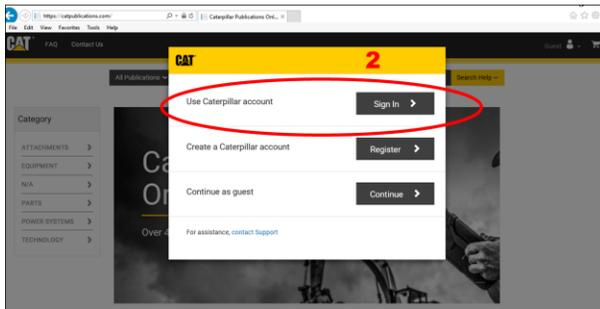


Employee Assistance Program Media ordering instructions

There are several promotional items for the Employee Assistance Program (EAP). These items are occasionally updated and available to be shipped to you in hard copy form at no charge to your business unit. EAP promotional materials are ordered and shipped through an outside vendor, Midland Information Services. Please follow the instructions below for ordering.

Instructions for ordering online:

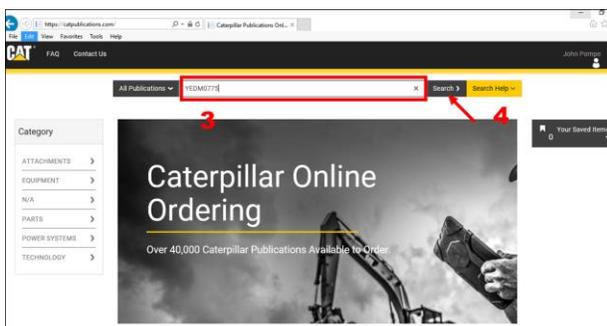
1. Go to <https://catpublications.com/>
2. Choose top option, “Use Caterpillar Account” and click on “Sign in”. This will automatically log you into the site if you’re logged into CWS.



3. Click on the “All Publications” search box and enter the media number.

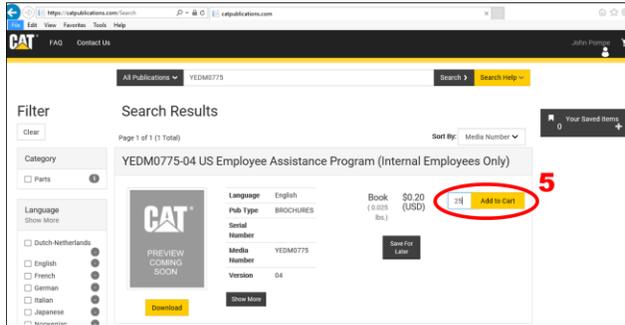
Global EAP Tri-fold Brochure	YEDM0784	<i>All media pieces are ordered individually so you can get any amount needed (see #5).</i>
Global EAP two-page flier	YEDM0785	
EAP Wallet Card	YEXM0778	
RUOK? Trifold Brochure	PEDJ0402	
RUOK? Wallet Card	PEXQ1038	

4. Click “Search”.

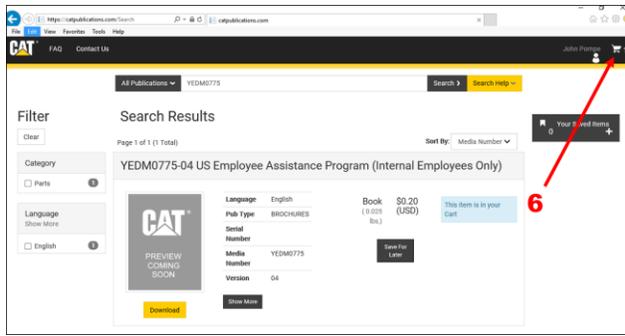


5. Choose quantity. Click add to cart. Media should be ordered based on number of items, NOT PACKAGES. This is a recent change. Example: 1 = one brochure. 25 = twenty-five brochures.

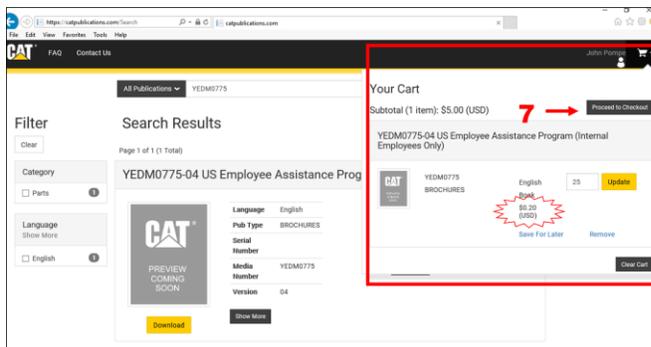
NOTE: If you want to order more than one type of media, return to the search bar at the top and follow same process; enter new media number, choose quantity and add to cart.



6. When ready to checkout, click on the cart icon on the top right of the page.



7. Review your order and click "Proceed to checkout". NOTE: When reviewing order, there will be a subtotal amount listed. Disregard this. You will not pay anything.

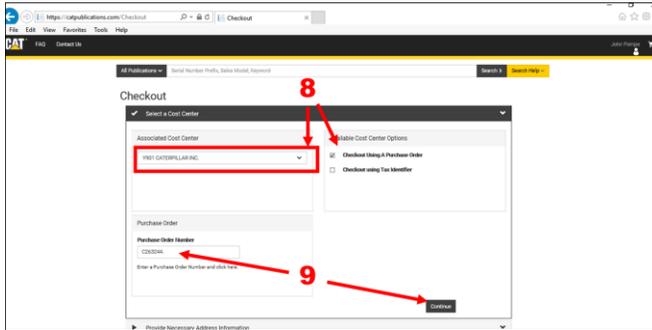


- At Checkout, click “Select a Cost Center”. Select the option that defaults to your CWS logon. As long as you enter the PO# in step 9 you will not be charged for this order.

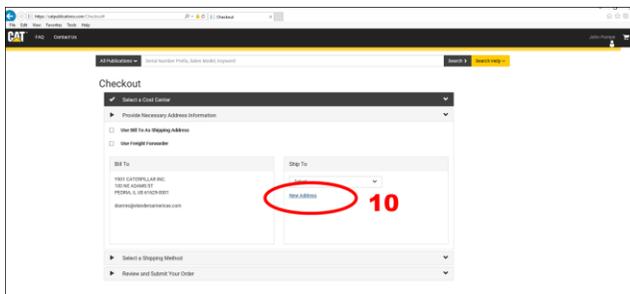
NOTE: If you are unable to enter a cost center or do not have the option to enter a PO# contact Dr. John Pompe at pompejc@cat.com.

Under “Available Cost Center Options,” click the box “Checkout Using a Purchase Order”.

- Enter Coupa PO number: **I000040926** (letter “i” the rest are numbers). Click “continue.”

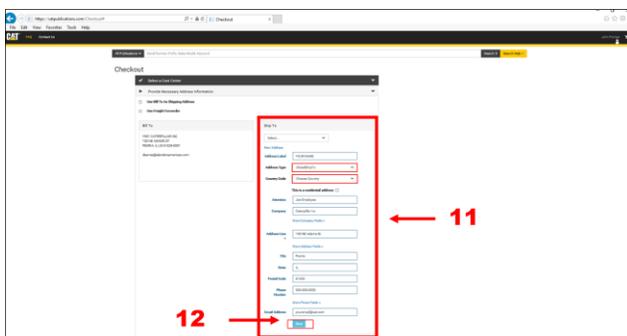


- On “Provide Necessary Address Information” under “Ship To” click “New Address”.

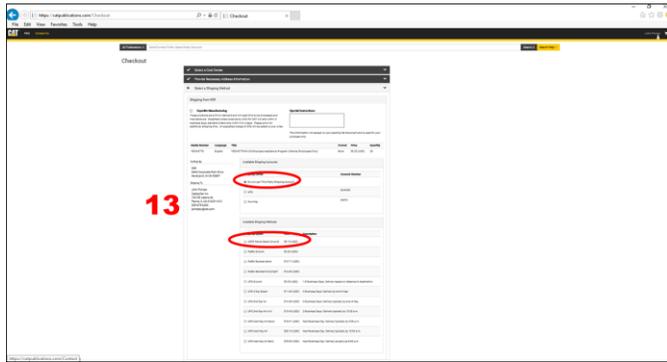


- Enter your first and last name in the “Address Label” box. Address type is “Ship To”. Enter your shipping address information in the remaining fields. Enter your e-mail address to receive confirmation.

- Click “Save”.

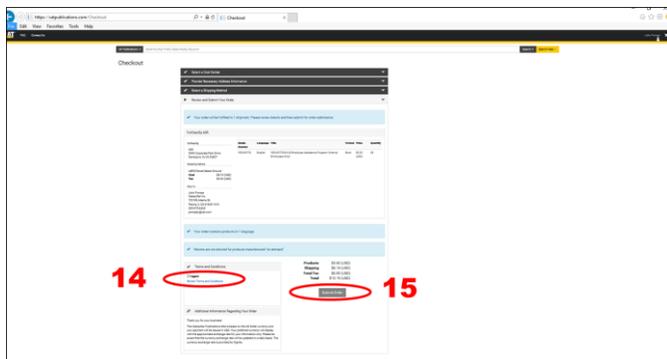


13. On “Select Shipping Method” page, Click “Do Not Use Third Party Shipping Account” and click “USPS Parcel Select Ground” or the least expensive option for standard shipping. Again, you will not be charged for this.



14. Review order and click “I agree” under Terms and Conditions.

15. Click Submit Order.



16. You will receive a “Success” page and order confirmation e-mail.

Note: EAP media are available for some non-U.S. locations and for the International Assistance Program for ISEs. Contact Dr. John Pompe for these materials at 309-675-6263 or pompejc@cat.com with any questions about ordering.