

# 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](https://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.

### Site Landing Page

**Register / Log-in Link**

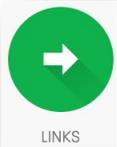
 Fidelity Investments 4 Resources	 HealthEquity WageWorks HealthEquity HSA & FSA 0 Resources	 Humana 0 Resources	 Liberty Mutual Insurance 1 Resources
 Livongo 0 Resources	 MetLife 0 Resources	 MSU Benefits Plus 4 Resources	 MSU Health Care 6 Resources



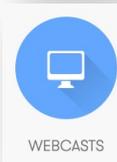
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## Chat with Benefits Providers and Partners; Access Helpful Resources

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.

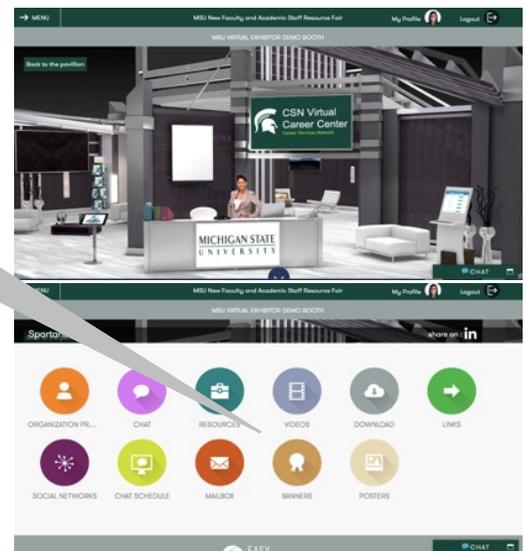


Click on **WEBCASTS** icon to view schedule of webcasts offered by the exhibitor and to add desired webcasts to your calendar

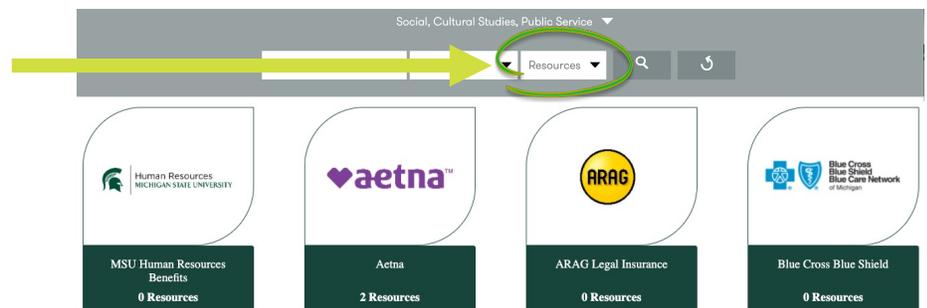


Click on **RESOURCES** icon to view available resources, guides, and more information for which you can express specific interest with exhibitor for follow-up.

*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.

