

Q Policy Stat

Login, Username and Password Reset for all Users

This instruction sheet will discuss Login, Username and Password Reset for all LifeWays PolicyStat users.

All users will Login to PolicyStat Welcome page at: <u>https://ifeways.policystat.com</u> or with the ICON on the desktop.

Username

Username will be the same as user's first initial of first name and complete last name, all lower case.

Example: John Doe's username: jdoe

Note: Users who do not have an active Username should contact LifeWays PolicyStat Admin Team.

Login

1) From the **Welcome** screen enter Username and Password, then click the **Login** button.

Note: The PolicyStat user will be given a one-time use password for initial login. Once in PolicyStat, the user will need to be reset the password.

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Page indentification	Q PolicyStat
Welcome	
Login	
Username and Password Password Password	
Cent Logh?	

2) Once in PolicyStat, the user will be prompted to change their password.

Note: PolicyStat does not have password restrictions on length, upper- or lower-case letters, numbers, or special characters.

	For security, please update you It was last updated by a PolicyS We think you're special.	tat administrator and only you should know your password.
Edit	User Details	
Permissions		
	Username	ttrainer
	First Name	Tesla
	Last Name	Trainer
	Email address	lifeways.cmh@gmail.com
	Title	Happy Camper
	Area	T
		Set a default area for creating policies. Search results for this area are prioritized.
	Change Password	
	Old password	
	New Password	
	/erify New Password	
		Save Changes

3) Once, the password has been successfully changed, you will be routed to the Home Page in PolicyStat.

Home	Q, Title	Q, Area	Q Owner	Q, Audience						
Q Search polici	ies by typing here			S	earch Policies			l		
							Home			
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		Past Due			< 30 Days	< 60 Days		< 90 Days	> 90 Days	
	0			0		0	0		0	
		Title			Area			Next Review		
Policies Av	waiting Ackno	wledgment (0)								

Password Reset

1) To reset Password, click the Can't Login? Button on the Welcome screen.

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2) Enter <u>LifeWays</u> Email Address, then click the **I'm Not a Robot** button, and answer the security question. Next, click **Send Me an Email** button.

Login Help
If you are not certain you have a PolicyStat account, cont Type Email address
Login Help
Email I'm not a robot Send Me an Email button
Robot button Send Me an Email

3) From Outlook: Open the email sent by PolicyStat. Click the link to reset your Password. Then follow the prompts to reset your password.

PolicyStat to me C
You're receiving this e-mail because you requested a password reset for your PolicyStat user account
Please go to the following page and choose a new password:
http://demo.policystat.com/authorization/password_reset/8p8f/44e-bd7a5a9bd4ec4792fa6a/
Your username, in case you've forgotten: rbrooks
If you have any issues, please don't hesitate to contact support@policystat.com
Cordially,
The Policystat Team