

1. Open <https://business.servicelive.com> in Mozilla Firefox or Google Chrome, and click **Account Login**.

Note: ServiceLive is optimized for these browsers. Do not use Internet Explorer.

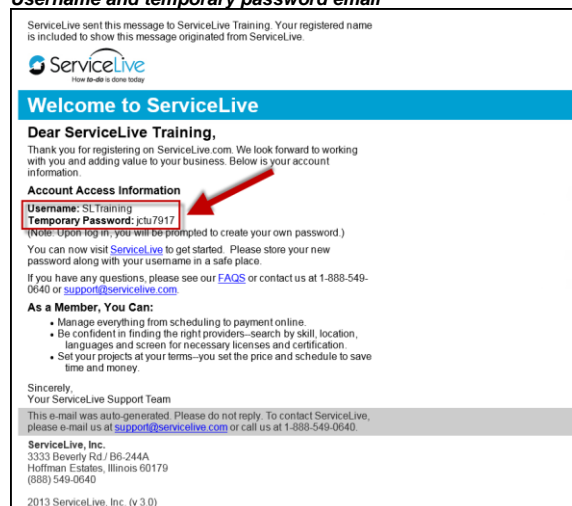


2. Enter your **user name** and the **temporary password** which is located on the email you received, and click **Login To ServiceLive**.

Important: Passwords are case sensitive – enter the temporary password exactly as it displays in the email.



Username and temporary password email



3. *ServiceLive* will prompt you to create a new password. Fill out all required fields, and then click **LOG IN**.

Important: You are responsible for remembering your password, *ServiceLive* does not retain it.

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Administrator Office

Welcome to ServiceLive

Create Your Password

Please create your account access information below. Be sure to keep record of the information in a safe place.

Items marked with an asterisk (*) are required.

- * Password
- * Confirm
- Password strength: Password not entered
- * Security Question: Select One
- * Answer

[LOG IN](#)

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Did you know?
 Create strong passwords you can remember by making an acronym from a famous saying, or using the name of something familiar to you, such as the title of a favorite book or movie and add numbers at the beginning, end, or in between.

4. You will be logged into your Buyer account on *ServiceLive* and your account Dashboard will display.

Note: The information that displays on your Dashboard view is dependent on the permissions that were assigned to you when you were added to the account as a user.

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Dashboard | Service Order Monitor | ServiceLive Wallet | Explore The Marketplace | Administrator Office

Dashboard

Service Orders View »

- [Create a Service Order](#)
- Today's Orders: 0
- Posted Service Orders: 0

Vital Statistics

Current Orders:	Accepted - 0	Ratings:	Received (0)	Given (0)
Draft - 0	Problem - 0	Lifetime -	Not Yet Rated	Not Yet Rated
Posted - 0	Pending Reschedule - 0	Current -	Not Yet Rated	
Pending Cancel - 0				

ServiceLive Wallet View »

Available Balance: \$0.00
 Current Balance: \$0.00

Administrator Office

[Document Manager](#)

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