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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.

<table>
<thead>
<tr>
<th>STEPS</th>
<th>SCREEN SHOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click “Forgot your password?”</td>
<td><img src="image1" alt="Sign In Screen" /></td>
</tr>
<tr>
<td>2. Enter your Username.</td>
<td><img src="image2" alt="Reset Link Screen" /></td>
</tr>
<tr>
<td>3. Click SEND RESET LINK button.</td>
<td></td>
</tr>
</tbody>
</table>

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

You will be directed to the Password Reset screen.

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 Screen & Confirmation
### Password Update Process

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

#### STEPS

<table>
<thead>
<tr>
<th>STEPS</th>
<th>SCREEN SHOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter your <strong>Username</strong>.</td>
<td><img src="image1.png" alt="Sign In Screen" /></td>
</tr>
<tr>
<td>2. Enter your <strong>Password</strong>.</td>
<td><strong>Enter your Username</strong>&lt;br&gt;<strong>Enter your Password</strong>&lt;br&gt;<strong>SIGN IN</strong> button.</td>
</tr>
<tr>
<td>3. Click <strong>SIGN IN</strong> button.</td>
<td><strong>Forgot your password?</strong></td>
</tr>
</tbody>
</table>

**Sign In Screen**

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

**Continued**

<table>
<thead>
<tr>
<th>STEPS</th>
<th>SCREEN SHOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Click arrow to access <strong>Navigation</strong> menu.</td>
<td><img src="image2.png" alt="Manage Accounts Screen" /></td>
</tr>
<tr>
<td>5. Select <strong>Settings</strong>.</td>
<td><strong>No results to show.</strong>&lt;br&gt;<strong>Settings</strong> button.</td>
</tr>
</tbody>
</table>

**Manage Accounts Screen**

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

![Settings Screen](image)

Continued

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

![Confirmation Pop-up](image)

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

View Organization Profile

**STEPS**

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

**SCREEN SHOTS**

*My Life Check® Dashboard Screen*

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

3. **View** profile.

View Profile Screen
Edit Organization Profile

**STEPS**

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

**SCREEN SHOTS**

*My Life Check® Dashboard Screen*

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

3. Click **Edit Profile** button to activate editable fields.

4. **Edit** editable fields as needed.

5. Click **Save** button.

---

**Edit Profile Screen**

- **Number of Eligible Employees** is editable
- **All Address Details** are editable
- **Reporting Levels** are not editable
6. Click OK button on 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.
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]

Click the arrow to access the Navigation dropdown

Individual Reports area

Filter data area

My Life Check® Dashboard Screen
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.
Reports

VIEW

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

1. Click Expand icon to expand report.

The report will Expand to the full width of the reports area.
2. Click **Minimize** icon to resize report to original scale.

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

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1. To Filter by <strong>Date Range</strong>, click in From text box to access the calendar dropdown and select a date.</td>
<td>![Screen Shot 1]</td>
</tr>
<tr>
<td>2. Next, click in To text box to access the calendar dropdown and select a date.</td>
<td>![Screen Shot 2]</td>
</tr>
<tr>
<td>3. To Filter by <strong>Worksite</strong>, click on the red arrow to access the dropdown list.</td>
<td>![Screen Shot 3]</td>
</tr>
<tr>
<td>4. Click <strong>Search</strong> button.</td>
<td>![Screen Shot 4]</td>
</tr>
</tbody>
</table>

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**’.
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.
Workplace Health Solutions

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

<table>
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<tr>
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<tbody>
<tr>
<td>1. Click Download to download results to PDF.</td>
<td><img src="image1.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td>2. Click Download to download results to Excel.</td>
<td><img src="image2.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td>3. Click Print to print your results.</td>
<td><img src="image3.png" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

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

Continued

4. Click Expand icon to expand report.

**My Life Check® Dashboard Screen**
Workplace Health Solutions

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.
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”.
**Workplace Health Solutions**

**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 - Total Participants](image)

**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.

![Participation by Company/Organization – Completion](image)