

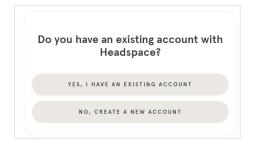
# Step 1: Create or log into your account

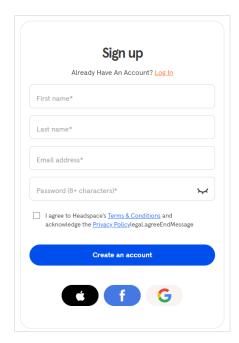
Go to <a href="http://work.headspace.com/bp/member-enroll">http://work.headspace.com/bp/member-enroll</a>

If you already have an account, select the first option and then enter the email you used to set up your account and your password to log in. If you do not have an account, select the second option and sign up.

You can use your bp or personal email address for set up, but you **must not** use your bp password.

For extra security, please ensure your password is a minimum of 10 characters in length and include at least one upper and one lower case letter, one number and one special character.

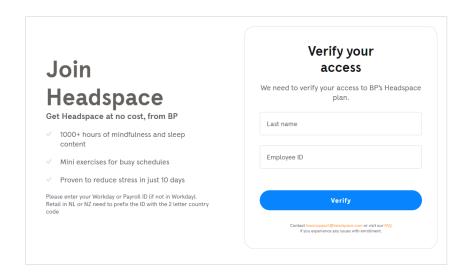




### Step 2: Verify you are a bp employee

#### For Workday users:

Once you have signed up on the next screen enter your last name and then your Workday ID in the field named 'Employee ID'



### For shipping and retail colleagues (non-Workday users):

Please enter your payroll ID in the field named 'Employee ID' and add the prefixes below to your payroll ID if you're located in one of these countries:

New Zealand: **NZ**123456 Netherlands: **NL**123456

#### For bp Pulse colleagues:

Please enter your NTID in the field named 'Employee ID'.

#### Step 3: Understand and agree to data privacy terms

bp will not share your personal data with Headspace. After you have created an account, you are in control of any information that you wish to share with Headspace.

## Step 4: Get started

Once you have set up and activated your Headspace account, download the Headspace app or log in on a desktop.

You can find more information on the Headspace intranet page.

Please note that your participation in Headspace is voluntary.