

Readiness Rounds Tip Sheet

How to Login to Your Account

First time logging in? Need a refresher? Use this guide to learn how.

1

There are a couple ways to access the login page:

- A) Go to our website by typing in 'readinessrounds.com'; on the homepage of our website click the MENU button in the upper right-hand corner, then click the CLIENT LOGIN button.
- B) If you are using a mobile tablet or phone, click on the Readiness Rounds icon, as shown here: (this will have been installed during implementation).

TIP: Bookmark the Login page on your browser, so you can easily access it each time.



2

Once you've reached the login page, follow the instructions below, then press the 'Log In' button.

A screenshot of the Readiness Rounds 'Account Log In' page. The page has a blue header with 'Account Log In'. Below the header is the Readiness Rounds logo and a welcome message: 'Welcome to Readiness Rounds. Please log in to access your account.' There are two input fields: 'Email Address' with the value 'jsmith@example.com' and 'Password' with the value '(Case Sensitive)'. Below the password field is a 'Forgot Password' link. There is a 'Remember Me' checkbox. At the bottom is a blue 'Log In' button. A footer bar contains links: 'About', 'Contact Us', 'Login FAQ', 'Forgot Password', and 'Change Password'. Four callout boxes with orange lines point to specific elements: Box 3 points to the Email Address field, Box 4 points to the Password field, and two boxes point to the 'Login FAQ' link in the footer.

The 'Login FAQ' button also offers troubleshooting for login issues.

*Also included is a step-by-step guide on how to install the Readiness Rounds' icon on your desktop and/or tablet.

You will have received an email from 'processing@readinessrounds.com' for your initial login instructions.

3

You will use your work email address. This field is not case sensitive.

4

You will type in the password that you have chosen when you followed the initial login instructions. This field **is** case sensitive.

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If at any time you are unable to remember your email or password, or are unable to login, the easiest and quickest solution is to click on the 'Forgot Password' link. This will email you a new password, where you will follow the instructions for logging in. If this still has not solved your issue, give us a call (800-705-3401) and we will help you reset the password while on the phone. If this is after business hours, leave us a message or email us here: processing@readinessrounds.com.