

NOTE: You will need the latest version of Adobe Flash player, so please make sure your player works prior to your scheduled call: <http://get.adobe.com/flashplayer/>

To log in - click on this link:

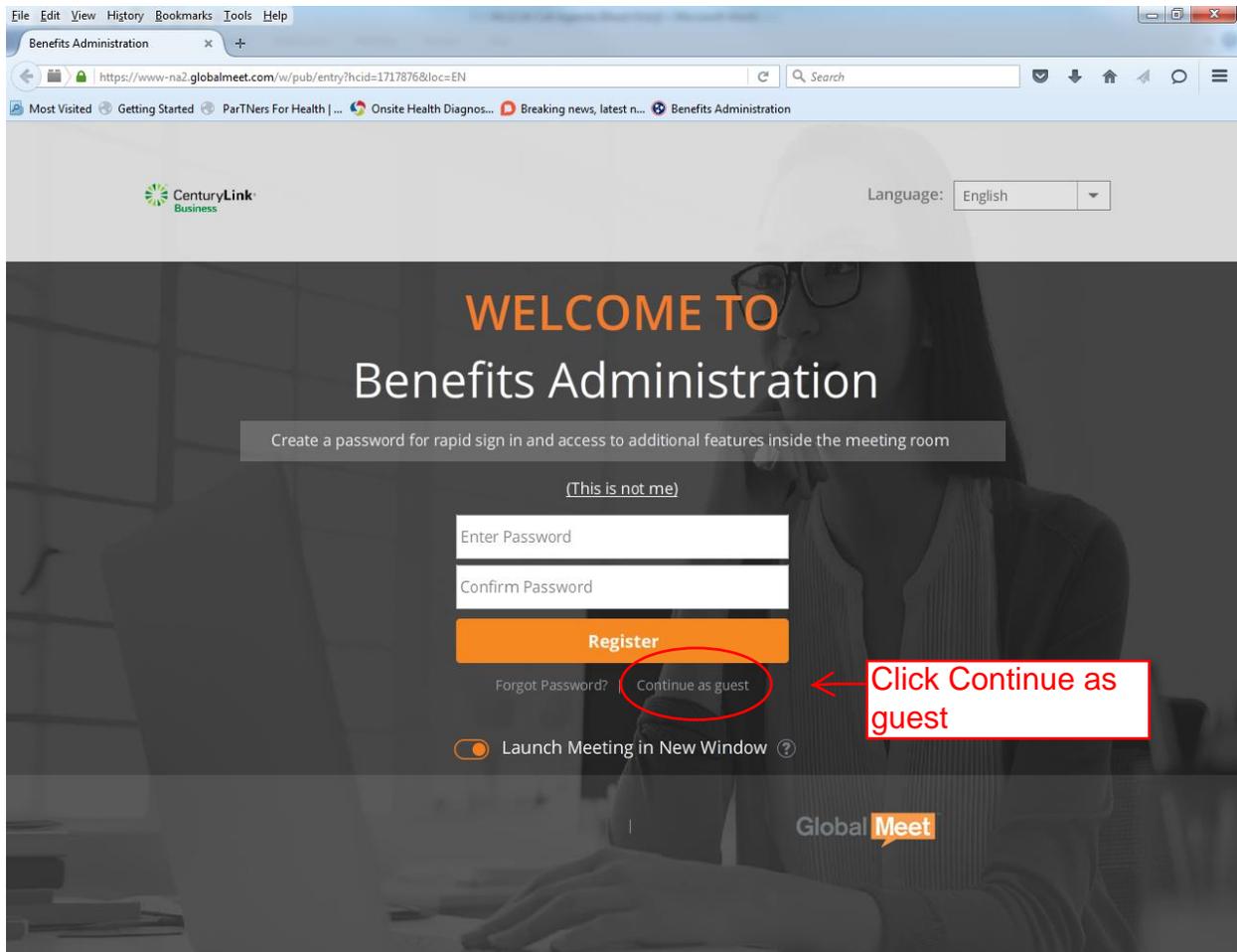
<https://stateoftn.centurylinkccc.com/CenturylinkWeb/BAmeeting>

The screenshot shows a web browser window displaying the CenturyLink Business Benefits Administration login page. The page has a dark background with a person working at a computer. The main heading is "WELCOME TO Benefits Administration" in white and orange text. Below the heading is a grey box with the text "If you are a new or existing user, sign in to join your meeting". The login form consists of three input fields: "First name", "Last name", and "Email or Client ID". The "Join meeting" button is highlighted with a red circle. Two red arrows point to the "First name" and "Last name" fields, and another red arrow points to the "Email or Client ID" field. Below the form is a "Keep me signed in" checkbox and a "Launch Meeting in New Window" toggle. The CenturyLink Business logo is in the top left, and the Global Meet logo is in the bottom right.

You will see this page.

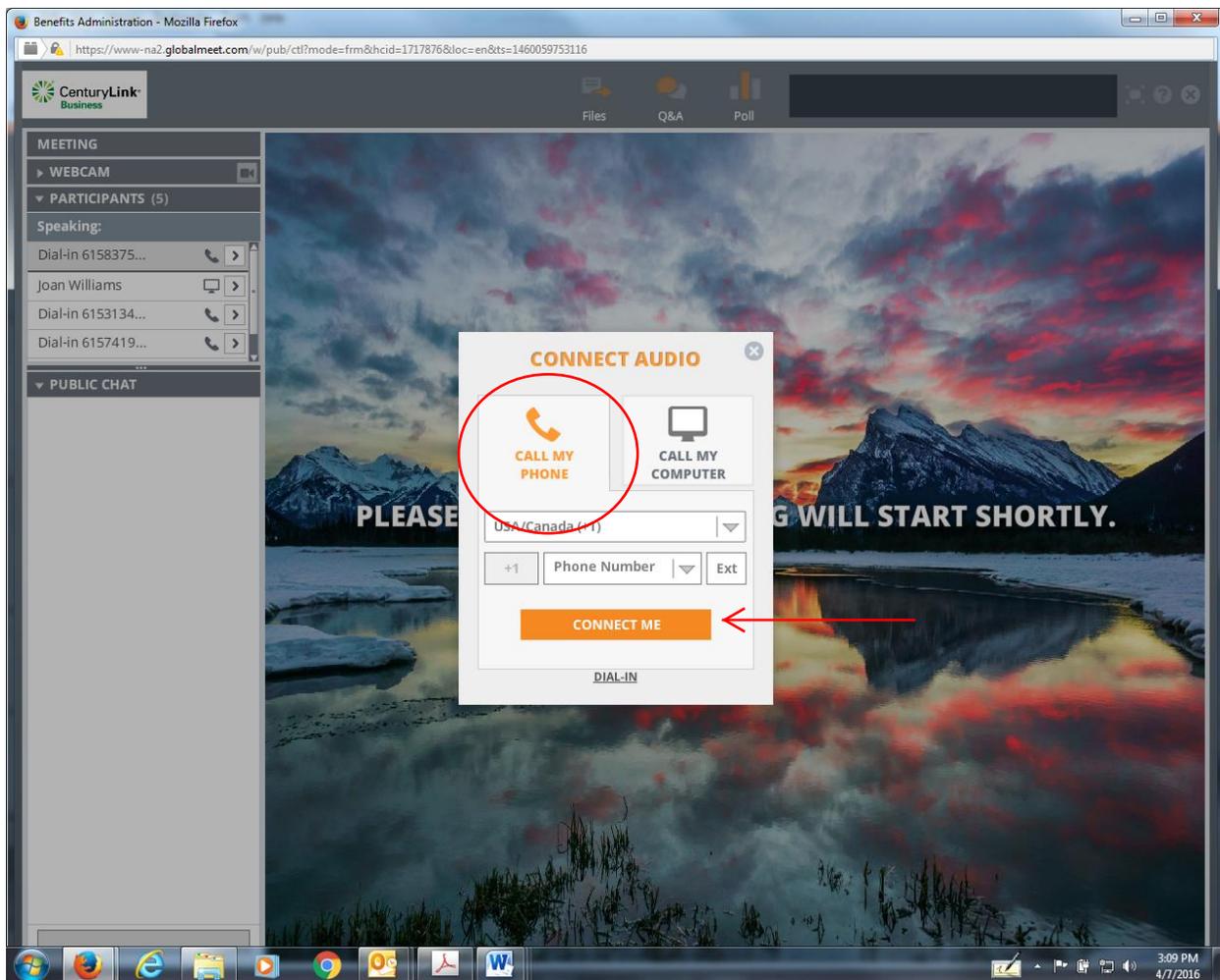
Type in your first and last name and email address.

Click "Join meeting".

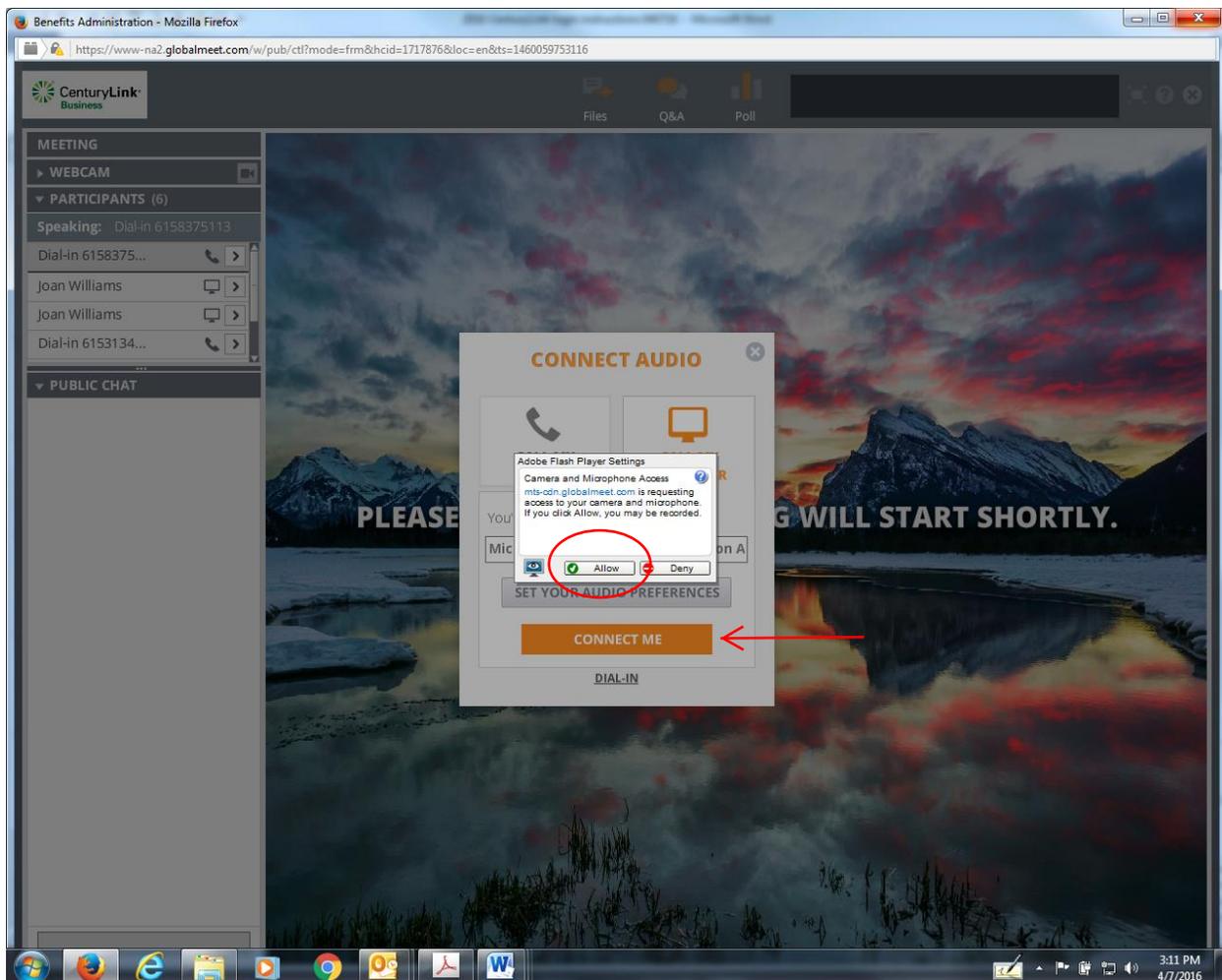


You will be given the option of creating a password and registering, or joining the meeting as a guest.

We recommend you join as a guest – click “Continue as guest”.



Your first option is to click **“Call My Phone”**. The conferencing service will ask you to enter your phone number (and extension if you have one) and click **“Connect Me”**.



Your second option is to click **“Call My Computer”**. Once you click this option, the screen above will open. If you want to speak on the conference call, you must have a microphone on your computer. If you do not, you can listen to the call from the computer and type your questions and comments into the chat box.

Click **“Allow”** to allow your camera and microphone access to be accessed by CenturyLink. Then click **“Connect Me”**.

If you have trouble logging into the webinar, call the conference line number at 1.877.820.7831 and enter participant code 217506#. You will be able to listen to the presentation