

HR Handbook

The Support

Your Arcora solution includes the option to purchase support to develop an HR policy handbook—a compliant tool for your employees that includes a suite of policies addressing conduct, employment, employee benefits, health and safety among many other relevant topics.



The Specifics



For you

Plan administrators and business owners have access to:

- A customized, compliant and comprehensive HR policy handbook

The Steps

1

Request.

Get started by completing our [online form](#).

2

Sit tight.

Wait for the professional you've been matched with to reach out to you to initiate the development of your handbook.

3

Share.

Complete a pre-delivery questionnaire about your organization.

4

Get ready.

Within about 30 days of completing the questionnaire, you'll receive a draft of your handbook, as well as the all the steps you'll need to take to finalize and use your handbook.

5

Follow up.

You have up to three hours to consult with a professional throughout the development process. When you're ready, remember to connect with the professional to put the finishing touches on your handbook.