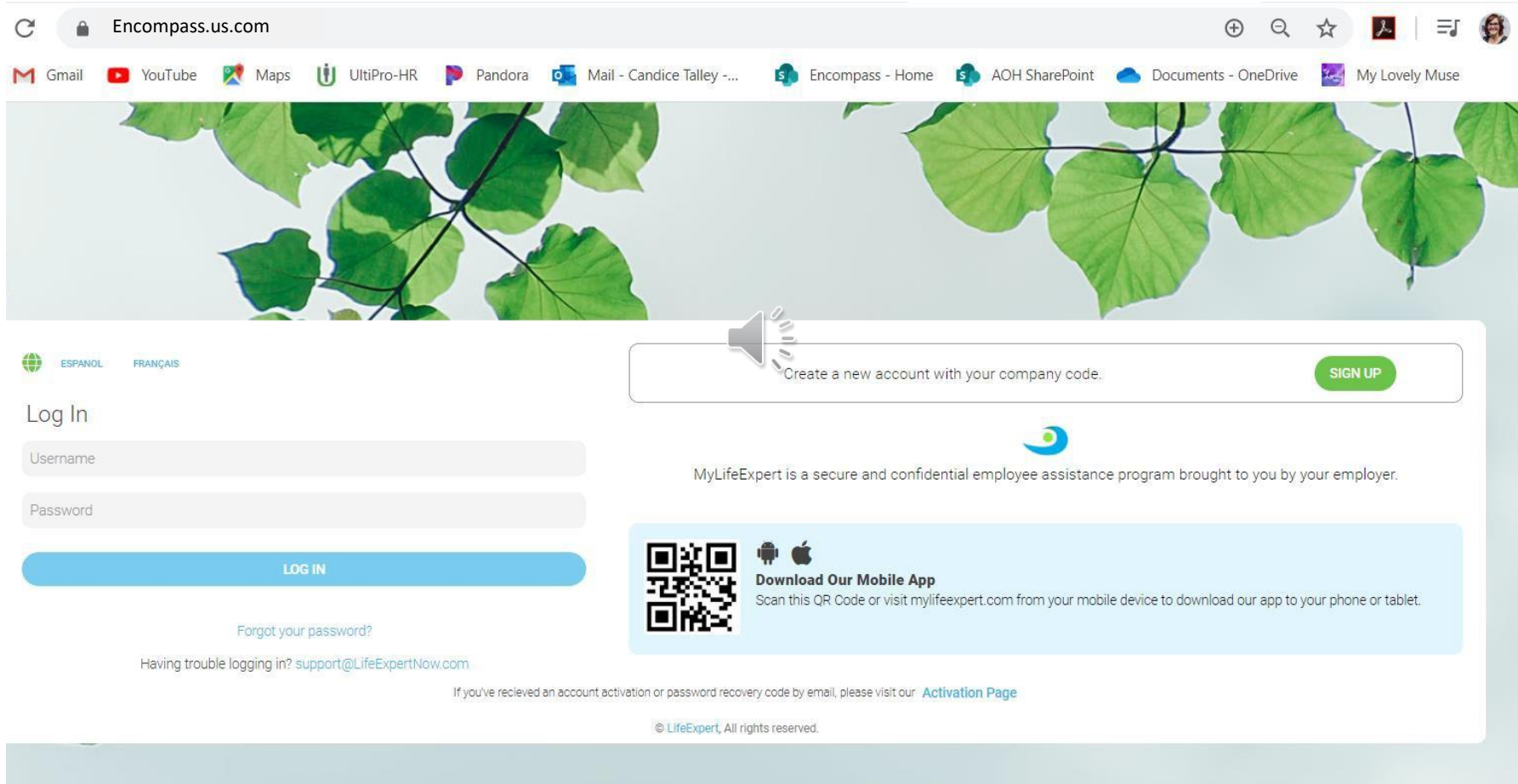


Creating your Employee Login for My Life Expert


Begin by visiting our website:
Encompass.us.com

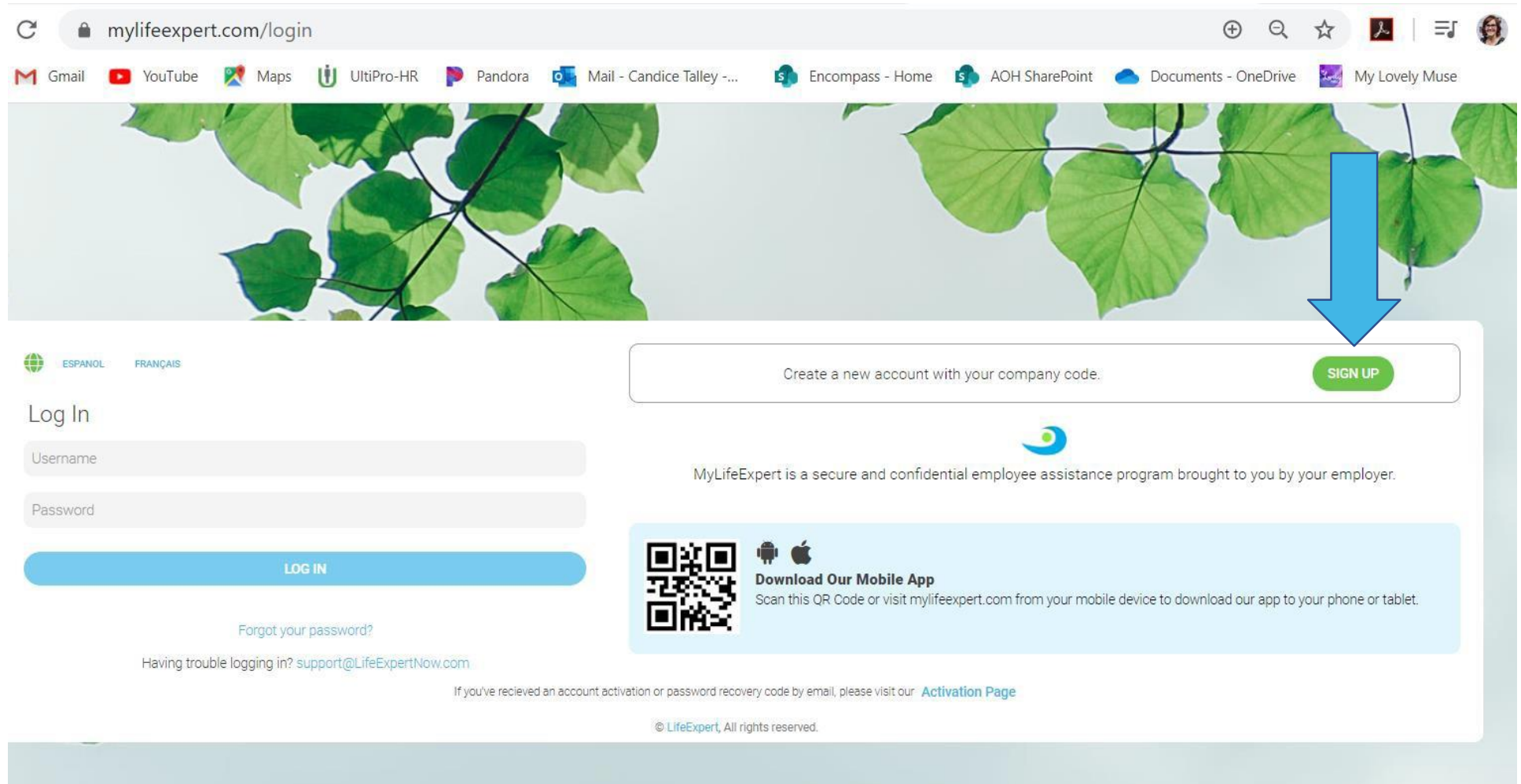


The screenshot shows the Encompass.us.com website interface. At the top, there is a navigation bar with various application icons including Gmail, YouTube, Maps, UltiPro-HR, Pandora, Mail, Encompass - Home, AOH SharePoint, Documents - OneDrive, and My Lovely Muse. Below the navigation bar is a large banner image of green leaves. On the left side, there are language options for 'ESPAÑOL' and 'FRANÇAIS'. The main content area is divided into two sections. The left section is titled 'Log In' and contains input fields for 'Username' and 'Password', a blue 'LOG IN' button, and links for 'Forgot your password?' and 'Having trouble logging in? support@LifeExpertNow.com'. The right section features a 'SIGN UP' button and a text prompt: 'Create a new account with your company code.' Below this, there is a blue box with a QR code and the text 'Download Our Mobile App' with instructions to scan the QR code or visit mylifeexpert.com. At the bottom, there is a copyright notice: '© LifeExpert, All rights reserved.'



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Next: Click on 

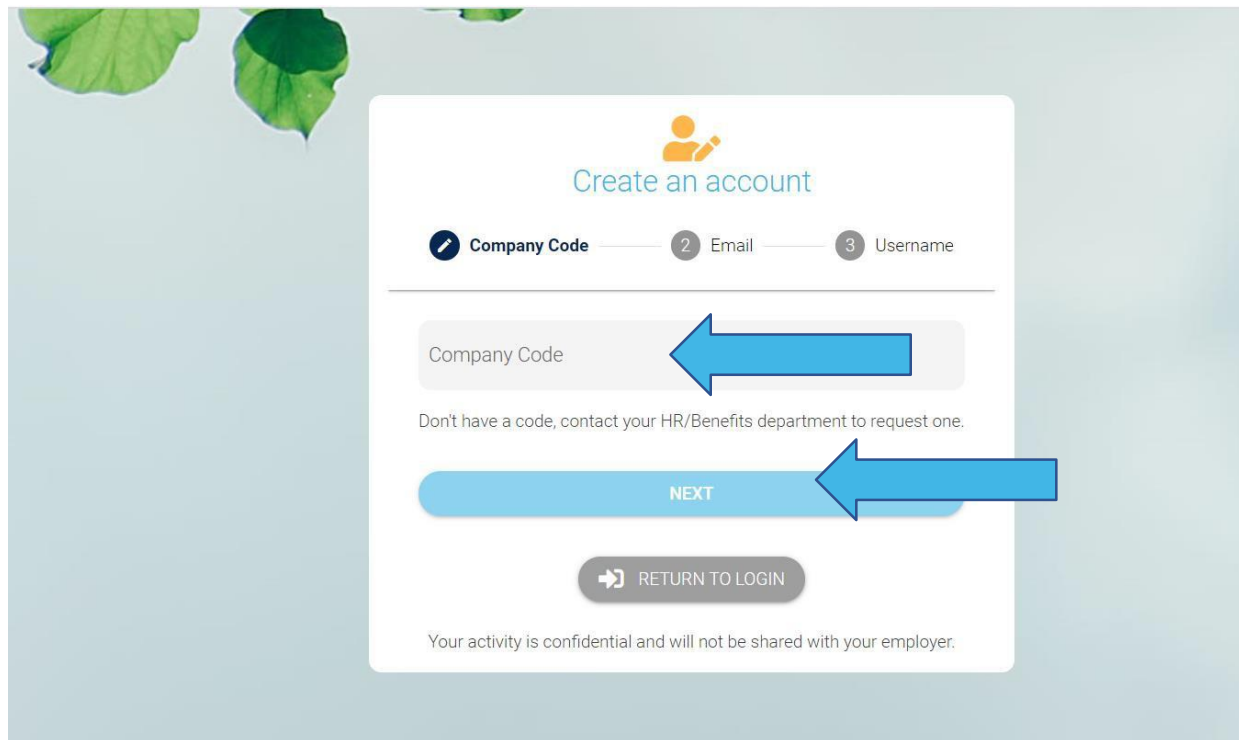



The screenshot shows a web browser at the URL mylifeexpert.com/login. The browser's address bar and tabs are visible at the top. The page features a large green leaf graphic at the top. On the left, there are language options for [ESPAÑOL](#) and [FRANÇAIS](#). Below these are the 'Log In' fields for 'Username' and 'Password', followed by a blue 'LOG IN' button. A link for 'Forgot your password?' and an email address support@LifeExpertNow.com are also present. On the right side, there is a box with the text 'Create a new account with your company code.' and a green 'SIGN UP' button, which is highlighted by a large blue arrow. Below this is the MyLifeExpert logo and a description: 'MyLifeExpert is a secure and confidential employee assistance program brought to you by your employer.' A light blue box contains a QR code and the text 'Download Our Mobile App' with instructions to scan the QR code or visit mylifeexpert.com from a mobile device. At the bottom, there is a link to the 'Activation Page' and a copyright notice: '© LifeExpert, All rights reserved.'




Creating your Employee Login for My Life Expert

Fill in the company code = **GVSUNI**






Create an account

1 Company Code — 2 Email — 3 Username

Company Code 

Don't have a code, contact your HR/Benefits department to request one.

 NEXT

 RETURN TO LOGIN

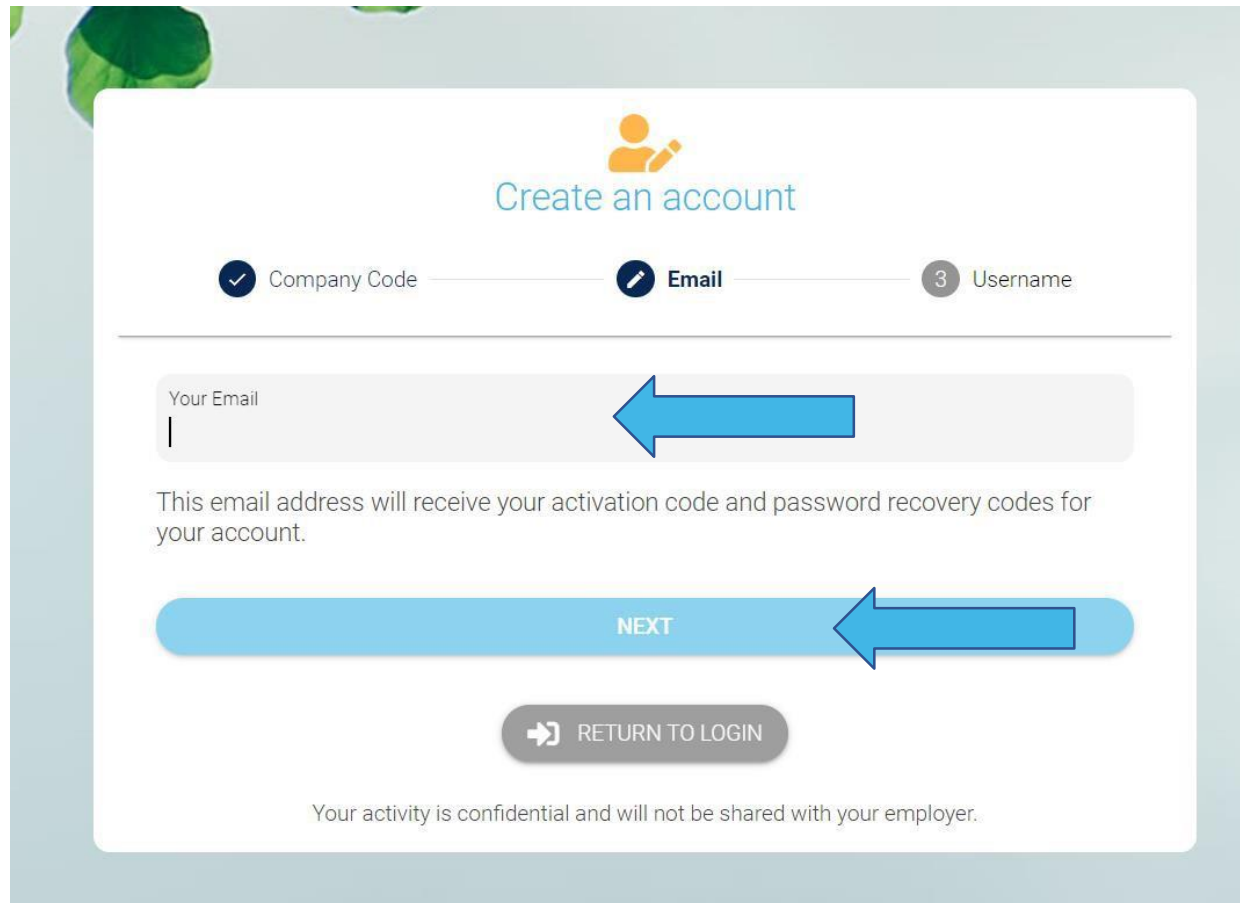
Your activity is confidential and will not be shared with your employer.



Creating your Employee Login for My Life Expert

Enter your email address

Click Next



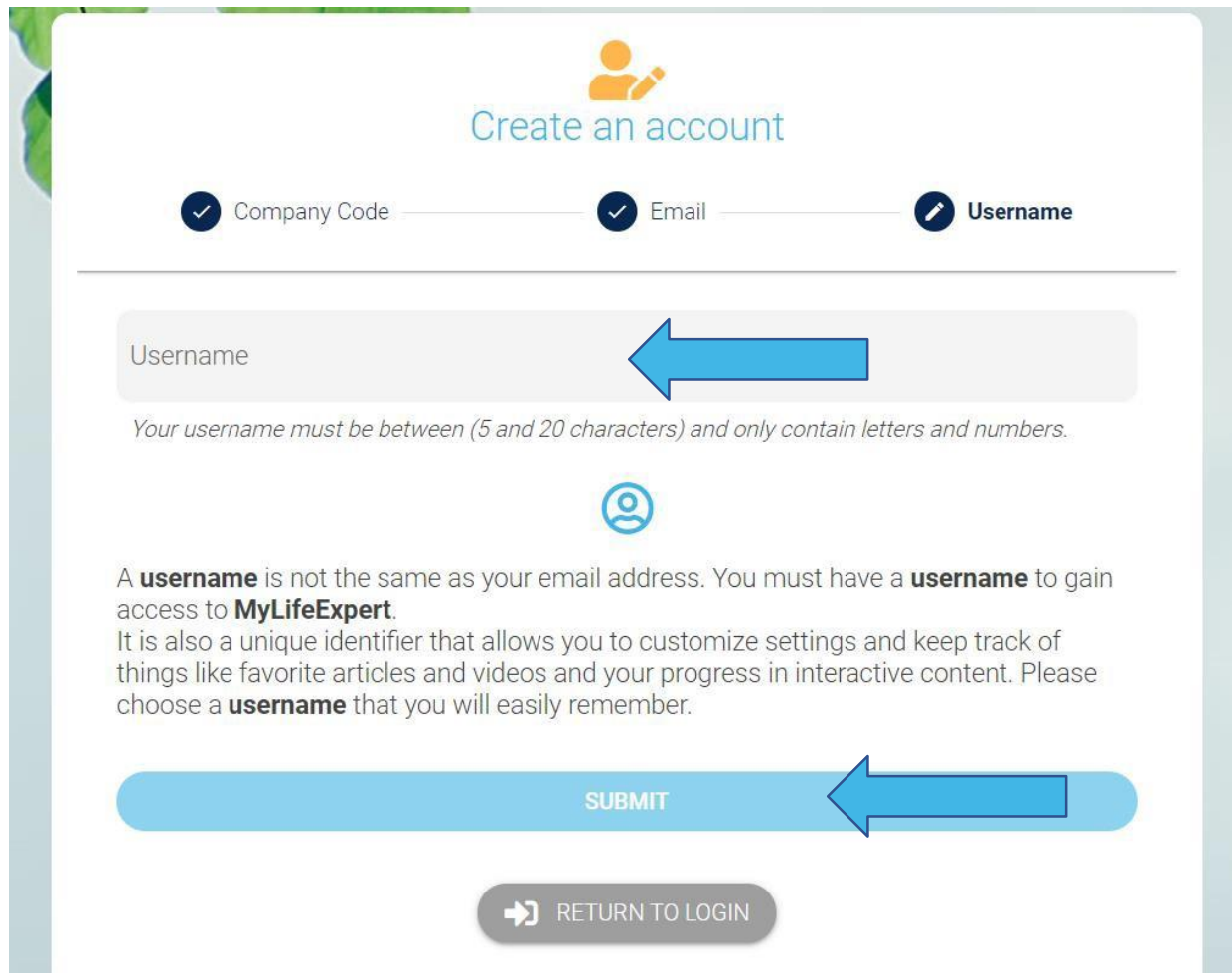
The screenshot shows a 'Create an account' form with three steps: 1. Company Code (checked), 2. Email (active), and 3. Username. The 'Email' step is highlighted with a blue arrow pointing to the 'Your Email' input field. Below the input field, a message states: 'This email address will receive your activation code and password recovery codes for your account.' A large blue 'NEXT' button is also highlighted with a blue arrow pointing to it. A 'RETURN TO LOGIN' button is located below the 'NEXT' button. At the bottom, a disclaimer reads: 'Your activity is confidential and will not be shared with your employer.'



Creating your Employee Login for My Life Expert

Enter a Username you would like to use
(Be sure to retain this information for your records.)

Click Submit




The screenshot shows a 'Create an account' form with three progress indicators: 'Company Code' (checked), 'Email' (checked), and 'Username' (in progress). The 'Username' field is highlighted with a blue arrow pointing to it. Below the field, a note states: 'Your username must be between (5 and 20 characters) and only contain letters and numbers.' A 'SUBMIT' button is also highlighted with a blue arrow pointing to it. At the bottom, there is a 'RETURN TO LOGIN' button.

Create an account

✓ Company Code ✓ Email ✎ Username

Username

Your username must be between (5 and 20 characters) and only contain letters and numbers.



A **username** is not the same as your email address. You must have a **username** to gain access to **MyLifeExpert**. It is also a unique identifier that allows you to customize settings and keep track of things like favorite articles and videos and your progress in interactive content. Please choose a **username** that you will easily remember.

SUBMIT

➔ RETURN TO LOGIN



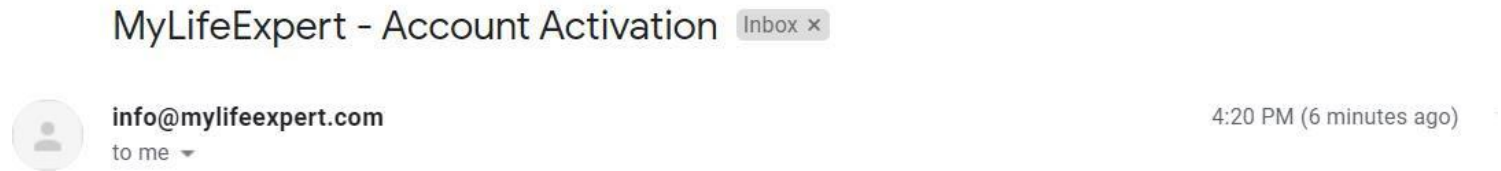
Creating your Employee Login for My Life Expert



Access the email account you entered for registration -

You will receive an email FROM My Life Expert (info@mylifeexpert.com) with a verification code.

(PLEASE CHECK YOUR SPAM/JUNK FOLDER)



Account Activation

Thank You for Creating an Account with us. Please enter the code below into your app to activate your account

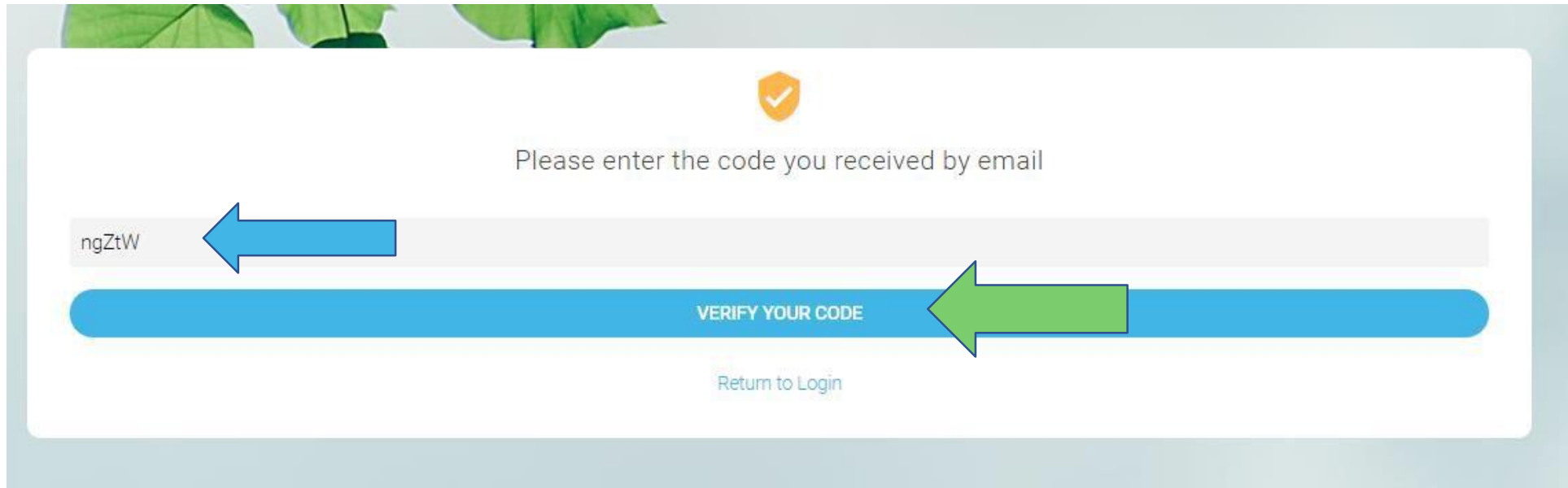
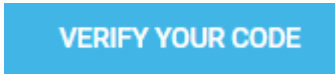
ngZtW



Creating your Employee Login for My Life Expert

Enter the code (Case Sensitive)

Click



The screenshot shows a verification code entry screen. At the top center is an orange shield icon with a white checkmark. Below it, the text reads "Please enter the code you received by email". There is a text input field containing the code "ngZtW". A blue arrow points from the right side of the input field to the left. Below the input field is a large blue button with the text "VERIFY YOUR CODE". A green arrow points from the right side of the button to the left. Below the button is a link that says "Return to Login".



Creating your Employee Login for My Life Expert

Create your password. Be sure to write down your password and keep it in a safe place with the username you created.

Click



New Password

Please enter a password at least 8 characters in length.

Password
.....

Repeat Password
.....

SUBMIT

The screenshot shows a 'New Password' form. At the top, it says 'New Password' and 'Please enter a password at least 8 characters in length.' Below this are two input fields: 'Password' and 'Repeat Password', both containing a series of dots. A blue arrow points to the 'Password' field, and another blue arrow points to the 'Repeat Password' field. At the bottom of the form is a blue 'SUBMIT' button, with a green arrow pointing to it.



Creating your Employee Login for My Life Expert

Now you can Login by entering the Username and password you created.

Click

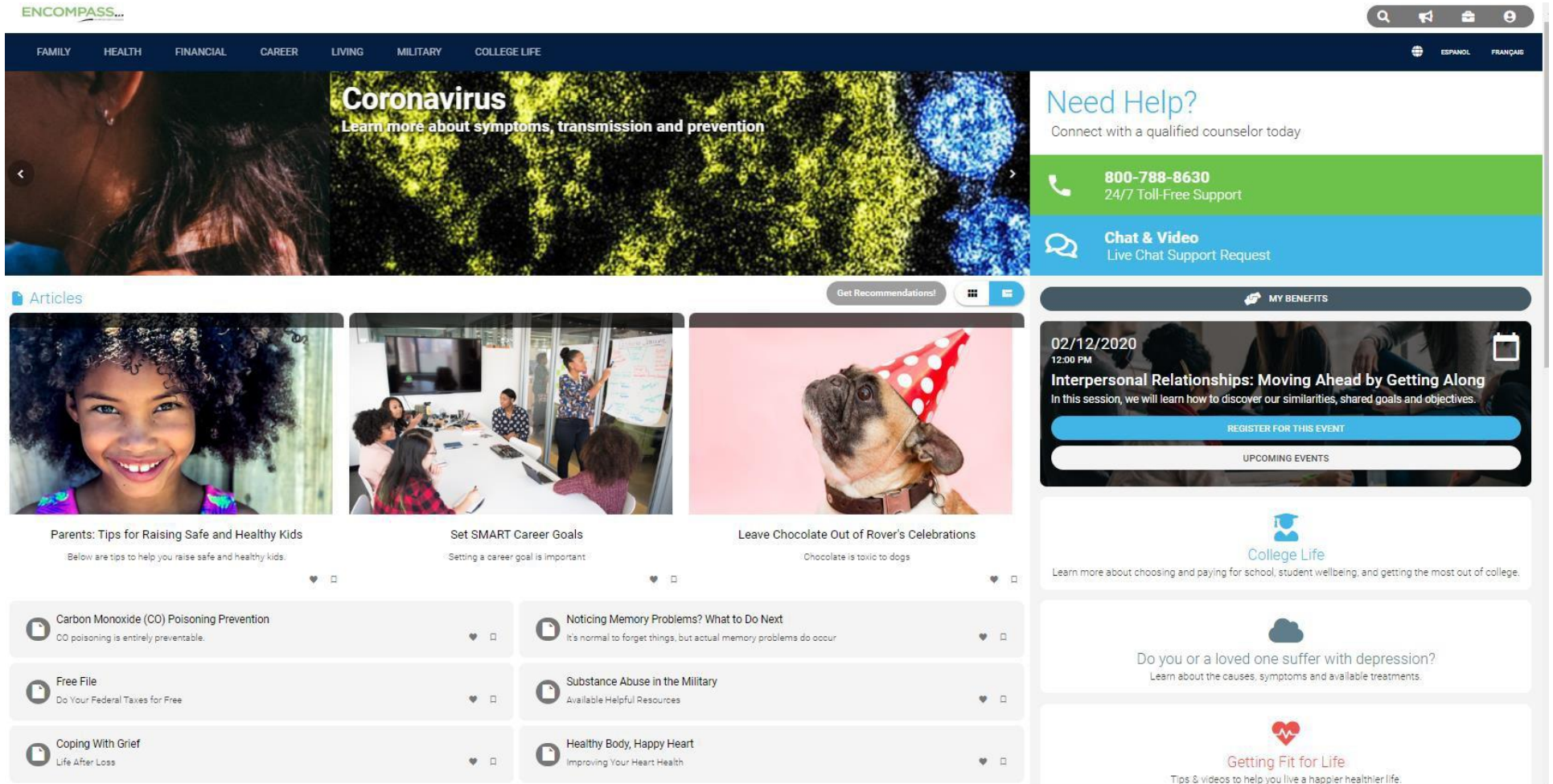
LOG IN

The screenshot shows the login interface for ENCOMPASS EAP. At the top, the text "Log In" is displayed. Below it, a message states: "Your password has been saved successfully. Please log in with your new password." There are two input fields: the first contains the username "Test1CandiTalley" and the second contains a masked password ".....". A blue arrow points to the username field, and another blue arrow points to the password field. At the bottom, there is a large blue button labeled "LOG IN", with a green arrow pointing to it from the right.



Creating your Employee Login for My Life Expert

You should now be logged. Happy Exploring!!



The screenshot shows the ENCOMPASS EAP website interface. At the top, there is a navigation menu with categories: FAMILY, HEALTH, FINANCIAL, CAREER, LIVING, MILITARY, and COLLEGE LIFE. A search bar is located in the top right corner. The main banner features a "Coronavirus" article with the subtext "Learn more about symptoms, transmission and prevention". To the right of the banner is a "Need Help?" section with a phone icon, the number "800-788-8630", and the text "24/7 Toll-Free Support". Below this is a "Chat & Video" section with a live chat support request button. The "Articles" section displays three featured articles: "Parents: Tips for Raising Safe and Healthy Kids", "Set SMART Career Goals", and "Leave Chocolate Out of Rover's Celebrations". A "MY BENEFITS" section is visible, along with an event titled "Interpersonal Relationships: Moving Ahead by Getting Along" scheduled for 02/12/2020 at 12:00 PM. The bottom of the page features a grid of article thumbnails, including "Carbon Monoxide (CO) Poisoning Prevention", "Noticing Memory Problems? What to Do Next", "Free File", "Substance Abuse in the Military", "Coping With Grief", and "Healthy Body, Happy Heart". A "College Life" section is also present, with a question "Do you or a loved one suffer with depression?". At the bottom right, there is a "Getting Fit for Life" section with a heart icon and the text "Tips & videos to help you live a happier healthier life."

