

# Submit a Question to HR – Quick Job Aid

## Procedure

Follow these steps to submit a question to Human Resources:

1. Access the **MyWay** system as follows:
  - a. Go to **The Exchange** at <http://www.hmhn.org>.
  - b. At the top right of the page, click the **MyWay** link.
  - c. Click the **Sign In** tile.
  - d. Enter your User ID and password and click the **Sign In** button.
2. After you sign in, verify the header says **MyWay**. If it does not, click the header dropdown arrow and select **MyWay**.
3. Click the **Team Member Service Center** tile.
4. In the left column of the page, click the **Submit a Question to HR** tab.
5. Complete all the fields on the **Submit a Question to Human Resources** form.
6. Click the **Save** button.

**Result:** Human Resources will respond to your question.

## Questions?

If you have any questions, please contact Team Member Support Services through one of the following: **1)** submit an inquiry by clicking the **Team Member Service Center** tile from the **MyWay home page** and completing the Inquiry page presented; **2)** call 551-996-2877.