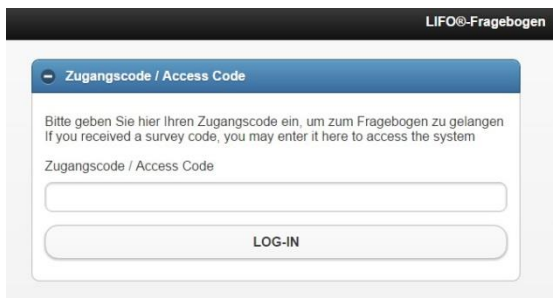


## How to take the online survey

To access the online version of the LIFO® questionnaire, which can be filled in from every Internet-enabled PC and smartphone, visit the website [www.lifoproducts.de](http://www.lifoproducts.de).



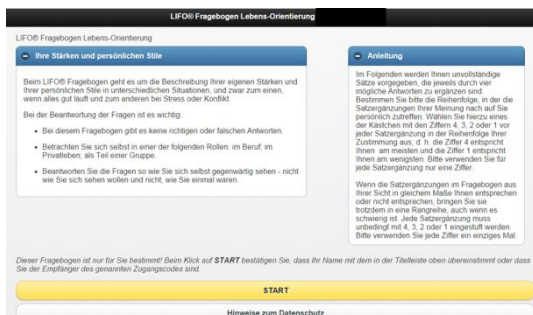
Under the menu item "Fragebogen", go to **LIFO® Survey Online** and click on **"TO THE QUESTIONNAIRE"** to be forwarded to the start page of the online questionnaire on the website of the worldwide LIFO® licensor Business Consultants Inc.



Now, enter your access code (including the hyphen) and then click on the "LOG-IN" button.

**Please keep the access code in a safe place**, as you will need it again to access your evaluations later on.

After clicking on the LOG-IN button, you will be redirected to the start page of the survey.



After a short introduction into the structure of the questionnaire and the procedure, you can start filling in by clicking on START. Responding the 18 sets of questions takes place in the same way as in the paper version, i.e. the numbers from 1 to 4 may be used only once each. However, the order of the questions as well as the statements is determined at random in the online version of the survey.

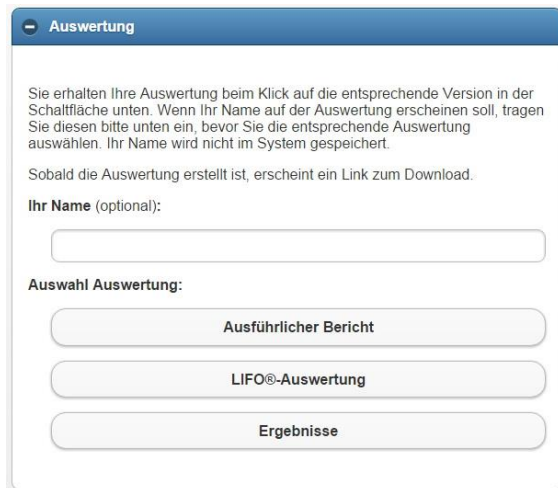
By clicking on the "ZURÜCK" button, you can view once again the questions already answered and, where needed, change them again. If you would like to interrupt the survey, you can close the website and log in anew

by using your access code later on. The questions so far answered will be saved, allowing you to continue directly where you interrupted your survey.

Upon responding the last question, you can finish the questionnaire by clicking on the “ABSENDEN” button; for safety reasons, you will be asked once again whether you would like to recheck your answers, as the answers cannot be changed after having confirmed the submission.



After having confirmed the submission, you will be asked to wait briefly until the evaluation is completed and the website for selecting the evaluation is displayed.



Before activating the report(s) ordered for you, you may optionally enter a name, which will then be displayed on the cover sheet of the relevant report. If you do not enter a name, the access code is displayed instead.

**Note: Name entries will not be saved in the system. This makes sure that questionnaires and results are not linked to personal data/ information.**

The “Ergebnisse” evaluation documents in a brief and clearly arranged fashion the result values. In addition, the “LIFO® Auswertung” includes a short description of the LIFO® styles and a short general explanation of how to proceed when interpreting the results. If an extensive report (“Ausführlicher Bericht”) has been ordered (available only for the questionnaire “LIFO®-Lebensorientierung” and only in English language), you will be given first hints and ideas for interpreting your individual values.

As soon as you have selected an evaluation, the relevant report is created and promptly made available for download. You may then view, print out, and save the downloaded PDF file on your hard disk or any other data carrier. Moreover, you may use your access code to access the questionnaire results also in the following X months by going once again to the LOG-IN page on the LPC website and re-entering your access code. You will then be redirected to the selection of the evaluation(s) available to you.

If you have further questions on the LIFO® method and on the evaluation of your questionnaire results, please contact the LIFO® trainer/ consultant/ coach who provided you with the access code.

In addition, LPC in Frankfurt will be happy to support you, should you require content information on the LIFO® method.