



EASY 1-2-3 STEPS TO THE LIFEWORKS ONLINE PORTAL

1. Go to **lifeworks.org**
2. Sign in with **User Name** (e-mail address) and Password
3. Select **Client** name from drop-down (if required)
4. Select **Date**
5. Select **Employee Name**
6. Select **Budget Task** (if required)
7. Enter **Time In** and **Time Out** with a.m./p.m.
8. Click **Calculate & Save**
9. Click **Report of Time Entered** for review
10. Check **Acknowledgment** Statement box
11. Click **Confirm & Submit**

YOU ARE DONE! EASY AS 1-2-3!

CONTACT US

For more information about the Lifeworks online portal please contact us at 651-454-2732

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This information can be made available in an alternate format upon request. Our TTY phone number is 651-365-3736.