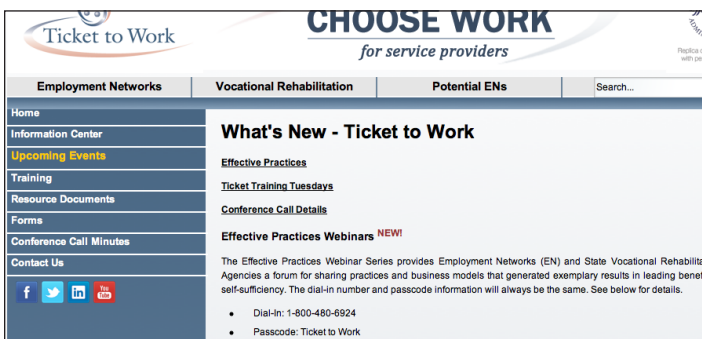**1.** On your phone dial: 1-800-480-6924

2. When the operator asks you for your passcode say: "Ticket to Work"

3. You will then be asked for your name, organization and state.

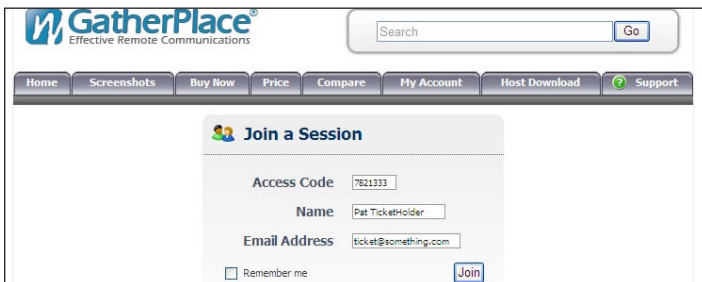**4.** You will remain on the phone for the duration of the session.

To Access Gatherplace:

5. Open your browser and go to the website www.yourtickettowork.com

6. On the left navigation go to 'Information Center' then click on 'Upcoming Events'

7. Here you will find details about the webinars, including a link to access the presentation slides.
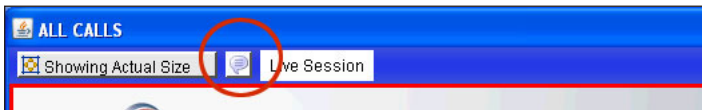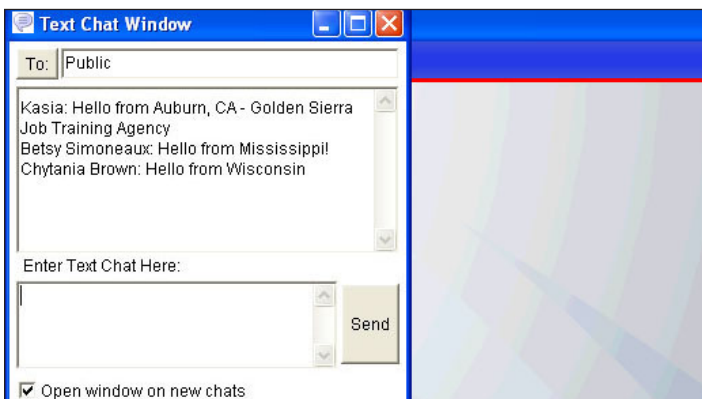

8. Click this "gatherplace.net" link.

Note: This link changes for each webinar so please make sure to use the correct link for the presentation you are attending.

9. The access code will already appear, type your name and your email address and click 'Join'.

10. To participate in the chat function, click on the chat icon in the upper left area of the screen.

Note: Keep your browser window open for the duration of the session. You may enter your chat responses in the 'text chat window'.

To stop the chat window from opening each time a call participant sends a message unclick the 'open window on new chats' box in the bottom left corner.