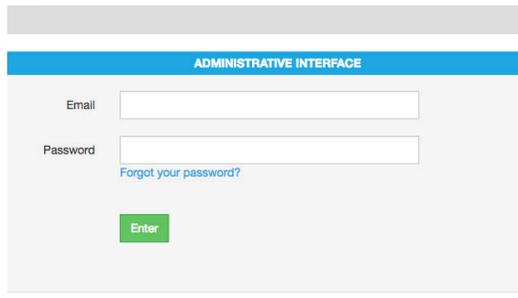


# Mobile App Deployment Checklist

## Manager Portal Login

Log in with appropriate login credentials. Select **Enter**.



The screenshot shows a login form titled "ADMINISTRATIVE INTERFACE". It contains two input fields: "Email" and "Password". Below the "Password" field is a link that says "Forgot your password?". At the bottom of the form is a green button labeled "Enter".

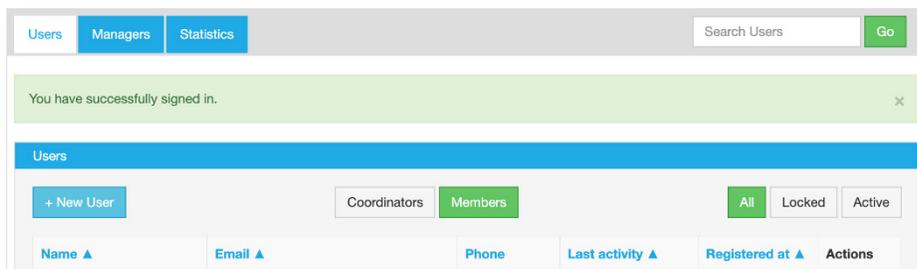
## Create Member Account

Select the **Members** tab.

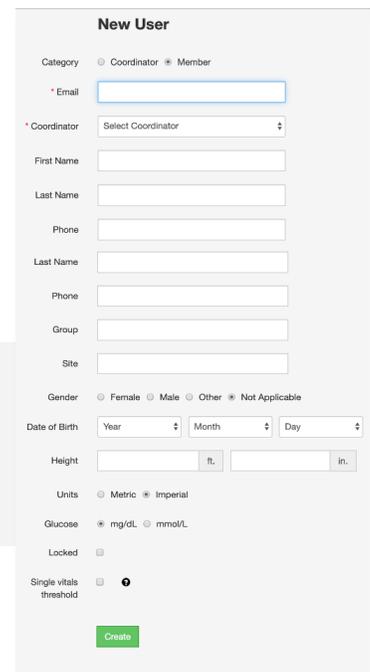
Select **+New User**.

Enter information for all fields.

Select **Create**.



The screenshot shows the "Users" management interface. At the top, there are tabs for "Users", "Managers", and "Statistics". A search bar labeled "Search Users" with a "Go" button is on the right. A green notification bar says "You have successfully signed in." Below this, the "Users" section has a "+ New User" button and tabs for "Coordinators" and "Members". There are also buttons for "All", "Locked", and "Active". A table with columns "Name", "Email", "Phone", "Last activity", "Registered at", and "Actions" is visible at the bottom.



The screenshot shows the "New User" creation form. It includes the following fields and options:

- Category:  Coordinator  Member
- \* Email:
- \* Coordinator:
- First Name:
- Last Name:
- Phone:
- Last Name:
- Phone:
- Group:
- Site:
- Gender:  Female  Male  Other  Not Applicable
- Date of Birth: Year , Month , Day
- Height:  ft.,  in.
- Units:  Metric  Imperial
- Glucose:  mg/dL  mmol/L
- Locked:
- Single vitals threshold:
- Create:

### Reminder

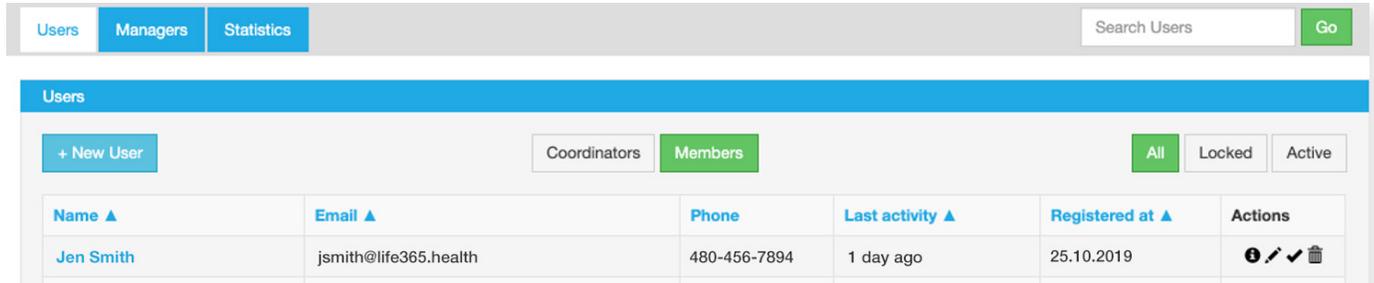
Email & Coordinator are required fields (\*).  
Coordinator field assigns the **Primary Coordinator**.

## Create Member Account

Finish Member account setup by selecting the **Members** tab.

Search for newly created Member within the search bar.

Select Member **name** to access profile.

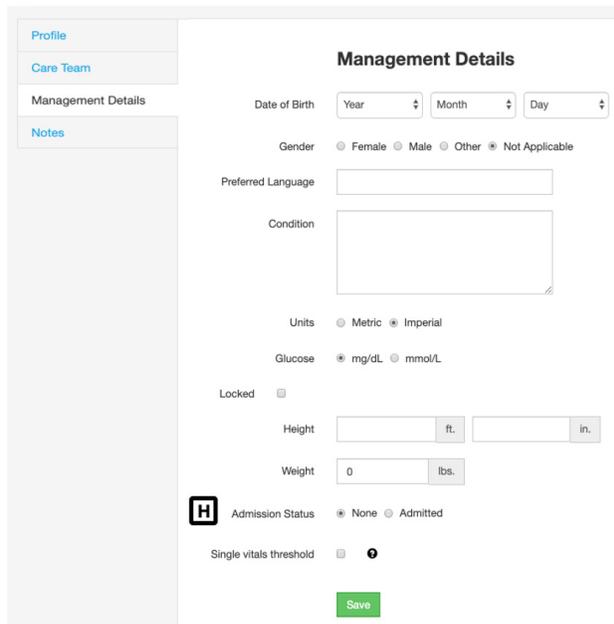


The screenshot shows a web interface for managing users. At the top, there are tabs for 'Users', 'Managers', and 'Statistics'. A search bar labeled 'Search Users' with a 'Go' button is on the right. Below this, a blue header bar contains '+ New User' and tabs for 'Coordinators' and 'Members'. A filter bar shows 'All', 'Locked', and 'Active'. The main content is a table with the following data:

Name ▲	Email ▲	Phone	Last activity ▲	Registered at ▲	Actions
Jen Smith	jsmith@life365.health	480-456-7894	1 day ago	25.10.2019	  

Select **Management Details** tab.

Enter information for all fields. Select **Save**.



The screenshot shows the 'Management Details' form for a user profile. The form includes the following fields and options:

- Date of Birth: Year, Month, Day dropdowns
- Gender:  Female,  Male,  Other,  Not Applicable
- Preferred Language: text input
- Condition: text area
- Units:  Metric,  Imperial
- Glucose:  mg/dL,  mmol/L
- Locked:
- Height: text input with 'ft.' and 'in.' units
- Weight: text input with 'lbs.' unit
- Admission Status:  None,  Admitted
- Single vitals threshold:
- Save button

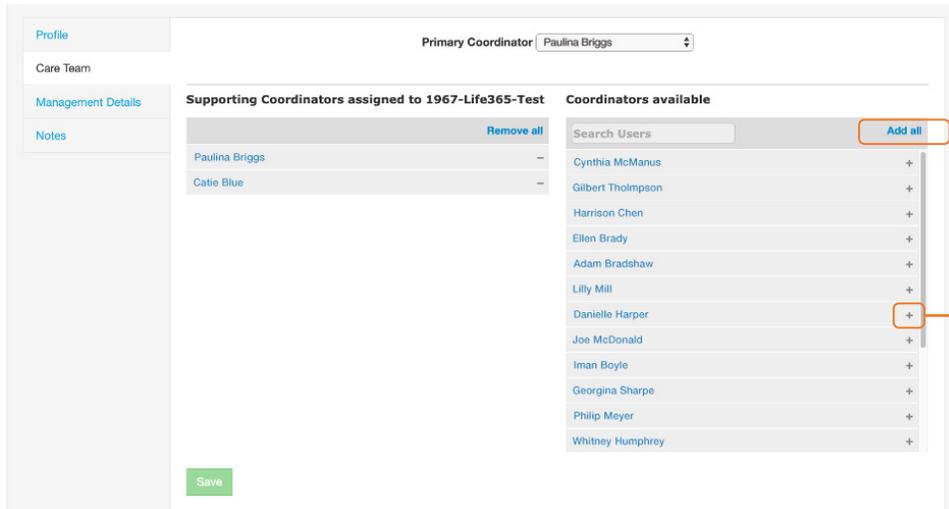
## Assign Secondary Coordinators

Select **Care Team** tab.

Within Coordinators Available, select **Add All** to add all Secondary Coordinators to monitor Member.

Individually add Secondary Coordinators by selecting the **+ icon** located to the right of the Coordinator name.

# Assign Secondary Coordinators



BULK COORDINATOR

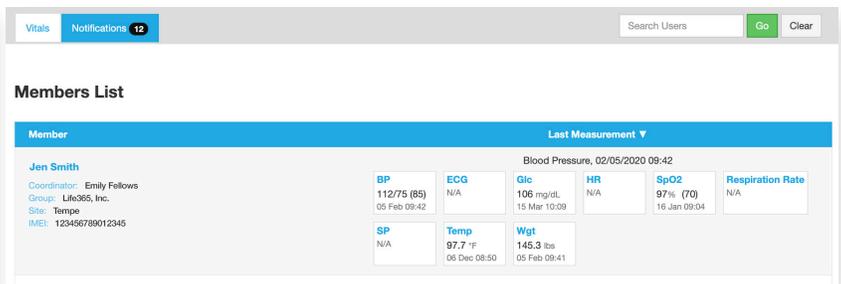
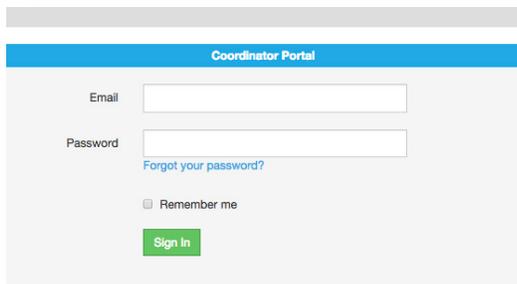
INDIVIDUAL COORDINATOR

# Coordinator Portal Create Threshold Parameters

Log in with appropriate login credentials. Select **Enter**.

Search for newly created Member within the search bar.

Select Member **name**.



In **Vitals**, select a measurement type.

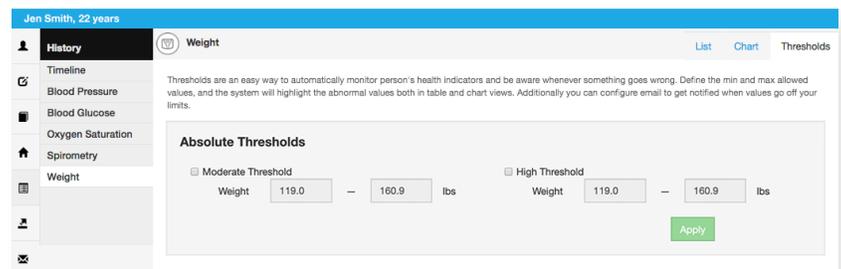
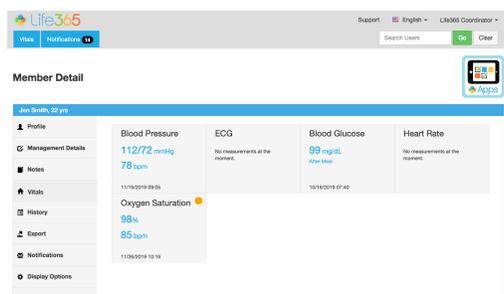
Select **Thresholds** tab.

Enter a **Moderate** &/or **High** threshold parameter.

Select **Apply**.

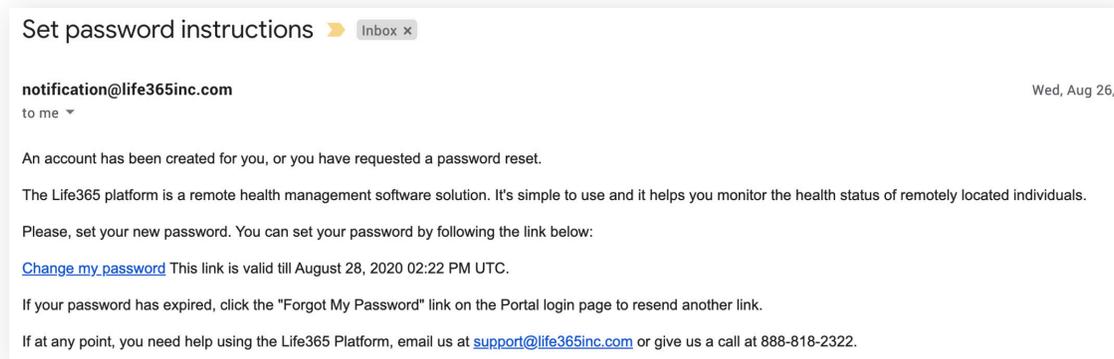
## Reminder

Breached threshold parameters will display in the Notifications tab.



## Member App Training and Set-Up

- 1 When you create the member account, the member will receive an automated email to the email address used in the account creation. Inform the member they will receive this email.
- 2 The email will be delivered to the member from “[notification@life365inc.com](mailto:notification@life365inc.com)”. The member will select the “[Change my password](#)” link to set up their password. This link is valid for 48 hours. If this link has expired, the member can select the “[Forgot your password?](#)” link on the mobile app log in page to generate a new email. This email and password will be used to log into the mobile app.



- 3 Provide the member with links to download the mobile app to their smart device / phone.



**Apple Smart Devices:** Visit <https://apps.apple.com/us/app/life365/id1535074654> on your device. You'll be taken to the Life365 App in the App Store. Select the “Get” button to download the app.



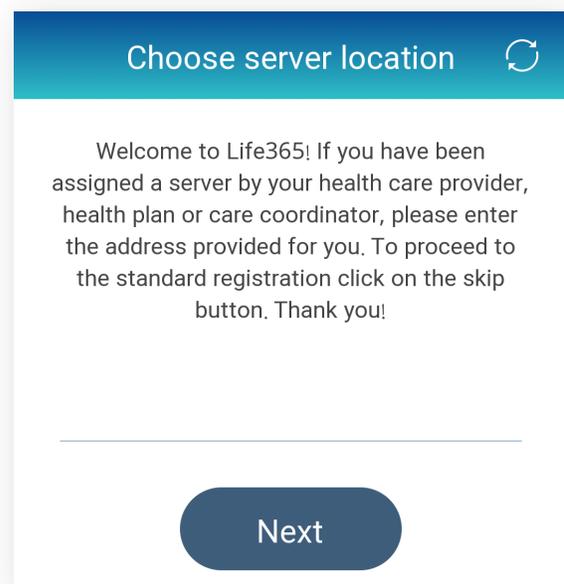
**Android Smart Devices:** Visit <https://play.google.com/store/apps/details?id=com.medm.life365.saas> on your device. You'll be taken to the Life365 App in the Google Play Store. Select the “Install” button to download the app.

- 4 Provide the member with your organization’s URL.

This URL will be entered on the Choose server location screen of the app.

Once entered, select the **Next** button.

For example <https://organization.ent.mprd.life365inc.com>.



## Member App Training and Set-Up

- The Member will select the Login button, and then enter the email and password associated with their account. Check the Terms of Service and Privacy Policy check box, then select **Login**.



- Walk the member through pairing the Bluetooth medical devices to the app.

Select the **Hamburger** Icon, located in the upper left of the Life365 app screen. Select **My Devices**.

On the My Devices screen, select the button **Add New**. The smart device will search for the Bluetooth device.

To pair a Bluetooth medical device, refer to our pairing guides and manuals.

Once found in the app, select the Bluetooth device **name**. Select the button Add to **My Devices**.

*For individual device pairing instructions, refer to our Bluetooth pairing guides and manuals at <https://www.life365.health/en/support/app>.*

- Walk the member through taking readings with the medical devices. Provide training on how to properly use the medical devices. Inform member of reading frequency expectations.

Remind the member that the Life365 app must be open while taking readings.

## Member App Training and Set-Up

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- 8 Inform/remind the member of the Bluetooth medical devices they will be receiving, and provide the applicable Bluetooth pairing guides. Device shipments will also include the Bluetooth pairing guides.

## Additional Support

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For additional resources, including helpful videos and digital instructions, access our support website at <https://www.life365.health/en/support/app>.