

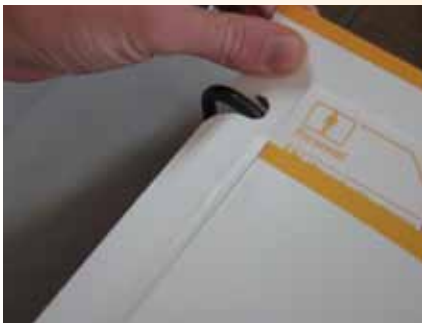
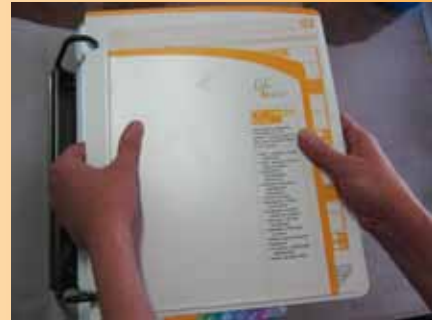


Getting started...

Organizing all of the important information we are required to have at one time or the other is a BIG task. The Life at Hand® system has been designed to allow you to work on one topic at a time, summarizing only the most important information. We suggest starting at the beginning!

First remove the binder from the case and select the "Personal" divider. Remove that pocketed storage divider from the binder. To do so successfully:

1. Slide your hand under the individual divider.
2. Supporting the divider with a hand underneath the center section and holding the pocketed area closed, remove the divider from the metal rings. This method will keep your documents secure.
3. Put the binder and the zippered case aside. Assemble the information listed in the checklist located on the front of each divider and then begin to complete the data collection forms in handwriting or on the computer. Use the Life at Hand® Handbook and the online resources link to assist you in the process.



4. When you finish the data collection forms, for each divider, store the original documents or signature pages of legal documents in the pocket on the back side of that divider. The "fine print" or supplementary manuals can be filed in a manila folder using the adhesive file labels that correspond with the topic you are working on. The general rule of thumb about which documents go where is to put only the original documents or photo copies needed to prove identity (i.e. passport, social security card, copies of credit cards) in the Life at Hand® binder and case.

Likewise, original documents or signature pages that would prove a transaction or ownership such as titles, deeds, wills, loan agreements would be stored in the divider pocket while the supportive print would be stored in a manila folder identified by corresponding color-coded label that have been provided with the system.

5. Fill out your registration card and send it back. You will receive our online 6-month update reminder service or, if you prefer, mark your calendar to periodically purge expired information and add new essential data. If you have questions about your Life at Hand® product email support@lifeathand.com or visit our website at www.lifeathand.com and visit the "Contact Us" link at the top of the home page.

