Updating Your Web-Guide

Keeping Your Web-Guide Current

To keep your benefit information up-to-date and accurate, your Web-Guide can be easily revised. Here are helpful tips to editing content, uploading new documents and adding/deleting pages. Contact your C&D consultant for login credentials.

EDITING CONTENT

1. **Login:** To make changes to your Web-Guide, visit your web-guide URL plus **/wp-admin** (e.g., http://www.mycompanybenefits.com**/wp-admin**)
2. **Dashboard:** After logging in, you will come to your Dashboard. Hover your cursor over the homepage icon in the upper left corner and click Visit Site.
3. **Edit Pages:** Navigate throughout the Web-Guide to the page you would like to edit. Click on Edit Page in the top menu.
4. **Edit Content:** Click on the text block you want to edit. After the content is updated, click Save.
5. When all edits are completed for the page, click Update.
6. **View Changes:** Click View Page in the top menu to see the updated page.

ADDING DOCUMENTS

Add a new document

1. To add a link to your Web-Guide, click on the text block where it will be added. Within the text, highlight the word and click Add Media.
2. Click on Upload Files and select the file you would like to add to the Web-Guide. Once uploaded, click Insert into page.
3. To update the link name within the copy, highlight a portion of the inserted link and edit the name, making sure the link remains inserted. Click Save when completed.
4. When all edits are completed for the page, click Update.

Update a document

1. To edit a link in your Web-Guide, highlight the link that needs updating and follow the same steps above for adding a new document.
2. When all edits are completed for the page, click Update.

IMPORTANT REMINDERS

- Click Update after each change
- Once you click Update, the changes you made will be live.
- You are entitled to one update from HUB per month should you require help with more complex updates.