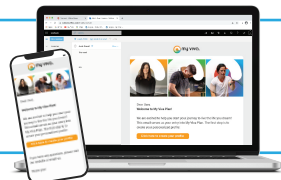


Welcome to My Viva Plan

Let's get you set up! There are 3 simple steps.

1. Create Your Account

- ☐ You should have received an email from **My Viva Plan**. If you do not see the email in your inbox, please check your JUNK / SPAM folder.
- ☐ If you can not find the email, please email us immediately at support@MyVivaPlan.com.



2. Register Your Account

- ☐ Open the email and click on the link to create a **username** and **password**. This step takes about 2 minutes to complete.
- ☐ Read the **Terms of Use** and **Privacy Policy** and then press **Save** at the bottom of the page.
- ☐ If you get interrupted, you will have to finish creating your **username** and **password** on the same device you initially started with.

IMPORTANT: Now that you have created your account the link in the email you recieved is no longer active. To access your account moving forward, you will need to go to us.MyVivaPlan.com. Also, put your **username** and **password** in a secure place so you don't forget it!



3. Create Your Profile

- ☐ You have now activated your account and are ready to create your profile.
- ☐ Click on **Create My Profile** to get started.
- ☐ This process takes approximately 20 minute.



Once you have registered your account, you can access **My Viva Plan** from your desktop or download the **My Viva Plan App** from the **Google Play** or **App Store**.



Didn't have enough time to finish creating your profile or completing your assessment?



- ☐ Go to us.MyVivaPlan.com.
- ☐ Enter your username/email password.
- ☐ Pick up where you left off.



My Viva Inc.
Customer Support
support@MyVivaPlan.com

