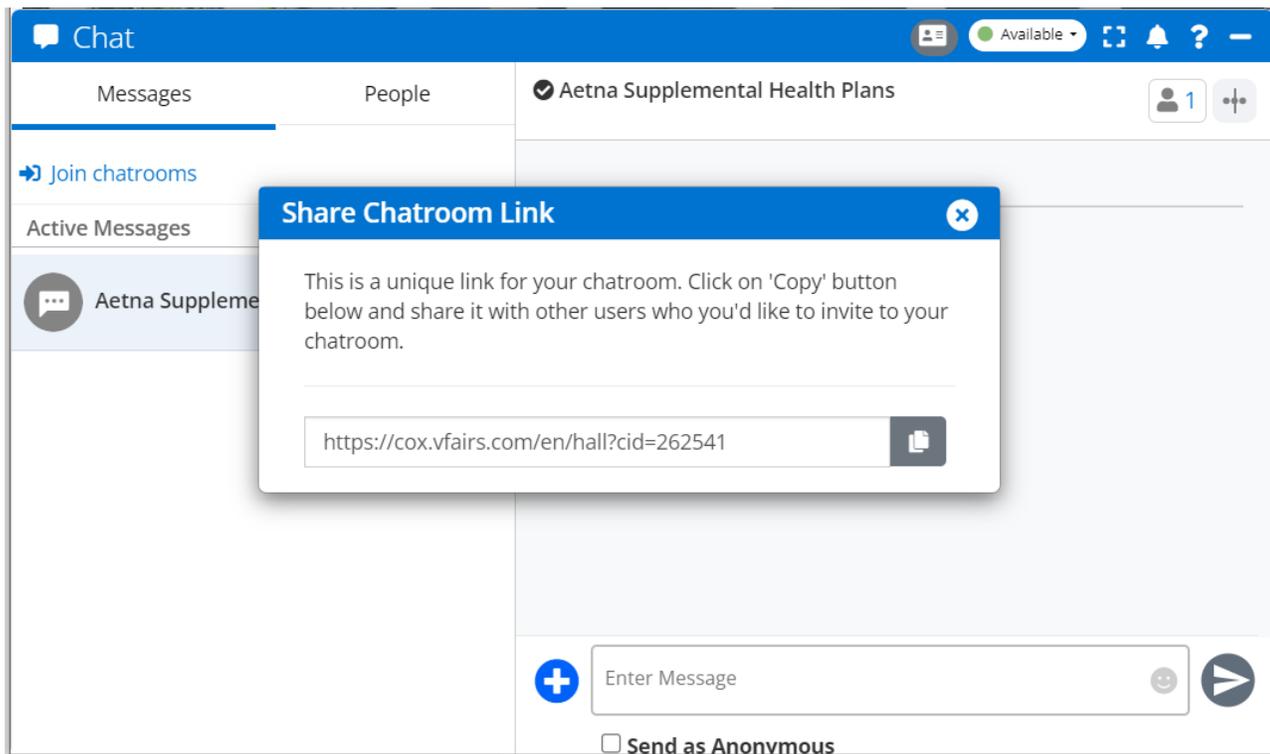
By clicking on Set Color, it will change the color of your text in chat when you type and send a message. You can choose from several options by clicking the drop-down arrow.



By clicking on Invite Users, you can search any attendee's name and invite them to the chatroom. They will be automatically joined in the room.

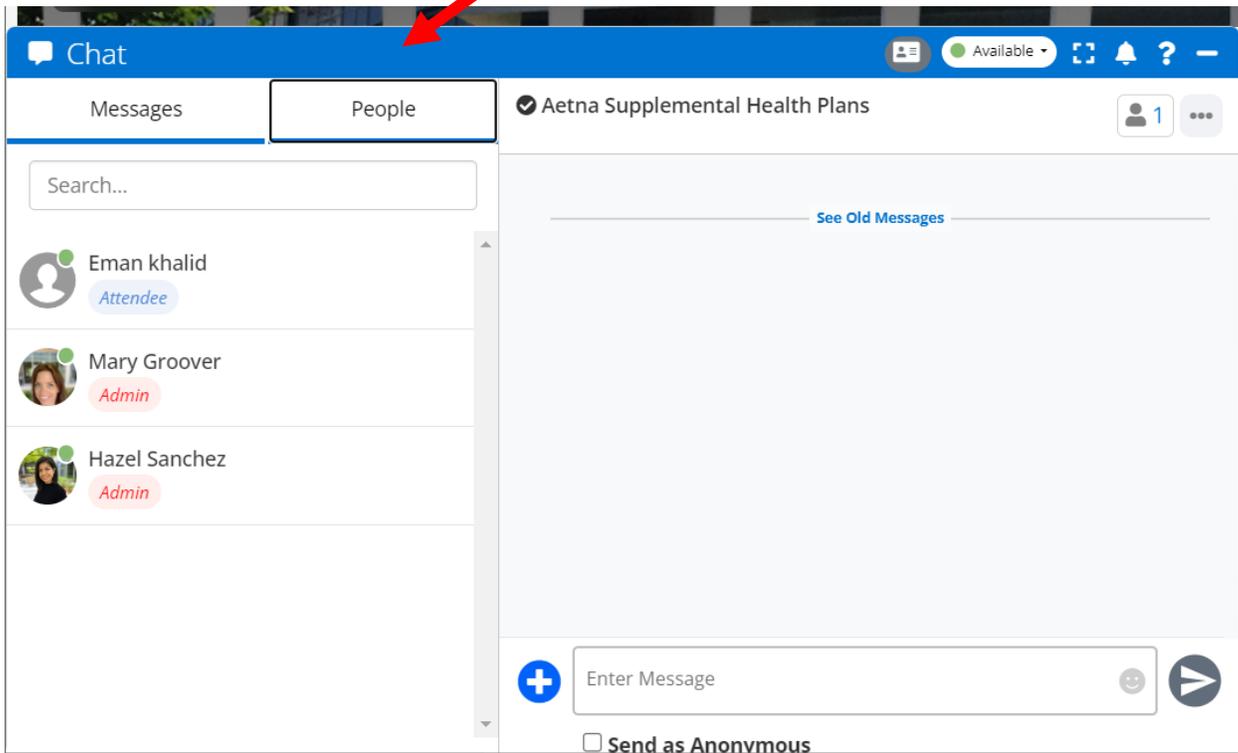


By clicking on Share Chatroom Link, you'll have the option to copy the chatroom link and send to any person externally.

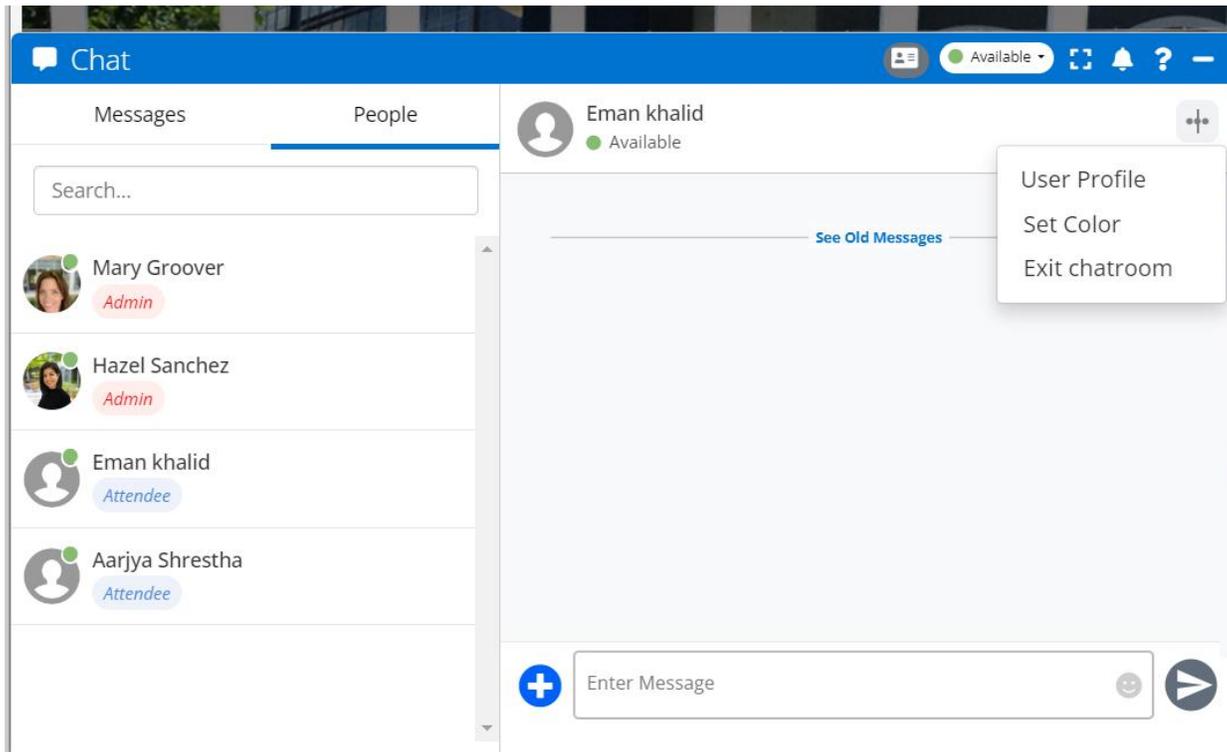


The exit chatroom tab will simply close the chat and disappear from the left side.

You can see the attendees and admins online by clicking the people tab.



You can chat directly to another user by clicking/hovering over their name and clicking 'chat now'. You also view the user profile by clicking on the 3 dots on the top right and clicking 'user profile' that will appear in the drop down.



Hope this manual is helpful, have a great event!!