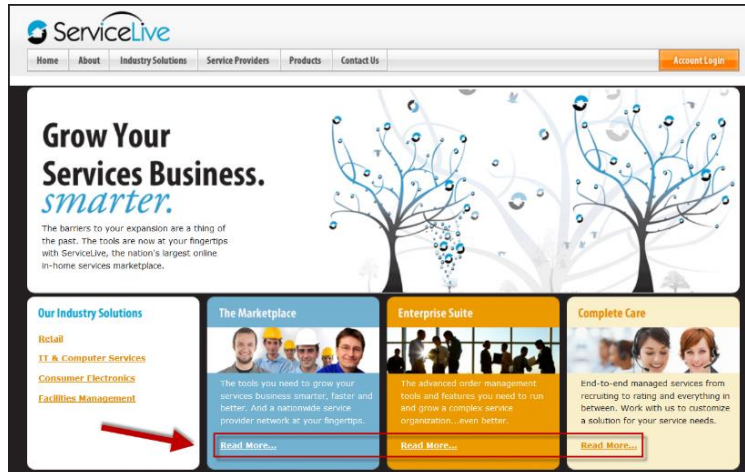
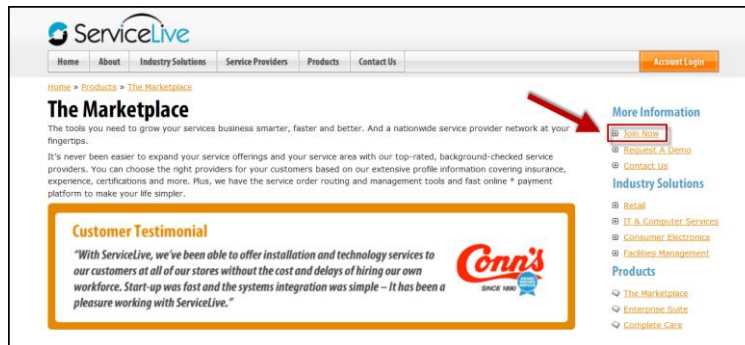


1. Open <https://business.servicelive.com> in Mozilla Firefox or Google Chrome, and click any of the **Read More** links. Each *Read More* page will display different information, but the link to join ServiceLive will be available on all pages.



2. Click the **Join Now** link under the *More Information* section.



3. The *Join Now* registration page will display.

- Complete all required fields in the **Business Information** section.

- Complete all required fields in the **Business and Mailing Address** sections.

- Complete all required fields in the **Primary Contact Information** section.
 - Enter the information associated with the user that will be the account’s main Administrator.
 - This information will display in the *Buyer Contact Information* section of your Service Orders.

Primary Contact Information

By opening this account, you become the ServiceLive administrator for your company. You'll be the primary contact for all communications with ServiceLive and you will be authorized to enroll additional service buyers and support staff for your company.

Role within Company *

First Name * **Last Name ***

Business Phone * **Ext.**

E-Mail Address * **Confirm E-mail Address ***

Alternate E-Mail Address * **Confirm Alternate E-mail Address ***

User Name * **Confirm User Name ***

(User name must be 8 characters or more)

How did you hear about ServiceLive? **Referral Code**

(Enter all letters, numbers or special characters as shown.)

- Review, and agree to, the **Buyer Terms and Conditions** and **Payment Services**, and then click **Join ServiceLive**.

Site Terms & Conditions

Please read the following terms and conditions. After accepting, you'll receive an e-mail confirming your account. Use the temporary password included in that e-mail to log back onto the system so you can register other users for your firm or begin creating a service order.

I agree to the [Buyer Terms and Conditions](#)

I agree to the [Payment Services](#) offered on ServiceLive

Join ServiceLive!

Note: The following error prompt will display if the Buyer Terms and Conditions and Payment Services are not agreed to, and an account will not be created until these are checked off.

Error: Please check the following and try again.

- Acceptance of ServiceLive Bucks agreement must be selected.
- Acceptance of Terms and Conditions must be selected.

- A ‘congratulations’ prompt will display, and you will receive an email from *ServiceLive* with your new username and a temporary password. Click **RETURN TO THE HOME PAGE**.

1-888-549-0640

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Congratulations

You're about to become part of the revolutionary ServiceLive network.

Within a few minutes, you'll receive an e-mail from registration@servicelive.com, which will contain a temporary password. Use this information to log in to ServiceLive so you can finish the registration process.

If you don't receive this confirmation within a few minutes, please check your junk e-mail and make sure that the e-mail hasn't been blocked by your spam filter. If the confirmation e-mail doesn't appear in your general e-mail box or trash, contact us at E-MAIL to verify your account.

[RETURN TO THE HOME PAGE](#) ←

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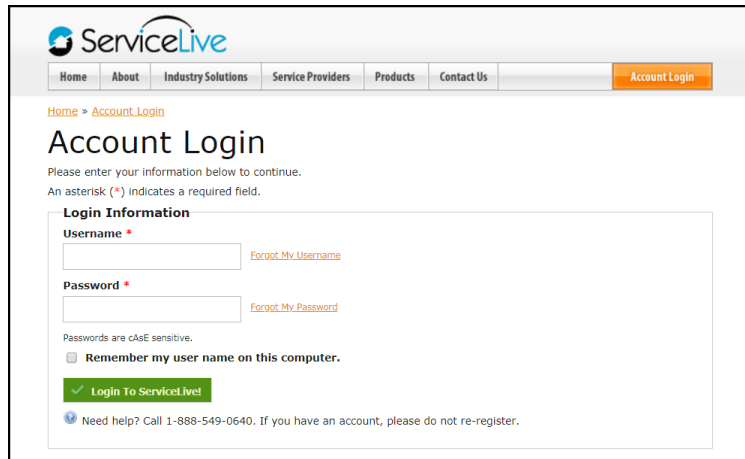
We are unable to fulfill buyer requests in the following states/U.S. Territories: AS, FM, GU, HI, MP, PW, VI

- The <https://business.servicelive.com> home page will display – click **Account Login**.

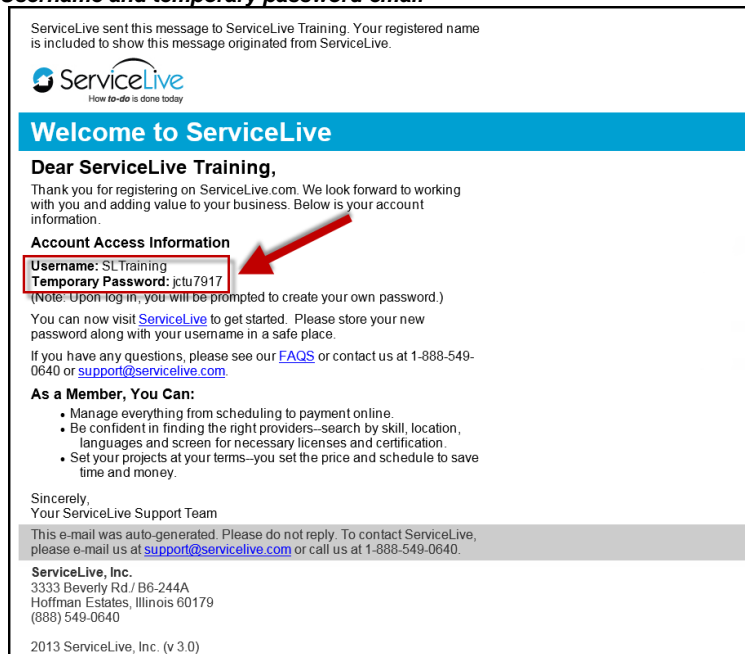


- Enter your **user name** and the **temporary password** which is located on the email you received, and click **Login To ServiceLive**.

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



Username and temporary password email



5. *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.

Welcome, ServiceLive Training! #26552 Not Rated
 Training | Community | Blog | Support | Contact Us | Logout

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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 SECURE ACCOUNT

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.

6. You will be logged into your Buyer account on *ServiceLive* and your account Dashboard will display. Refer to our Buyer Dashboard lesson for more information on how to navigate through your Dashboard.

Welcome, ServiceLive Training! #26552 Not Rated
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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:
 Draft - 0 | Accepted - 0 | Problem - 0 | Pending Cancel - 0 | Pending Reschedule - 0

Ratings:
 Resolved (0) | Given (0)
 Lifetime - Not Yet Rated | Not Yet Rated
 Current - Not Yet Rated

ServiceLive Wallet [View >](#)

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

Administrator Office
[Document Manager](#)

NOW AVAILABLE!
ServiceLive Pro Mobile
 Manage your service orders anywhere, anytime. Available for Android & iPhone.
[LEARN MORE](#)

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