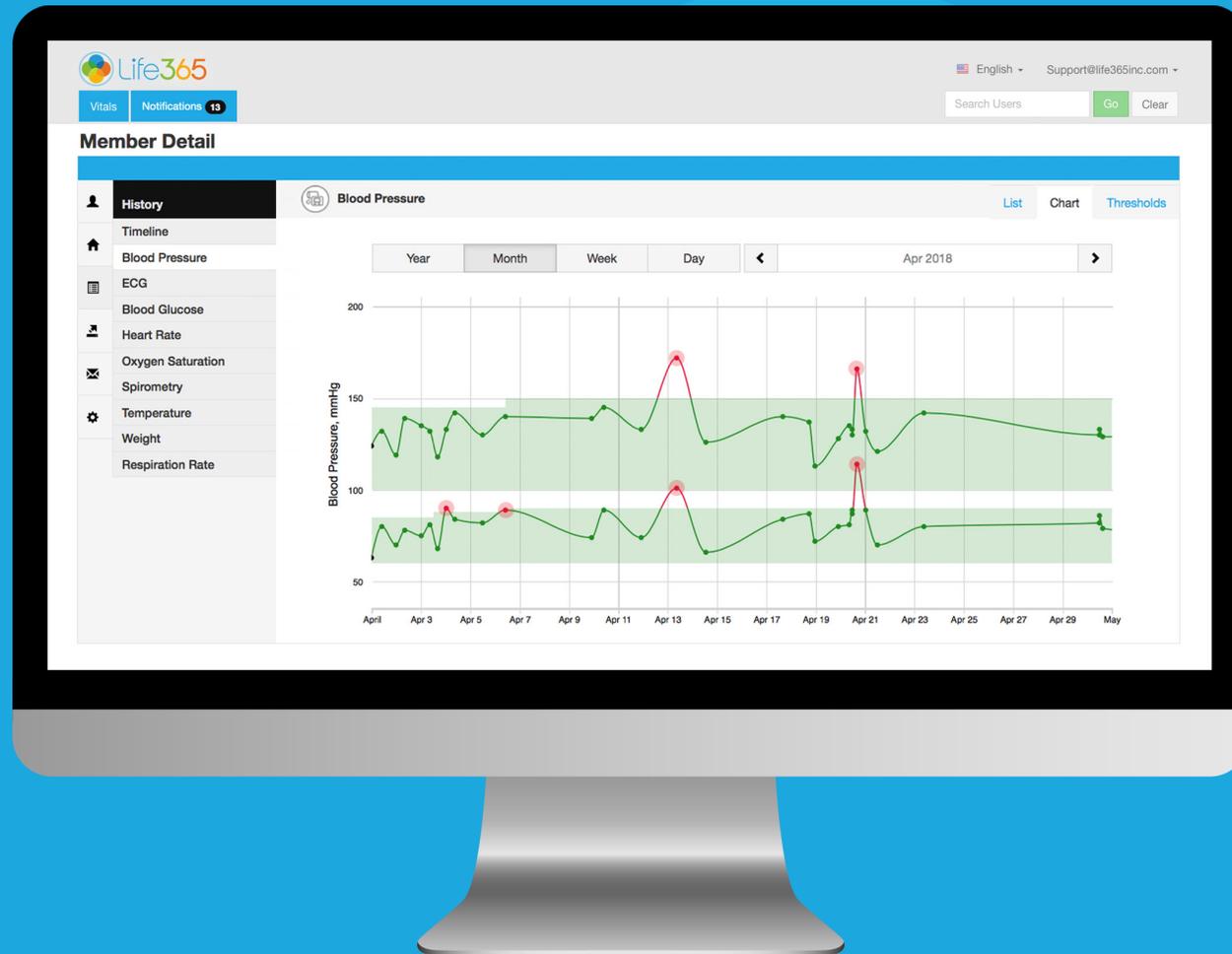


# Your Guide to Life365's Online Portal



## MANAGER: UNDERSTANDING BASICS

# Manager Portal Core Functions

- 1 Create, Edit, & Delete: Managers, Coordinators, & Members
- 2 Assign & Remove Members from Coordinators
- 3 Assign & Remove Coordinators from Members
- 4 Review Statistics

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# Login

Life365 English ▾

**ADMINISTRATIVE INTERFACE**

Email

Password

[Forgot your password?](#)

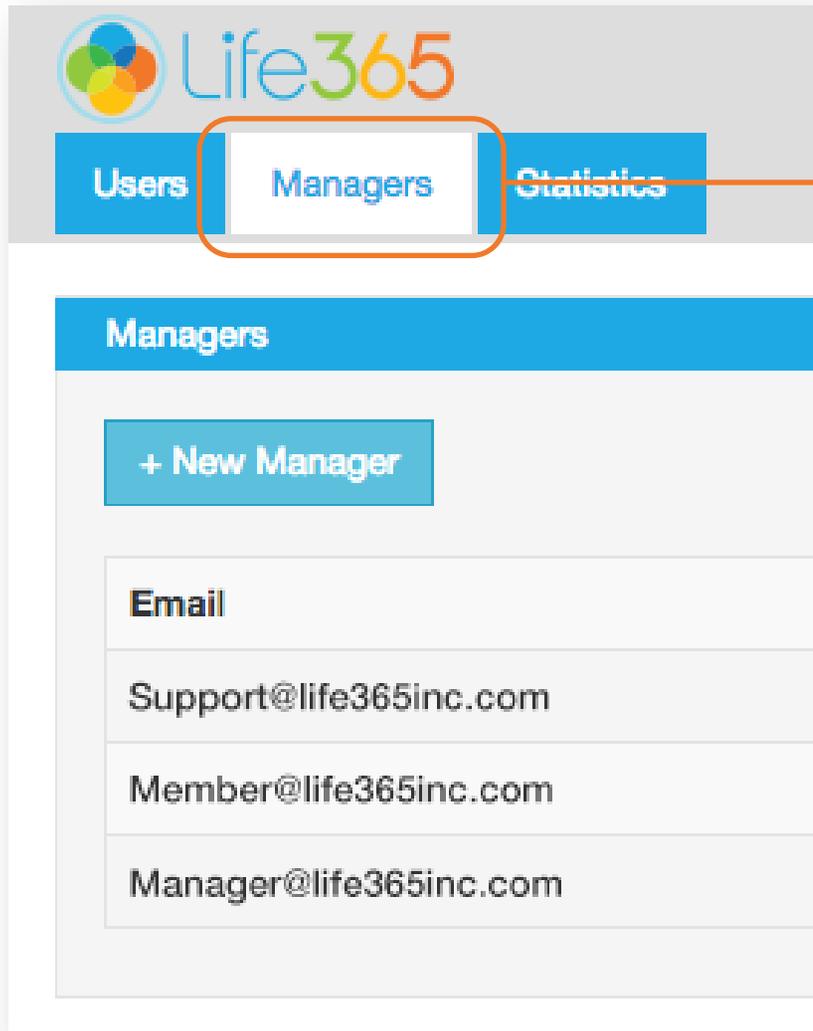
A

Sign into the Coordinator Portal with a valid email & password.

Select Enter **(A)**.

<https://OrgName.ent.mprd.life365inc.com/en/provider/login>

# View Managers



To view the list of **Managers** within your system, select the Managers Tab.

# View Coordinators / View Members

The screenshot shows the Life365 web interface. At the top left is the Life365 logo. To the right, there's a language dropdown set to 'English' and a user email 'admin@life365inc.com'. Below this are three tabs: 'Users', 'Managers', and 'Statistics'. A search bar labeled 'Search Users' with a 'Go' button is on the right. The main content area is titled 'Users' and has a '+ New User' button. Below the button are two tabs: 'Coordinators' and 'Members'. The 'Members' tab is highlighted with an orange box. Below the tabs is a table with columns: Name, Email, Phone, Last activity, Registered at, and Actions. The table lists four users: Jen Smith, Richard Hatch, Emily Black, and John Dicks.

The screenshot shows the Life365 web interface with the 'Coordinators' tab selected. The 'Coordinators' tab is highlighted with an orange box. Below the tabs are three buttons: 'All', 'Locked', and 'Active'. Below these buttons is a table with columns: Name, Email, Phone, Observes, Last activity, Registered at, and Actions. The table lists four coordinators: Emily Fellows, Mary Morris, Richard Hayes, and Lisa Gonzales.

To view the list of **Members** within your system, select the Members Tab.

To view the list of **Coordinators** within your system, select the Coordinators Tab.

# Review Statistics

The screenshot shows the Life365 web interface. At the top, there are navigation tabs for 'Users', 'Managers', and 'Statistics'. The 'Statistics' tab is selected and highlighted with an orange box. Below the navigation is a search bar for 'Search Users' and a 'Go' button. The main content area is titled 'Statistics' and contains four data tables: 'Registrations', 'Active Users', 'Active Records', and 'Measurements'. Each table shows data for 'Total', 'Year', 'Month', 'Week', and 'Day'. Orange callout boxes and lines point to specific data points: the 'Statistics' tab, the 'Registrations' table, the 'Total' row of the 'Active Users' table, the 'Year' row of the 'Active Users' table, the 'Total' row of the 'Measurements' table, and the 'Year' row of the 'Measurements' table.

Review **statistics** in the Statistics Tab.

Registrations ⓘ	
Total	21
Year	16
Month	5
Week	0
Day	0

Active Users ⓘ	
Total	20
Year	19
Month	12
Week	4
Day	3

Active Records ⓘ	
Total	13
Year	13
Month	7
Week	3
Day	2

Measurements ⓘ	
Total	2305
Year	2272
Month	168
Week	53
Day	14

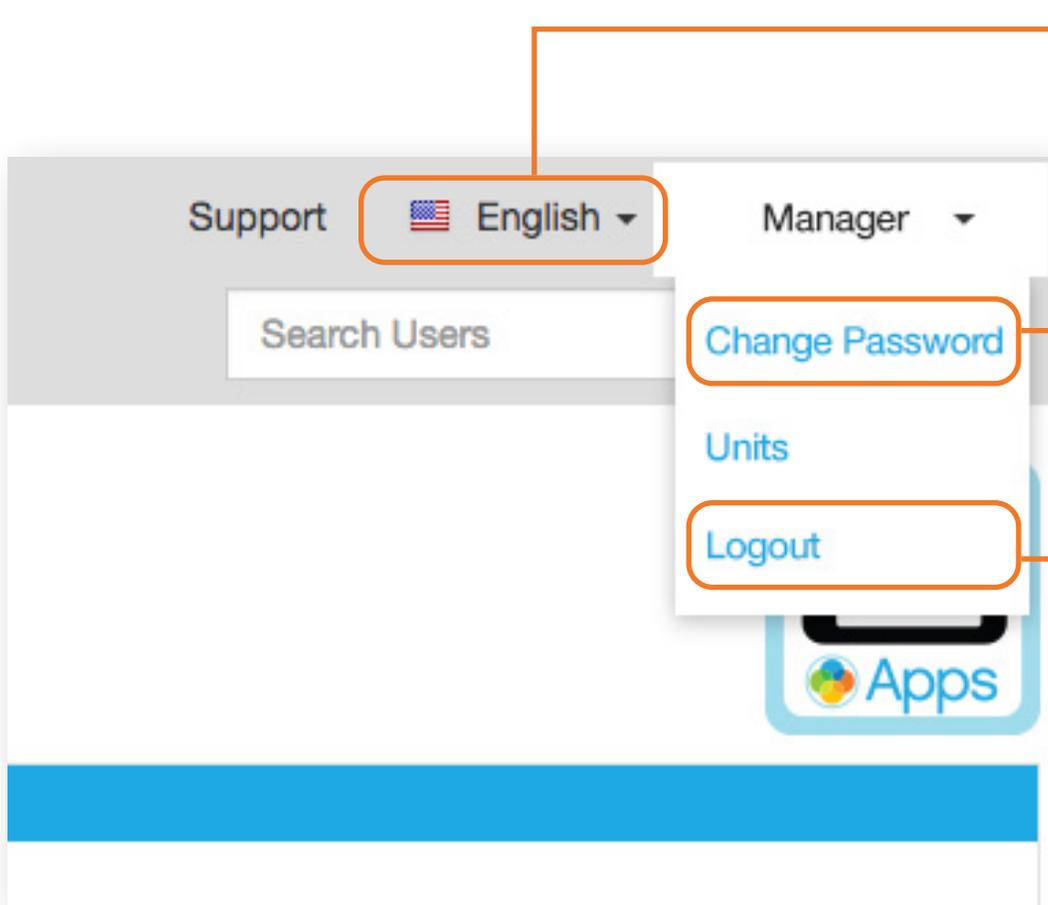
Total number of Registered Users.

Managers & Coordinators who have signed in during specified periods.

Uploaded measurement during specified periods.

Member accounts with new measurements uploaded during specified periods.

# Account Action

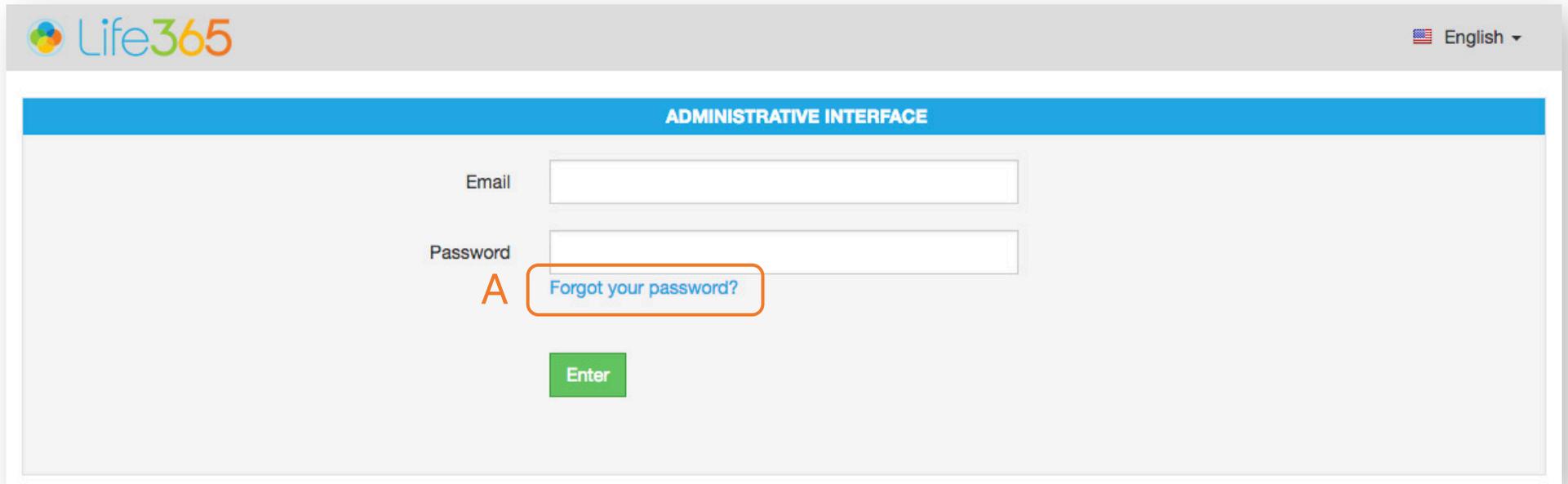


Change your account **Language** by Selecting the Language option.

Change your account **Password** by Selecting the Change Password option.

**Logout** from your account by Selecting the option Logout

# Forgot Password



The screenshot shows the Life365 Administrative Interface login page. At the top left is the Life365 logo, and at the top right is a language selector set to English. Below the header is a blue bar labeled "ADMINISTRATIVE INTERFACE". The main content area contains two input fields: "Email" and "Password". Below the "Password" field is a blue link labeled "Forgot your password?" with an orange letter "A" next to it, which is highlighted by an orange rounded rectangle. Below the link is a green "Enter" button.

On the Manager Portal Login page, Select the [Forgot your Password?](#) (A) link.

Enter the email address associated with your Manager Portal Account.

Allow a few moments to receive the password reset email. Follow the password reset email instructions to create a new password.

*If you do not receive this email, contact [support@life365.health](mailto:support@life365.health) for assistance.*