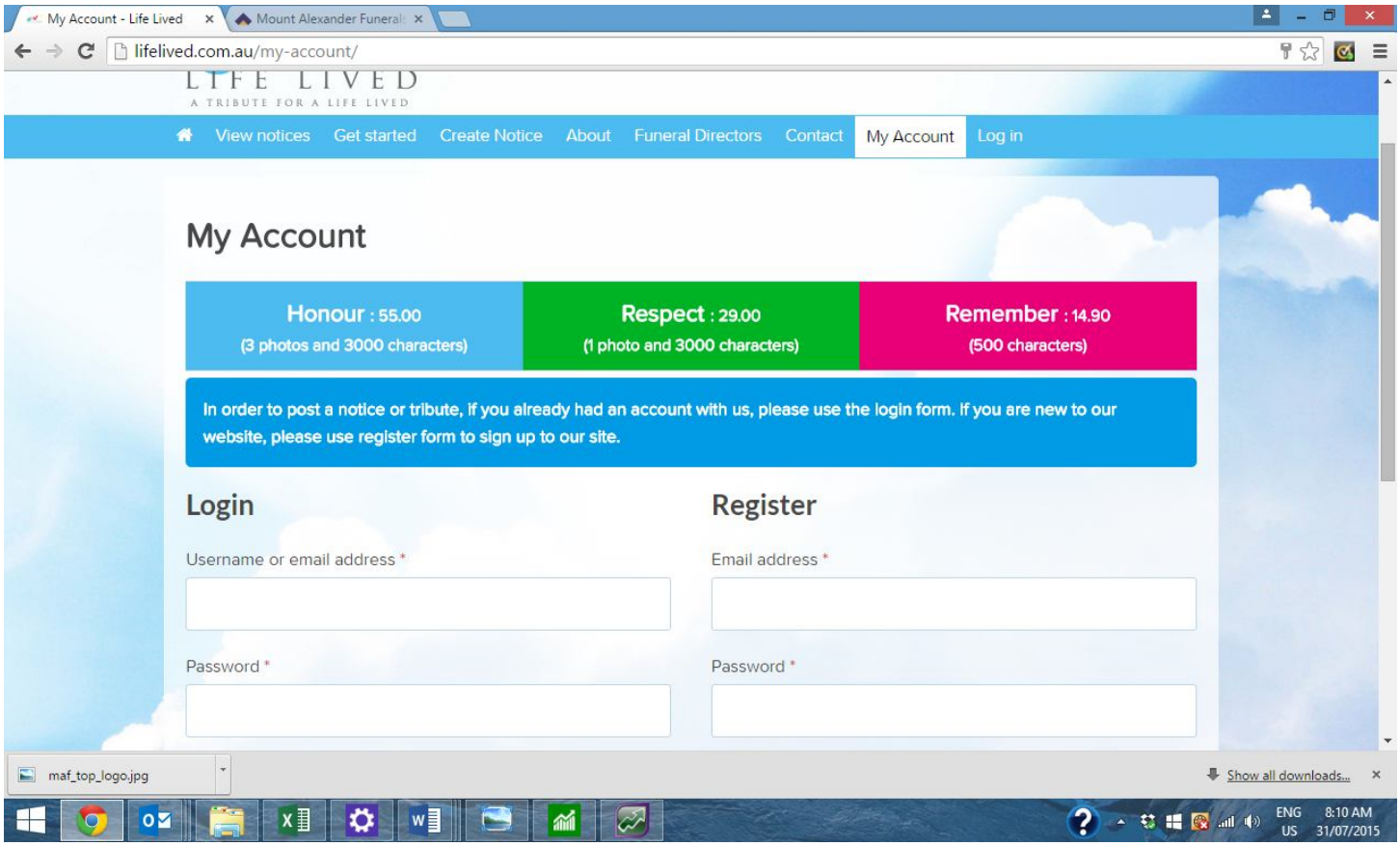
Getting Started with Life Lived

Step 1. Go to www.lifelived.com.au

Step 2. Login using – (see below screen shot 1 will assist)

Username – this will be contained within your email

Password – this will be contained within your email



Step 3. Change Password to something you will remember, by clicking on 'edit your password and account details'

Step 4. Click on green button at top that says 'Purchase your plan'

Step 5. Scroll down and click on green button 'Select Options' below 'Partner Plans'

Step 6. In the drop down box 'Choose an Option…' select your plan for example 'Silver' (see below screen shot 2)

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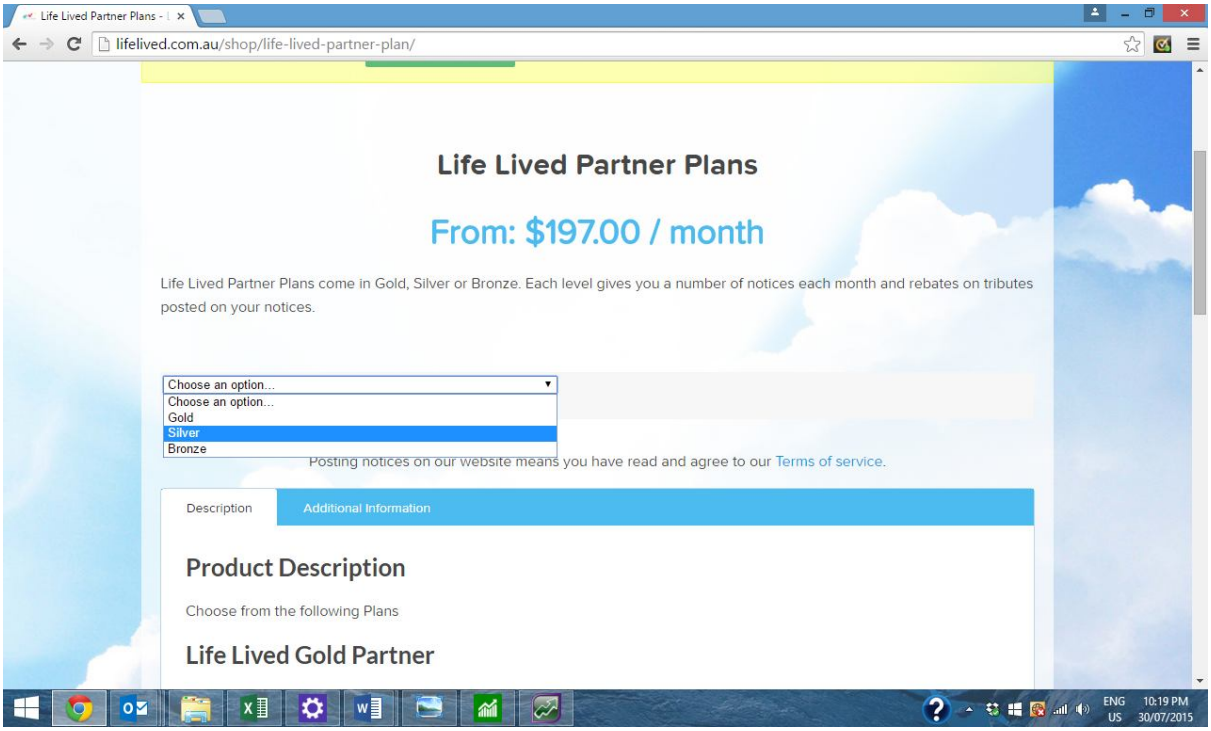

Step 7. Press the 'Sign Up Now' button which is blue in colour.

Step 8. This will have taken you to the PayPal checkout where you will be required to fill out where prompted, including check the terms & Conditions box. You will also notice that it will charge you Pro-Rata for what is remaining this month.

Step 9. Check business listings on 'My Account' page and click edit to change any details.

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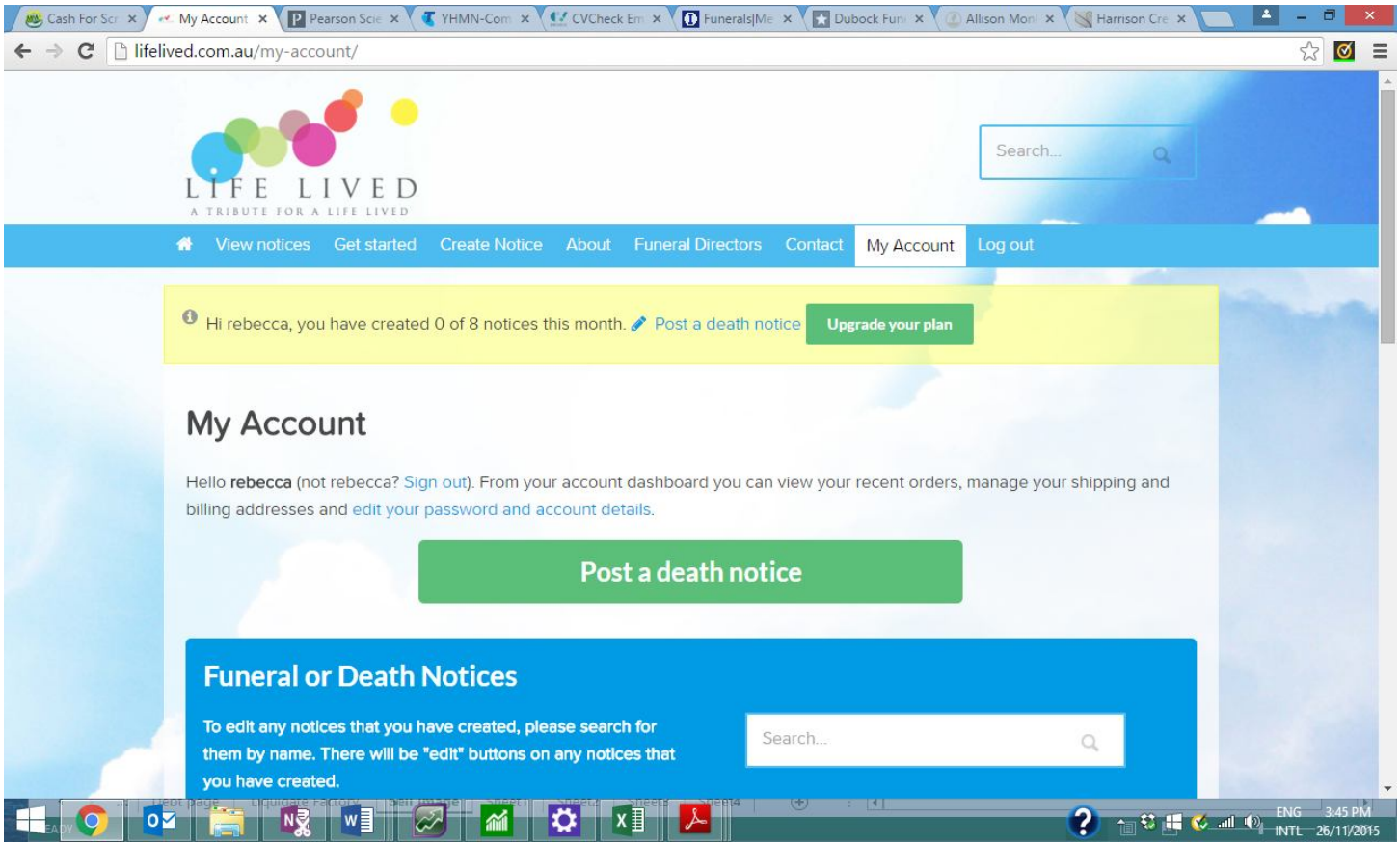
Creating a New Notice

Step 1. You are now ready to place your first Death or Funeral Notice, you will need to be in the 'My Account' page. Here you will notice that there is 1 large Green button 'Post a Death Notice'. You will need to do this to begin a page for a loved one.



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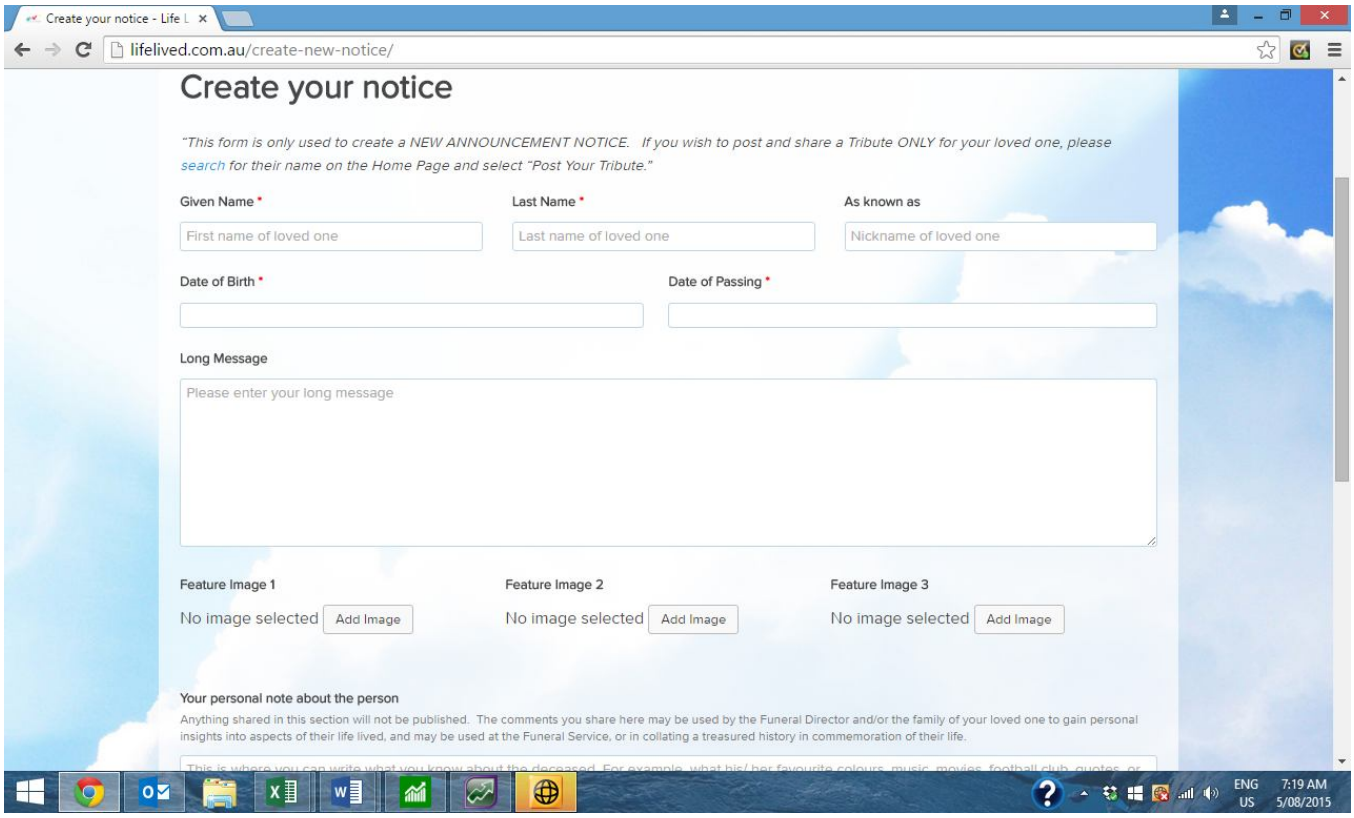
Step 2. It will then come up with one of the below screens. Follow the prompts and fill out information where asked. Please note that you must create a Death Notice to begin the page for an individual, even if the only information that goes in is Names, Date of Birth and Date of Passing. It is always much more personal to include a photo which can be added later if you don't have on now.

DEATH NOTICE FORM



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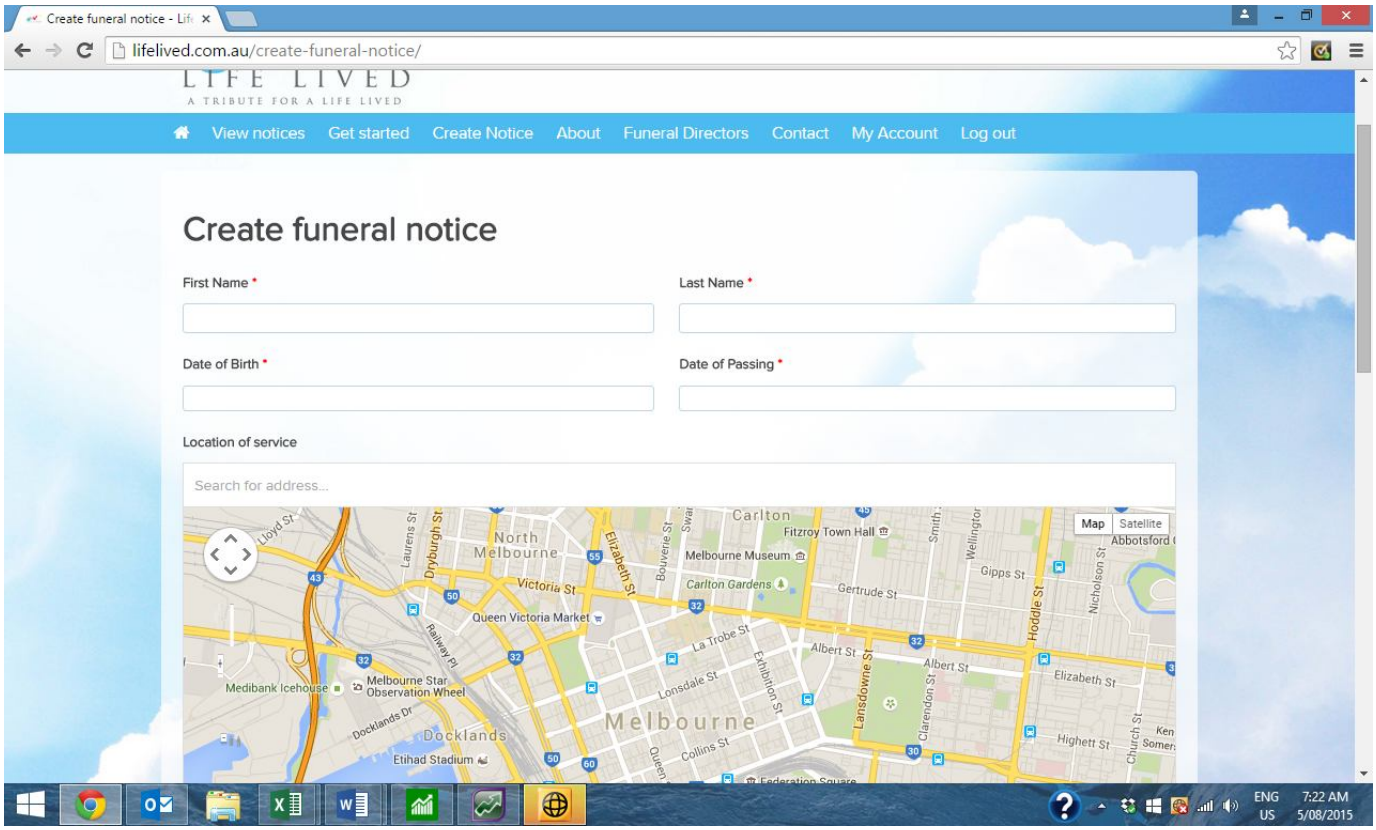
Step 3. Now that you have created your Death Notice, you will notice that once you have clicked the 'Place Your Notice' green button, you will be able to search and view that notice and you will then see a 'Place Your Funeral Notice' button, this is where you will post the funeral notice by filling in the boxes as shown in the below screen shot.

FUNERAL NOTICE FORM



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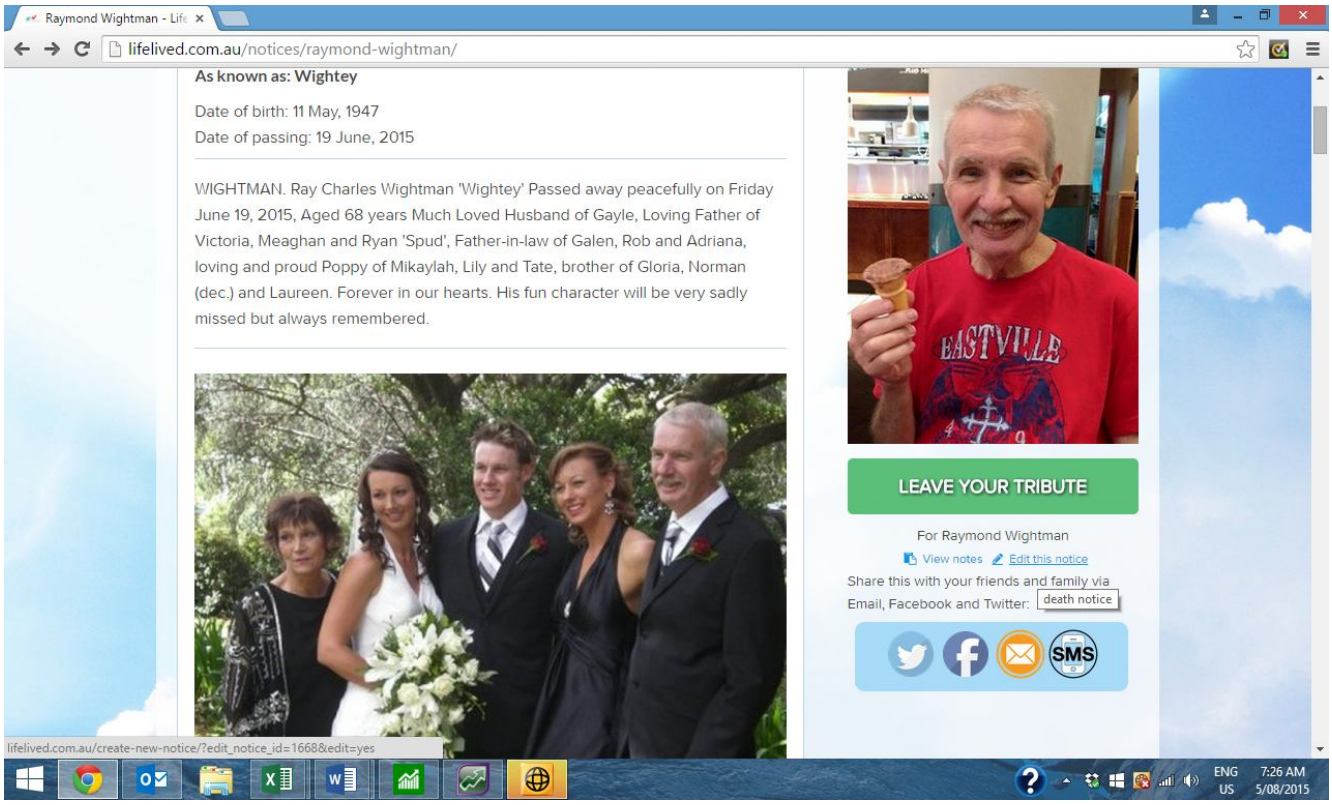
Tip 1. You can edit your funeral or death notice at any time, by searching (the person's name) for the notice you wish to edit, then clicking edit as shown below.



Tip 2. If you post a death notice first, then you need to find this notice to then add a 'Funeral Notice' to it, by clicking the button 'Post Funeral Notice' button which is located below the chosen Death Notice.

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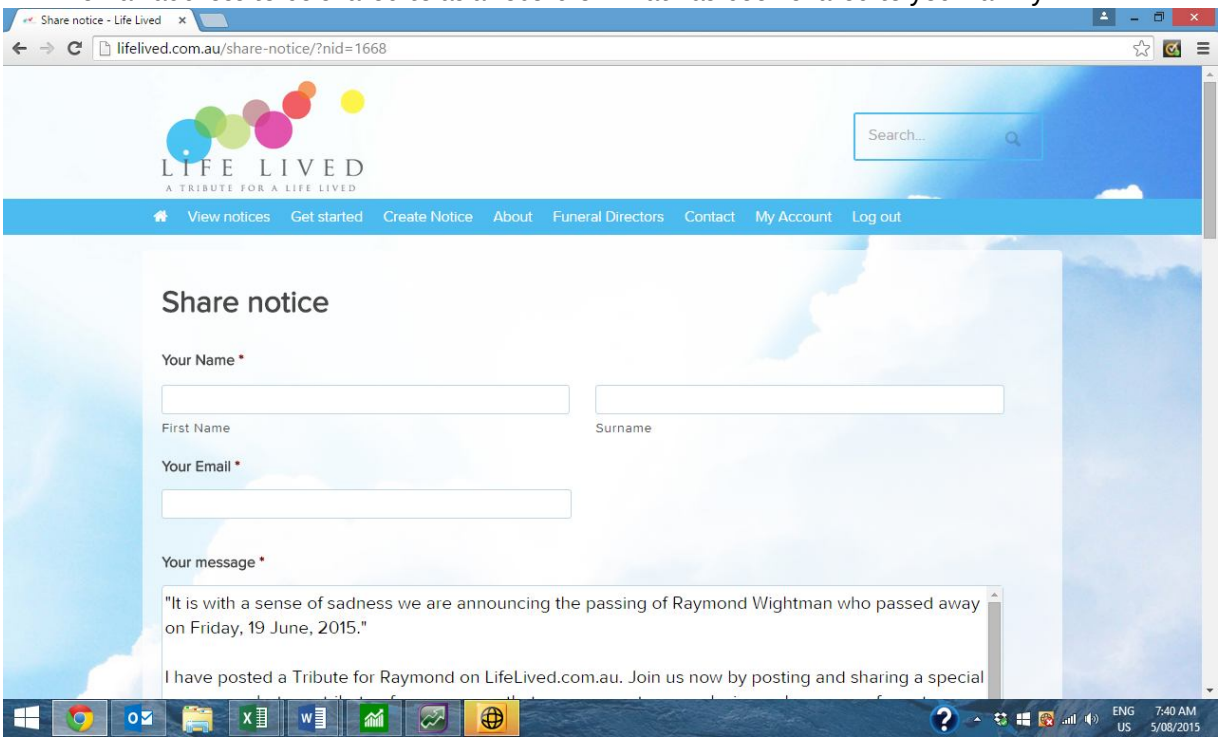
Step 4. Share with the Family, using by clicking on 1 of the share buttons Facebook, email or SMS icons in the blue panel below the ‘Leave Your Tribute’ green button.

Step 13. Then fill out as prompted, noting that if you are not emailing to the family that you will need to add your email address to be shared to as a record of what has been shared to your family.



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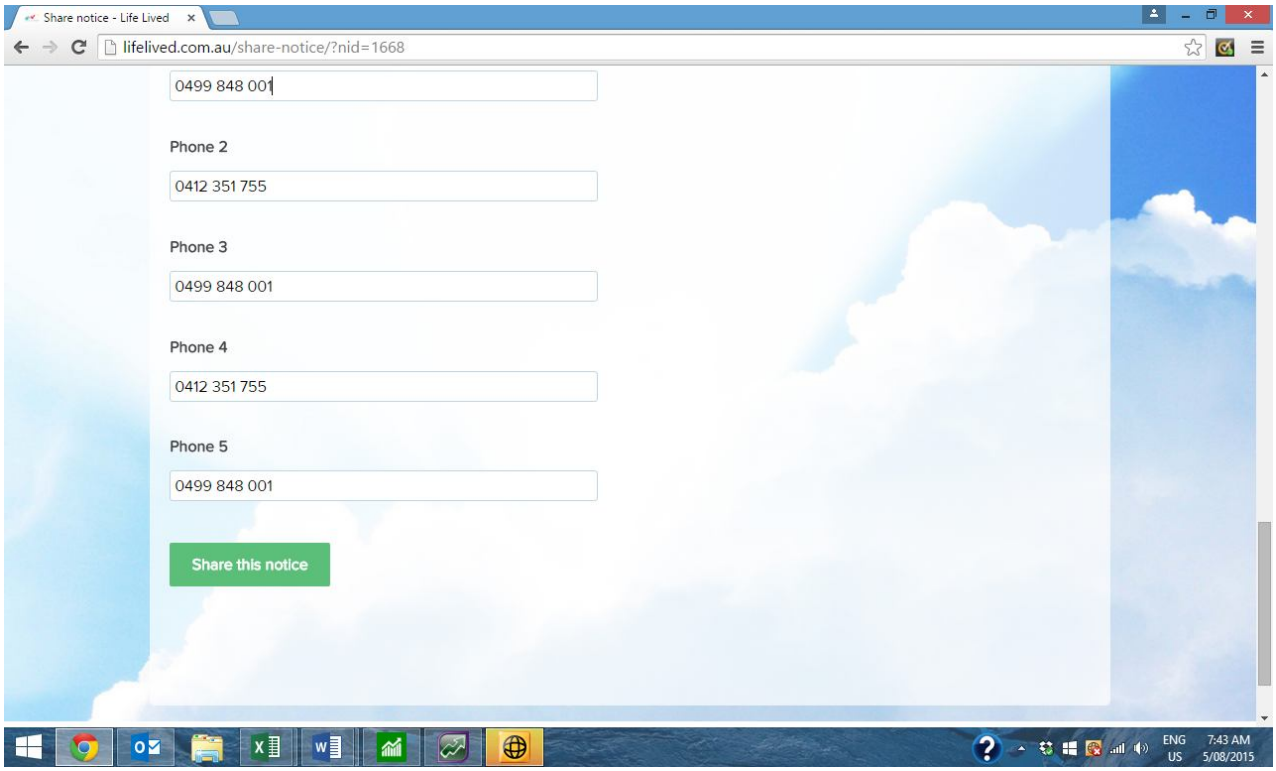
Step 14. Press the Share Button



Support at any time please call or email.

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