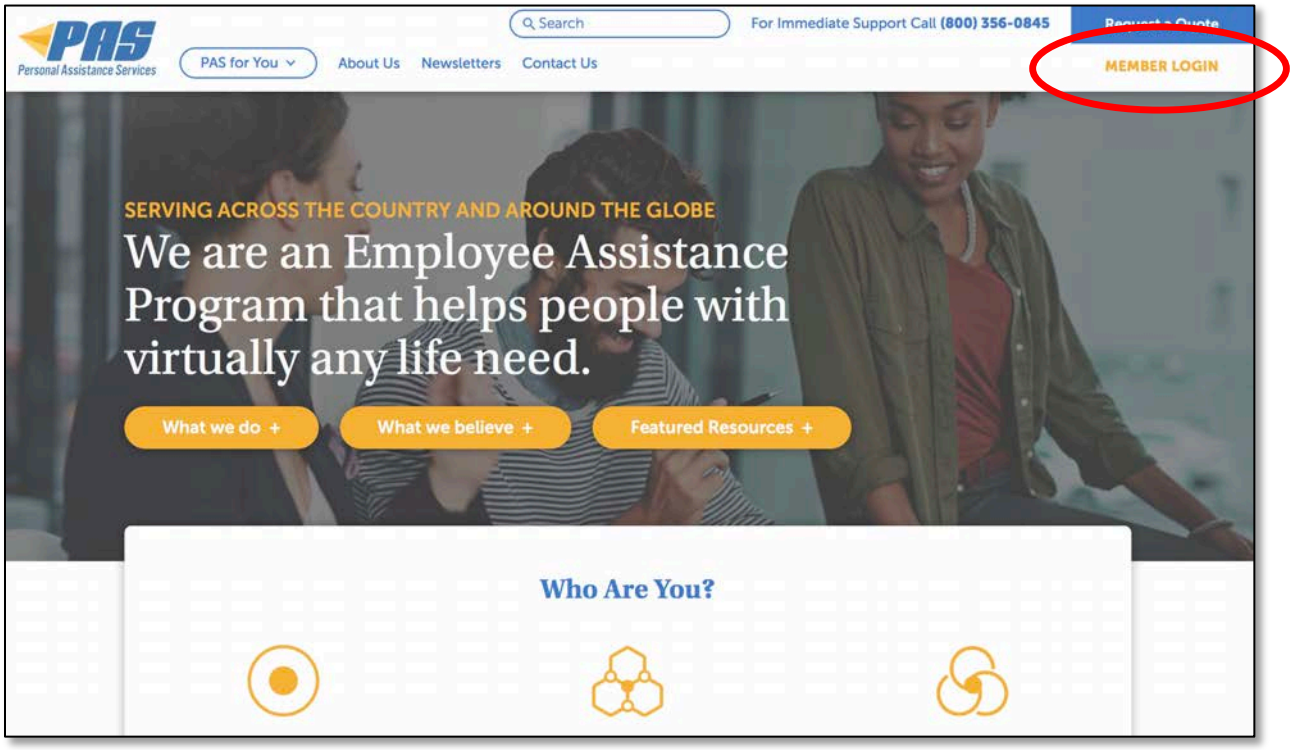
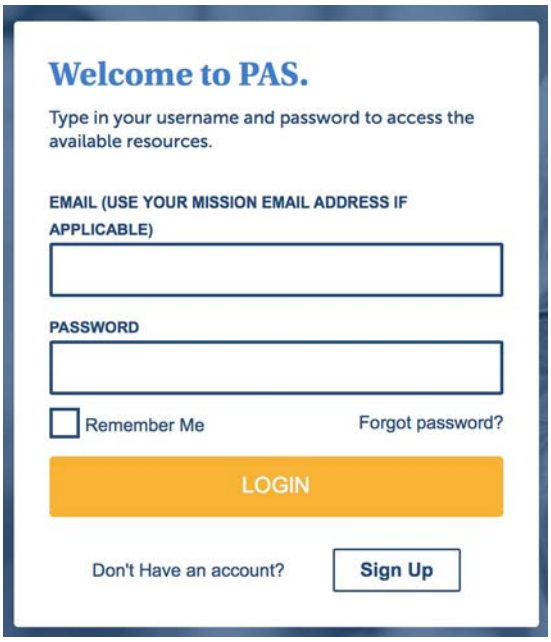
Personal Assistance Services

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

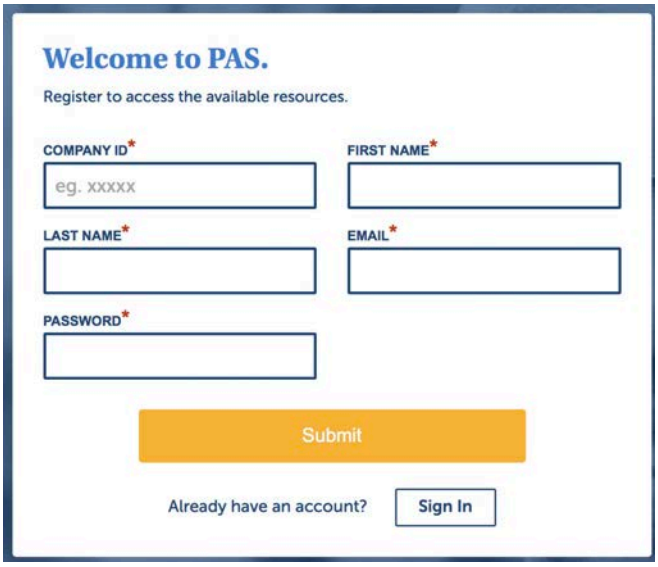
1. Go to www.paseap.com
2. Click on the **MEMBER LOGIN** button at the top right of page.



3. If you have already created an account on the PAS website, enter your email address and password in the login screen.

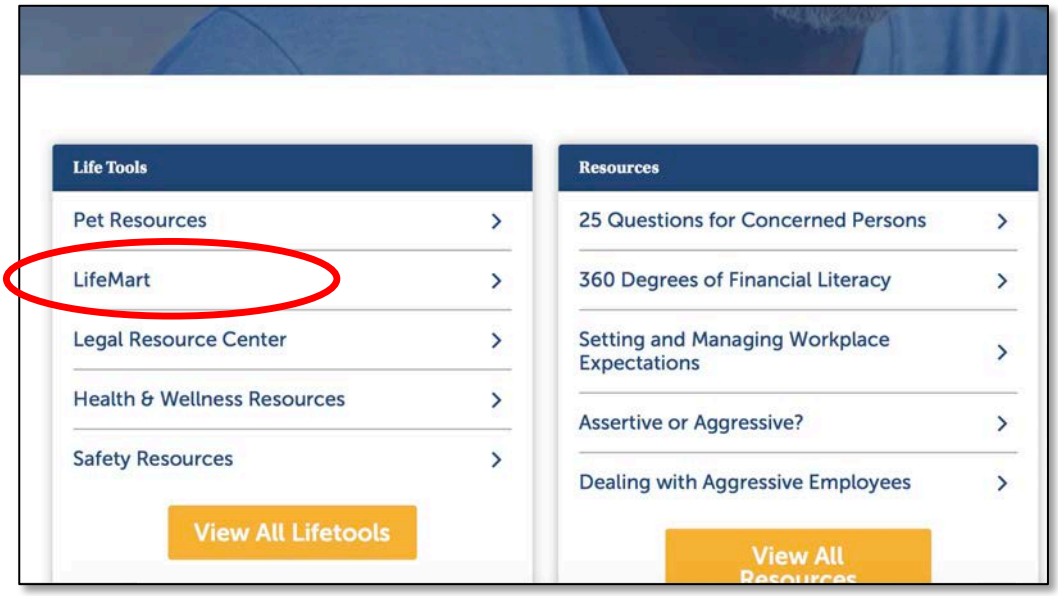


4. If you have not created an account yet on the PAS website, click on Sign Up at bottom of login screen to register an account.

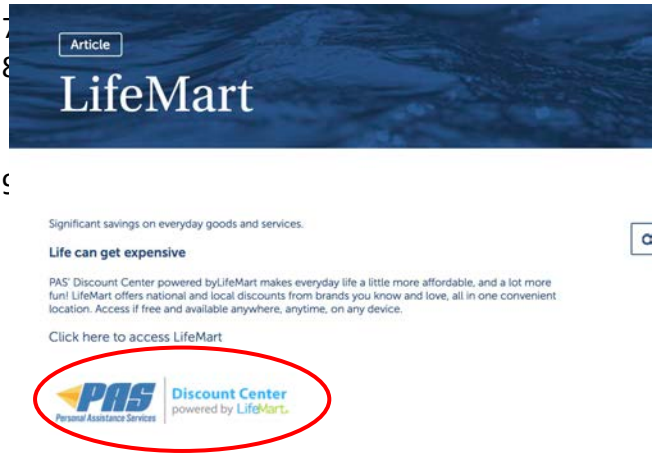


If you do not know your COMPANY ID, contact PAS via live chat on the website, or call (800) 356-0845 to obtain your Company ID. Fill all fields and then click SUBMIT.

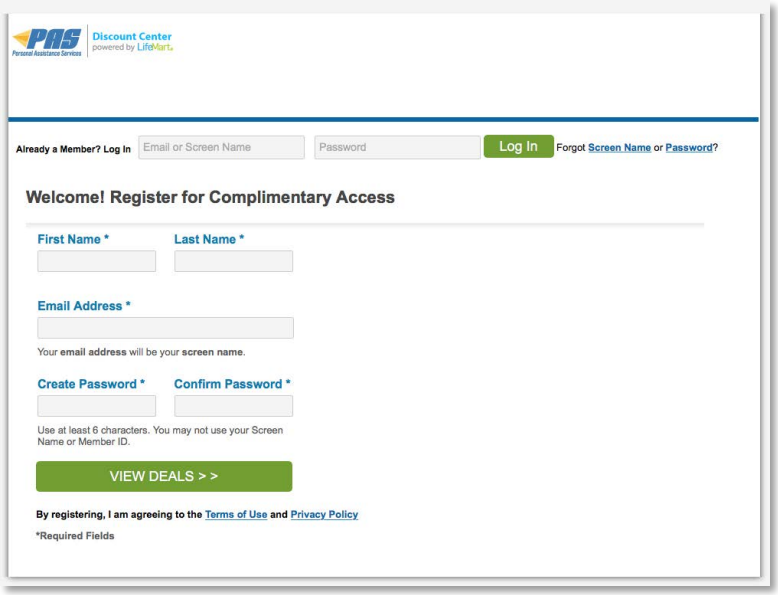
5. On the **MEMBER** landing page, select "**LifeMart**" from the short list of Life Tools. This will take you to https://www.paseap.com/resource/lifemart/



6. This take you to the LifeMart resource page where you can log onto LifeMart, or take a brief video tour of LifeMart by clicking on the play" button on the video window at the bottom of the page.

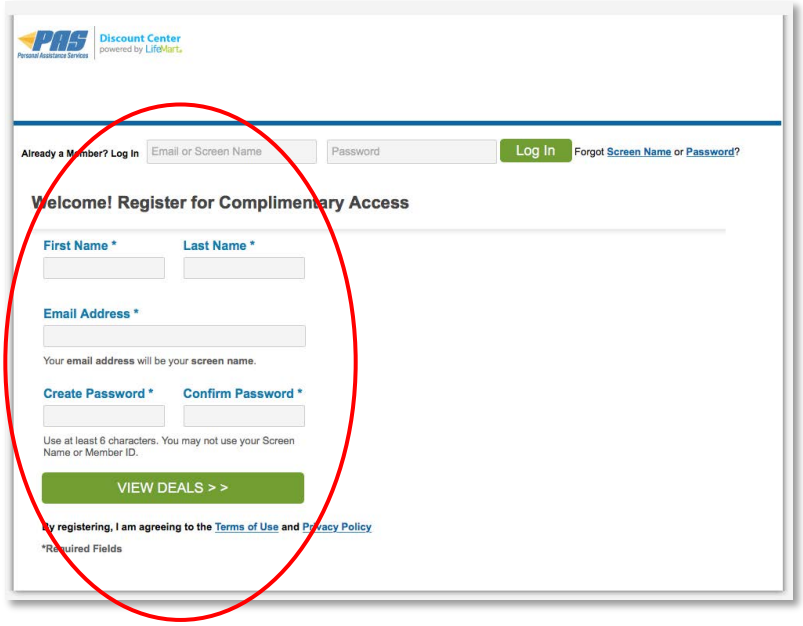


10. This will take you to next screen which is **registration/log-in page** for Discount Center.



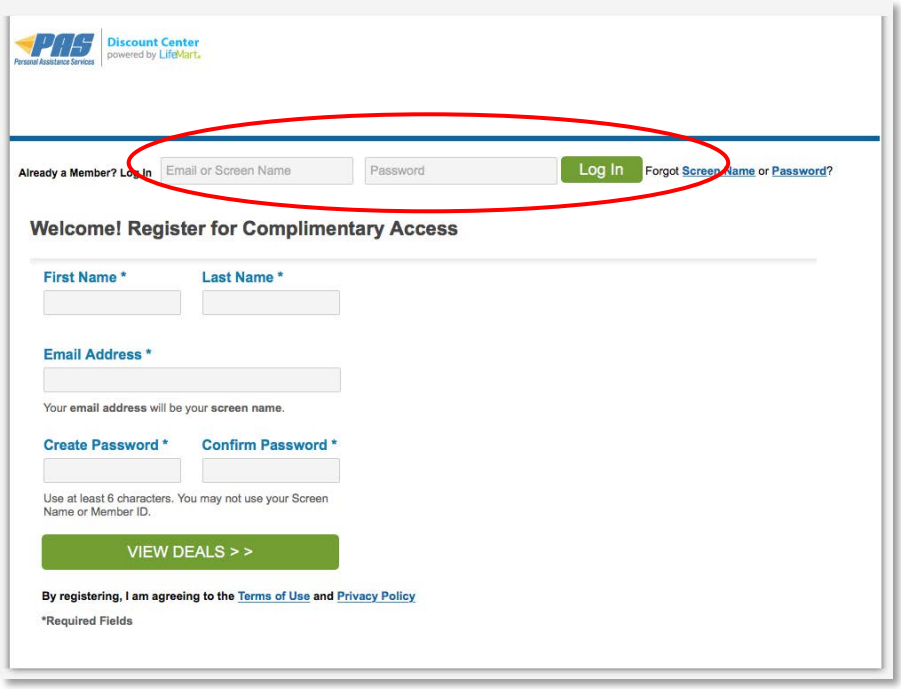
To complete the registration process:

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.



To access LifeMart in the future:

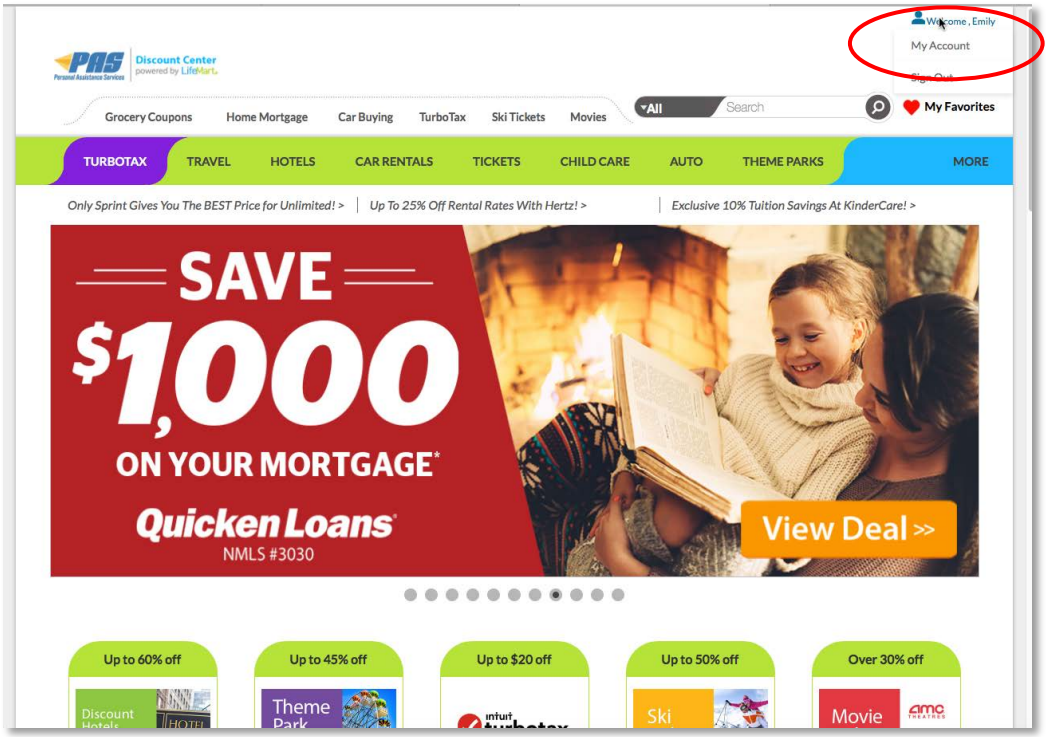
1. Bookmark the registration page on your web browser OR
2. Follow steps above to access from paseap.com home page
3. If you are already a member, enter screen name (your email address) and password:



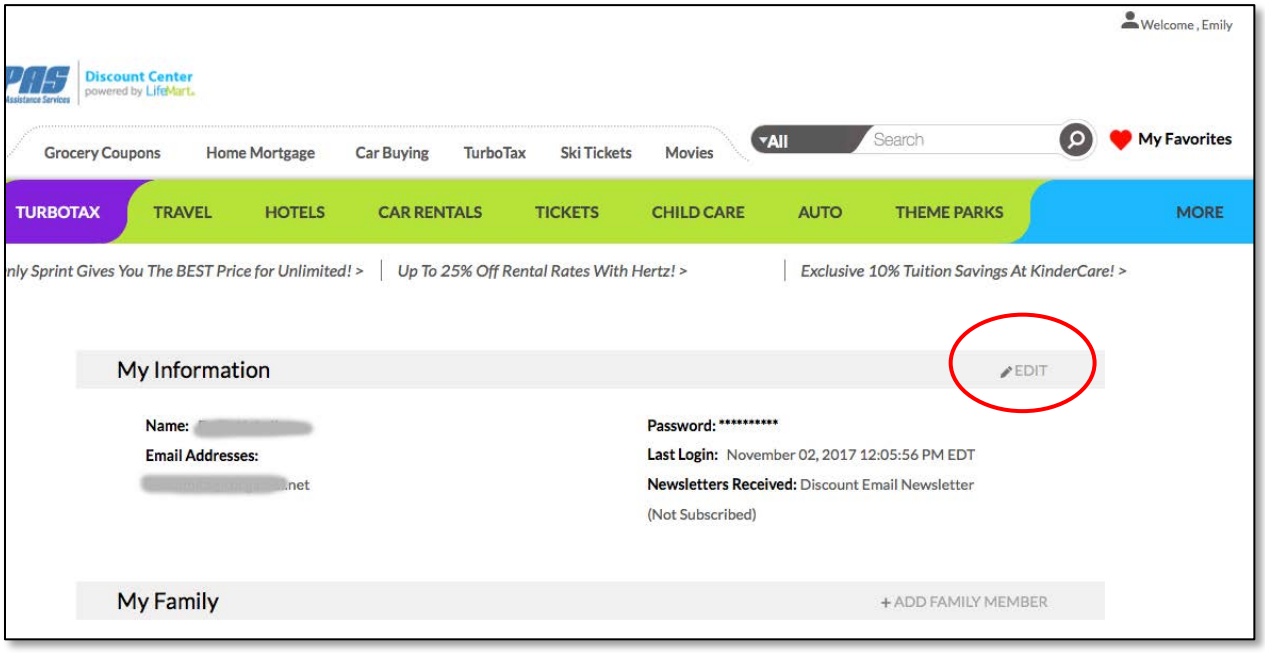
4. Click "**Log In**"

To manage your LifeMart account:

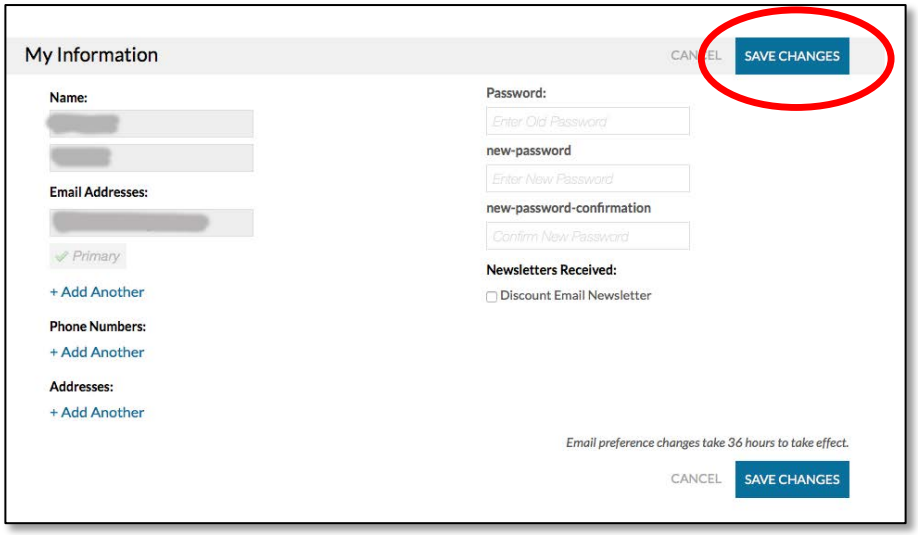
1. Roll mouse over **Account icon** in top right corner:



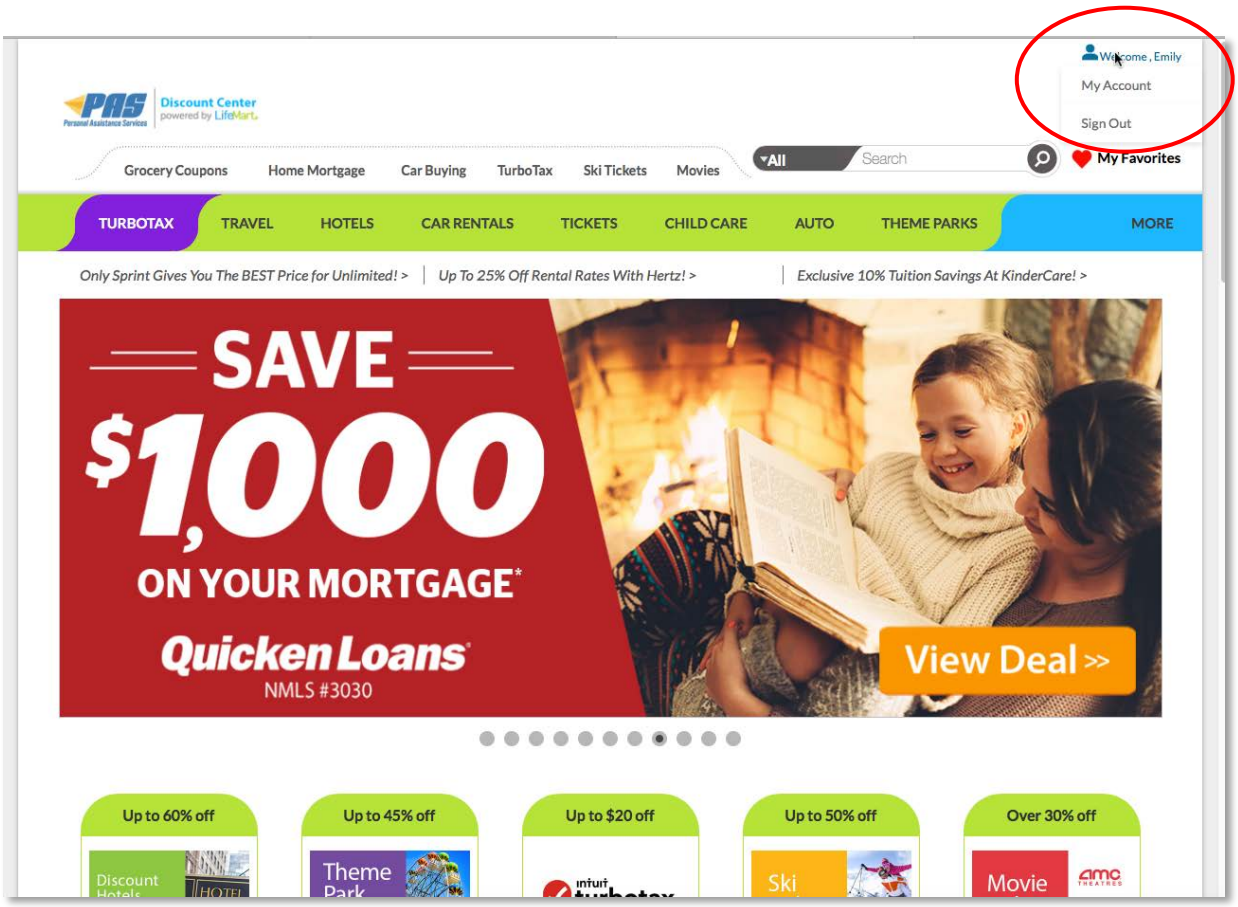
2. Select “**My Account**” to view account settings. To edit information, click “**Edit**” pencil on right side of “My Information”



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)*