

How to Register for the Employee Assistance Program

Step 1: Go to URL www.guidanceresources.com

Step 2: Click “Register” and enter WEB ID: NYLGBS

LOGIN REGISTER HELP

Username

Password

Remember Me?

Login

[I forgot my username](#) | [I forgot my password](#)

[To access, alter, or erase personal data, go to My Profile.](#)

LOGIN REGISTER HELP

Organization Web ID

NYLGBS

Register

If you do not know your Organization Web ID, it can be found on your program wallet card, poster, flyer or brochure.

Download the ComPsych® GuidanceNow™ Mobile App

Prefer to access ComPsych® GuidanceResources® on our mobile app? Scan the QR code with your device to begin. Access secure and convenient tools anytime, anywhere across any of your devices.

Step 3: You will see the screen below, please enter “EAST” (including a space after the “T”) in the “Company Name” search box.

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Login

Company, Organization or Location Identification

Please identify your company so we can continue to provide you with the information and resources that are applicable to you.

* Required

The Organization Web ID you entered is associated with multiple companies. In order to properly process your registration, please follow the instructions below.

Please enter the first 5 characters of the name of your company or organization in this field and click the submit button.

- Spaces are allowed in the search. If your company name is **The Company**, you can enter **The C** to locate your company.
- Numbers are allowed in the search. If your company name is **4 Seasons**, you can enter **4 Sea** to locate your company.
- Periods are allowed in the search. If your company name is **A.B.C. CORP.**, you can enter **A.B.C** to locate your company.
- Please remember that if you enter less than five characters, you will be required to enter the exact name of your company.
- If your company name is only **XYZ**, enter **XYZ**. If your company name is **XYZ, Inc.**, enter **XYZ, (space)**.

If you are unable to locate your organization please [contact](#) our member services department.

Company name (First five (5) characters) *

East

Submit

Step 1

Step 2

Step 4: You will see the screen below, click on the drop down menu and select “East Texas Employee Benefits Co-op”

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Company, Organization or Location Identification

Select your company or organization from this drop-down menu and click the “Submit” button.

If your organization does not show up on this list, make sure you entered the appropriate characters in the company search tool on the previous page.

If you are still unable to locate your organization, or if you would like to report a recent organizational name change, please contact our member services department.

Select your company * **East Bay Municipal Utility District** ▼ ← Step 1

- East Bay Municipal Utility District
- East Bay Regional
- East Manufacturing Corporation
- East Newark Board of Education
- East Providence Police Beneficial Association
- East River Electric Power Cooperative, Inc.
- East Rutherford Board of Education
- East Texas Employee Benefits Co-op** ← Step 2
- East Texas Salt Water Disposal Company
- East West Bank
- East West Bank ABL
- East West Partners, Inc.

Privacy

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Employee Assistance Programs | Behavioral Health | Wellness Programs | Work-Life | HR Solutions

Step 5: Fill out and complete your registration.

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Registration: Profile

To register for GuidanceResources Online, simply fill in the areas below.

*** Required**

Organization Web ID * NYLGBS

Select User Name and Password

User Name * (Select your own user name: 6-16 characters, no spaces.)

Password * [Password Requirements](#)

Re-enter Password *

In case you forget your User Name or Password...