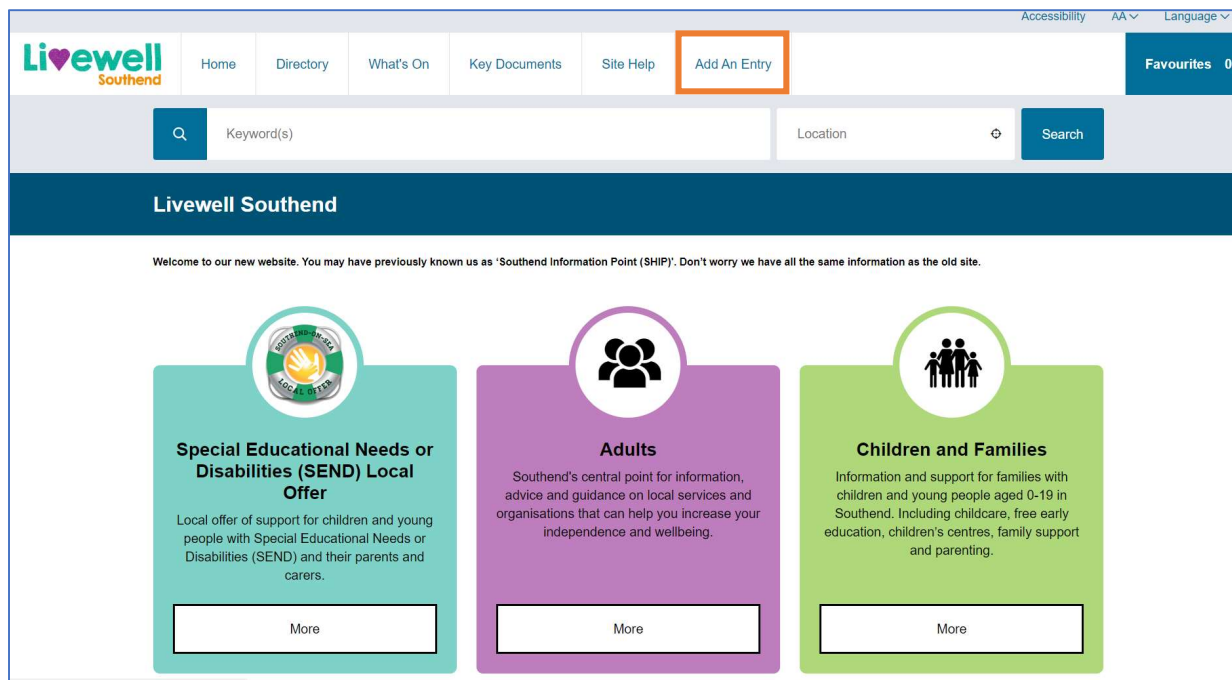


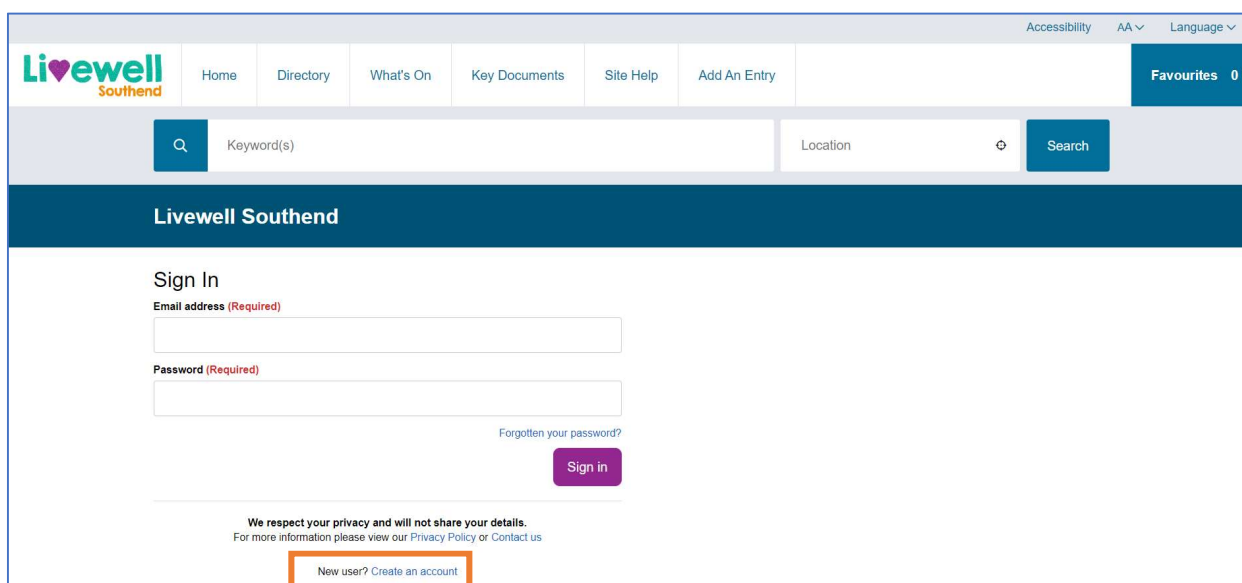
## Livewell Southend – How to create a new account

This is a step by step guide that can be used to assist you with creating an account on Livewell Southend. Having an account with Livewell Southend means you can add and amend records and add services to your favourites.

1. Go to [www.livewellsouthend.com](http://www.livewellsouthend.com)
2. Click 'Add An Entry' found in the header on the Livewell Southend website. This has been highlighted in an orange box in the screenshot below.



3. Click 'New user? Create an account' which is located near the bottom of the page underneath the privacy policy and contact us text. It is also highlighted in the orange box below.



4. Enter your details, enter a password and click 'Create account'.

The screenshot shows the 'Create account' page for Livewell Southend. It features a dark blue header with the organization's name. Below the header, the form is titled 'Create account' and includes several input fields: 'First name (Required)' with the placeholder 'Example', 'Surname (Required)' with 'Dummy', 'Email address (Required)' with 'Dummy@example.com', 'Choose password (Required)' with a masked password '.....', and 'Confirm password (Required)' with another masked password '.....'. Below these fields, there is a checkbox area for terms and conditions, and a purple 'Create account' button at the bottom right.

We recommend using a generic email address if you plan to create a record so your colleagues can access the account if you leave your role

5. Go to your emails and look for your activation code.

The screenshot shows an email from Livewell Southend. The recipient is 'kourtnee wilson'. The email thanks her for registering and provides instructions on how to activate her account. It includes a 6-digit activation code '518812' and a hint to double-click and right-click the code. The email also mentions that the account will be added to a newsletter distribution list and provides a link to the 'Sign in' page. The email is signed off by 'The Livewell Southend Team'.

6. Enter your activation code into the box below and click activate.

The screenshot shows the 'Activate account' page. It features a green header with the text 'We have sent you an email'. Below the header, there is a red warning message: 'Do not close this window. You will need it to enter your activation code.' The page then states: 'We have sent an email to kourtneejanewilson@gmail.com which contains your activation code.' Below this, there is a field labeled 'Enter activation code (Required)' and a purple 'Activate account' button. At the bottom, there is a note: 'Activate code is required for security and to confirm your email address.'