How to use the LifeWorks app to communicate with remote workers

To create your own network, giving you the ability to leverage the LifeWorks app as a communications vehicle as well as a social engagement tool for staff who will now be working remotely, you first need to complete the free upgrade (as communicated to all clients last year)

Go to LifeWorks' EAP upgrade landing page where you should:

1. read the instructions and FAQ's
2. complete the enquiry form
3. electronically sign the 'agreement to access' document (this appears on the next page after the enquiry form is submitted).

Once the above is complete, you will receive a confirmation email containing a link to the welcome & onboarding page. Click here

This is a detailed step by step guide, supported by videos and a PDF toolkit.

The PDF toolkit includes admin guide, user guides, sample comms for employees, and a promotional poster.

Further detailed FAQ's can be found here if needed

Note that due to high demand at the moment, network activation can take up to 7 working days following initial request.