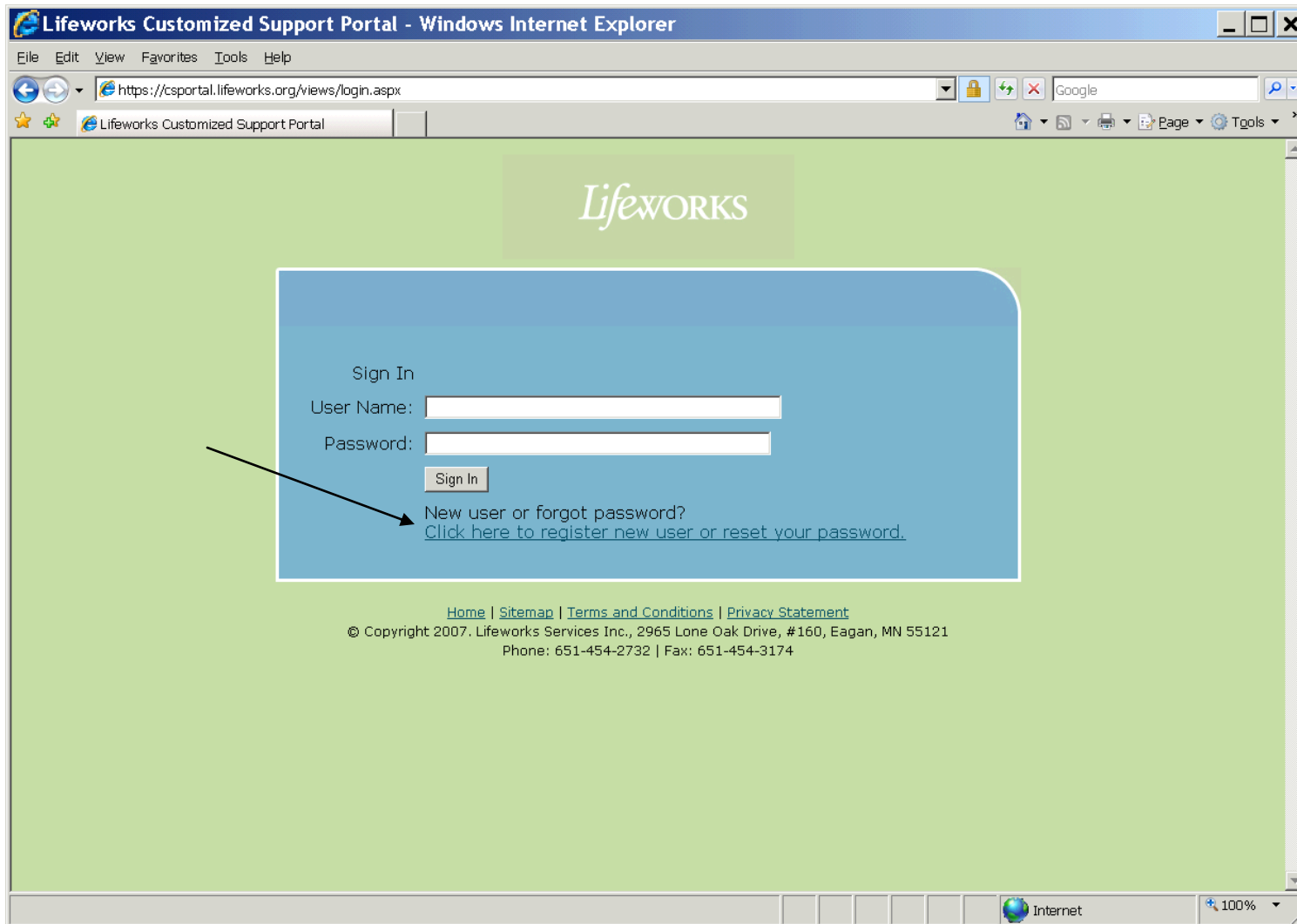
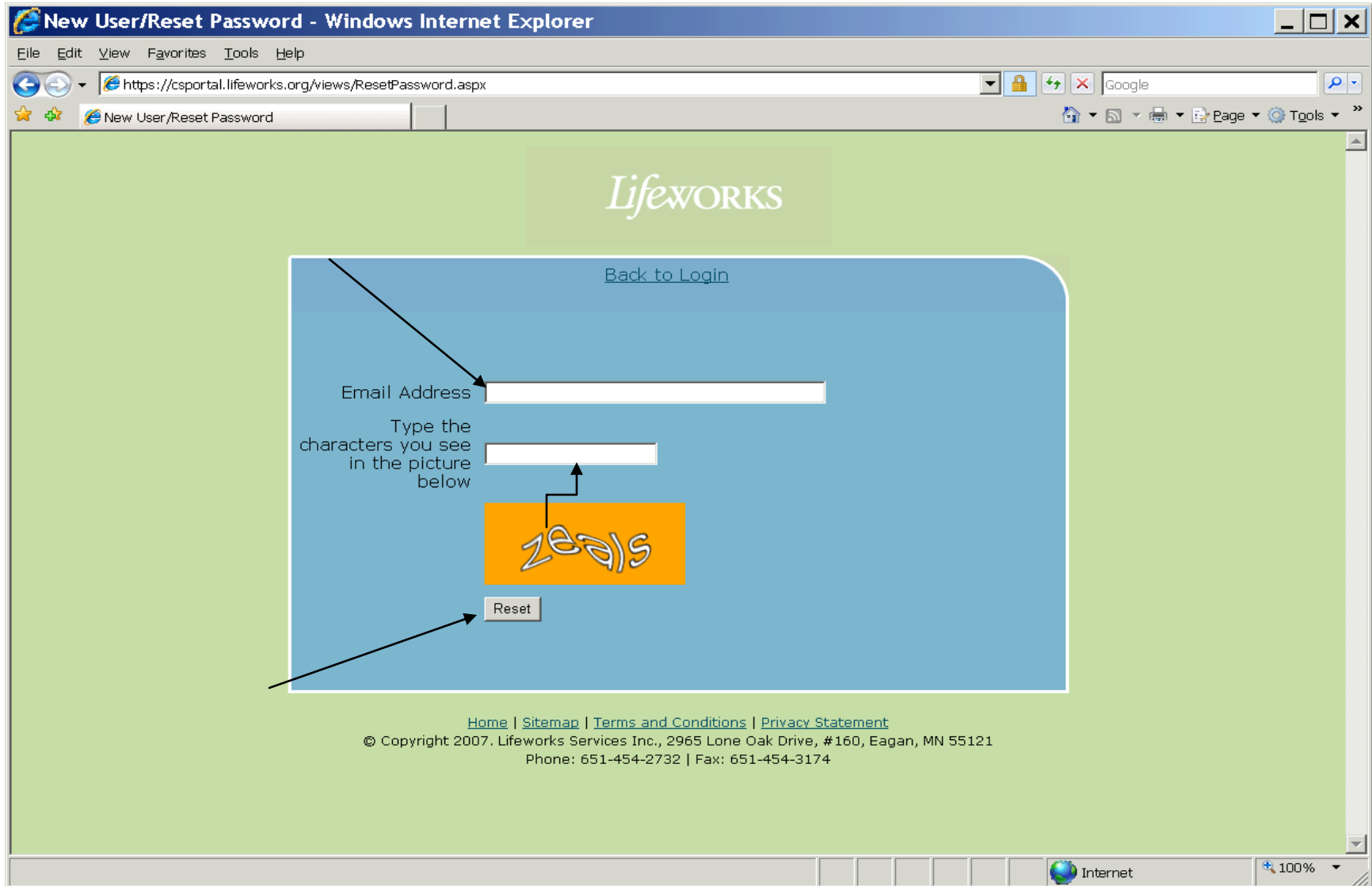


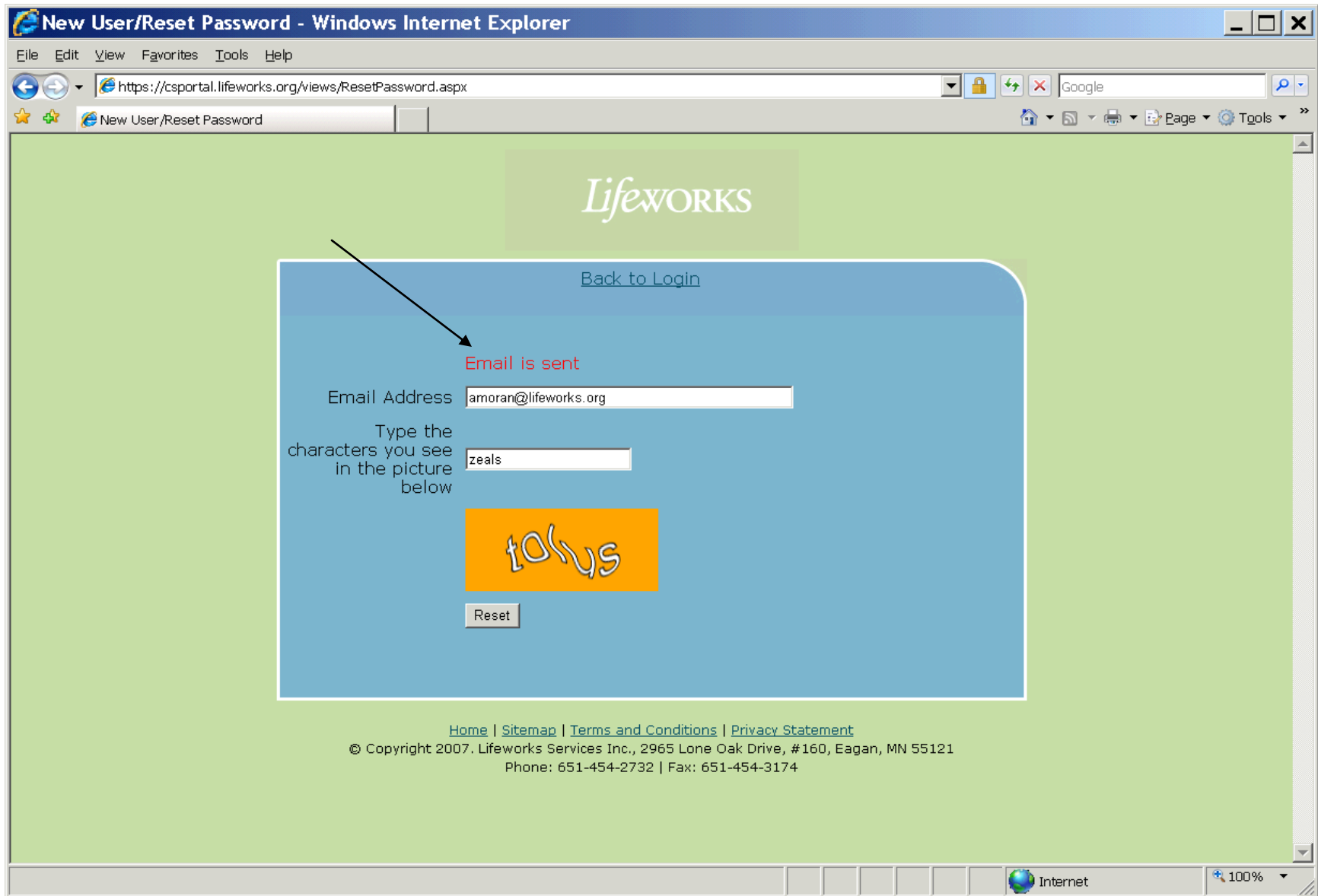
Step 1: When you arrive at this page, you should select “Click here to register new user or reset password”



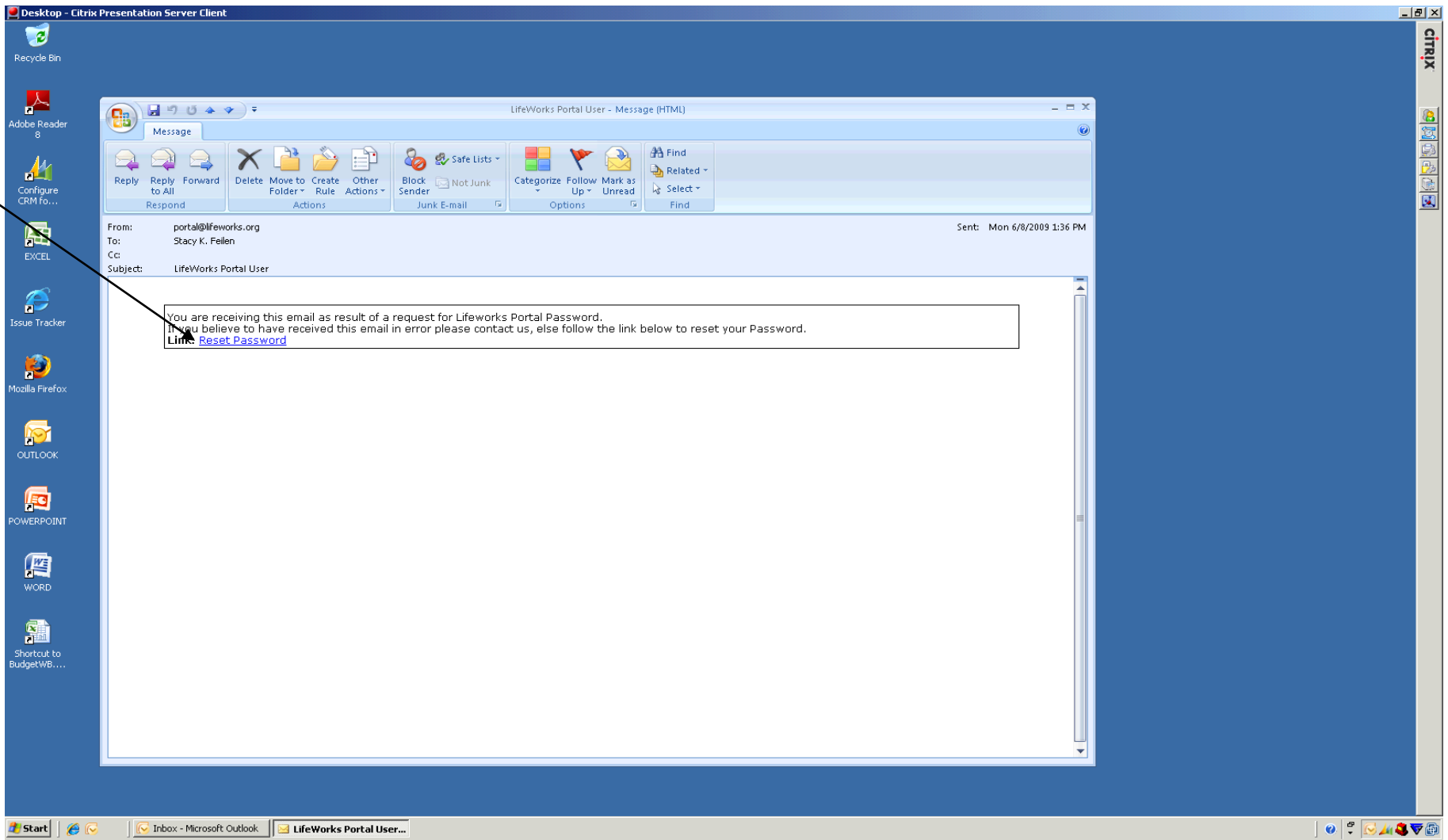
Step 2: You will enter in you EMAIL ADDRESS and the characters below. Note: your email address must match what Lifeworks has in our system. Select "RESET"



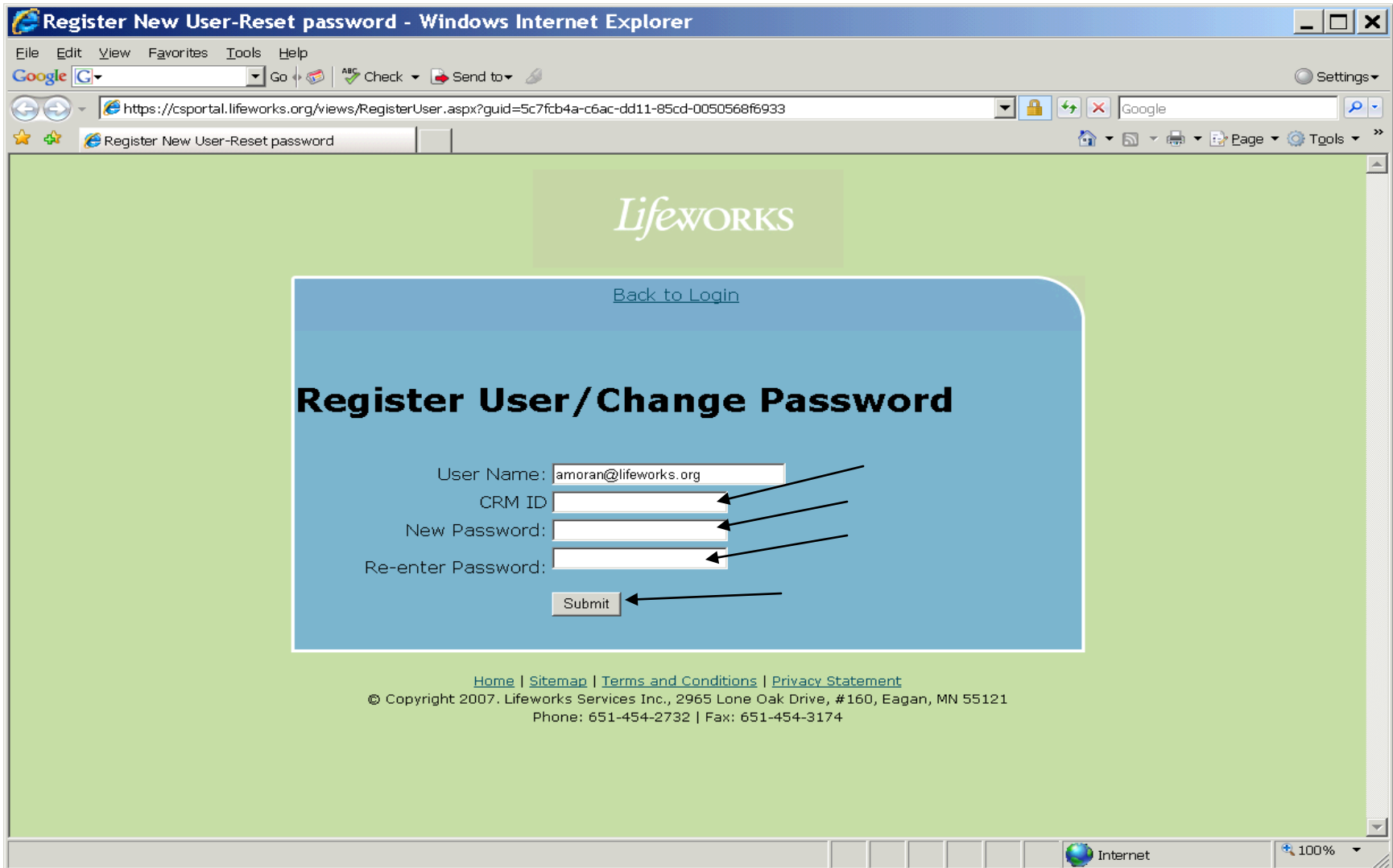
Step 3: The screen will reset and a message will appear indicating an Email has been sent. You should now go to your email in box.



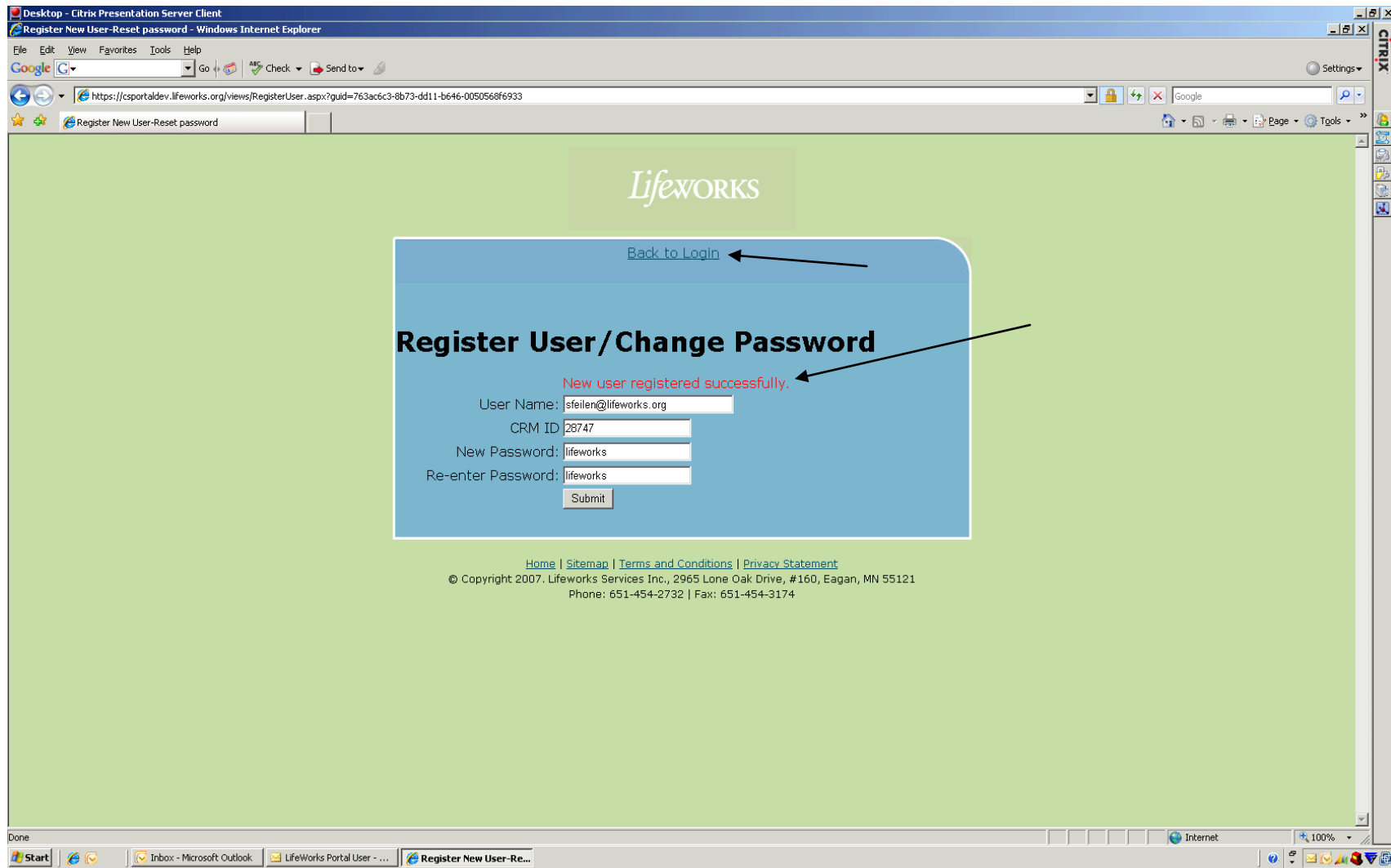
Step 4: You will receive a message that looks like the picture below. You will need to select the *blue link* "Reset Password".



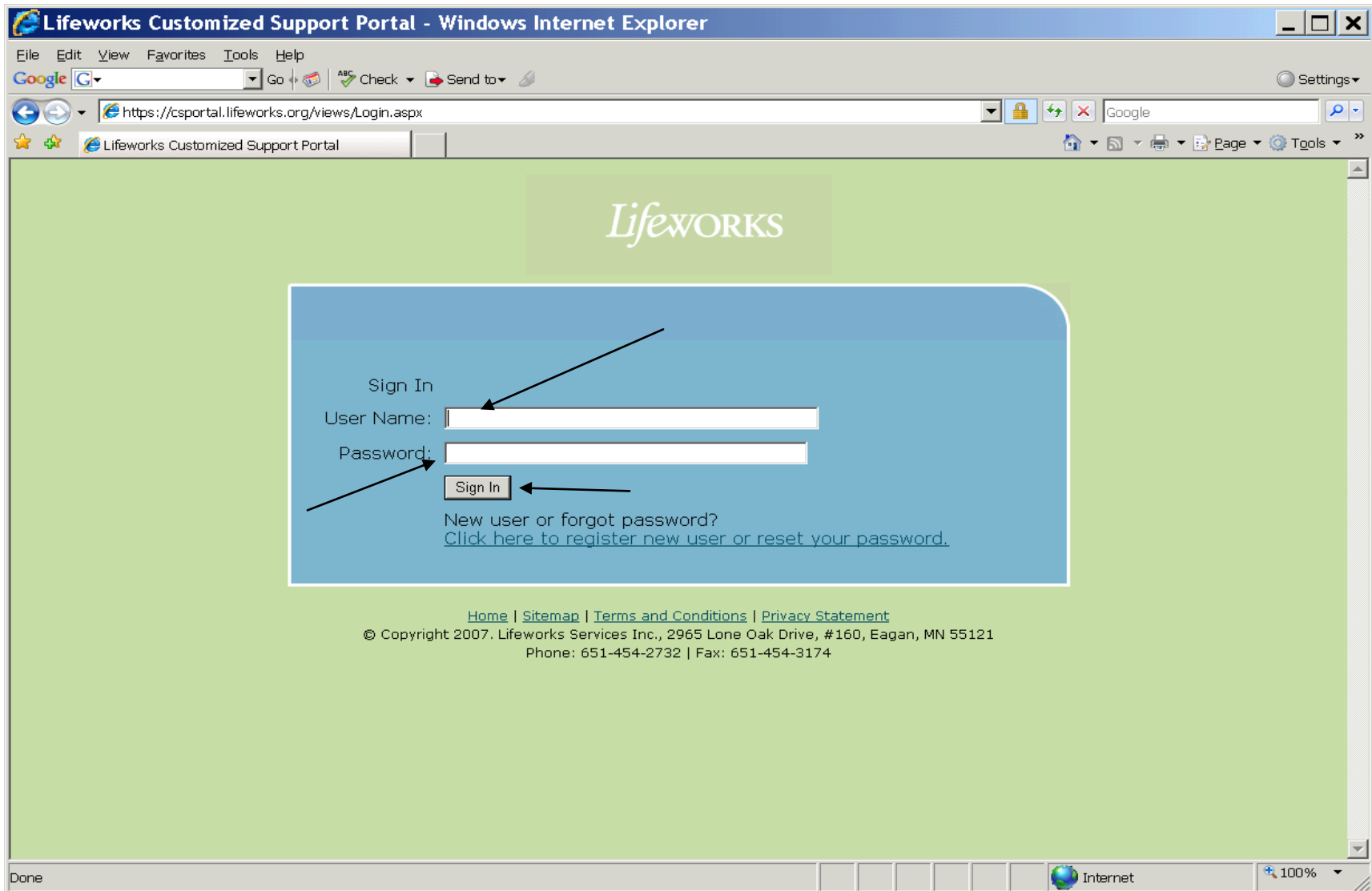
Step 5: The link will bring you to the registration page. **Your email address will default to the user name section.** You should enter in your CRM ID (if you do not know this please contact your coordinator), and choose a password with 6 or more characters (entering twice), Please note that the password is case sensitive. After all boxes are filled in, select Submit.



Step 6: You will receive a message in RED stating "New user registered successfully". You should select "BACK TO LOGIN" on the top of the screen to log in.



Step 7: You should enter in your user name (email address) and your newly set password. Select **Sign In**.



Step 8: You are now on your home page and can now select the program you would like

