Guide to Participating in
MSU HR BENEFITS OPEN ENROLLMENT FAIR

spartans2.easyvirtualfair.com

Tuesday, October 12, Noon – 7 PM (ET): Live Chat with Benefits Providers*
Thursday, October 14, 7 AM – 5 PM (ET): Live Chat with Benefits Providers*

*To access live chat via Zoom, click on “LINKS” icon within the Benefits Provider booth and click on Zoom link.

Getting Started

> Go to spartans2.easyvirtualfair.com
> Click on ‘Register’ link (located in upper right-hand corner of page)
> Complete Registration

From the main site landing page, Scroll down as indicated by the green arrow button in the bottom center of the page to view and access Benefit Provider booths.
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Chat with Benefits Providers and Partners; Access Helpful Resources

Click on Benefits Provider booths to access Resources, Chat Links, Webcasts and other useful information; use your scroll button to view and access available action buttons (icons).

Click on LINKS icon to access Zoom link to chat with Benefit Provider representatives.

Click on WEBCASTS icon to view schedule of webcasts offered by the exhibitor and to add desired webcasts to your calendar.

Click on RESOURCES icon to view available resources, guides, and more information for which you can express specific interest with exhibitor for follow-up.

Copies of available resources may also be included and accessed using the DOWNLOAD icon. Downloads can be saved to your computer for future reference and continued access.

Quickly view list of all available Benefit Provider resources using dropdown menu.

HAVE QUESTIONS?
Visit the MSU HR Benefits booth if you have questions or need assistance. For Technical Support, click on INFO STAND from the main site menu available from top-left Menu link.