

LSA Quick Start Guide

Lively Lifestyle Spending Accounts (LSA)

1

Check your email

You will receive an email from Lively to enroll for your new LSA. Click on the **"Complete Enrollment Now"** button within the email to get started.

2

Complete enrollment

You will be redirected to the Lively website to complete your enrollment. Depending on how your employer enrolled you, be prepared to provide:

- A secure password
- Your Social Security Number (SSN)

Please review and accept Lively's Terms & Conditions and Privacy Policy. If you're unable to complete enrollment with your email or SSN, reach out to Lively Support at support@livelyme.com for help.

3

Log in to view your new Lively LSA online account

After accepting Lively's terms, you will be directed to access your Lively LSA account via the Lively platform. If you are enrolled in more than one Lively benefit, you will be directed to the role selection page first, which will allow you to select which benefit to view.

4

Link your bank account

Navigate to the **Settings** page from the top-left menu of your LSA dashboard. Providing this information allows your employer to reimburse you directly for any substantiated claims through your LSA.

5

Get familiar with your LSA and important plan details (Optional)

We recommend familiarizing yourself with the LSA plan duration listed on your dashboard. This includes details such as start date, end date, and run-out period.

New to LSAs? Get up to speed with everything you need to know with [Lively's LSA Guide](#).

6

Download the Lively mobile app (Optional)

Download the "Lively Benefits" mobile app to take your LSA on the go, available for iOS and Android.

Have questions? We're here to help.
Email or call Lively for responsive, expert assistance.