

HOW TO LOG IN AND SET UP YOUR PASSWORD USER GUIDE

Overview

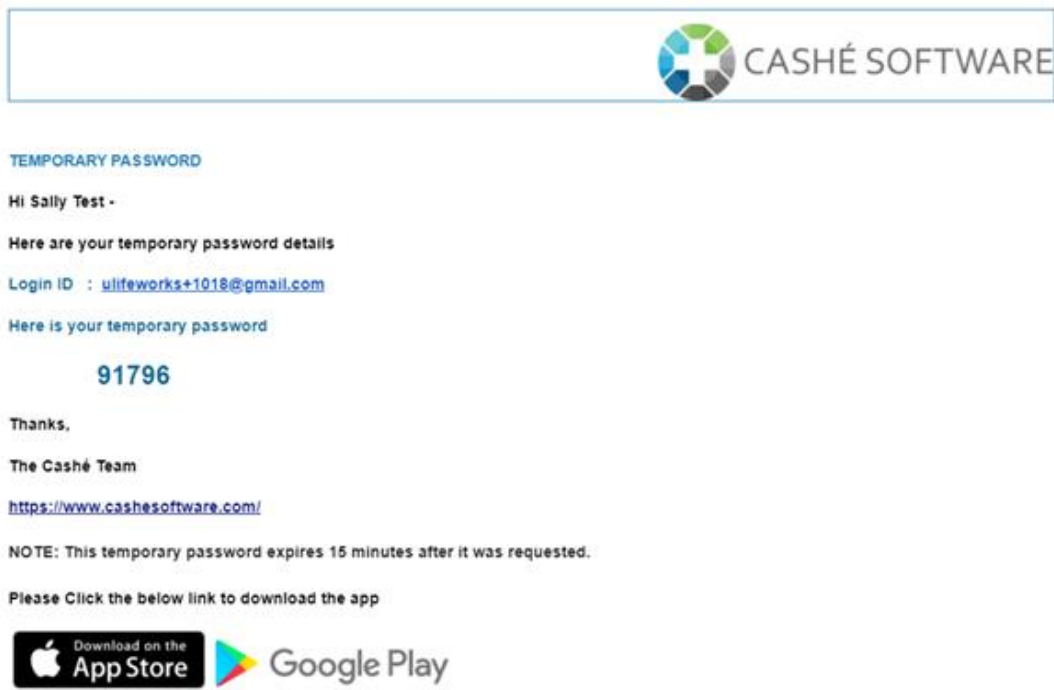
Welcome to Lifeworks' *How to Log in and Set up Your Password* user guide. These instructions will assist you with logging into the Cashé EVV App for the first time, setting up your initial password, and resetting your password.

Initial Login

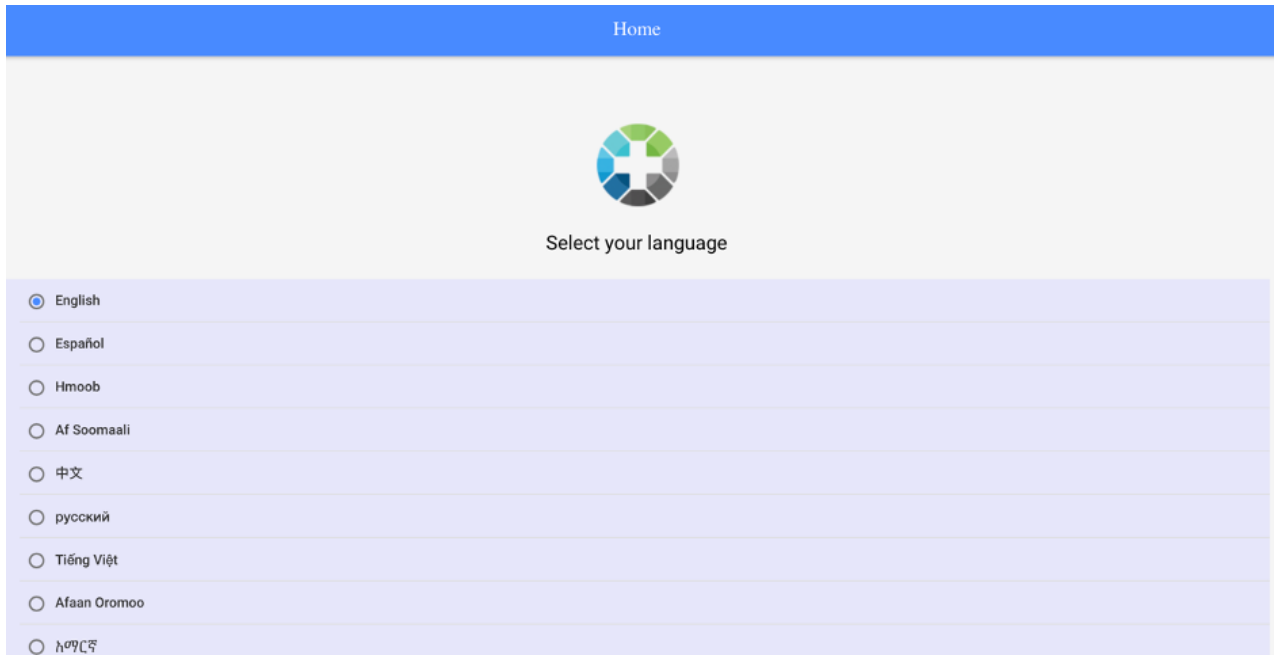
1. Before accessing the new Timekeeping and Spending-Summary System, you will receive an email from Cashé Support with your login information.

Login ID - This is your unique email that Lifeworks has on file.

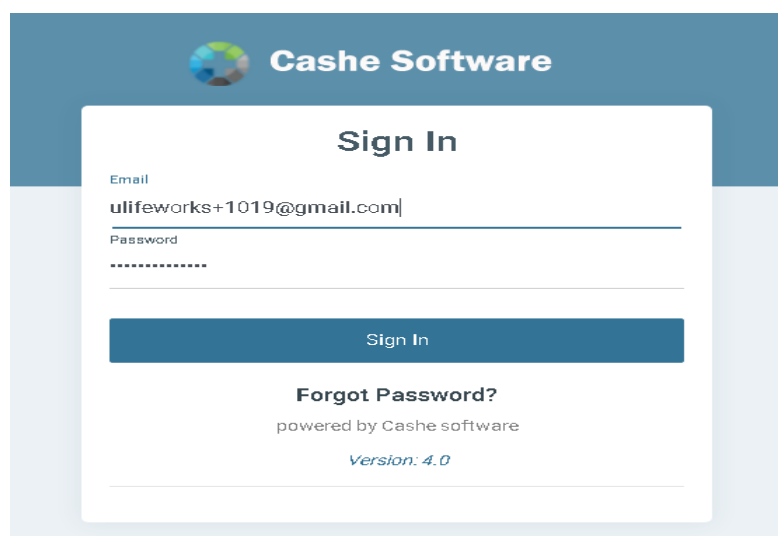
Password - This is a temporary password; you will be required to change it after logging into the Cashé EVV App.



2. Open the Cashé EVV app on your preferred device. Not sure how to access the app? Instructions for downloading the app onto your phone, tablet, or computer are available by visiting: <https://bit.ly/2EY43ex>
3. After logging in to the Cashé EVV app, you may be asked to select your preferred language. Tap on your preferred language. Note: English is the default choice. If you select English, you must tap on “English” to continue.



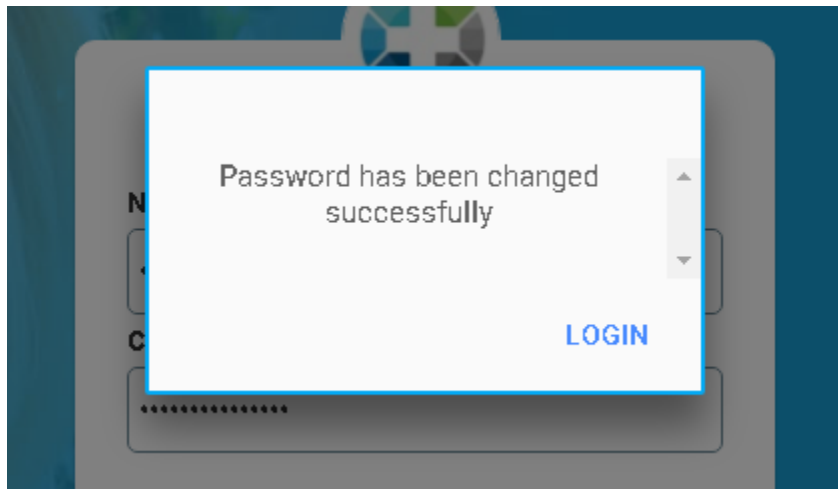
4. Next, sign in by entering your Login ID into the “Email” field and your temporary password into the “Password” field. Cashé Support sent your Login ID and your temporary password via email. (See step 1 for visual.)



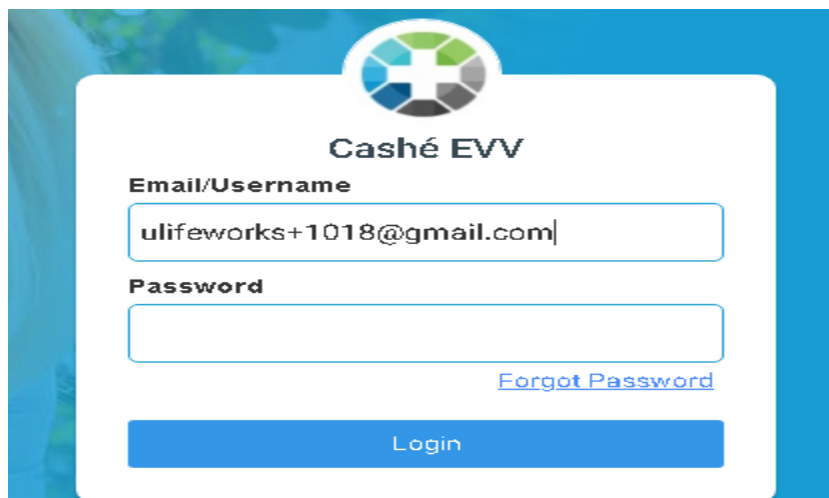
5. After you've entered your email and password, tap the teal button labelled, "Sign In" to log in to the system.
6. Next, you will be prompted to change your password. In order for your password to be accepted by the system, it will need to:
 - **Contain at least 12 alphanumeric characters.**
 - **Contain at least 3 of the 4 following character sets:**
 - **Uppercase letters.**
 - **Lowercase letters (includes spaces).**
 - **Digits (0 - 9).**
 - **Special characters (!\$%^&*()_+|~-=\`{}[]:"';<>?,/).**



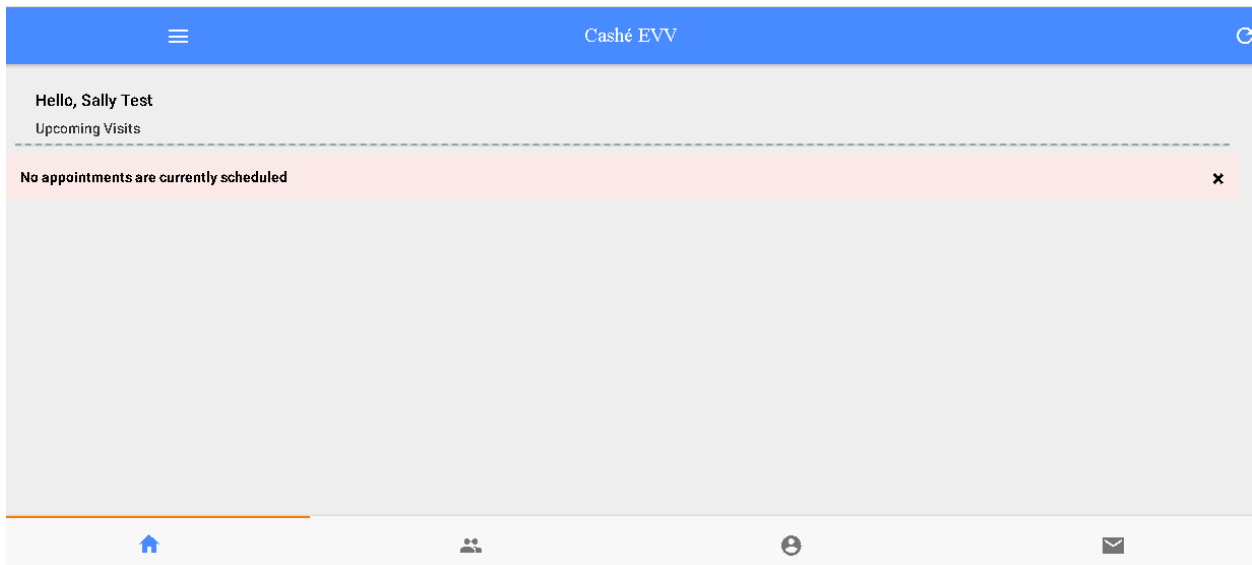
7. Once you've decided on your new password, enter it into the "New password" field and the "Confirm password" field and then tap on the blue button labelled, "Proceed."
8. After tapping "Proceed," you will receive a message confirming that your password has been changed successfully. Tap the blue "LOGIN" text in the bottom right-hand corner of the pop-up.



9. After tapping on "LOGIN," you will be prompted to enter your Login ID into the "Email/Username" field and your new password into the "Password" field.



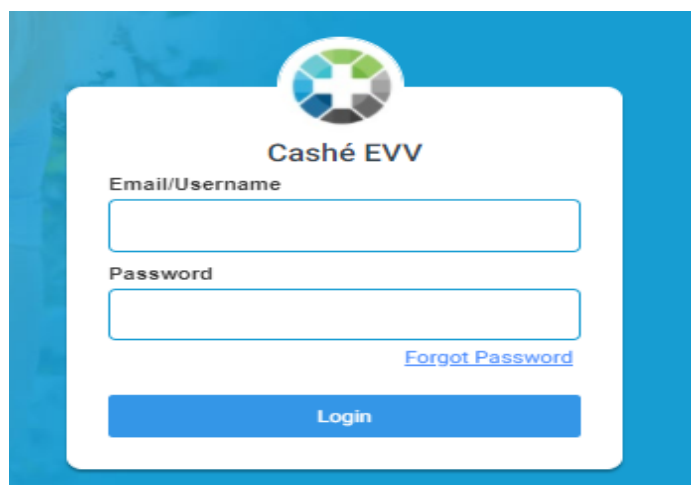
10. After entering your email and password, tap the blue button labelled, "Login" to log in to the system. This will bring you to your homepage.



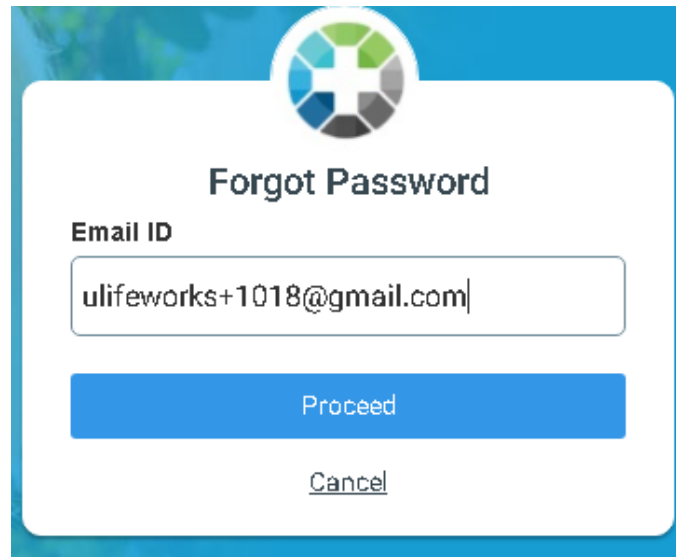
Resetting Your Password

Sometimes passwords need to be changed or are forgotten. These instructions will walk you through updating your password.

1. Start by opening the Cashé EVV app on your preferred device. Not sure how to access the app? Instructions for downloading the app onto your phone, tablet, or computer are available by visiting: <https://bit.ly/2EY43ex>
2. On the Sign In webpage, tap the blue "Forgot Password" text on the lower right.



3. You will be brought to a “Forgot Password” box. Enter your Login ID into the “Email” field and tap the blue button labelled, “Proceed.”



Forgot Password

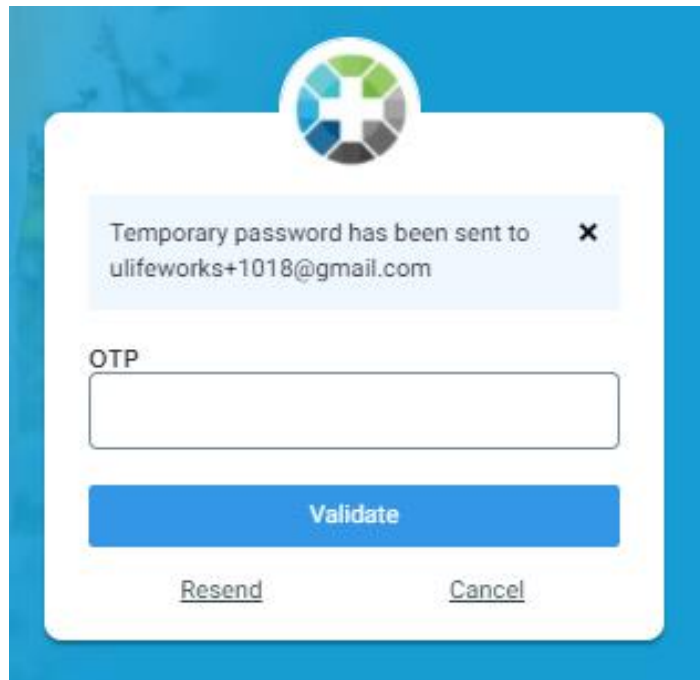
Email ID

ulifeworks+1018@gmail.com

Proceed

[Cancel](#)

4. You will receive a message that your temporary password will be sent to your email address on file.



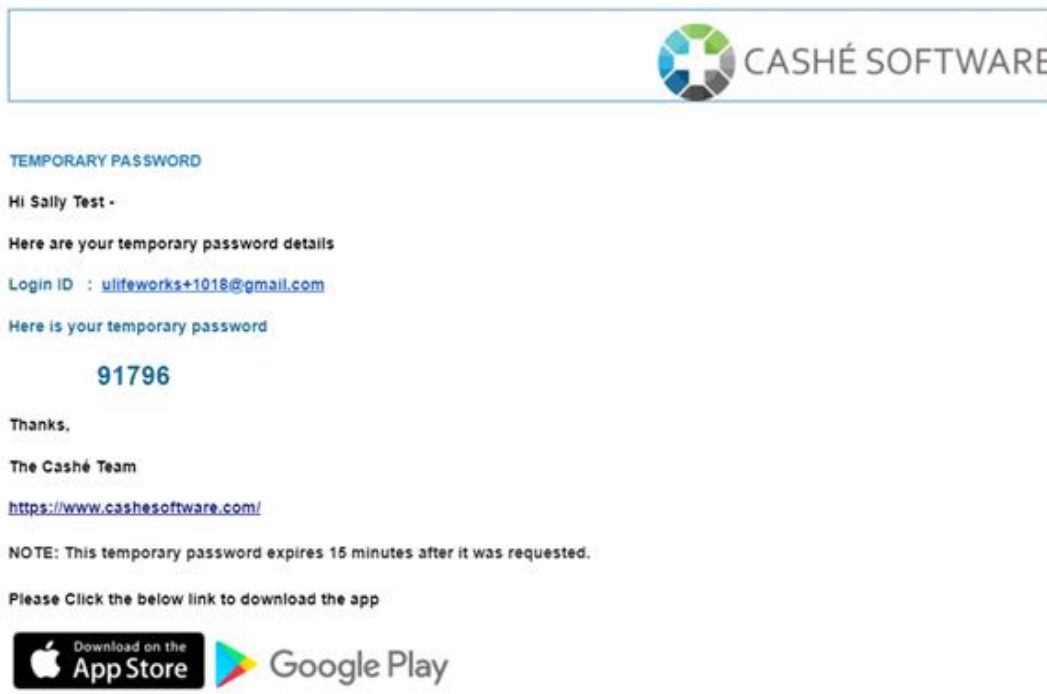
Temporary password has been sent to ulifeworks+1018@gmail.com

OTP

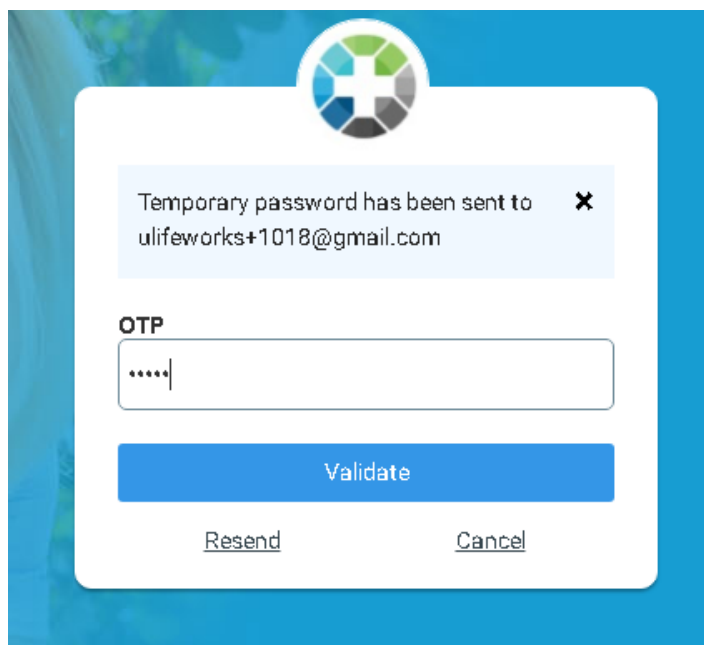
Validate

[Resend](#) [Cancel](#)

- Next, log in to your email and open the message from Cashé Software titled “Temporary Password.” Record the temporary password listed in the email.



- Enter the temporary password you received via email into the “OTP (One Time Password)” field and tap on the blue button labelled, “Validate.”

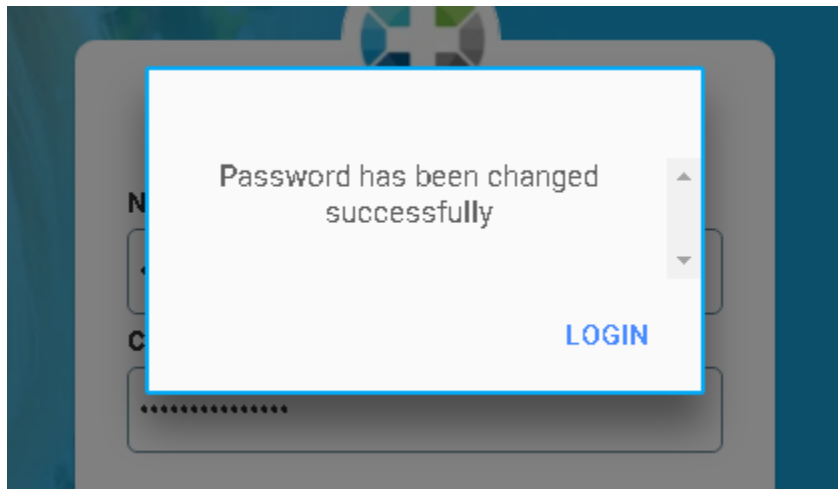


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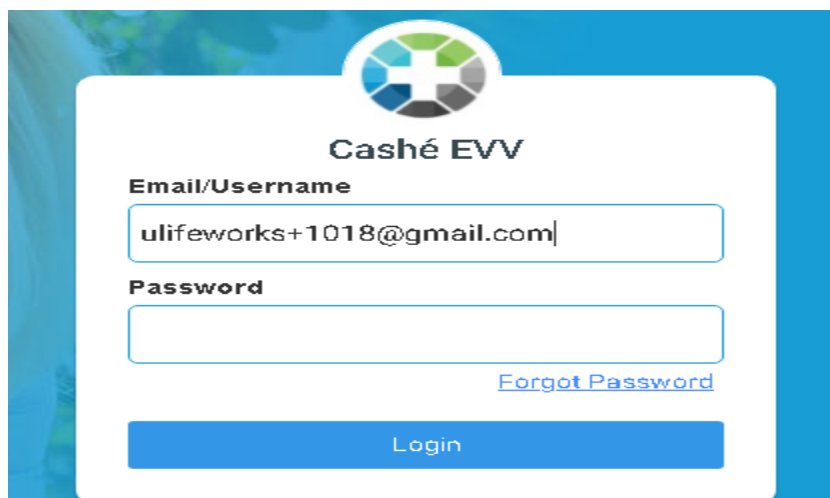
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