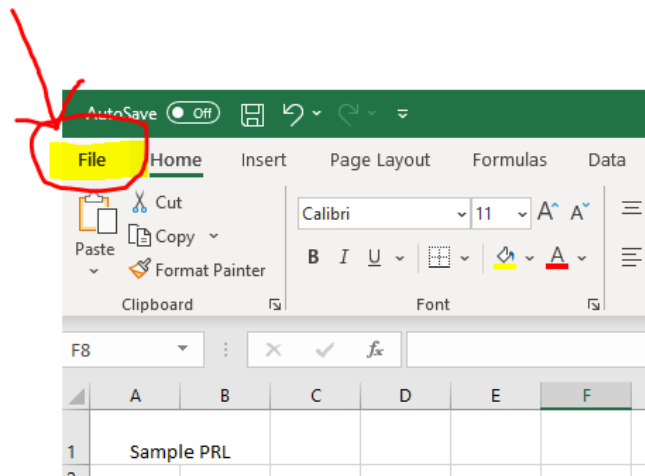




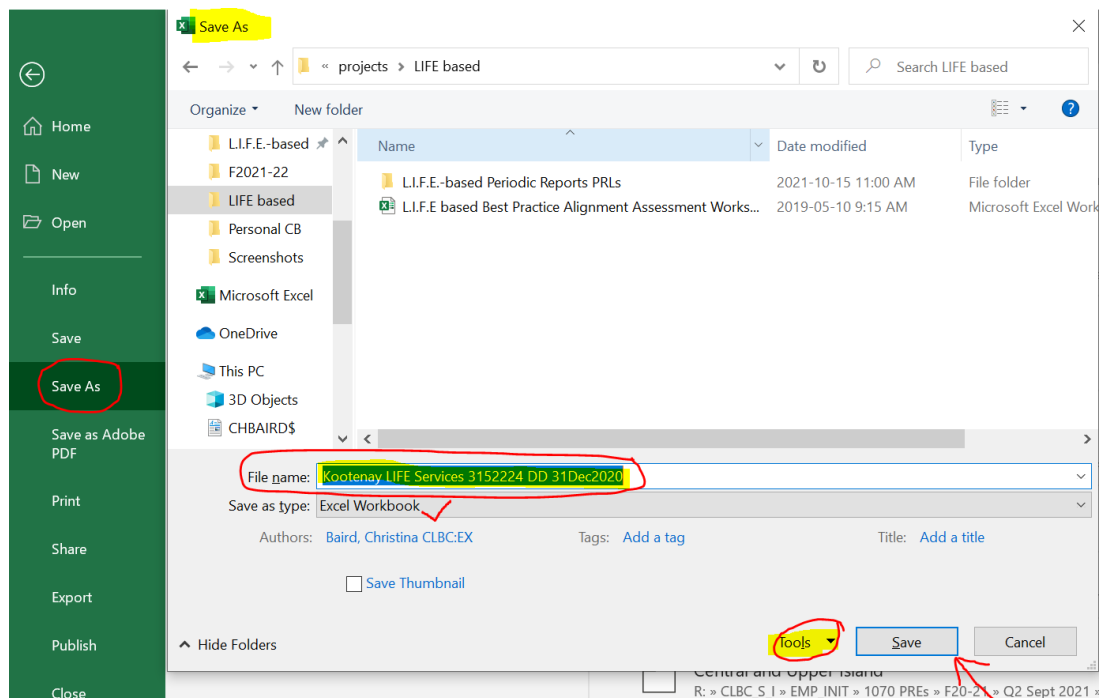
Follow the procedures below to password protect your L.I.F.E. Periodic Report (PRL).

Important things to note: you do not have to update the PRL report password for each reporting cycle, and you can use the same password for all your PRL reports if your organization has multiple L.I.F.E. contracts. After you have created your password, please send it to CLBC at LIFEReportHELP@gov.bc.ca, and document the password in a safe and secure place for yourself and others. CLBC will file your password, so you do not have to provide it to us each reporting cycle.

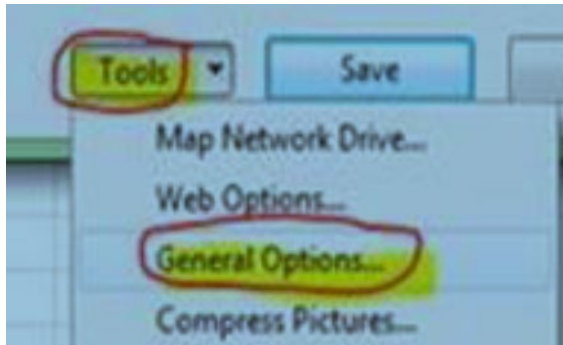
1. In the PRL report, click **File**.



2. Choose **Save As** using the required naming convention for PRL Reports (see example below).



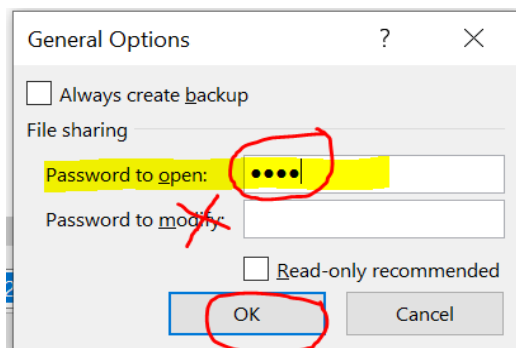
3. Go to **Tools** (the button to the left of Save (see image at bottom of page 1), and click to open.
4. Then choose **General Options**



- Under the General Options window, you will enter the password you have chosen in **Password to Open** (see below). This is so the document cannot be opened without the password you choose.
5. Once you have entered your password, click **OK**
 6. **Note: you do not need to enter information in the Password to Modify section**

SAVE YOUR PASSWORD

If you lose or forget the password, and you did not send it to CLBC, the password cannot be recovered. You will have to re-enter your data into a new PRL (and that wouldn't be fun).



7. You will then be prompted to re-enter your password to **Confirm the Password**



8. Once you have completed these steps, you will return to **Save As** screen. Click **Save**.
9. **Send password in a separate email to CLBC to LIFEReportHelp@gov.bc.ca.**