Creating a PAS EAP eM Life Account

Employee Assistance Program



Creating your mypaseap.com member portal account

- 1. Go to mypaseap.com
- 2. At the top of the screen find "Don't have an account" and click "Sign-up".
- 3. Enter your organization code: UPRR
- 4. Enter the information requested (Name, Email, Phone, Password)
- 5. Click on the "Create Account" button.

Creating an eM Life account through mypaseap.com

- 1. Log in to the <u>mypaseap.com</u> member portal.
- 2. From this screen, click on the eM Life icon at the bottom off the page or on the middle tool bar.
- 3. This will take you to the eM Life informational page.
- 4. If interested, watch the overview video.
- 5. Click the blue button labeled "Access eM Life" this will take you to the eM Life account creation page.
- 6. Enter the information requested (First/Last name, Display Name, email and password.)
- 7. Click the box at the bottom of the screen confirming the terms have been read.
- 8. Click the "Create" button at the bottom of the screen.
- 9. Account has been created.

Creating your eM Life account directly from your device

- 1. Download the eM Life app from your app store (Look for dark purple with white crescent moon icon).
- 2. Click "Create Account" at the bottom of the screen.
- 3. Choose "Employee Account"
- 4. Provide Organization Name or ID: <u>PASCLIENT</u>. Click Continue.
- 5. "App code provided by PAS:" enter Union Pacific's account code UPRR and click continue.
- 6. Enter the information requested (First/Last name, Display Name, email and password).
- 7. Click the box at the bottom of the screen confirming the terms have been read.
- 8. Click the "Create" button at the bottom of the screen.
- 9. Account has been created.