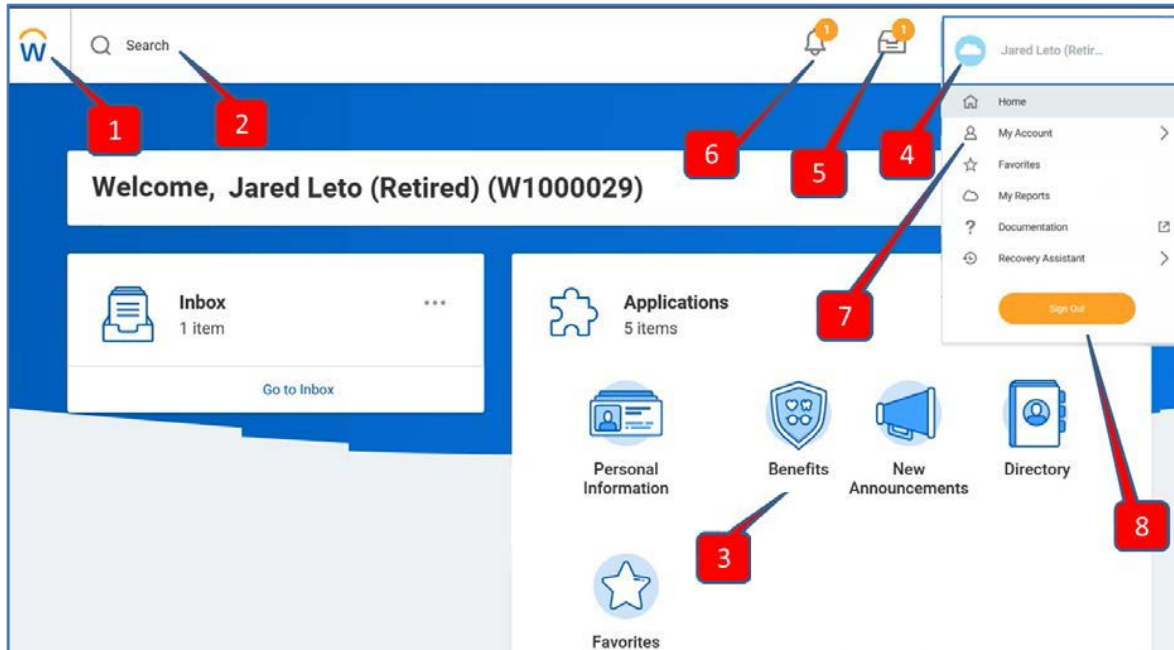


SPS LANDING PAGE





Commonly used pages in SPS, called landing pages, are used to view data and perform tasks. Each page will have navigational tools (menus, icons, buttons, fields, etc.) which help you get around the system. The picture below displays the Home page.



	<p>SPS Icons: 1 Return to your Home page.</p>
	<p>Search: Predictive suggestions return common matching results to which you 2 have access.</p>
	<p>Applications: Icons found on landing pages that provide quick access to tasks and information used on a regular basis (e.g., personal information, your 3 account, Benefits, etc.). Some applications are configurable.</p>
	<p>Profile Icon: Opens up SPS Menu options (based on your security access). Provides access to your landing pages, inbox and notifications, account settings, 4 favorites, dashboards/reports, and access to sign out of SPS.</p>
	<p>Inbox: 5 Central location for finding tasks that require your attention.</p>
	<p>Notifications: 6 Informs you of relevant events that have been completed.</p>
	<p>My Account: Change/manage your password and password questions and manage 7 your preferences.</p>
	<p>Sign Out (button): 8 Click to sign out of SPS.</p>


COMMON APPLICATIONS

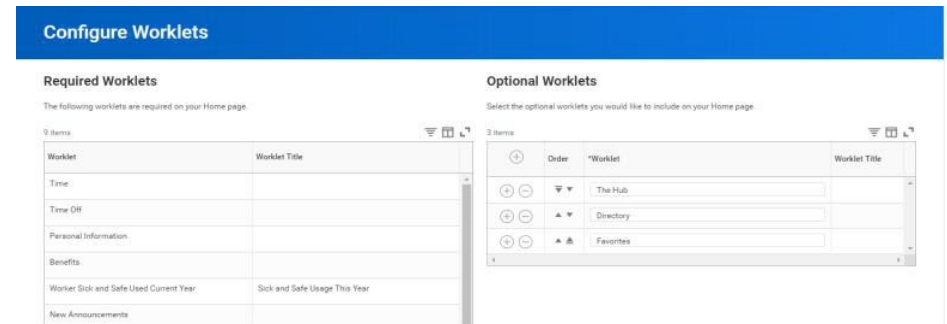
Some applications are permanent and cannot be deleted from a landing page. Others can be added and configured as desired. **NOTE:** Applications display based on your system access. Some common applications are listed below:

Application	Action and Activities
 Benefits	View benefits related information and initiate life event changes.
 New Announcements	View SPS specific system announcements.
 Inbox	Access transactions awaiting action and archived transactions.
 My Account	Manage your passwords and account settings.


CONFIGURING APPLICATIONS



- In the top right corner of the landing page, click on the **Configure this Page**  icon.



- Add, remove, or reorder applications. Do one or more of the following to configure the applications on the landing page.

To....	Do This....
To add an application...	<ul style="list-style-type: none"> Click the Plus  icon. Click the Prompt icon and select from the list of existing applications.
To remove an application...	<ul style="list-style-type: none"> Click the Minus icon to remove an application from the dashboard.
To reorder applications...	<ul style="list-style-type: none"> Click the Up Arrow or Down Arrow in appropriate row.

- When you are done, click **OK**.
- Click **Done**.