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: https:lifeways.policystat.com 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.

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 your password.
It was last updated by a PolicyStat administrator and only you should know your password.
We think you're special.

Edit

Permissions

User Details

Username	ttrainer
First Name	Tesla
Last Name	Trainer
Email address	lifeways.cmh@gmail.com
Title	Happy Camper
Area	---------- ▼

❷ Set a default area for creating policies. Search results for this area are prioritized.

Change Password

Old password	••••••••
New Password	
Verify New Password	

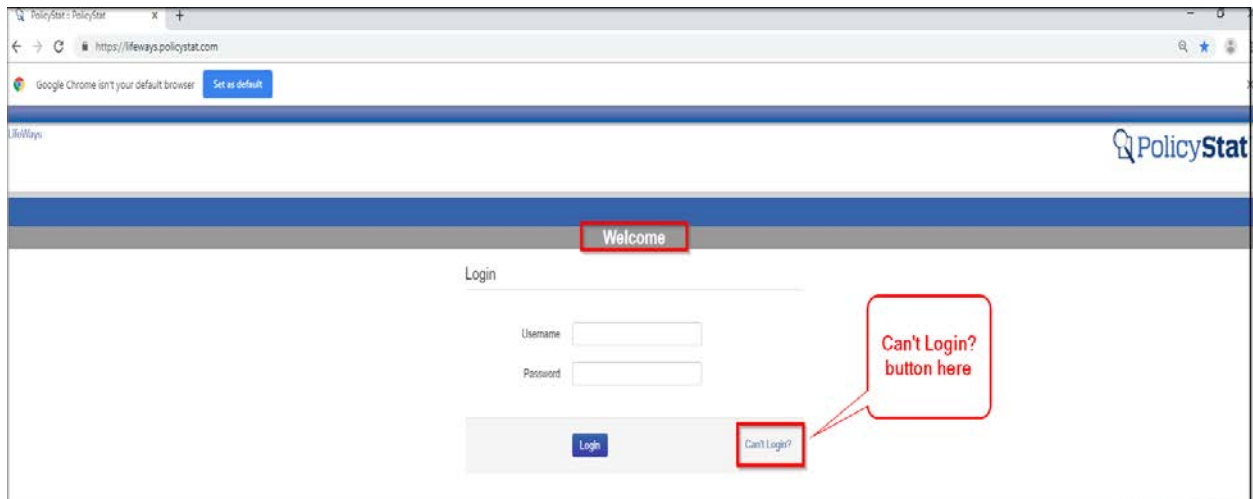Save Changes

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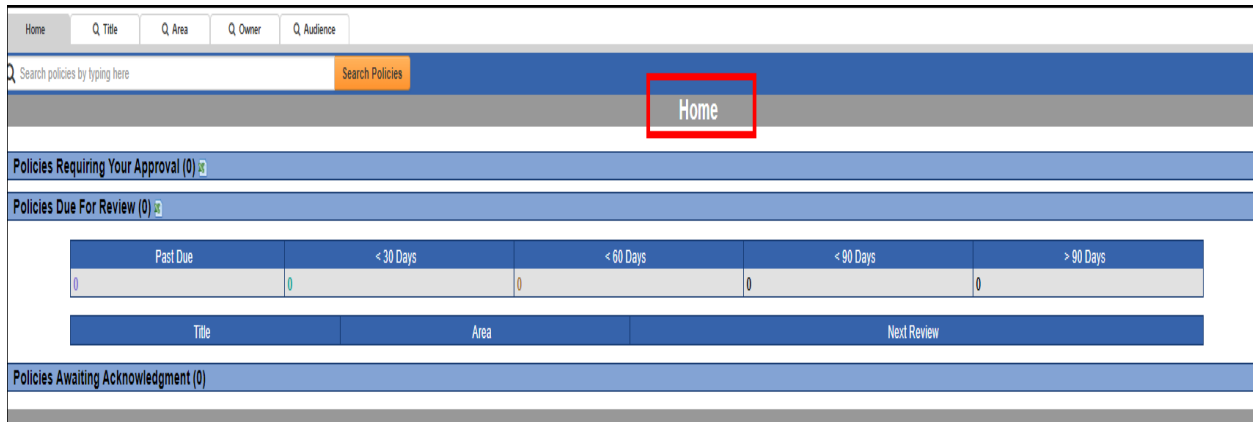
Password Reset

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

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

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

Reset your PolicyStat password

PolicyStat to me

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