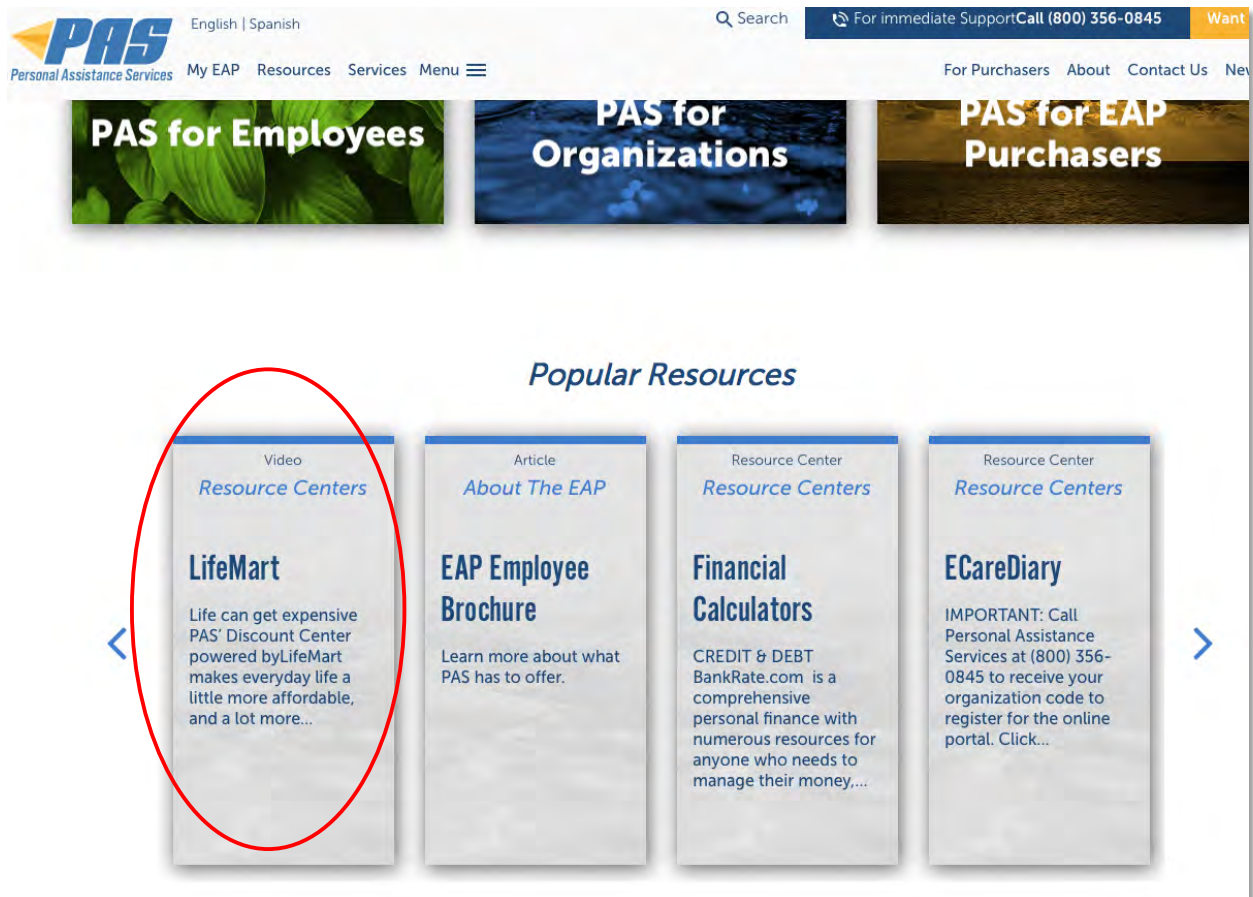


## Quick Guide: Registering for LifeMart Discount Center and Managing Your Account

1. Go to [www.paseap.com](http://www.paseap.com)
2. Scroll below headshot to **Popular Resources** carousel. If LifeMart tile does not appear, click on left or right arrows to scroll through resources.



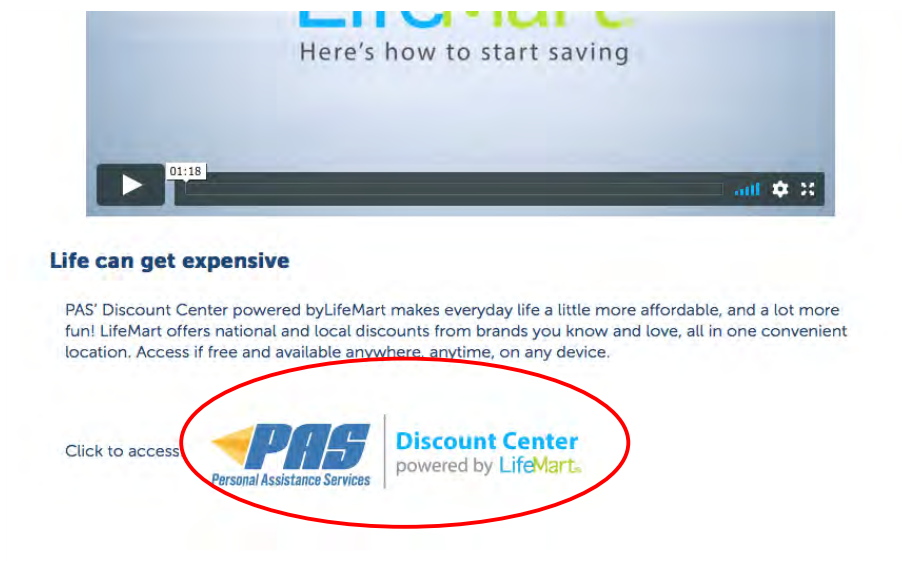
The screenshot shows the PAS website header with navigation links: English | Spanish, Search, For immediate Support Call (800) 356-0845, and Want. Below the header are three main navigation tiles: PAS for Employees, PAS for Organizations, and PAS for EAP Purchasers. The main content area features a "Popular Resources" carousel with four tiles:

- LifeMart** (Video Resource Centers): Life can get expensive PAS' Discount Center powered by LifeMart makes everyday life a little more affordable, and a lot more... (This tile is circled in red in the image).
- EAP Employee Brochure** (Article About The EAP): Learn more about what PAS has to offer.
- Financial Calculators** (Resource Center Resource Centers): CREDIT & DEBT BankRate.com is a comprehensive personal finance with numerous resources for anyone who needs to manage their money,...
- ECareDiary** (Resource Center Resource Centers): IMPORTANT: Call Personal Assistance Services at (800) 356-0845 to receive your organization code to register for the online portal. Click...

3. Click on “**LifeMart**” tile. This will take you to <https://www.paseap.com/resource/lifemart/>
4. To view a brief video tour of LifeMart, click on the “**play**” button on the video window



5. To register, click on **Discount Center logo**



6. This will take you to next screen which is **registration/log-in page** for Discount Center.

**PDS** Personal Assistance Services | **Discount Center** powered by **LifeMart**

Already a Member? [Log In](#)   [Log In](#) [Forgot Screen Name](#) or [Password?](#)

### Welcome! Register for Complimentary Access

**First Name \***  **Last Name \***

**Email Address \***

Your email address will be your screen name.

**Create Password \***  **Confirm Password \***

Use at least 6 characters. You may not use your Screen Name or Member ID.

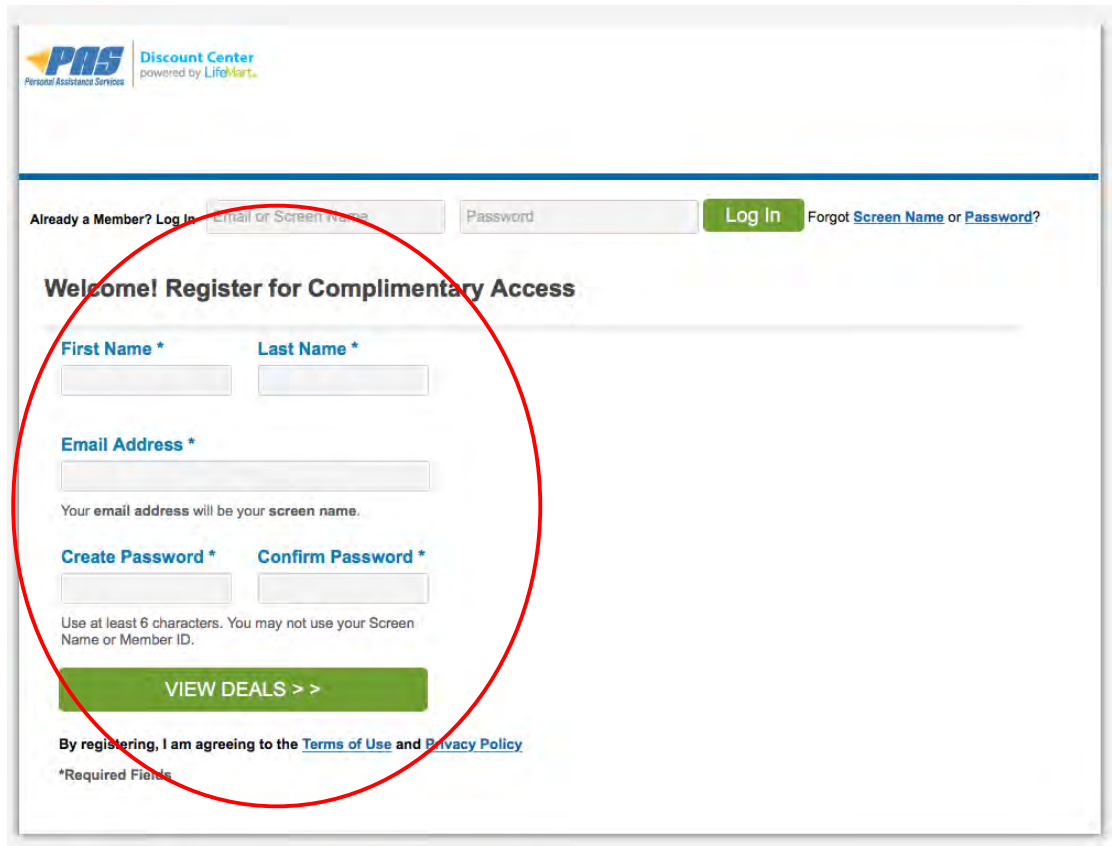
[VIEW DEALS >>](#)

By registering, I am agreeing to the [Terms of Use](#) and [Privacy Policy](#)

\*Required Fields

## To complete registration process:

1. Register for complimentary access. Enter First and Last Names, email address, create and confirm password.
2. Click on “**View Deals**”. You will be registered for the Discount Center.



**PAS** Personal Assistance Services | **Discount Center** powered by **LifeMart**

Already a Member? [Log In](#)   [Log In](#) [Forgot Screen Name or Password?](#)

### Welcome! Register for Complimentary Access

**First Name \***   
**Last Name \***

**Email Address \***   
Your email address will be your screen name.

**Create Password \***  **Confirm Password \***   
Use at least 6 characters. You may not use your Screen Name or Member ID.

[VIEW DEALS >>](#)

By registering, I am agreeing to the [Terms of Use](#) and [Privacy Policy](#)

\*Required Fields

## To access LifeMart in the future:

1. Bookmark the registration page on your web browser OR
2. Follow steps above to access from paseap.com home page
3. If you are already a member, enter screen name (your email address) and password:

**PAS** Discount Center  
Personal Assistance Services powered by LifeMart.

Already a Member? [Log In](#)   [Log In](#) [Forgot Screen Name or Password?](#)

**Welcome! Register for Complimentary Access**

**First Name \***  **Last Name \***

**Email Address \***

Your email address will be your screen name.

**Create Password \***  **Confirm Password \***

Use at least 6 characters. You may not use your Screen Name or Member ID.

[VIEW DEALS >>](#)

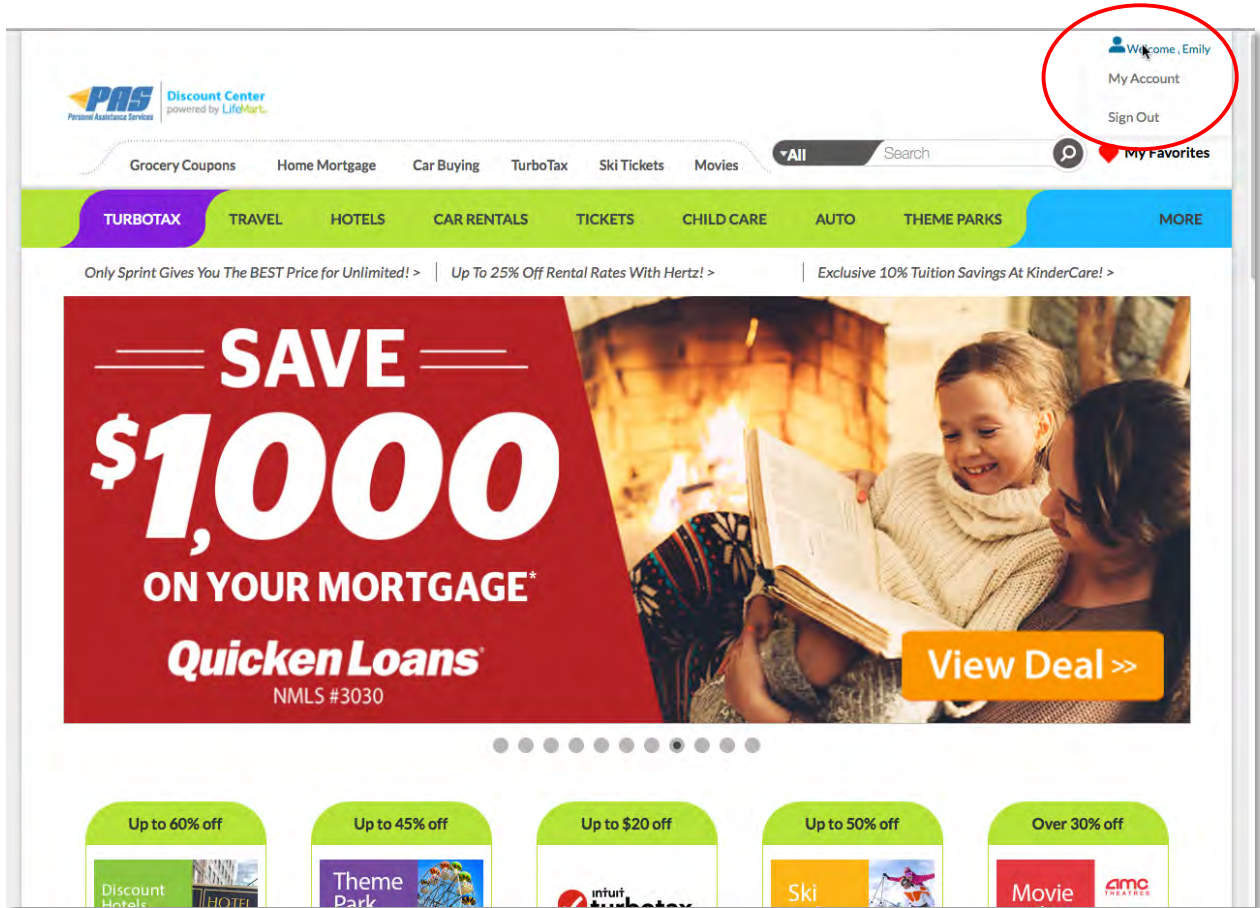
By registering, I am agreeing to the [Terms of Use](#) and [Privacy Policy](#)

\*Required Fields

4. Click **“Log In”**

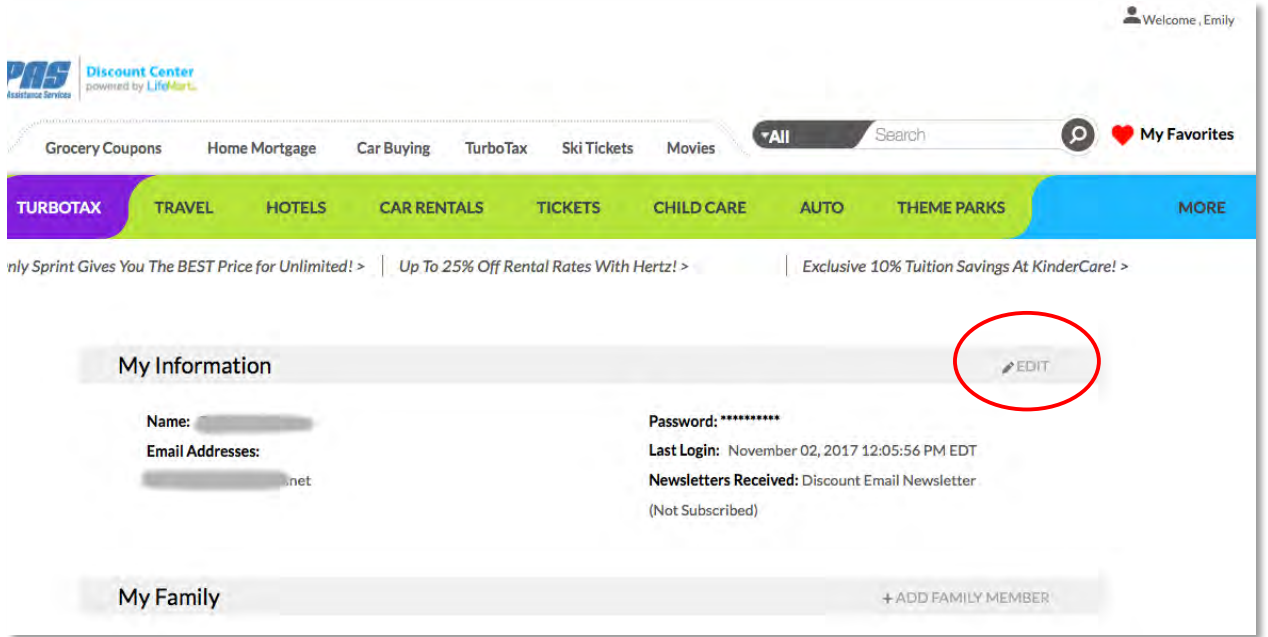
To manage your LifeMart account:

1. Roll mouse over **Account icon** in top right corner:

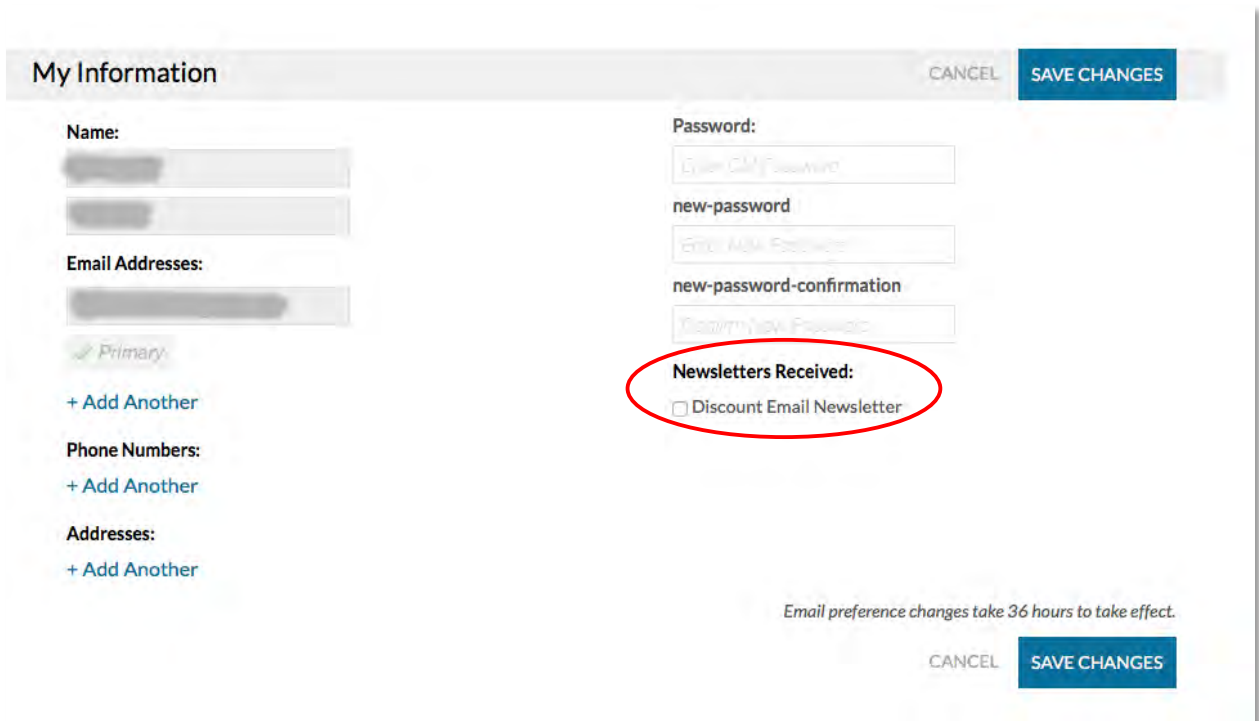




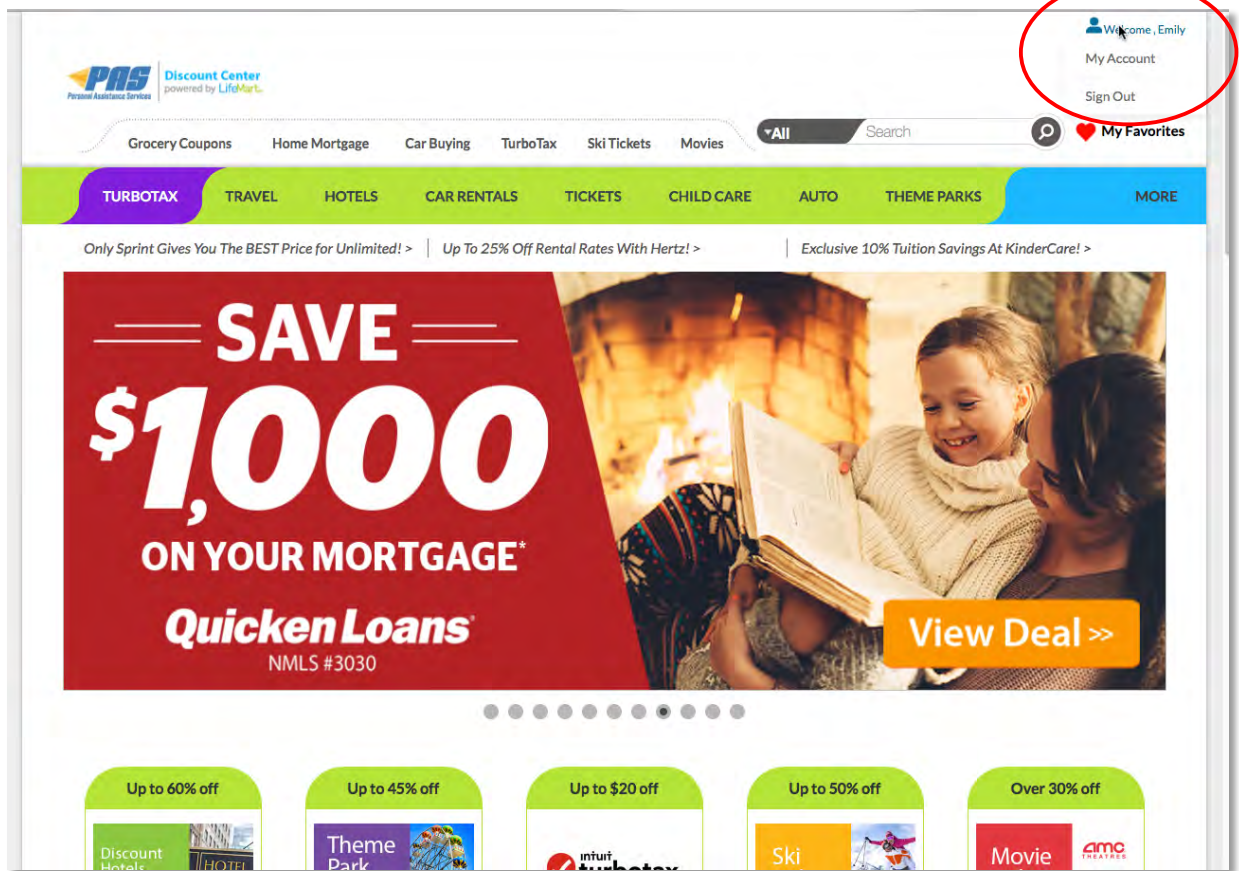
2. Select **“My Account”** to view account settings. To edit information, click **“Edit”** pencil on right side of **“My Information”**



3. You can **reset password**, add other users in your family and select whether you want to **receive email newsletters** with special offers. **BE SURE YOU CLICK “SAVE CHANGES”** after making changes to your account settings!



4. To **sign out** of account, roll over account icon in top right corner, and select “Sign Out”.



### To get help:

1. FAQ's for LifeMart: <https://wl.lifecare.com/group/lifemart/help> (note that this link will work when you have logged into the LifeMart Discount Center)
2. For help from LifeMart: <https://wl.lifecare.com/group/lifemart/contact-us> (note that this link will work when you have logged into the LifeMart Discount Center)