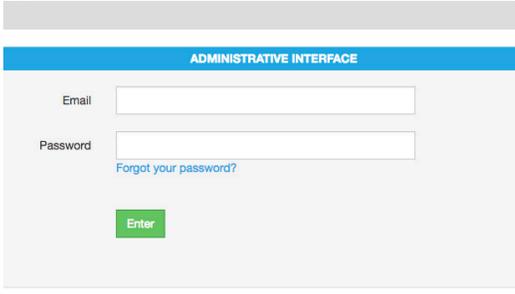


Member Deployment Checklist

MANAGER PORTAL LOGIN

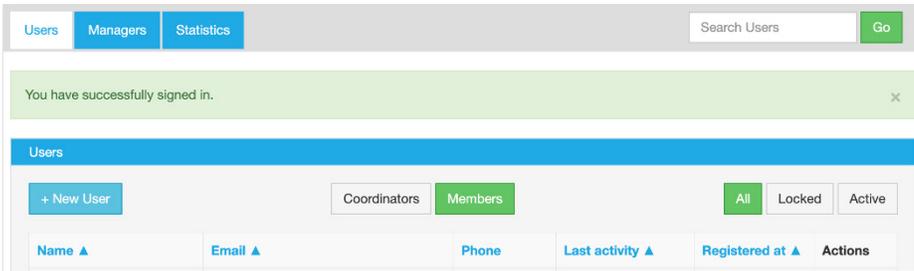
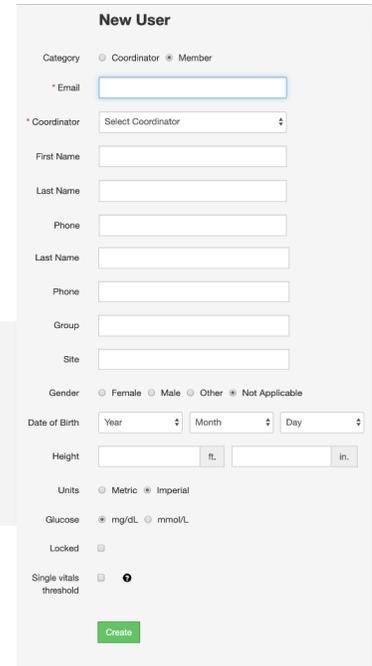
Check Steps as Completed

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



CREATE MEMBER ACCOUNT

- 1 Select the **Members** tab.
- 2 Select **+New User**.
- 3 Enter information for all fields. Select **Create**.

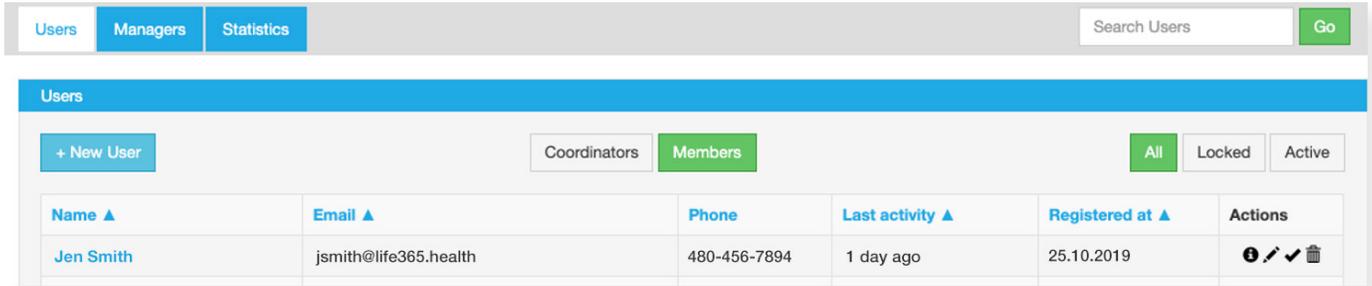
REMINDER

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

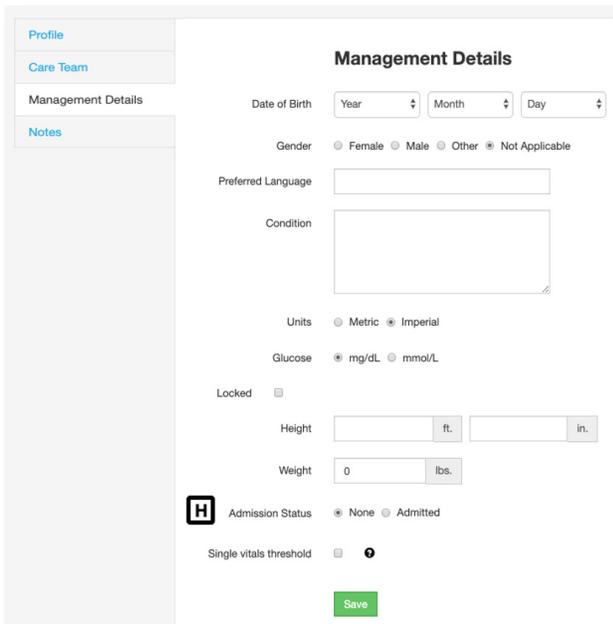
Member Deployment Checklist

CREATE MEMBER ACCOUNT (CONTINUED)

- 4 Finish Member account setup by selecting the **Members** tab.
- 5 Search for newly created Member within the search bar.
- 6 Select Member name to access profile.



- 7 Select Management Details tab.
- 8 Enter information for all fields. Select Save.



Member Deployment Checklist

ASSIGN SECONDARY COORDINATORS

- 1 Select **Care Team** tab.
- 2 Within **Coordinators Available**, select **Add All** to add all Secondary Coordinators to monitor Member.
- 3 Individually add Secondary Coordinators by selecting the + icon located to the right of the Coordinator name.

The screenshot shows a web interface for assigning coordinators. On the left is a sidebar with tabs: Profile, Care Team, Management Details, and Notes. The main area has a dropdown for 'Primary Coordinator' set to 'Grand Coordinator'. Below this are two columns: 'Supporting Coordinators assigned to 1967-Life365-Test' (listing Paulina Briggs and Catie Blue) and 'Coordinators available' (listing Cynthia McManus, Gilbert Thompson, Harrison Chen, Ellen Brady, Adam Bradshaw, Lily Mill, Danielle Harper, Joe McDonald, Iman Boyle, Georgina Sharpe, Philip Meyer, and Whitney Humphrey). A green 'Save' button is at the bottom left. An orange callout points to the 'Add all' button in the 'Coordinators available' list, labeled 'BULK COORDINATOR'. Another orange callout points to the '+' icon next to 'Lily Mill', labeled 'INDIVIDUAL COORDINATOR'.

COORDINATOR PORTAL | CREATE THRESHOLD PARAMETERS

- 1 Log in with appropriate login credentials. Select **Enter**.
- 2 Search for newly created Member within the search bar .
- 3 Select Member name.

The left screenshot shows the 'Coordinator Portal' login form. It has fields for 'Email' and 'Password', a 'Remember me' checkbox, and a green 'Sign In' button. A link for 'Forgot your password?' is also present. The right screenshot shows the 'Members List' for 'Jen Smith'. It displays a table of vital signs: BP (112/75 (85)), ECG (N/A), Glc (106 mg/dL), HR (N/A), SpO2 (97% (70)), Respiration Rate (N/A), SP (N/A), Temp (97.7 F), and Wgt (145.3 lbs). The interface includes a search bar at the top and a 'Notifications' indicator.

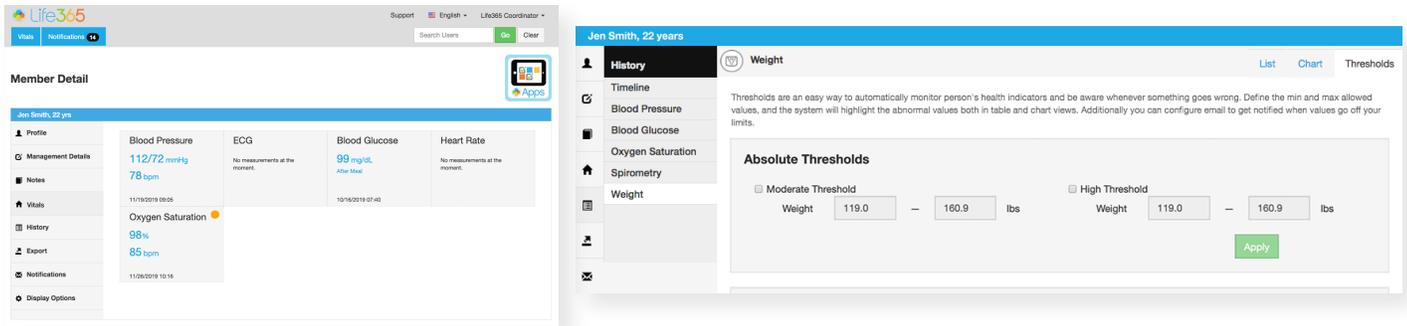
Member Deployment Checklist

COORDINATOR PORTAL | CREATE THRESHOLD PARAMETERS (CONTINUED)

- 4 In **Vitals**, select a measurement type.
- 5 Select **Thresholds** tab.
- 6 Enter a **Moderate** &/or **High** threshold parameter. Select **Apply**.

REMINDER

Breached threshold parameters will display in the Notifications tab.



COORDINATOR PORTAL | SMART DEVICE CONFIGURATION

- 1 Retrieve a smart device to configure. Ensure the gold **Ready to Configure** screen is displayed.
- 2 Select the **Apps** icon.
- 3 Select **Configure Tablet**.
- 4 Scan the smart device **IMEI** in the required field.

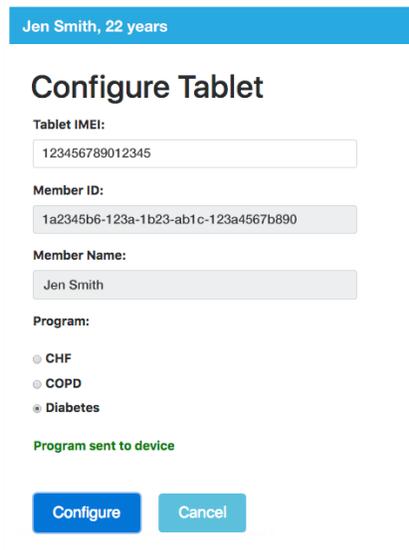


REMINDER

IMEI Number is located on the back of the smart device.

- 5 Select the appropriate Care Program.
- 6 Select **Configure**.

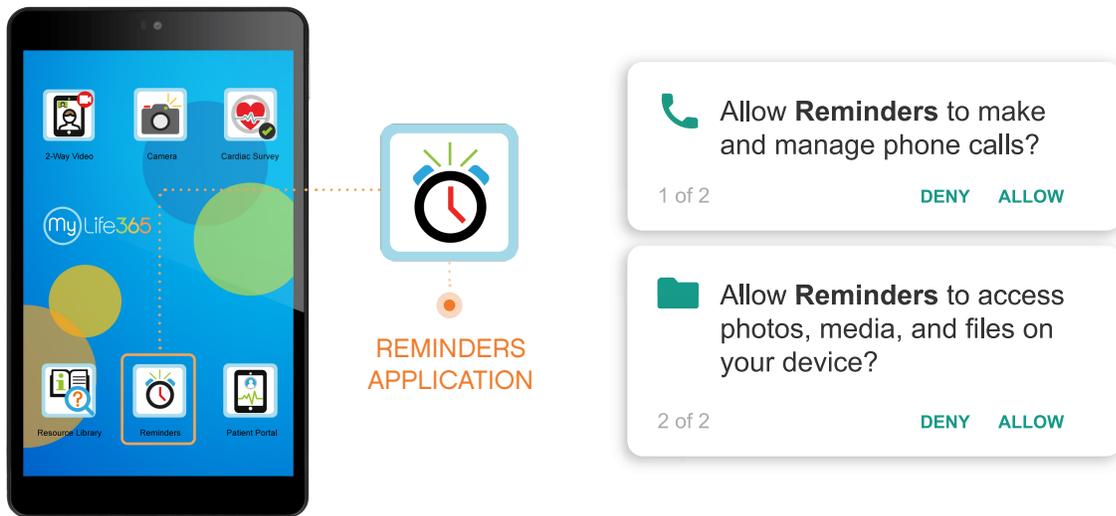
Please allow a few moments for the program to configure.



Member Deployment Checklist

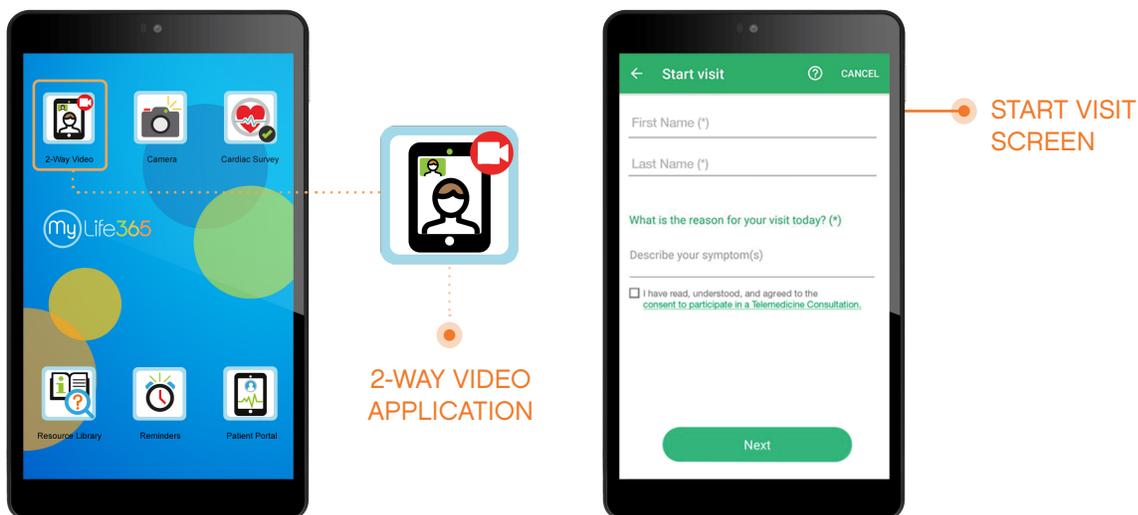
SMART DEVICE SET-UP | REMINDERS

- 4 Select the **Reminders** application.
- 5 Select **Allow** for any prompts that appear.
- 6 Select the Home button to return to application dashboard.



SMART DEVICE SET-UP | 2-WAY VIDEO

- 4 Select the **2-Way Video** application.
- 5 Enter the appropriate **room code** or verify the **Start visit** screen displays.
- 6 Select the **Home** button to return to application dashboard.



Member Deployment Checklist

SMART DEVICE SET-UP | SURVEY

- 1 Select a **Survey** application.

REMINDER

It may take multiple attempts for survey to open on initial configuration

- 2 Verify the appropriate survey displays.
- 3 Select the **Home** button to return to application dashboard.



MISC. SURVEY
ICONS SHOWN

SMART DEVICE SET-UP | BLUETOOTH PAIRING

- 1 Select the **Bluetooth Pairing** application.

REMINDER

If the application is not located on the initial application dashboard screen, swipe up to reveal the application.

- 2 To pair Bluetooth medical devices, please reference the **Pairing Quick-Tip Guides**.
- 3 Select the **Home** button to return to application dashboard.



**The Bluetooth App location may change depending on device.*



BLUETOOTH
APPLICATION

Member Deployment Checklist

PROVIDE MEMBER TRAINING

Help your Members get-to-know their MyLife365 health kit with the following steps:

- 1 **Understanding smart device basics:** power button, volume buttons, home button, & back arrow.
- 2 Walk-through all smart device applications: 2-way video, camera, survey(s), reminders, & resource library.
- 3 Help your Member independently take measurement readings with their Bluetooth medical device.
- 4 Additional materials included? Review all appropriate resource documents & materials with Member.
- 5 Provide appropriate contact information.

MONITORING YOUR MEMBER

- 1 Monitor Member's in the Coordinator Portal.
- 2 Notifications for breached threshold parameters will be received within the **Notifications** tab. Follow the notifications workflow to acknowledge and address the breached threshold.
- 3 Members personal information changed? Update Member information by accessing their profile. Any updates made will reflect in the Manager Portal (& vice-versa).