



LifeLoop trainings

# LifeLoop Express

Connections portal

How to navigate and utilize LifeLoop Express in the Connections Portal.

[lifeloop.com](https://lifeloop.com)

Version MM.YY





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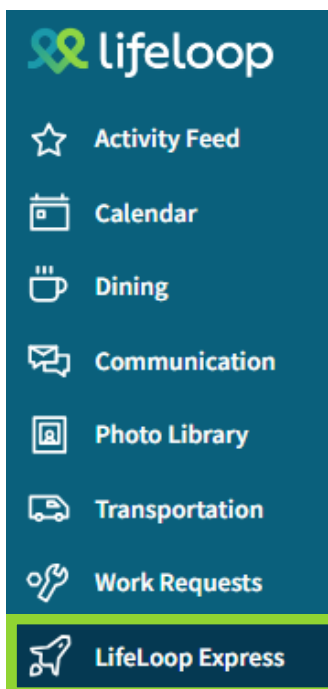
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# LifeLoop Express on the web

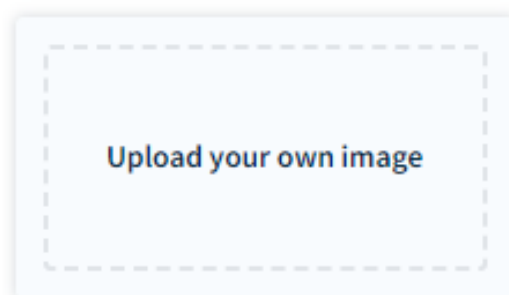
## Step 1

To send loved ones a postcard, select LifeLoop Express from the feature menu on the far left hand side.



## Step 2

Choose a postcard image, or upload your own pictures by selecting upload your own image.





# LifeLoop Express on the web

## Step 3

Add a personal message (up to 600 characters) and verify the delivery address is the community address.

**Order Postcard** ×

Message **(required)**

Hi Mom! I miss you and will be visiting shortly! I Love You!

## Step 4

When the postcard is ready, select Submit Order. LifeLoop will print and send the postcard.

**Submit Order**

*Note: Each user is allotted to send one free postcard per week.*

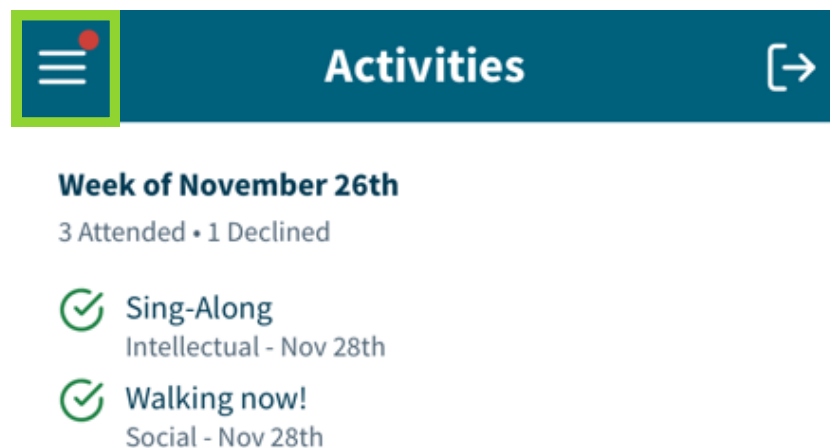
*Note: The postcard will be sent out to your loved one within 2 business days and be delivered via USPS.*



# LifeLoop Express on the mobile app

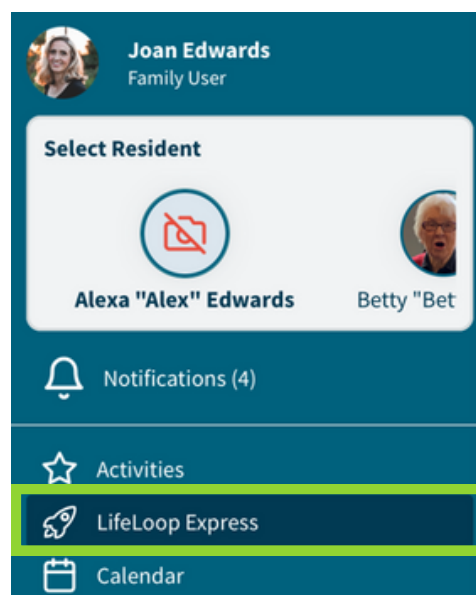
## Step 1

To send loved ones a postcard, select the hamburger menu, the three horizontal lines on the top left hand corner to pull up the feature menu.



## Step 2

Select LifeLoop Express from the feature menu.

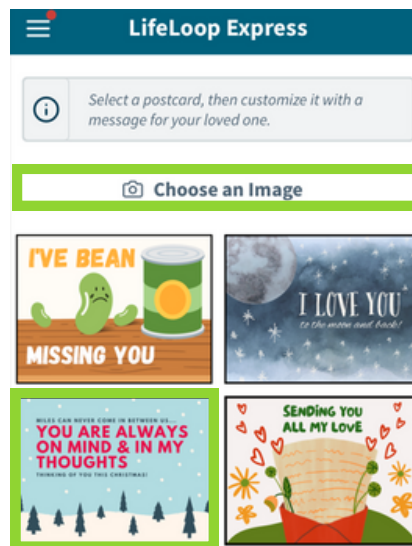




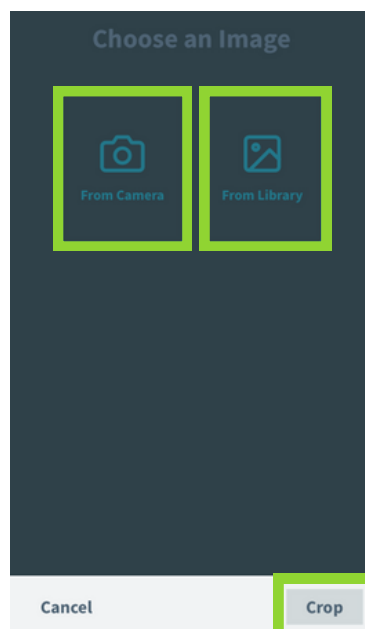
# LifeLoop Express on the mobile app

## Step 3

Choose a postcard image or upload your own pictures by selecting choose an image.



When uploading your own image, select from camera to take a photo on the spot or choose from library to select from previously taken photos. Crop the photo by using your fingers to zoom in and out of the picture and selecting crop.





# LifeLoop Express on the mobile app

## Step 4

Add a personal message (up to 600 characters), confirm your name, your email and the name of the resident that will be receiving this post card. Lastly, verify the delivery address is the community address.

LifeLoop Express

Happy Holidays  
Hope you have an  
Amazing Christmas!

Message (600 character max) \*

Joan Edwards

Resident \*      Alexa "Alex" Edwards →

ourlifeloopfamily@gmail.com

225 N 115th Street

Address 2

Free (one free per week)

Send Postcard

## Step 5

Select send postcard to send your postcard for printing.

Free (one free per week)

Send Postcard



## FAQ

### **How many postcards can I send?**

Each LifeLoop connection can send one free postcard per week (7 days).

### **If I have multiple loved ones at a community can I send more than one per week?**

At this time, each connection user can only send one postcard per week. Postcards are not calculated per resident but per user account.

### **Am I able to purchase additional postcards?**

At this time, no additional purchases are available. Each user is allotted one free postcard per connection account.

### **How long does it take for my postcard to be received?**

Once the postcard is submitted, the postcard may be received at the community within 7-10 days.





## Resources

### Video QR codes

#### How to scan QR codes

Open the Camera app on a mobile device. Hold the device so the entire QR code is visible in the camera frame (you don't need to take a picture). Once the QR code has been read, a notification will appear at the top of your screen.



### LifeLoop Express on the web



### LifeLoop Express on the mobile app





# Continued learning

## Visit the Learning Community

Access LifeLoop training resources at your convenience. Find the Learning Community by clicking the "?" on the top right-hand side of your screen or going to <https://training.lifeloop.com/training/connection>.

## Further questions?

Reach out to [support@LifeLoop.com](mailto:support@LifeLoop.com).