

HOW TO: USE THE MY HEALTH WELLNESS PORTAL

Welcome to the City's My Health tracking website, powered by Propel. In this document you will find screenshots on how to use the site and track your progress in My Health. In order to track your progress, let's run through the requirements of the program:

- Complete Annual Screening
- Be Physically Active
- Complete education quarterly
- Manage any chronic conditions with your health educator

QUESTIONS: You can reach out to Propel's Portal Support, Monday – Friday, 9am to 6pm ET, by calling (888) 339-4131. You can also email your questions to: support@PropelWellness.Zendesk.com.

First, you'll need to log in to the system: www.cokmyhealth.com

Track, Learn, Achieve, Engage

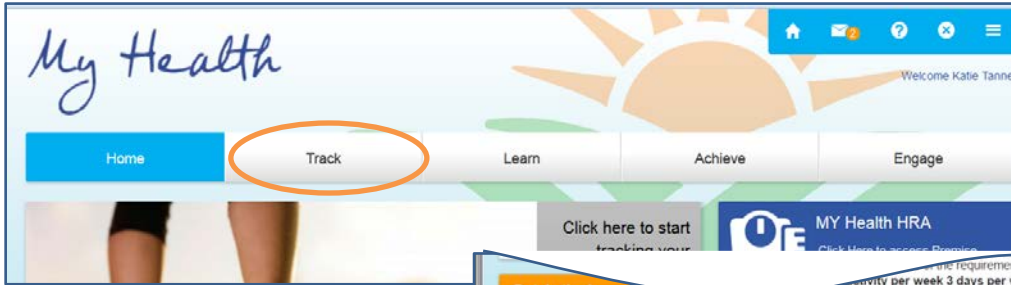
Track – Where you record your physical activity

Learn – Complete Quarterly health education

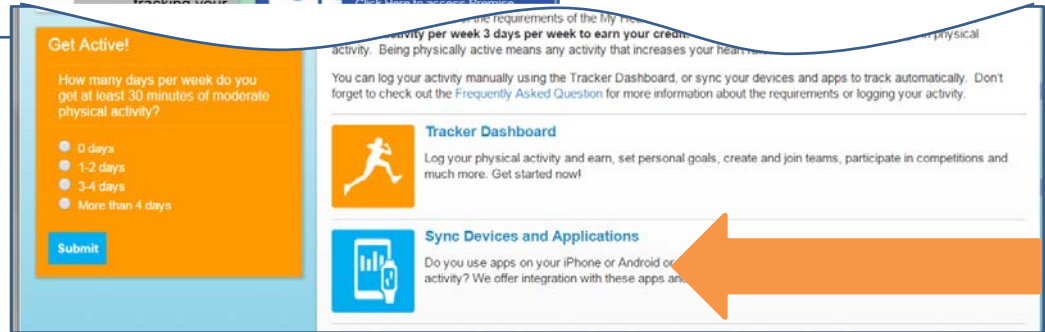
Achieve – Review your progress in meeting the My Health Wellness Requirements

Engage – Challenge your coworkers to competitions

To track Physical Activity, click on the **Track** tab.

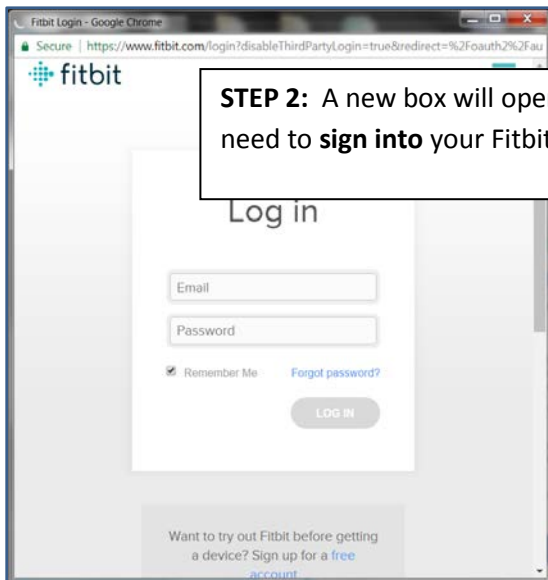
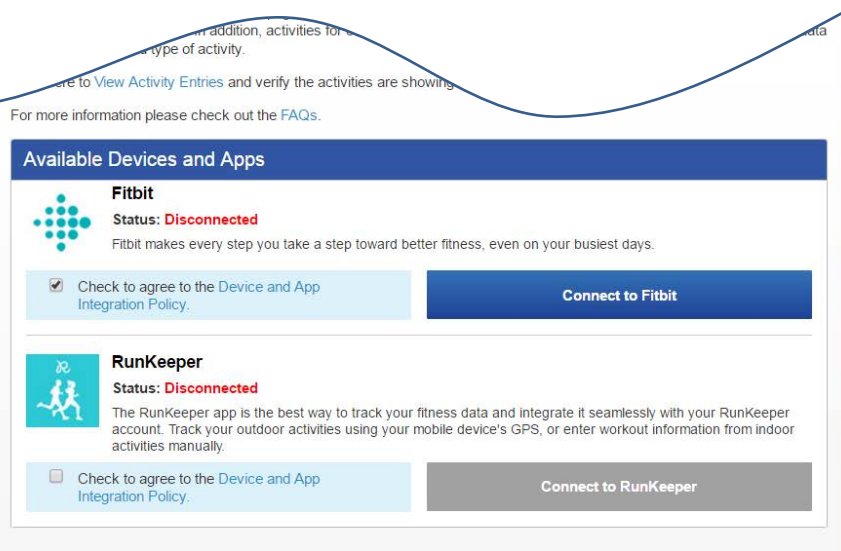


If you have a Fitbit or other device/app to connect, click on **Sync Devices and Applications**.

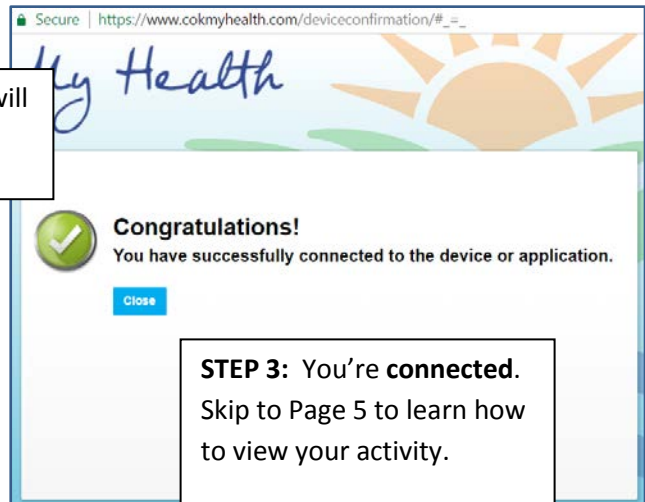


For Fitbit Devices:

STEP 1: If you have a Fitbit, check the box to **agree** to Device and App Integration Policy, and then click **“Connect to Fitbit”**.



STEP 2: A new box will open, and you will need to **sign into** your Fitbit account.



STEP 3: You're **connected**. Skip to Page 5 to learn how to view your activity.

For all other Applications:

If you use something other than Fitbit, or if you use an app to track your activity, you'll sign in through RunKeeper.

STEP 1: Check the box to agree to Device and App Integration Policy, and then click "Connect to RunKeeper".

For more information please check out the FAQs.

Available Devices and Apps

Fitbit
Status: **Disconnected**
Fitbit makes every step you take a step toward better fitness, even on your busiest days.

Check to agree to the Device and App Integration Policy.

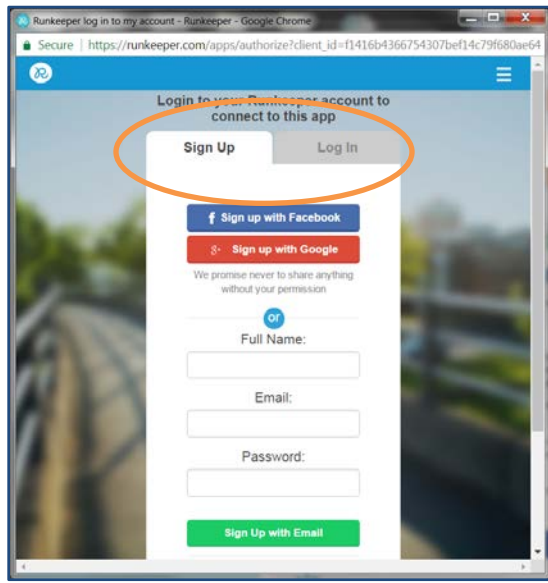
Connect to Fitbit

RunKeeper
Status: **Disconnected**
The RunKeeper app is the best way to track your fitness data and integrate it seamlessly with your RunKeeper account. Track your outdoor activities using your mobile device's GPS, or enter workout information from indoor activities manually.

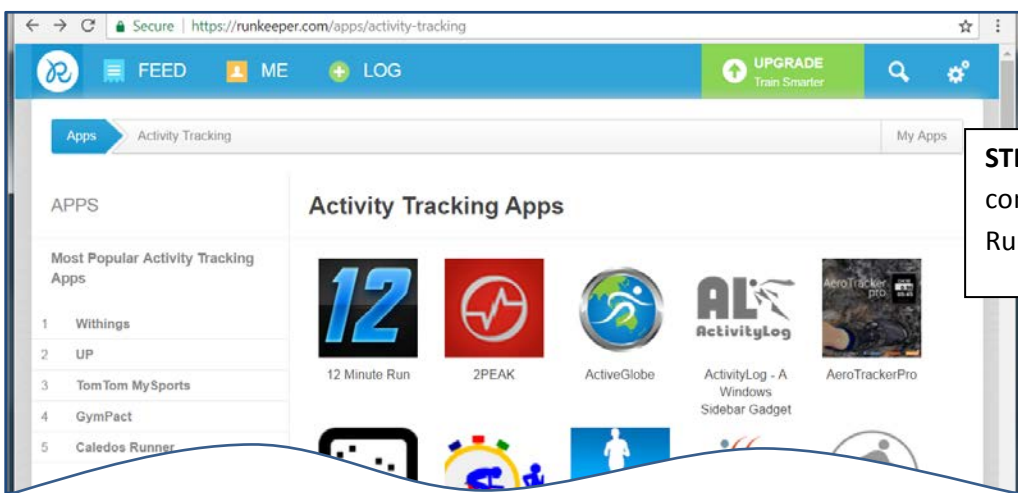
Check to agree to the Device and App Integration Policy.

Connect to RunKeeper

STEP 2: A new box will open, and you will need to either Log In or Sign Up with RunKeeper.



A screenshot of a web browser showing a login/sign-up modal. The modal has a title "Login to your RunKeeper account to connect to this app" and two buttons: "Sign Up" and "Log In". Below these are social login options: "Sign up with Facebook" and "Sign up with Google". A privacy statement reads "We promise never to share anything without your permission". There are also fields for "Full Name:", "Email:", and "Password:", followed by a "Sign Up with Email" button. The "Sign Up" button is circled in orange.



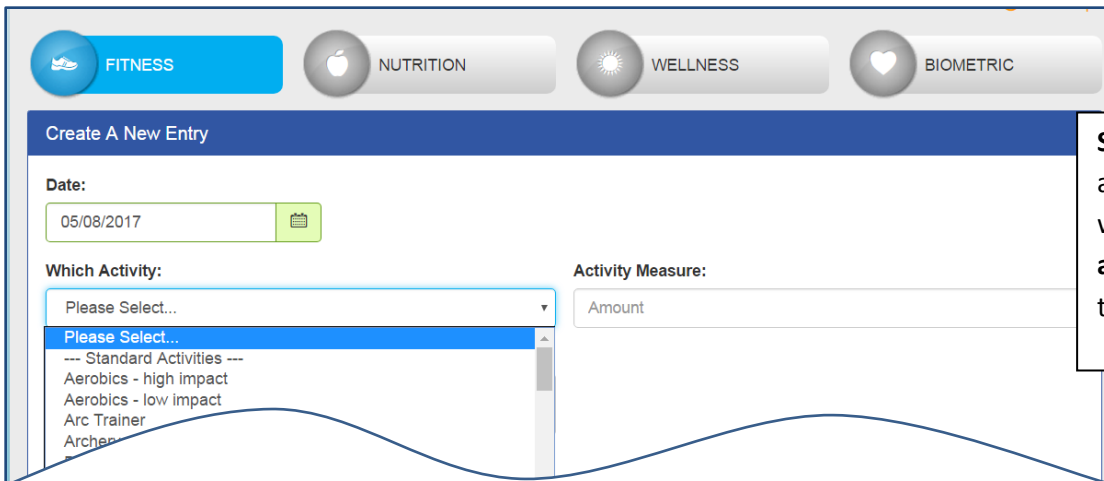
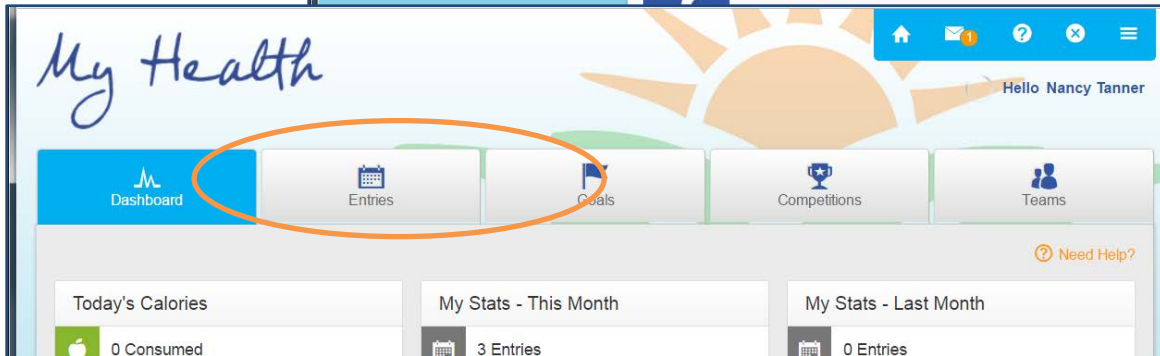
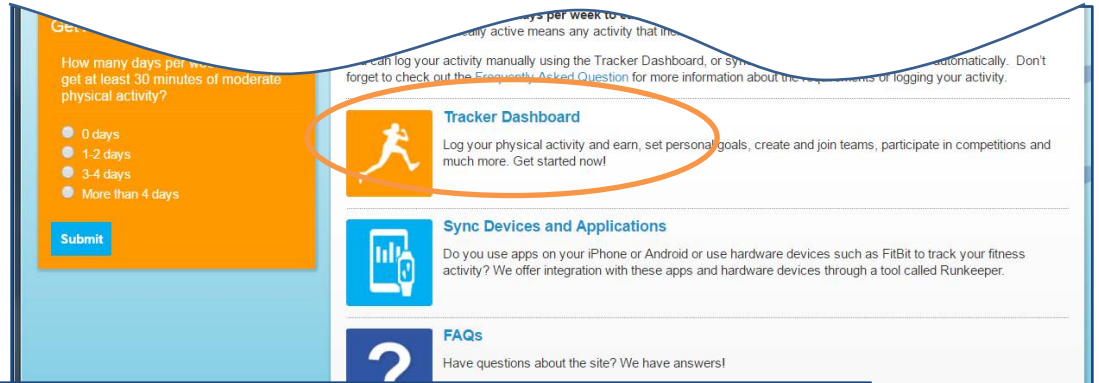
A screenshot of the RunKeeper website's "Activity Tracking" page. The page features a navigation bar with "FEED", "ME", and "LOG" buttons, and an "UPGRADE Train Smarter" button. Below the navigation is a section titled "Activity Tracking Apps" with a list of "Most Popular Activity Tracking Apps" on the left and a grid of app icons on the right. The app icons include "12 Minute Run", "2PEAK", "ActiveGlobe", "ActivityLog - A Windows Sidebar Gadget", and "AeroTrackerPro".

STEP 3: Go into www.runkeeper.com to connect your other tracking device or app to Runkeeper.

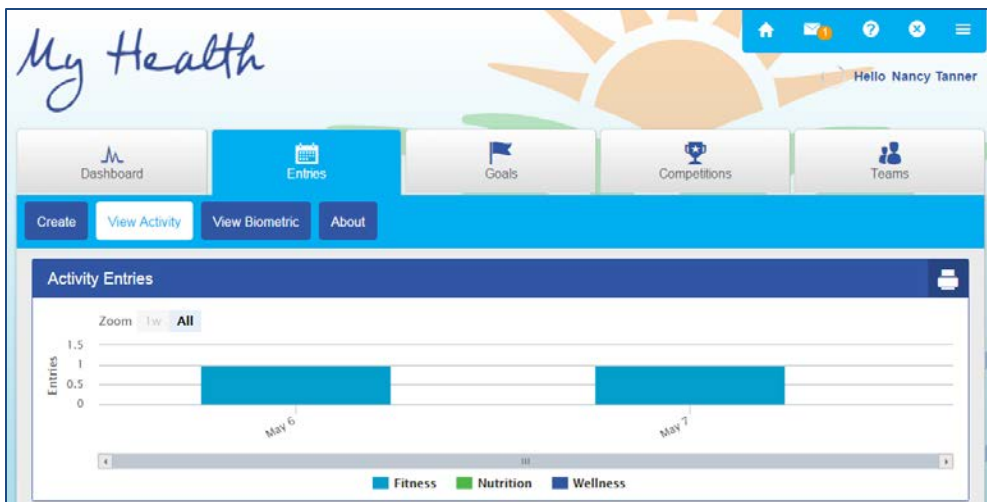
Manually enter your activity:

STEP 1: Click on Tracker Dashboard.

Then Click **Entries**.

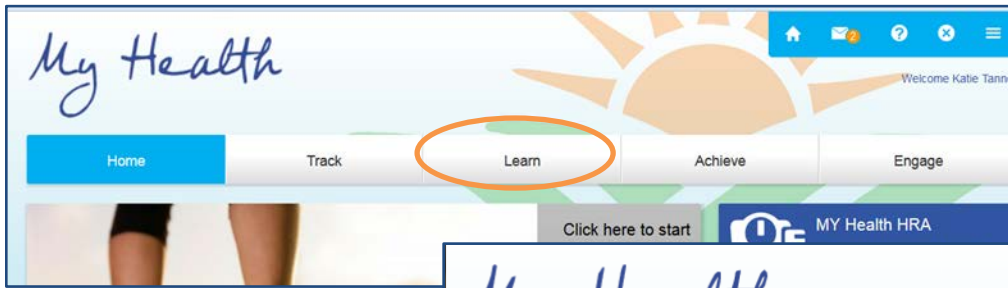


STEP 2: Select the date and type of activity that was performed. For activity measure, enter the number of minutes.

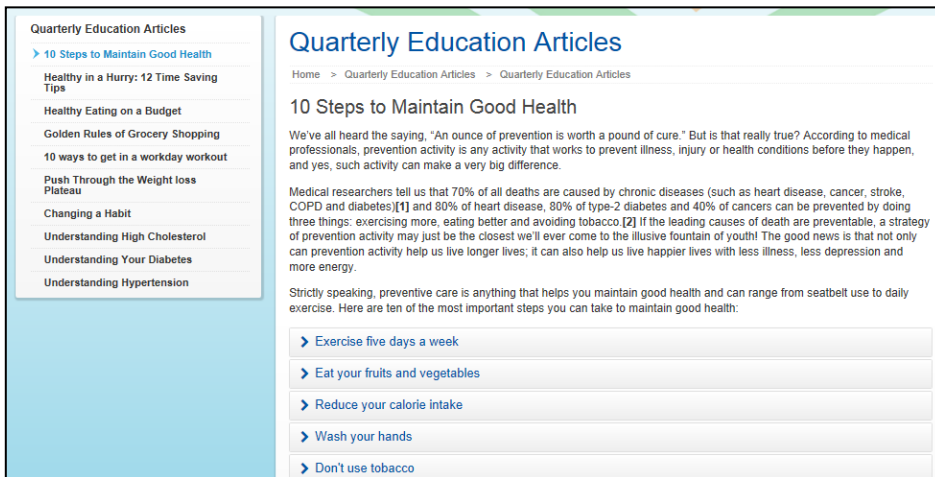


STEP 3: After entering your activity or syncing your device, click View Activity to see your progress.

To complete your Quarterly Education requirement, click on the **Learn** tab.



Step 1: Choose from one of 10 different topics



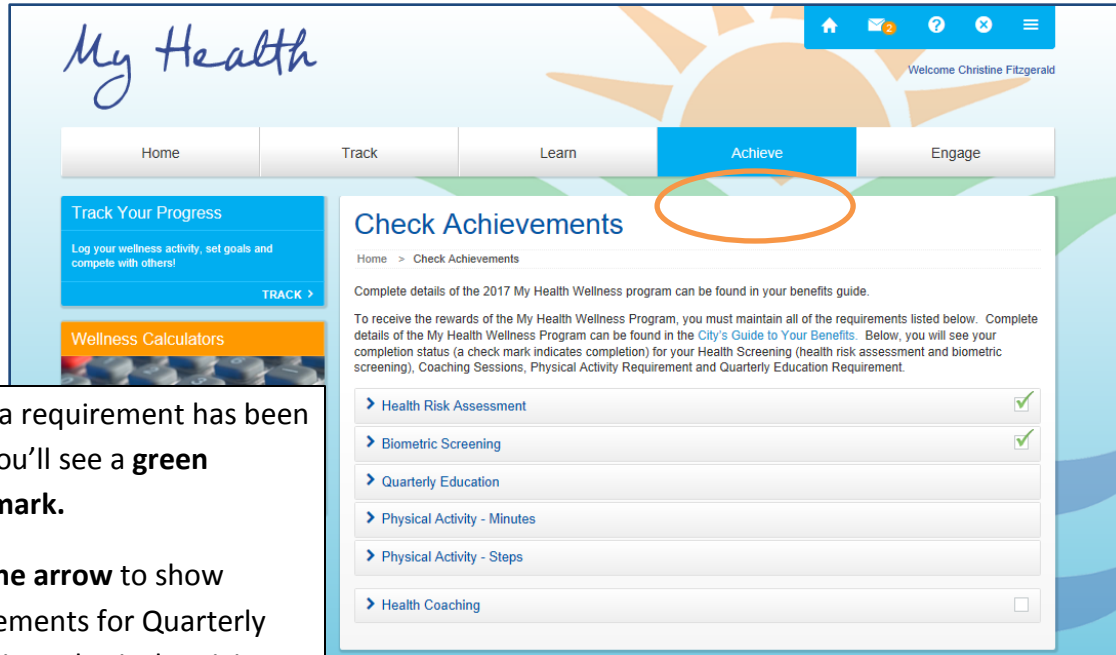
Step 2: Read the article. Click the arrow for each section.

Step 3: Take the quiz.

Note: You must pass with 100% to get credit. If you don't get 100% the first time, just take it again.



After completing your physical activity and quarterly education, you can check that your requirement was met by going to the **Achieve** tab.

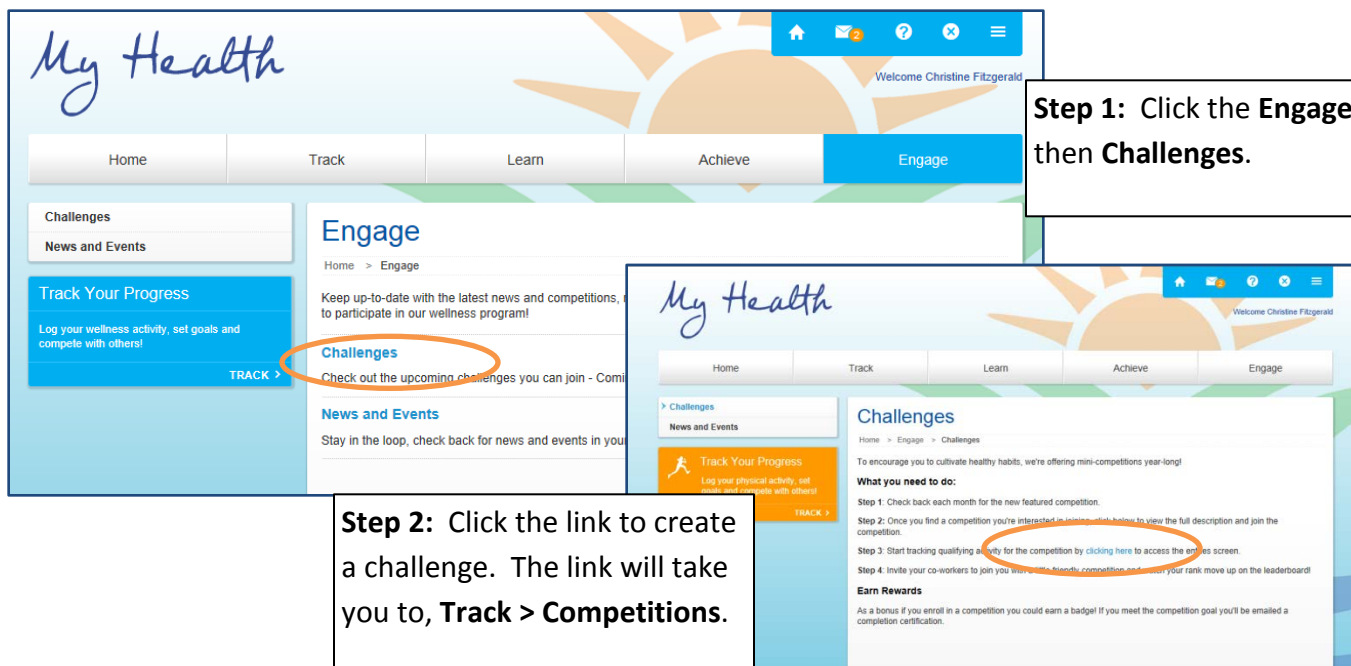


When a requirement has been met, you'll see a **green checkmark**.

Click the **arrow** to show requirements for Quarterly Education, Physical Activity, and Health Coaching.

It's easy to see if you are **missing a My Health requirement**.

You can join challenges through the **Engage** tab, or start a challenge for you and your coworkers.



Step 1: Click the **Engage** Tab, then **Challenges**.

Step 2: Click the link to create a challenge. The link will take you to, **Track > Competitions**.

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