



Headspace Guide

How to enroll yourself

How to enroll dependents

Enroll as an employee of IMA:

- 1) Visit the IMA sign-up webpage here (or scan the QR code):
<https://work.headspace.com/imafinancialgroup/member-enroll>
- 2) Enter your company email address where prompted. You will receive a verification email to your inbox. Click it to continue
- 3) Set up your account credentials:
 - a) “No, I need to create a new account” (most common)
 - b) “Yes, I have an existing account” (only if you paid for a consumer Headspace account previously)
- 4) Follow the remaining onboarding steps
- 5) Lastly, download the Headspace app to your phone, and when you enter the app just “sign in” using the email and PW you chose in step 3!

Questions or need help? Email teamsupport@headspace.com



Proprietary, Confidential, & Thoughtful

Create your account here:



Inviting your Loved Ones

Each employee gets 5 invites to extend to loved ones ages 13+. Loved ones get their own free, separate Headspace account, and enjoy all the same benefits as you do

- 1) To invite your loved ones to create their own account, you, the employee, must create your own account first (see prior slide)
- 2) Within your own Headspace app, go to the **Profile** tab, scroll down and select “**Send Invites**”
- 3) Enter email addresses of the people you wish to invite and hit “**Send Invite**”
- 4) Have them check their inbox for an email from Headspace with steps for them to set up their own app access!

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