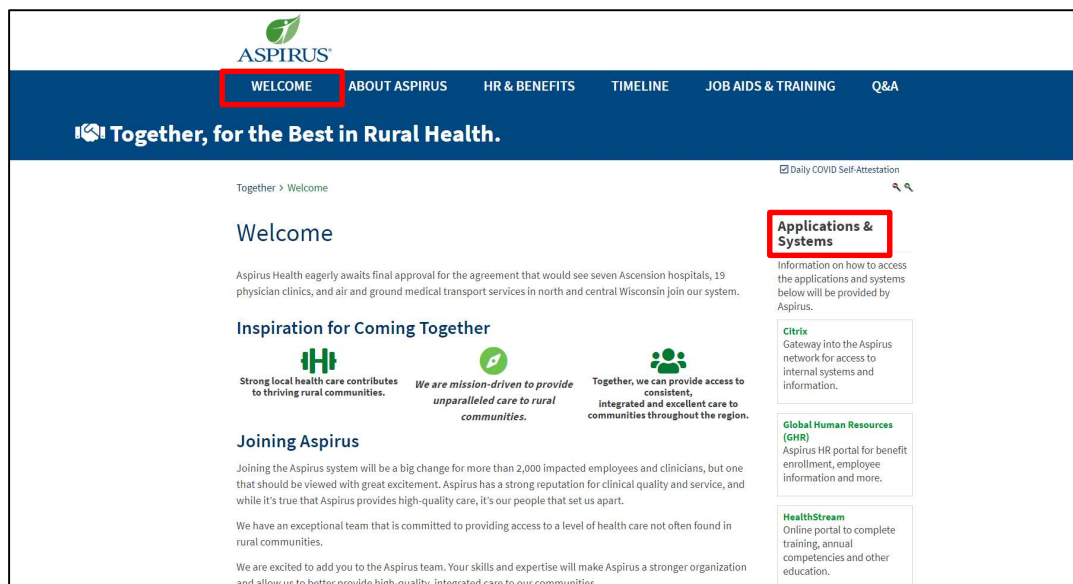


PolicyStat holds all of Aspirus' policies and procedures.

Please Note Aspirus Acquisition of New Entity(s)

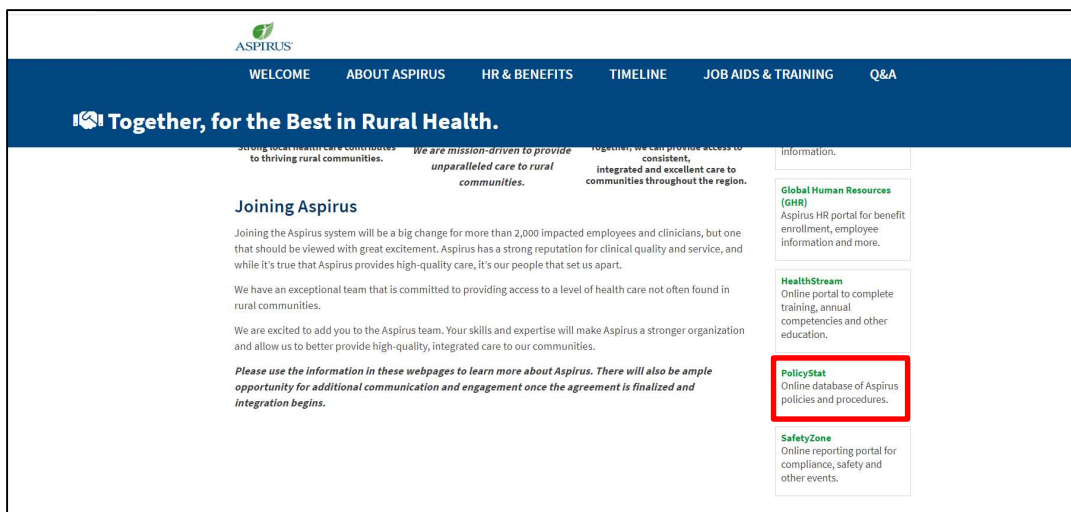
- When Aspirus acquires a new entity, the transition to Aspirus policies will begin immediately and be completed within a reasonable time following the close of the transaction.
- Employees of the newly acquired entity shall receive access to and should refer to Aspirus policy for guidance.
- During the transition period, if an Aspirus policy cannot be followed or implemented due to the existing circumstances (e.g. use of an application called for in the policy to report a risk management incident is not yet available at the newly acquired entity, or other), the employee(s) shall continue with the available process or practice until such time that the Aspirus policies are fully integrated.
- Employees should refer all questions to a manager or supervisor when there are concerns about an existing practice.

1. You can access PolicyStat through the Aspirus microsite "Welcome" page under "Applications & Systems".

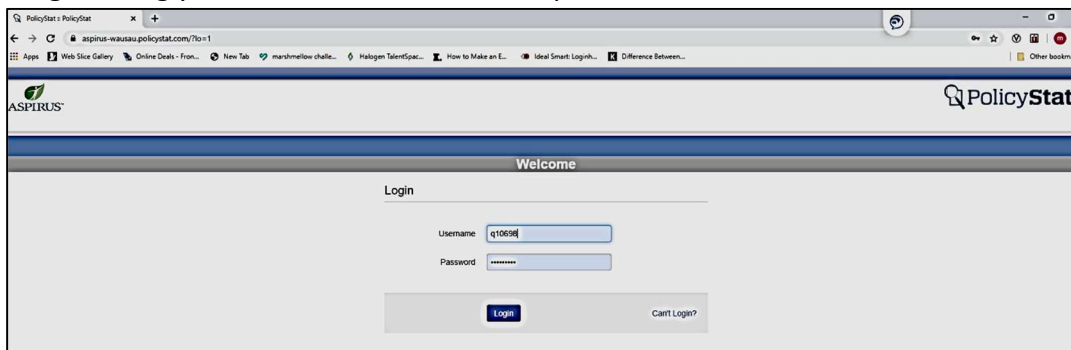


Acknowledging Policies in PolicyStat

2. Scroll down until you see “PolicyStat”. Click on that to access the application.



3. Log in using your network username and password.



4. From the Home tab, click on “Policies Awaiting Acknowledgement”.



5. Click on a policy, read it, and acknowledge when you are done. Acknowledge all policies.

***All employees should have policies to review. If you login and do not see any policies listed, contact your local HR office to have them loaded into your account.

If you have questions about this process or would like more information, please contact Jessie Hlad at jessie.hlad@aspirus.org.