

Welcome to lifeofmine.com

This step-by-step guide will help you get started by guiding you through the process of signing in to the website for the first time. It should take about 10-15 minutes.

It is very important to keep your *member number* in a safe place. This number never changes and you will need to use it every time you sign-in to the website.

You should change your password after signing-in for the first time. The instructions below will tell you how.

Step 1: Go online

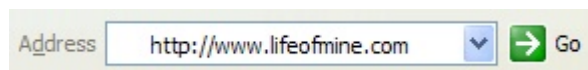
Connect to the Internet, start your web browser and go to www.lifeofmine.com

Note for beginners: A web browser is a program that is used to surf the Internet (e.g. Internet Explorer).



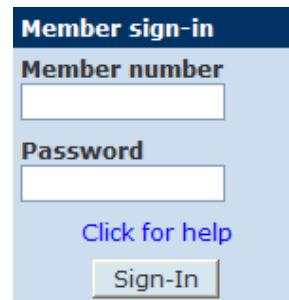
Launch your web browser by double-clicking the icon.

Type *www.lifeofmine.com* into the space labeled Address and press the *E*nter key on your keyboard or click the *G*o button.



Generally, you do not need to type 'http://' before the website name. Your browser should automatically add it.

Step 2: Sign in to the website



Enter your unique *member number* and temporary password in the sign-in panel and then click the *Sign-in* button.

Note: After you have signed in you will be able to change your password so only you will be able use your *member number*.

Step 3: Enter required information

The first time you sign-in you need to supply some information, like your names, your date of birth and your email address. We would also like to know how you found out about the website.



In case you forget your password, we also ask that you select a secret question and record the answer. If you forget your password you can request a new temporary password that we will e-mail to you. The secret question and answer is used to verify that you are the person requesting that the password be reset.

Step 4: Terms & Conditions

Please read our Terms & Conditions and confirm your acceptance of them.

When you have finished recording the required information, click the *Save* button.

Confirm your details are correct.

A welcome page will be displayed that explains the site layout – which you should read.

Step 5: Change your password



Click on the *Account* tab to access your account information.

You should change the temporary password (six digits) to something you can easily remember. Passwords must be 6-15 characters long. They may contain letters and numbers, but **not** symbols such as !@#\$%^&*().

Change Password	
Current Password	<input type="text"/>
New Password	<input type="text"/>
Verify Password	<input type="text"/>
<input type="button" value="Change Password"/>	

Type your temporary password in the top box. Type your new password in the bottom two boxes and click the *change* button.

Note for beginners: To stop anybody else seeing your password, black dots will be displayed instead of characters. Don't worry if your new password doesn't fit in the space provided - just type it in and the dots will scroll across to make more room.

Step 6: Verify your account details

Double-check that you have correctly recorded your e-mail address and secret question & answer.

Finished!

Now that you have accessed the website, signed in, changed your password and verified your e-mail address you are ready to go!

Simply click on one of the tabs and start filling in the boxes. We suggest you start in the *Myself* section and then move on to the *My Homes* section. You can frequently click on the *My Life* tab to view your *Life Story*. There are brief instructions at the bottom of every screen.

There is an excellent online help system, so if you get stuck, just click on **Help** above the tabs to view detailed instructions about the page you are working on. You can download and print the *User Guide* to use as a reference manual. Instructions are included in the online Help.

You may also like to download and print a copy of the *Student Guide* from the *Documents* page. The *Student Guide* was designed as a 2-hour workshop but it can just as easily be used as a self-help tutorial.

Most of all we hope you enjoy using the service. If we can be of any assistance or if you have any suggestions, please send us an e-mail message.

service@lifeofmine.com