



Workplace Health Solutions

My Life Check® Basic – User Guide



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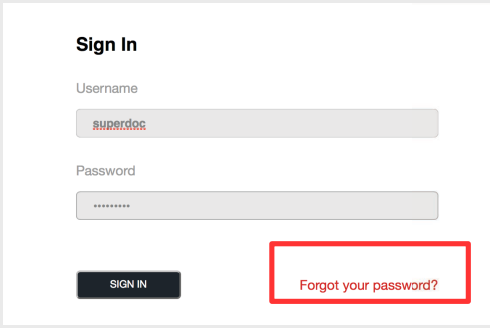
Sign In

Sign In to Workplace Health Solutions with the **Username** and **Password** you created when you set up your account.

You will be directed to the **My Life Check® Dashboard** screen upon successful sign in.

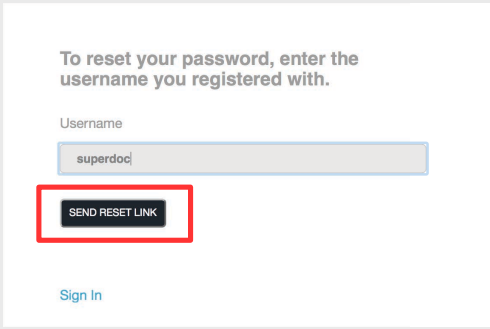
Password Reset Process

If you do not know your **Password** you may reset your **Password** via the account **Username**.

STEPS	SCREEN SHOTS
1. Click “ Forgot your password? ”	 <p>The screenshot shows the 'Sign In' form with fields for Username (containing 'superdoc') and Password (masked with dots). Below the fields are a 'SIGN IN' button and a 'Forgot your password?' link, which is highlighted with a red rectangular box.</p>

Sign In Screen

Continued

2. Enter your Username . 3. Click SEND RESET LINK button.	 <p>The screenshot shows the 'To reset your password, enter the username you registered with.' form. It has a Username field containing 'superdoc'. Below the field is a 'SEND RESET LINK' button, which is highlighted with a red rectangular box. At the bottom, there is a 'Sign In' link.</p>
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Reset Link Screen



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Continued

4. Check your email for the password reset link.
5. Click the password reset link in your email.

Thank you!

Your password reset link has been sent to your registered email. Please check it!

Confirmation

You will be directed to the **Password Reset** screen.

Continued

6. Enter **New Password**.
7. Enter **Confirm Password**.
8. Click **Reset Password** button.
9. You will receive confirmation of **Password Reset** before being redirected to **Sign In** screen.
10. Follow **Returning User Sign In** instructions.

Reset your password.

New Password

Confirm Password

Reset Password

[Sign In](#)

Your password reset was successful! If you are not redirected within 10 seconds, please click or copy & paste the following URL into your browser's address bar

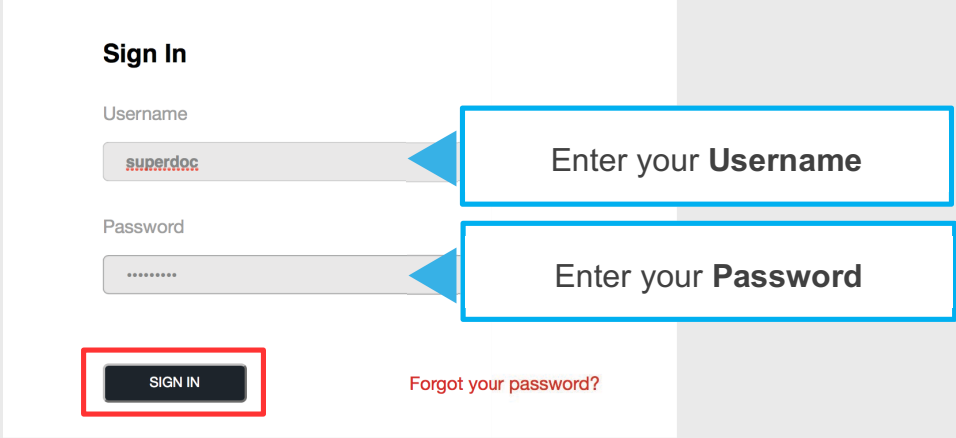
Reset Your Password Screen & Confirmation

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Password Update Process

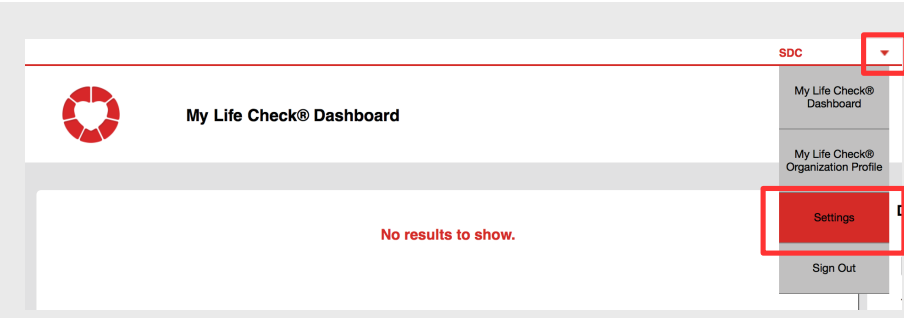
Once signed in, the user can update their password in the **Settings** screen.

STEPS	SCREEN SHOTS
<ol style="list-style-type: none"> 1. Enter your Username. 2. Enter your Password. 3. Click SIGN IN button. 	

Sign In Screen

You will be directed to the **My Life Check® Dashboard** screen upon successful sign in.

Continued

<ol style="list-style-type: none"> 4. Click arrow to access Navigation menu. 5. Select Settings. 	
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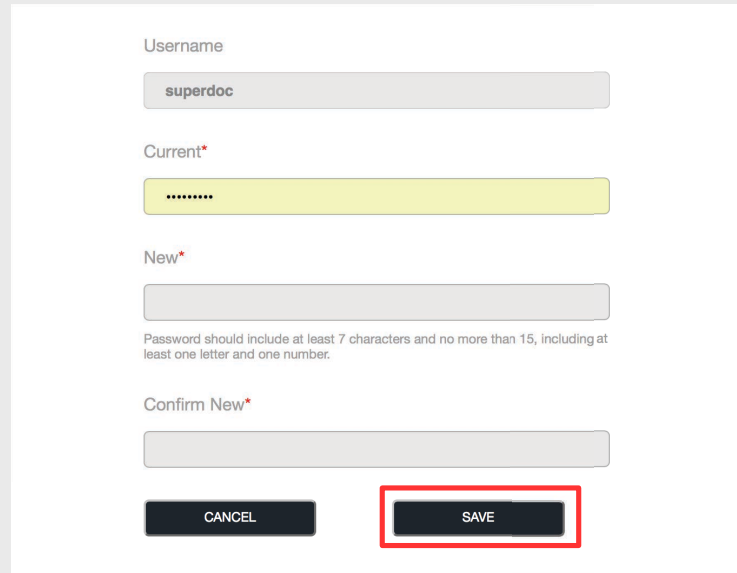
Manage Accounts Screen

You will be directed to the **Settings** screen to update your **Password**.

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Continued

6. Enter **Username**.
7. Enter **Current password**.
8. Enter **New Password** that should include at least 7 characters and no more than 15, including at least one letter and one number.
9. Confirm **New Password**.
10. Click **SAVE** button.

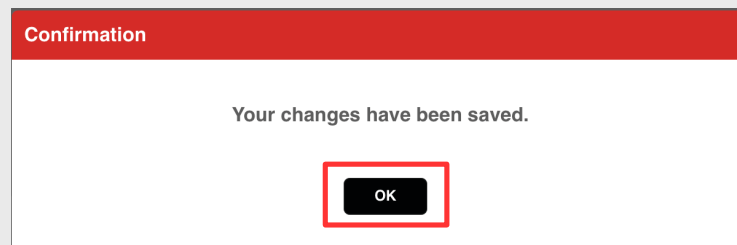


The screenshot shows a 'Settings' window with a white background. It contains four input fields: 'Username' (with 'superdoc' entered), 'Current*' (with masked characters), 'New*' (empty), and 'Confirm New*' (empty). Below the 'New*' field is a note: 'Password should include at least 7 characters and no more than 15, including at least one letter and one number.' At the bottom are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is highlighted with a red rectangle.

Settings Screen

Continued

11. Click **OK** button on the **Confirmation** pop-up.



The screenshot shows a 'Confirmation' pop-up dialog with a red header bar. The text inside says 'Your changes have been saved.' Below the text is an 'OK' button, which is highlighted with a red rectangle.

Confirmation Pop-up

You will be redirected to the **My Life Check® Dashboard** screen.

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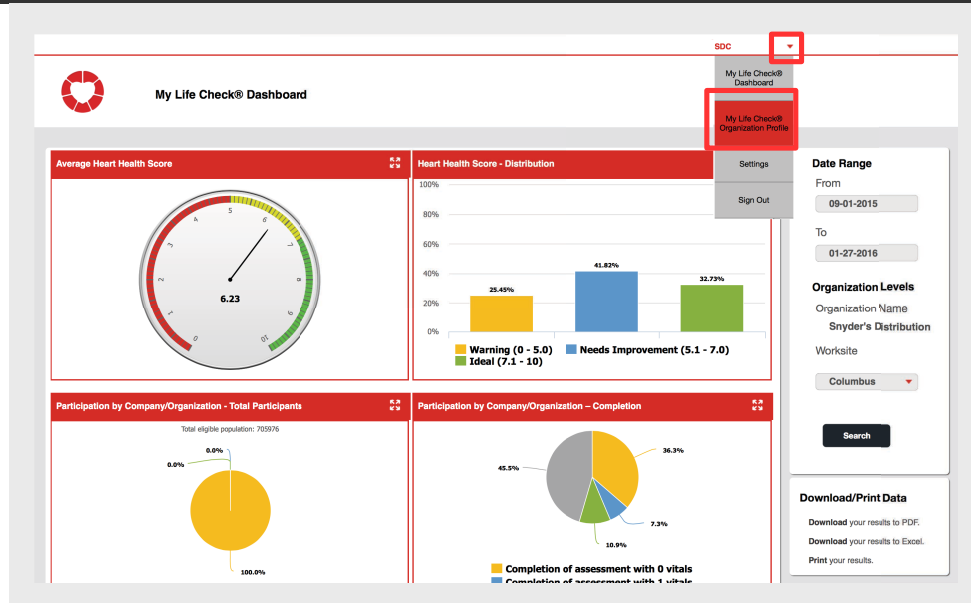
Organization Profile

View Organization Profile

STEPS

SCREEN SHOTS

1. Click arrow to access **Navigation** dropdown.
2. Select **My Life Check® Organization Profile**.

**My Life Check® Dashboard Screen**

You will be directed to the **View Profile** screen to **View** your profile with the option to **Edit**.

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Continued

3. **View** profile.

Organization
Profile data is
view only

SDC

View Profile

Edit Profile

Organization Information

Account ID

101147

Organization Code

SDC001

Organization Name

Snyder's Distribution

Number of Eligible Employees

500

Address Details

Country

United States

Address Line 1

123 Founders Ln.

Address Line 2

City

Columbus

State/Province/Region

Ohio

Zip/Postal Code/Postcode

43215

Reporting Levels

Level 1

Organization Name

Snyder's Distribution

View Profile Screen

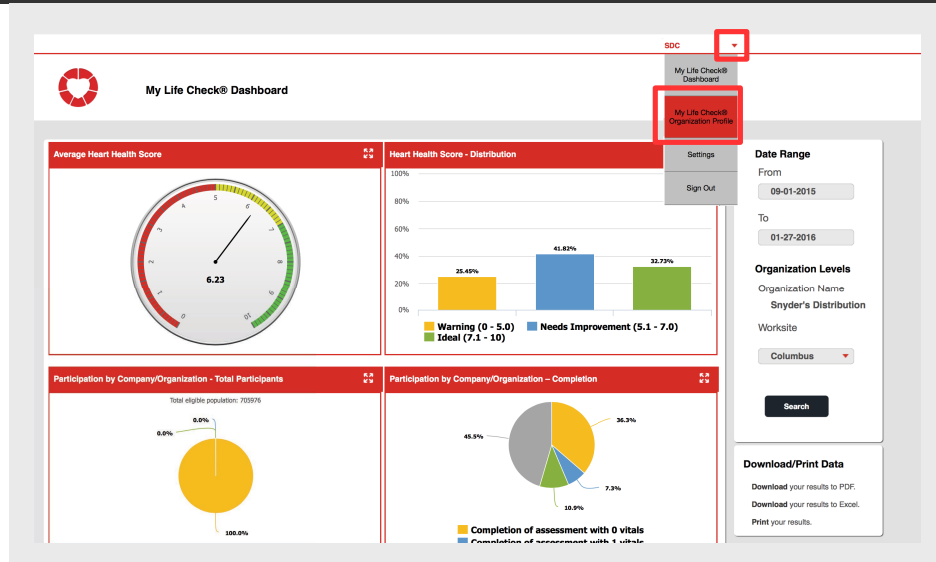
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Edit Organization Profile

STEPS

SCREEN SHOTS

1. Click arrow to access **Navigation** menu.
2. Select **My Life Check® Organization Profile**.

**My Life Check® Dashboard Screen**

You will be directed to the **My Life Check® Organization Profile**.

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Continued

3. Click **Edit Profile** button to activate editable fields.
4. **Edit** editable fields as needed.
5. Click **Save** button.

The screenshot shows the 'Edit Profile' screen with the following sections and fields:

- Edit Profile** button (highlighted with a red box).
- Organization Information** section:
 - Account ID: 101147
 - Organization Code: SDC001
 - Organization Name: Snyder's Distribution
 - Number of Eligible Employees*: 500 (highlighted with a blue box and annotation).
- Address Details** section (highlighted with a blue box and annotation):
 - Country*: United States (dropdown)
 - Address Line 1*: 123 Founders Ln. (text field)
 - Street address, P.O. box, company name, c/o
 - Address Line 2: (text field)
 - Apartment, suite, unit, building, floor, etc.
 - City*: Columbus (text field)
 - State/Province/Region*: Ohio (dropdown)
 - Zip/Postal Code/Postcode*: 43215 (text field)
- Reporting Levels** section (highlighted with a blue box and annotation):
 - Level 1**
 - Organization Name: Snyder's Distribution (text field)
- Save** button (highlighted with a red box).
- Close** button.

Number of Eligible Employees is editable

All Address Details are editable

Reporting Levels are not editable

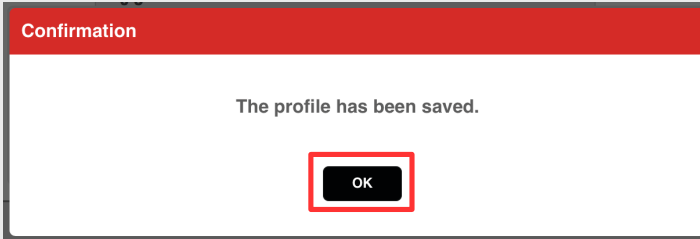
Edit Profile Screen

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Continued

6. Click **OK** button on **Confirmation** pop-up.



Confirmation Pop-up

You will be returned to the **View Profile** screen.

MORE INFO

Tip: While in the **Edit Profile** screen, if you click on the **Close** button, you will get the following message “Your changes have not been saved, are you sure you want to leave this page?”

If you click the **No** button, you will remain on the **Edit Profile** screen.

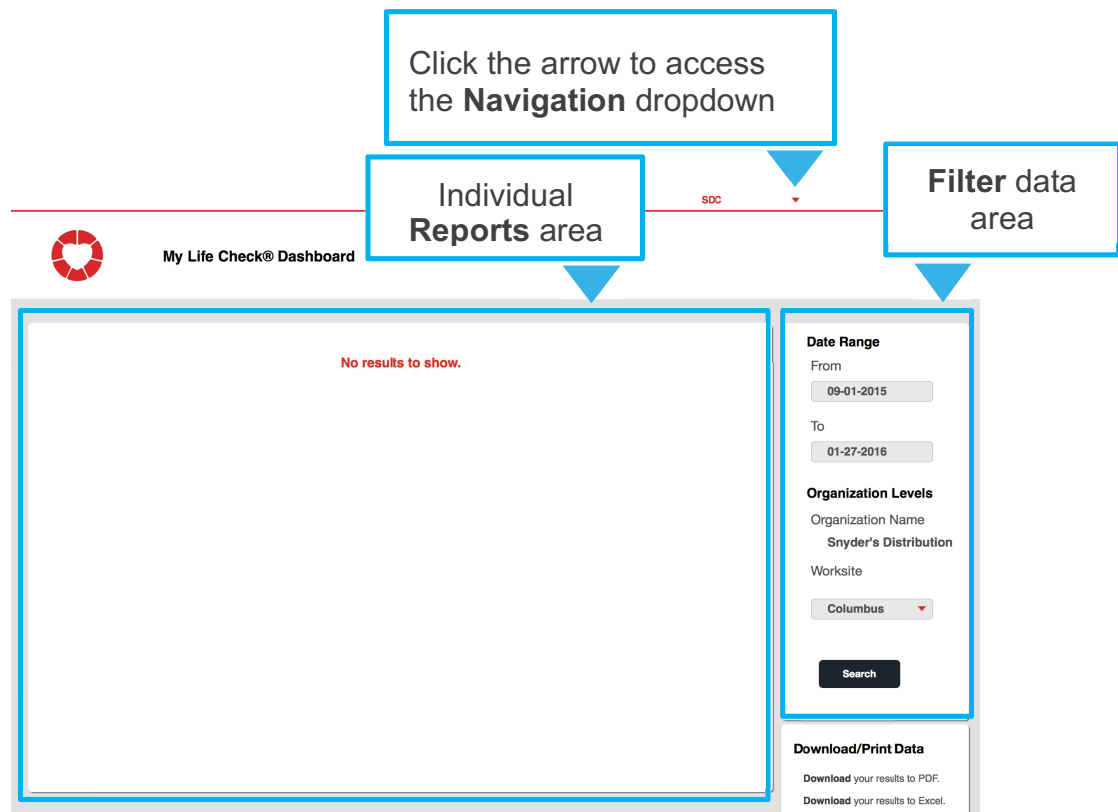
If you click the **Yes** button, you will be redirected to the **My Life Check® Dashboard** screen, and your changes will not be saved.



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My Life Check® Dashboard

The **My Life Check® Dashboard** will not display results until employees register for and complete the My Life Check® Health Assessment.

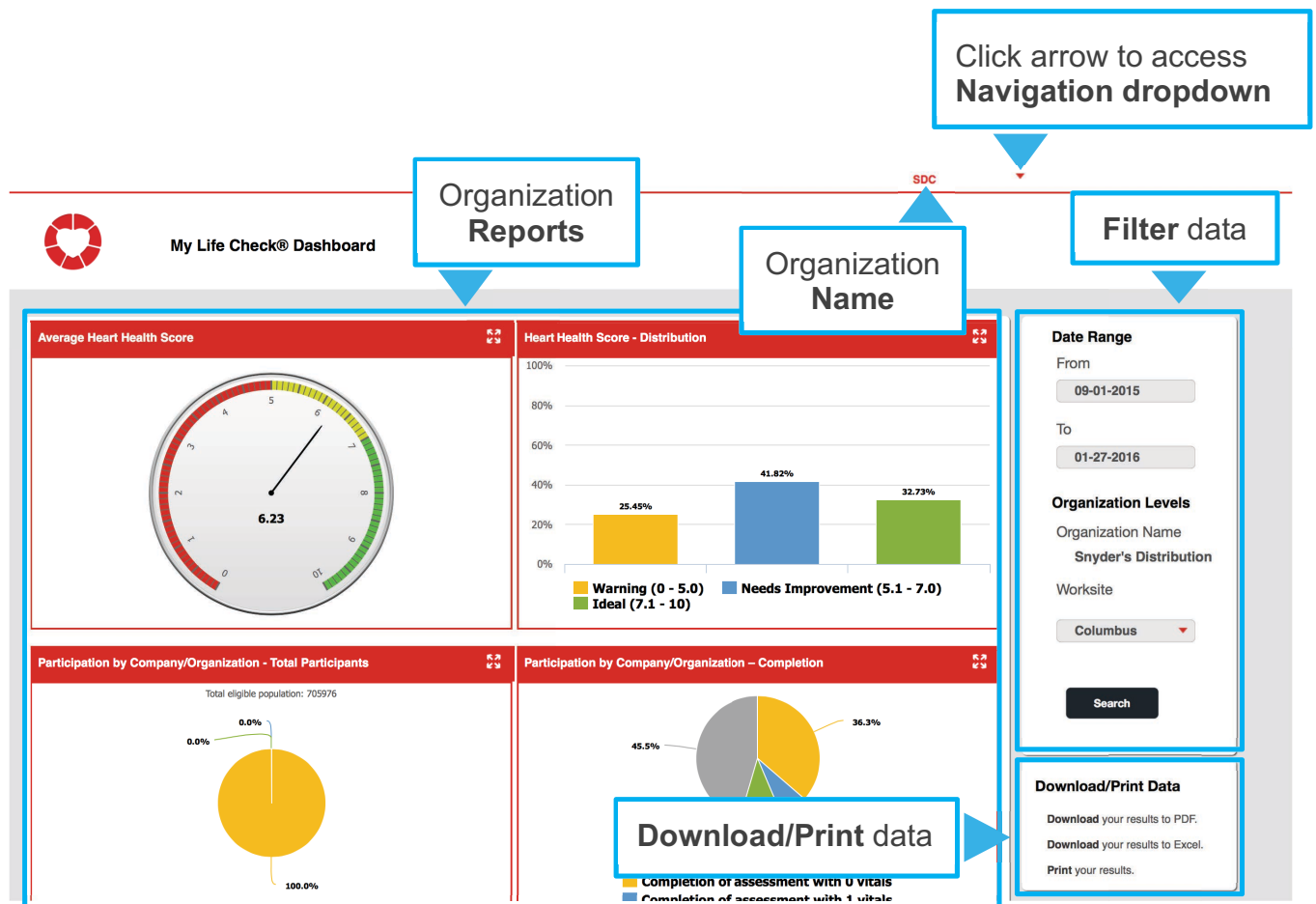


My Life Check® Dashboard Screen



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The **My Life Check® Dashboard** contains the **Reports** that can filtered on a date range and/or on reporting levels defined in the organization profile. You will be able to **View**, **Filter**, **Export** and **Print** reports that are updated upon page load.



My Life Check® Dashboard Screen

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Reports

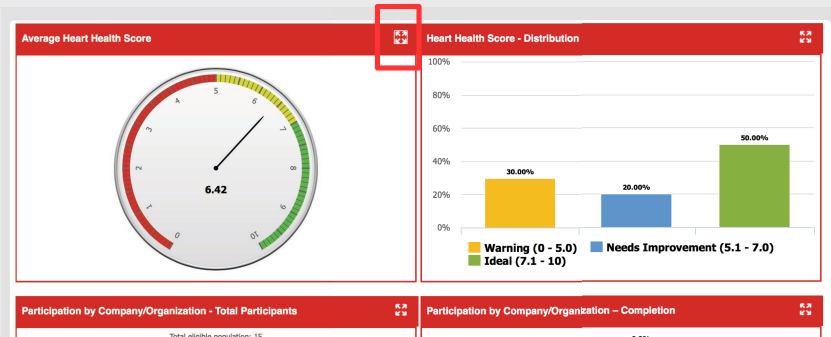
VIEW

From the **My Life Check® Dashboard** screen, you can enlarge the view of a specific report.

STEPS

1. Click **Expand** icon to expand report.

SCREEN SHOTS

*My Life Check® Dashboard Screen*

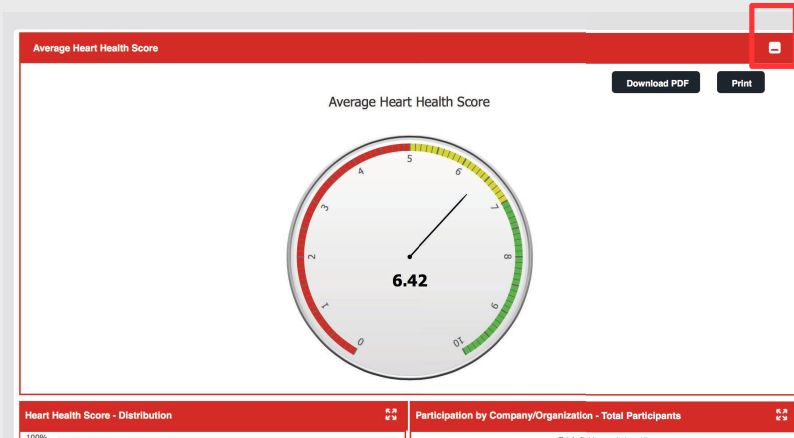
The report will **Expand** to the full width of the reports area.



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Continued

2. Click **Minimize** icon to resize report to original scale.

*My Life Check® Dashboard Screen*

The report will return to original position and scale.

MORE INFO

Tip: While report is expanded, you can click the **Download PDF** button or the **Print** button to download a PDF or print the report.



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FILTERS

You can filter on a **Date Range** and/or on **Organization Levels**.

STEPS	SCREEN SHOTS
<ol style="list-style-type: none"> 1. To Filter by Date Range, click in From text box to access the calendar dropdown and select a date. 2. Next, click in To text box to access the calendar dropdown and select a date. 3. To Filter by Worksite, click on the red arrow to access the dropdown list. 4. Click Search button. 	

My Life Check® Dashboard Screen

Filter Results will be reflected in the dashboard.

Multiple Worksites

Tip: If your Organization has multiple Worksites and your Worksite is the Headquarters, then you can view a rolled-up dashboard that will include Worksites within your organization, by filtering on '**Organization Name**'.



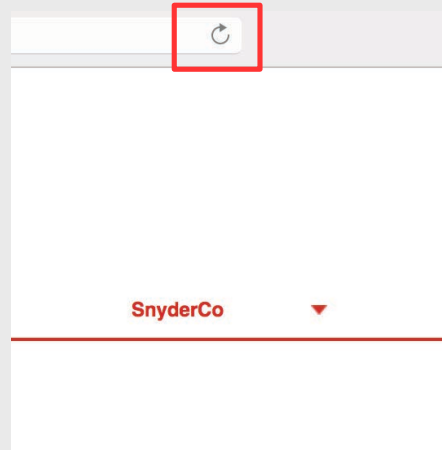
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MORE INFO

Tip: If your search yields **No results to show**, remove/reduce filters or expand **Date Range** and click **Search** button.

Continued

5. Click **Reload** icon in browser window to **Reset Filters** to default.



My Life Check® Dashboard Screen

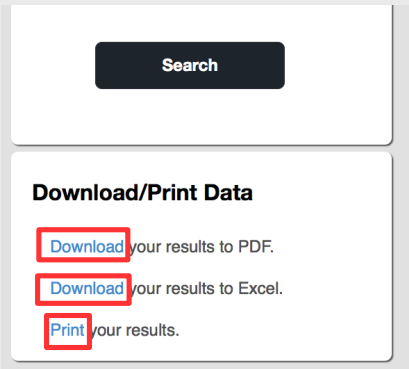
The **My Life Check® Dashboard** screen will display default settings.



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EXPORT/ DOWNLOAD/ PRINT

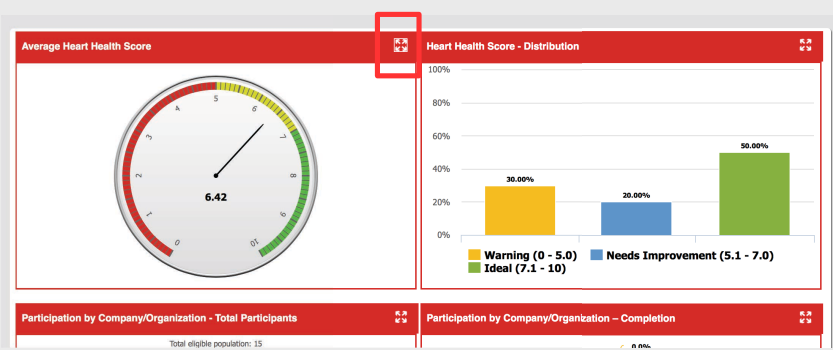
You can **Export** the raw data to Excel and also **Print/Save** the reports to PDF.

STEPS	SCREEN SHOTS
<ol style="list-style-type: none"> 1. Click Download to download results to PDF. 2. Click Download to download results to Excel. 3. Click Print to print your results. 	

My Life Check® Dashboard Screen

From the **My Life Check® Dashboard** screen, the organization administrator may also **Download/Print** a single report.

Continued

<ol style="list-style-type: none"> 4. Click Expand icon to expand report. 	
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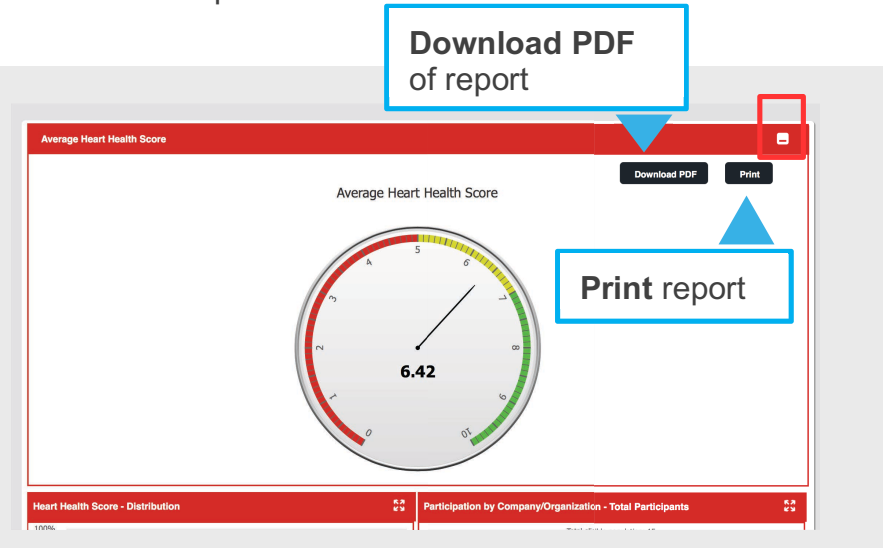
My Life Check® Dashboard Screen

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The report will **Expand** to the full width of the reports area.

Continued

5. Click **Download PDF** to download a PDF.
6. Click **Print** to print report.
7. Click **Minimize** icon to resize report to original scale.



My Life Check® Dashboard Screen

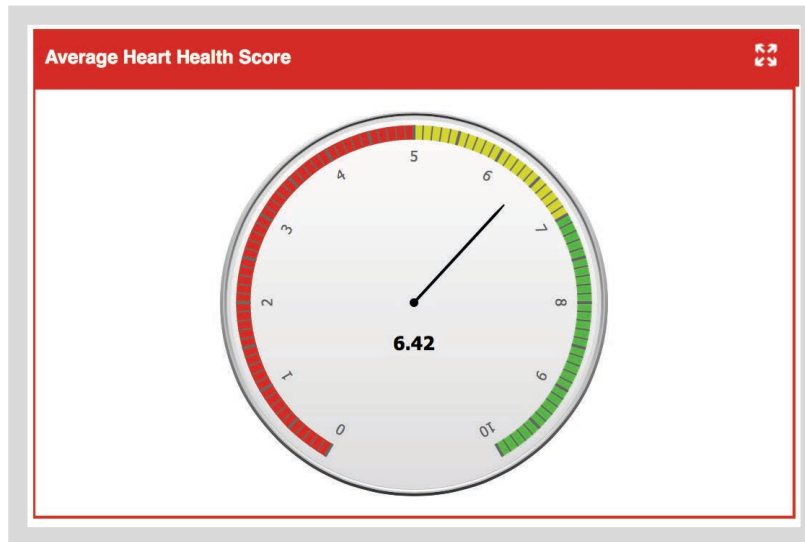
The report will **Return** to original position and scale.



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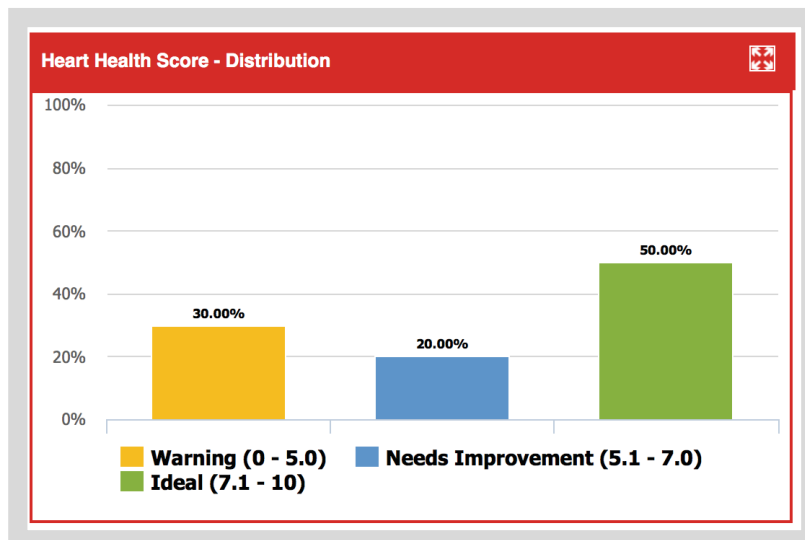
AVERAGE HEART HEALTH SCORE

This report shows the average score of all participants who received a Heart Health Score, regardless of whether or not they included vitals.



HEART HEALTH SCORE – DISTRIBUTION

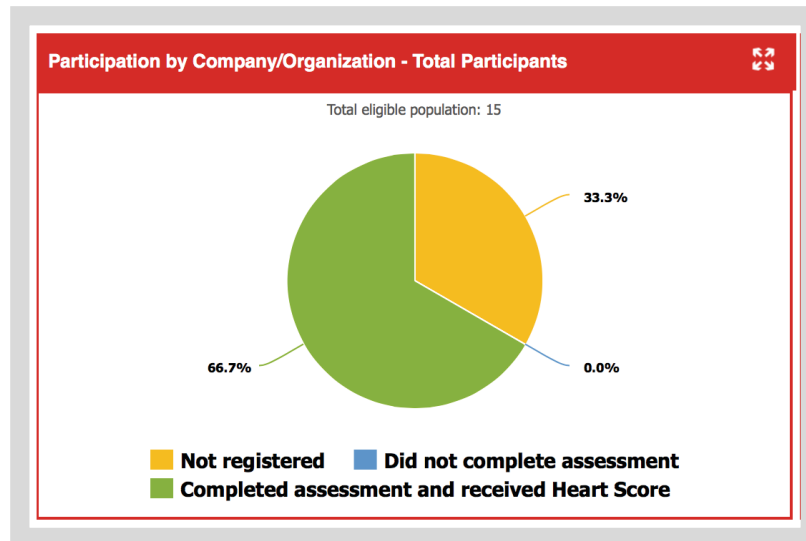
This report shows the percentage of all participants who received a Heart Health score, regardless of whether or not they included vitals. Participants are broken down into three categories, "Warning", "Needs Improvement" and "Ideal".



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PARTICIPATION BY COMPANY/ORGANIZATION – TOTAL PARTICIPANTS

This report shows the percentage of all participants compared to the total eligible population. Participants are broken down into three groups: those who did not register, those who registered but did not complete the assessment, and those who registered and received a Heart Health Score, regardless of whether or not they included vitals.



PARTICIPATION BY COMPANY/ORGANIZATION – COMPLETION

This report shows the breakdown of how complete the vitals data is among participants who completed the assessment and received a Heart Health Score.

