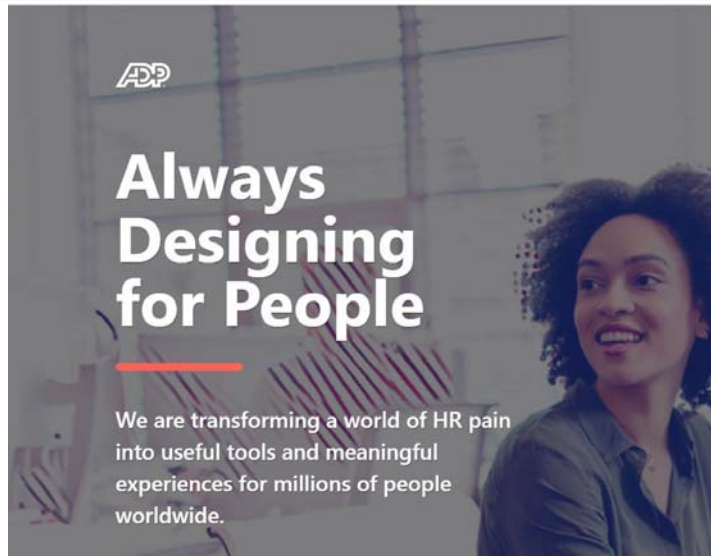
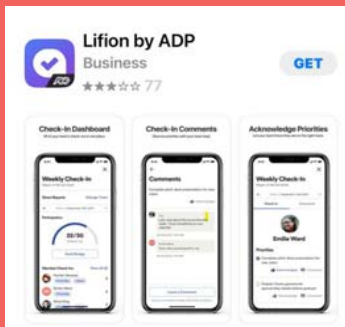


Accessing Lifion by ADP

Visit <https://Lifion.adp.com>

Or

From your App Store:



Welcome to Lifion

Username

Password Show

[Forgot Username/Password](#) [Sign in](#)

[Send me my registration email](#) [Sign in with SSO](#)

For the best user experience, we recommend using Google® Chrome® (latest version). Lifion by ADP also supports the following web browsers:

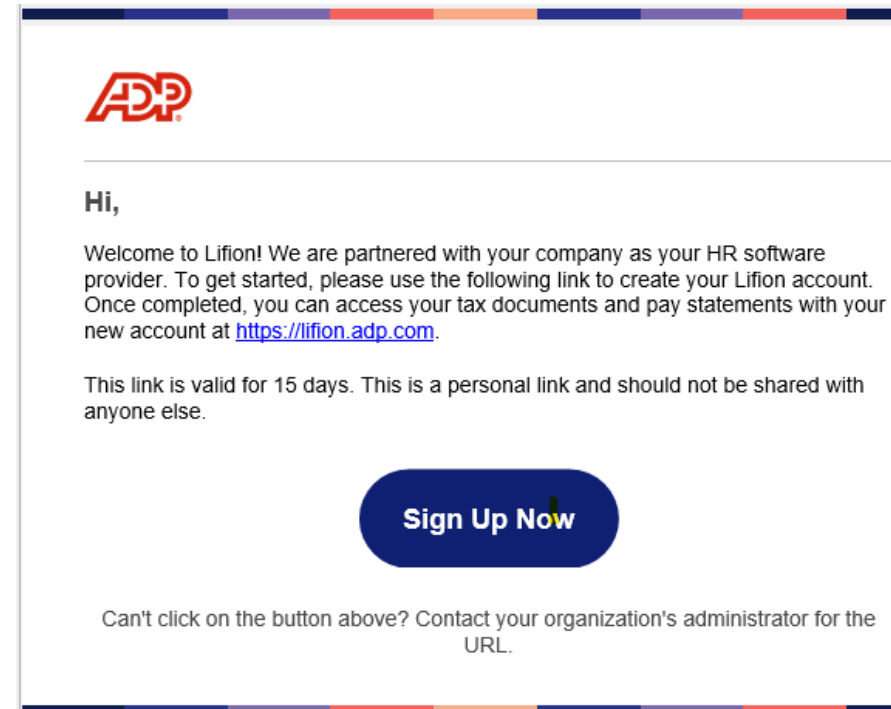
- Microsoft® Internet Explorer® Version 11 and Microsoft Edge
- Mozilla® Firefox® (latest version)
- Apple® Safari® Version 11.x and later

Registering on Lifion by ADP

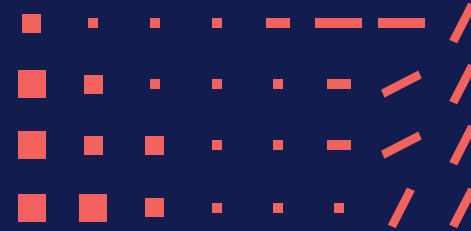
Once you are hired into the system, you will receive an email instructing you on how to register for access to Lifion by ADP.

STEP 1

- Receive registration email from: donotreply@adp.com
- Click **Sign Up Now**



Registering on Lifion by ADP

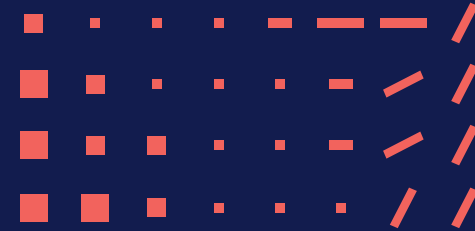


STEP 2

- Click **New to Lifion?**

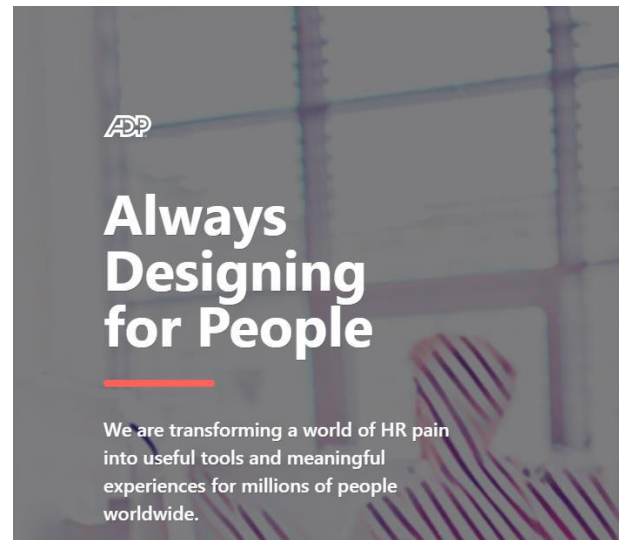
A screenshot of the Lifion login page. On the left, there is a dark grey banner with the ADP logo at the top left. The main text in the banner reads "Always Designing for People" in a large, white, sans-serif font. Below this, in a smaller white font, it says "We are transforming a world of HR pain into useful tools and meaningful experiences for millions of people worldwide." On the right side of the page, there is a white login area. At the top, it says "Welcome, Fifteen! Boot Barn Training uses Lifion for all your HR needs". Below this, there are two main options in white boxes with rounded corners. The first box is titled "Already have a Lifion account?" and contains the text "Log in and link Boot Barn Training to your account" with a right-pointing chevron. Below this box is the word "or". The second box is titled "New to Lifion?" and contains the text "Create your account to get started" with a right-pointing chevron.

Registering on Lifion by ADP



STEP 3

- Enter your personal identity information
- Click **CONTINUE**
- You will be required to verify your email:
 - You will receive an email from dontoreply@adp.com with a verification code
 - Enter the verification code on the **Verify Your Email** screen & **Submit**



Verify Your Email

Please enter the code you received at sheila.ray-shaw@adp.com

[Resend Code](#)

[Cancel](#)

[Submit](#)

Registering on Lifion by ADP

STEP 4

- Once you've complete steps 1, 2, & 3 you will receive an email titled: **Lifion Account Created** from donotreply@adp.com indicating that you have successfully established your username and password
- You will then be taken to your Boot Barn Home Page

The screenshot shows the user dashboard for 'FA' at 'Boot Barn Training'. The header includes the ADP logo and the text 'Boot Barn Training'. The main content area features a welcome message: 'Welcome to Boot Barn, Fifteen!' with a sub-message 'Glad to have you as part of our team!'. Below this is an 'Actions' section with four buttons: 'Associate Directory', 'View Your Onboarding', 'Manage Company Policies', and 'View My Associate Profile'. A 'Quick Links' section contains a 'Cabo Cam' button. On the right side, there is a large 'BOOT BARN' logo with 'Boot Barn Training' underneath. Below the logo is a search bar with the placeholder text 'What are you looking for?'. At the bottom right, there is a 'Things To Do' section with a 'View All (27)' link. The 'Things To Do' list contains four items, all with due dates of 05/10/2023: 'You have been assigned IT Access Security Policy Acknowledge...', 'You have been assigned Health and Wellness Policy for acknowl...', 'You have been assigned Notice to Employee for acknowledgem...', and 'You have been assigned Computer, Email, Internet, and Phone U...'

Forgot Your Lifion by ADP Username/Password?



If you forget your login information, you can use the **FORGOT USERNAME/PASSWORD?** link on the Lifion by ADP login page.

On the **Can't access your account** screen input your email address:

- **1:** You will receive an email from donotreply@adp.com
- **2:** The email
 - Will contain your username
 - Link to reset your password



Welcome to Lifion

Username

Password Show

[Forgot Username/Password?](#)

[Send me my registration email](#) [Sign in with SSO](#)

From: donotreply@adp.com <donotreply@adp.com>

Sent: Thursday, May 4, 2023 1:41 PM

To: **Subject:** Access Your [Lifion](#) Account

Dear Associate Name,

Your [Lifion](#) username is: **Username**

If needed, please use the following link to reset your password. This link will expire in 15 minutes.

<https://lifion.adp.com/auth/forgot-password/reset?token=12fe0bf4-a206-4c4e-8ef6-232d86e48ee5>

If you believe this message was sent in error, please ignore this email.

The Lifion Team