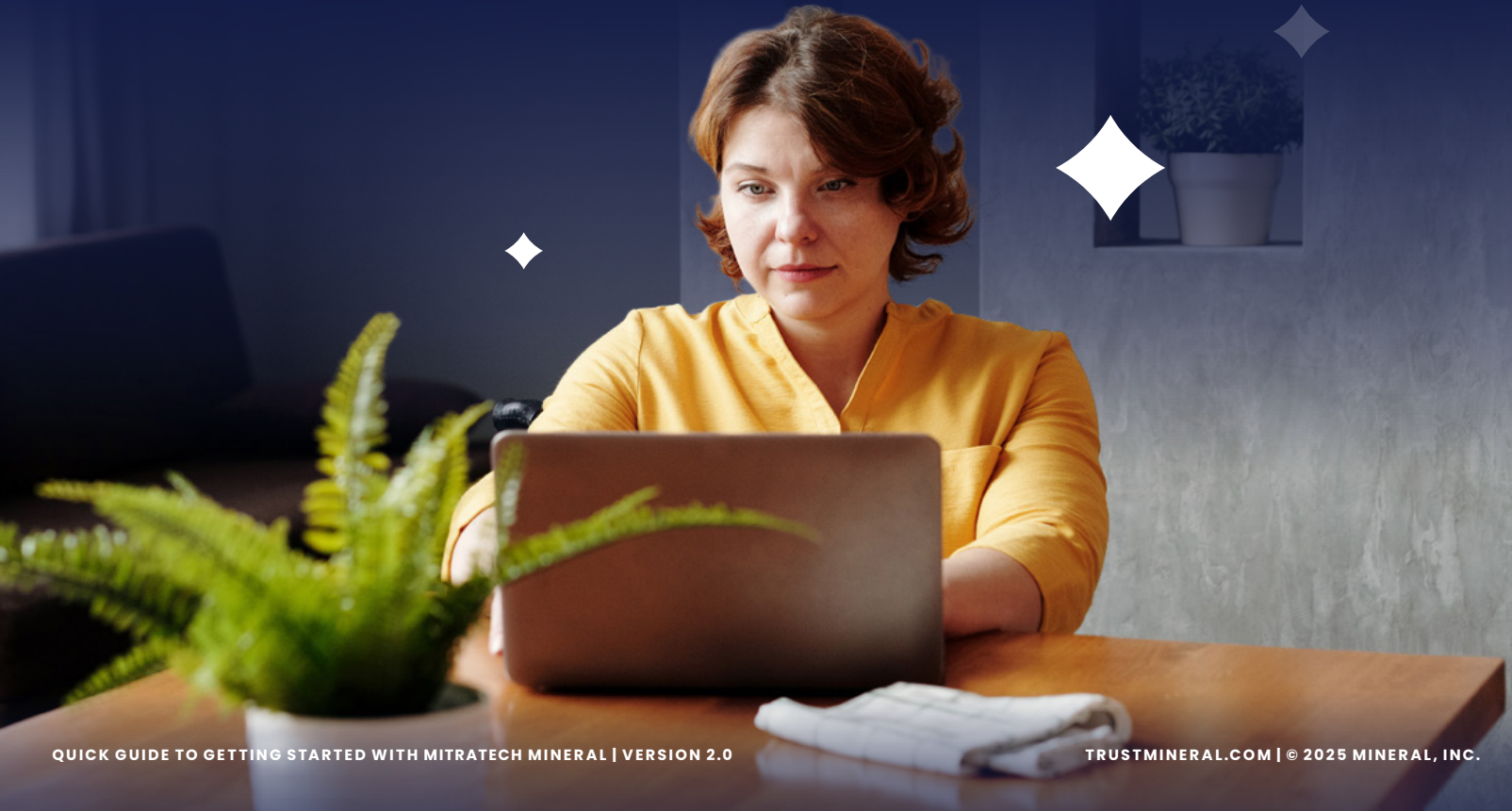




QUICKSTART GUIDE

Getting Started with Mitratech Mineral





Say hello to your Mitratesch Mineral Platform™, designed to help you get and stay ahead of HR and compliance challenges. Set yourself up for success with a step-by-step guide to getting the most out of the Mineral tools, resources and information.

Login to the Mitratesch Mineral Platform now.


Select **“Forgot Username or Password?”** on the sign-in page if you do not know your login credentials.

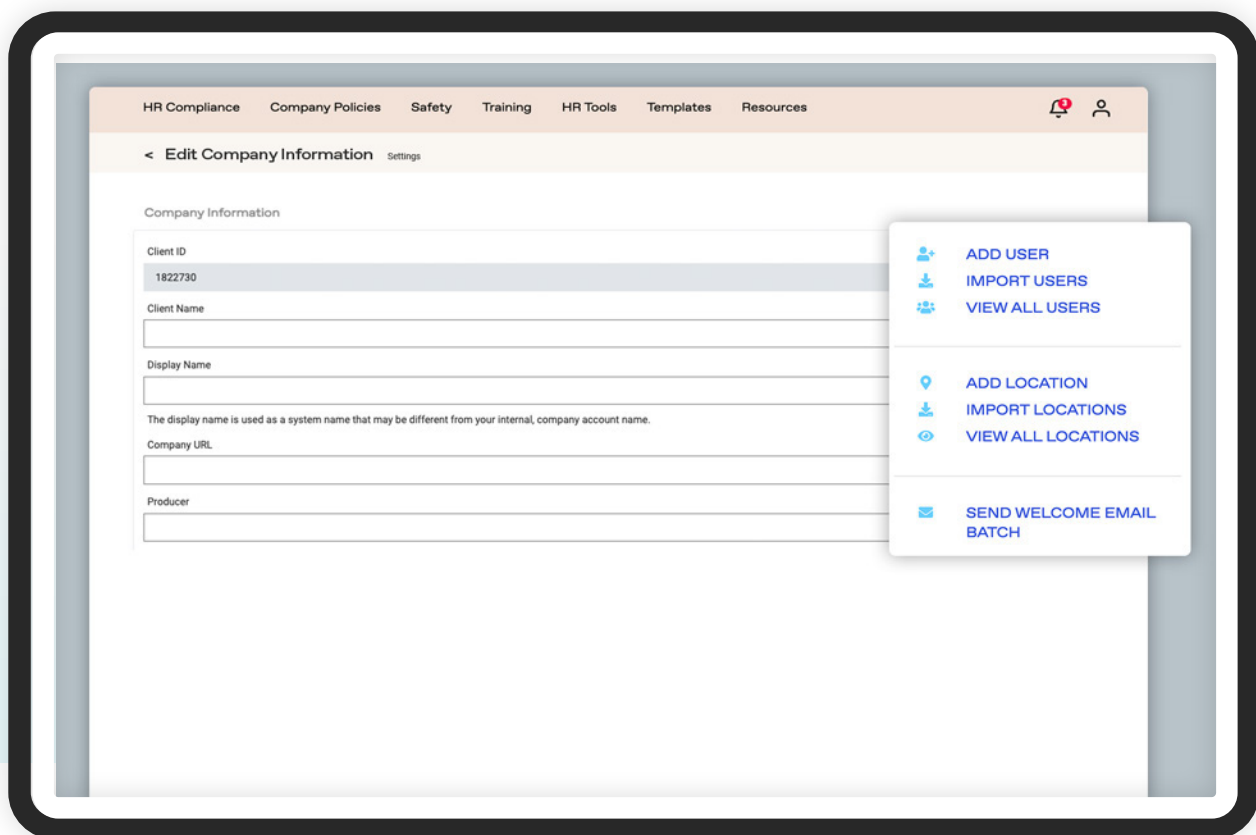
Sign In

Getting started in three easy steps

1.) Step 1: Set up your profile

Mitratech Mineral constantly monitors laws and regulations so that you know what actions to take and when. Many of these regulators vary based on your number of employees or what states you operate in, so make sure that you get the most relevant recommendations by updating your company profile.

- ✦ To get started, select the Avatar  located on the menu bar and select **Company**. From here, you can select **Edit** to:
- ✦ **Update Company Information:** Review or update the information here to ensure your company information is up-to-date.
- ✦ **Add a New Location:** On the right-side menu, select **Add Location**. Complete all required boxes for the new location and select **Save Settings**.



Learn more

- [Getting Started: Welcome to Mitratech Mineral](#)
- [User Guide: System Administration for Company Administrators](#)



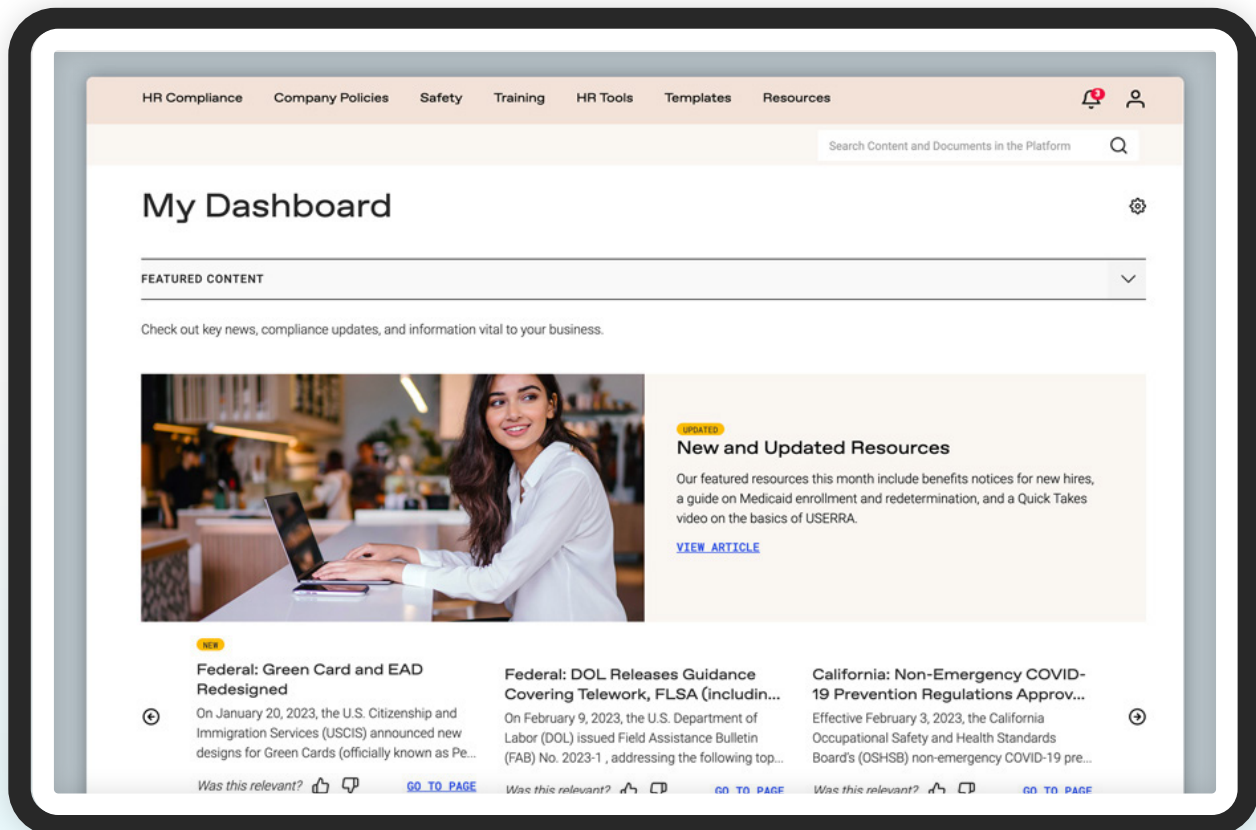
TIP: You can also import multiple contacts by using the **Import Contacts** option.

2.) Step 2: Personalize your dashboard

Your dashboard acts as a central hub for all your HR and compliance needs. When you sign in, you'll see your dashboard, where you can customize the Mineral Platform to focus on the most relevant information for you and your business.

To customize Your experience:

- ✦ **Add content and articles to My Favorites:** Add your most-used content to your Favorites list for quick reference.
- ✦ **View To-Do items:** Keep track of your recommendation acted items and upcoming compliance needs.
- ✦ **Explore the Compliance Calendar:** Want to see what compliance deadlines are around the corner? The Calendar highlights important dates relevant to your business.



Learn more

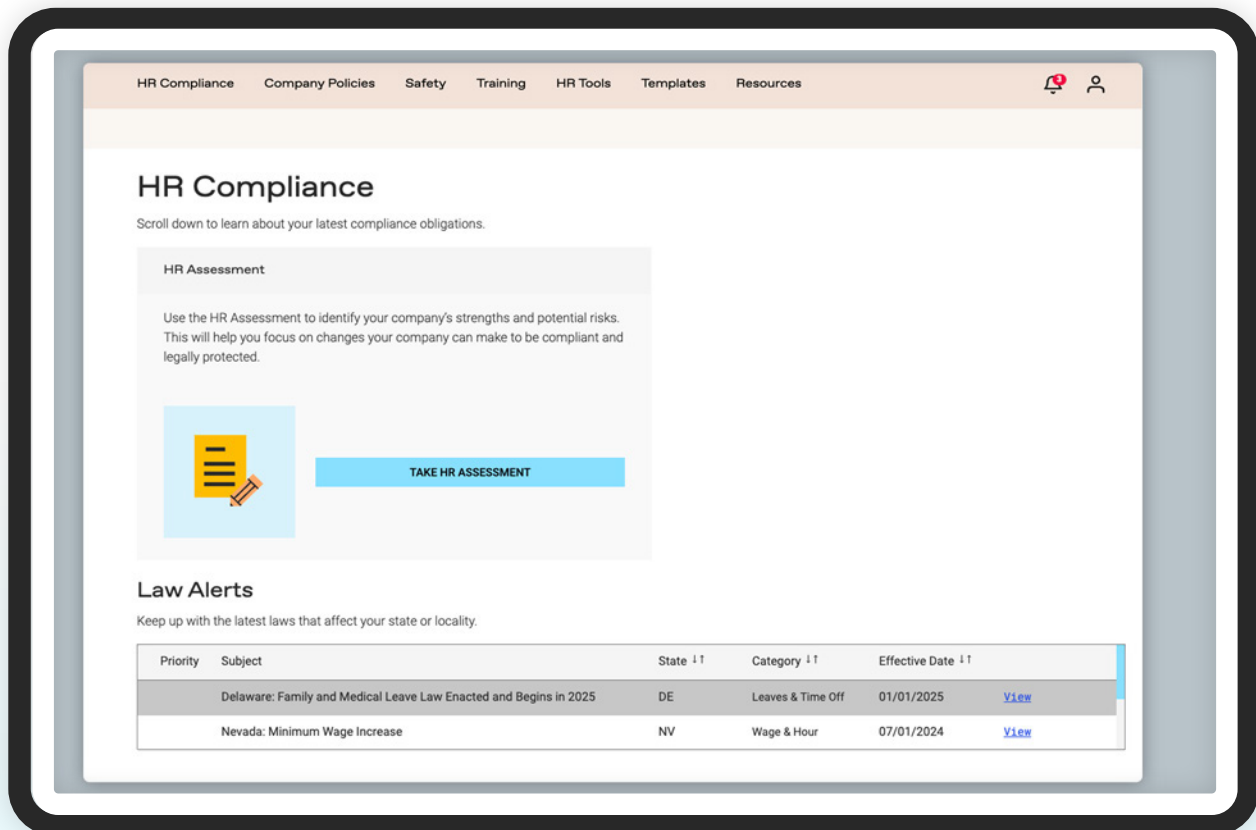
- **How-To Video: How to Reorganize the Content on My Dashboard**

3.) Step 3: Explore the HR Compliance Library

No more scouring the internet— the HR Compliance Library is your one-stop, searchable resource with the information and tools you need to answer your HR and compliance questions, no matter how large or small.

Not sure where to begin? Here's a few places to get you started:

- ✦ **Take the HR Assessment:** Use the HR Assessment to identify your strengths and potential HR gaps.
- ✦ **Review your Law Alerts:** Law Alerts is where you'll find information about new and changing State and Federal laws.
- ✦ **Find answers in Q&A:** Got an HR question? Browse the Q&A for answers to frequently asked HR questions.



Learn more

- [HR Assessment User Guide](#)



Next Steps with Mitratesch Mineral

View the Help Center

Learn how to get the most out of Mineral with how-to videos, user guides, FAQs and more found in the [Help Center](#).

Free Mineral Training Webinars

Ready to get a deeper dive into Mineral solutions? Register for an upcoming training webinar for guided tours of the platform.

[Register Now](#)