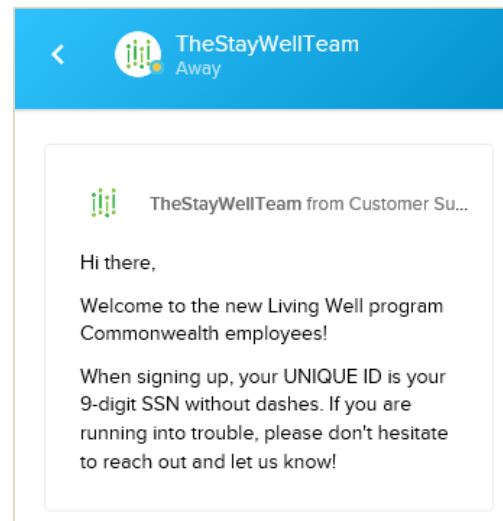
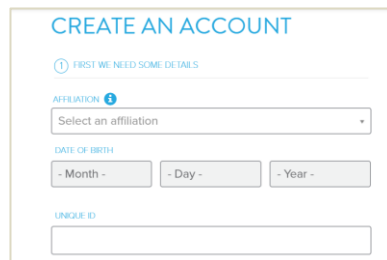


## LivingWell Platform User Guide

### 1. Access to the LivingWell Platform:

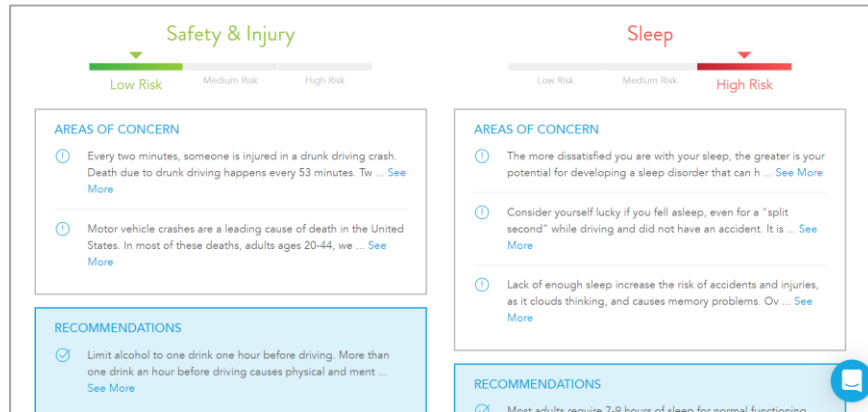
- Website: <http://www.kehplivingwell.com>
- If you do not yet have access, fill out the required information to create an account. Your affiliation is your agency or employer.



- Be sure to download the MyStayWell app on your mobile device through Google Play or Apple App Store.

### 2. Health Assessment Completion

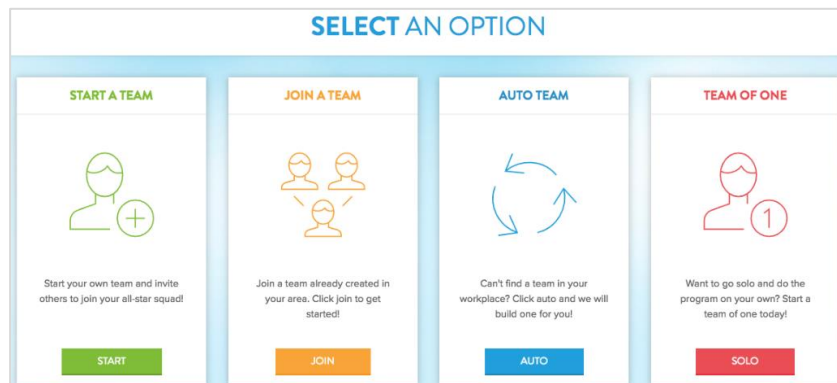
- Once you have your account set up, you'll first be prompted to complete your health assessment as you log in, which will take 8 – 10 minutes. You can always select "complete later."
- Please note that if you do not know your biometric screening information, select "I don't know." You will have a chance to manually fill in at another time under "Vitals" on the dashboard. If you participate in a biometric screening event, or you submit via the health care provider form or LabCorp, your data will be automatically added to your profile.
- Review your health assessment recommendations to guide your health interventions this year and best utilize the resources within the LivingWell platform.



- d. You can always go back to view your health assessment results and recommendations under your profile in the top righthand corner of the homepage. You can only take the Health Assessment once per year.

### 3. Team Selection

- a. After reading your health assessment results and recommendations, you will be asked to join a team.
- Start a Team: Click START to be a Team Captain and invite others to your team (Maximum of 12 per team)
  - Join a Team: Click JOIN and then you can select an available team
  - Auto Team: Can't find a team in your workplace? Click AUTO and we will build one for you!
  - Team of One: Click SOLO to do the program on your own. Start a team of one today!



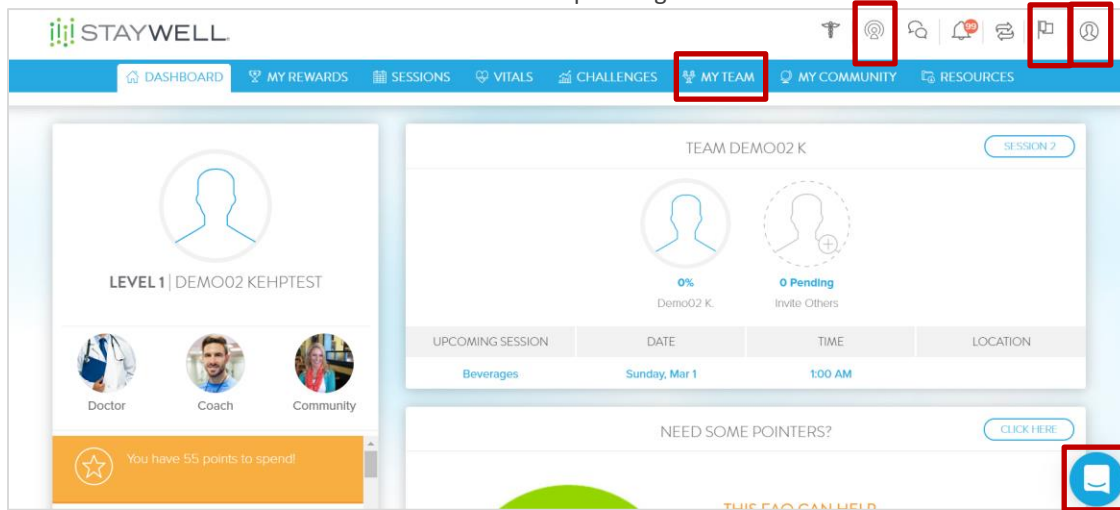
- b. If you want to join a team or switch teams later in the year, you can click the arrows icon at the top right of the toolbar on the dashboard and you'll see a new team option. This will direct you to the team selection page shown above. From there you can select a new team. Please note, if you do switch teams during the year, you will be required to retake any sessions you completed on your first team.

### 4. Home Dashboard

- a. The dashboard houses general information about your current session, teammates, program progress, and achievements. When in doubt, head to your dashboard!



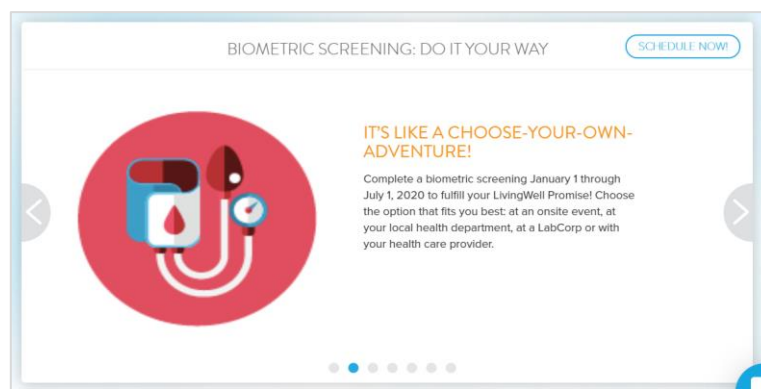
b. Check out the banner for reminders and upcoming events.



- Utilize the chat function in the bottom right-hand corner to connect with the StayWell Customer Success team.
- Select “Edit Profile” under the profile icon on the far right to change your affiliation, which is based on your agency.
- For online tours of the platform’s functionalities, click on the flag in the top right-hand corner of the toolbar.
- Click on the ‘wireless’ symbol on top right toolbar and sync your wearable device. The platform integrates with all major wearable devices and apps, including Apple Watch, Fitbit, Strava, MyFitnessPal, as well as the StayWell activity tracker. To sync your apple watch, go to the My StayWell mobile app and sync Apple Health Kit. Check out the Apple Watch syncing guide and the Fitbit syncing guide under Resources.
- To communicate with your team, click on “My Team” from the top toolbar.

## 5. Biometric Screenings

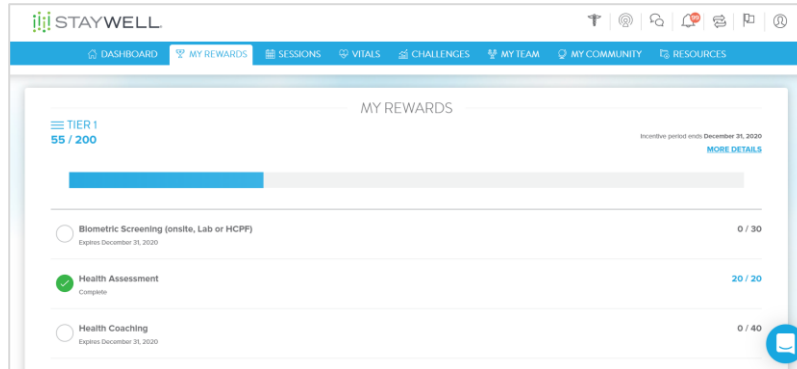
- From the carousel sliders on the dashboard, click the left and right arrows to navigate to the Biometric Screening slider. Click “schedule now” to access the registration page, which houses several screening options for 2020.



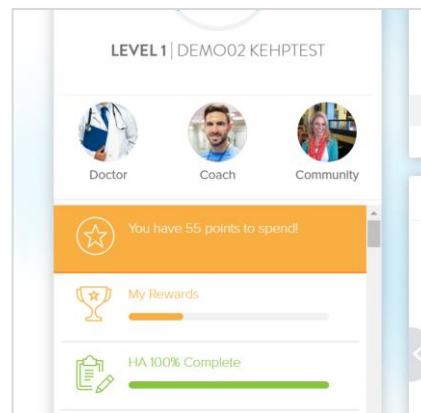


## 6. My Rewards

- a. To see what activities and goals yield rewards as well as your progress, click the “My Rewards.”

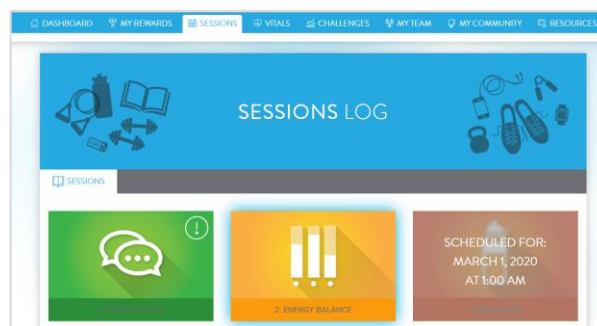


- b. Click on each activity to read a description and understand the requirements. Each point equals \$1! Earn up to 200 points in 2020. You can redeem your points for gift cards or merchandise at any time by clicking on the orange star from the dashboard.



## 7. Sessions

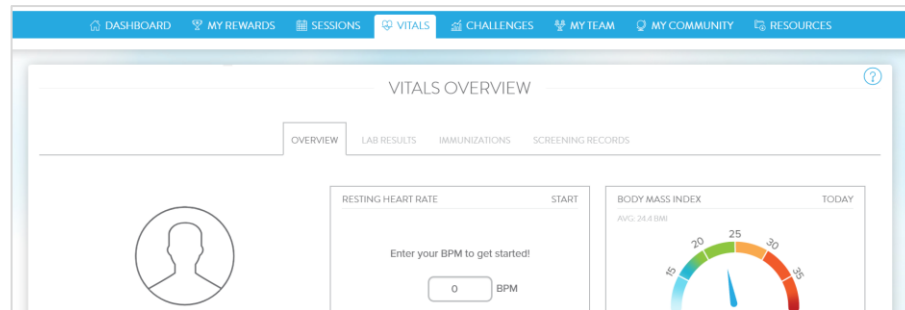
- a. Monthly sessions include content on a well-being topic, as well as a quiz or game to test your new knowledge. Earn 5 points for each completed session, up to 30 Points in the year. Completion criteria includes acknowledging you’ve reviewed the material, completing the game or quiz, and tracking progress in the monthly goal calendar.





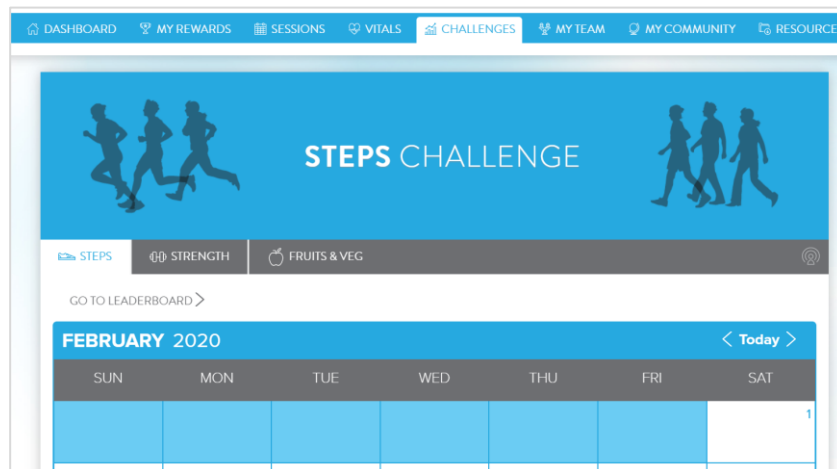
## 8. Vitals

- In the Overview tab, keep track of your weight and waist measurements, blood pressure and more. Data entered from the Health Assessment or collected from a biometric screening will show up here, but you can manually enter results as well.
- The Lab Results tab will show your numbers for cholesterol, triglycerides, glucose, and A1C. Data entered from the Health Assessment or collected from a biometric screening will show up here, but you can manually enter results as well.
- The Screening Records tab will list out results from your biometrics screening and show your results from the prior year's screening so you can compare!



## 9. Challenges

- KEHP has three ongoing challenges during 2020 – Steps, Strength, and Fruits & Vegetables. Competitions, unlike ongoing challenges, are for a specific set of time. Be on the lookout throughout the year for quarterly competitions with a chance to earn reward points and raffle prizes!
- Manually input your daily steps, strength training minutes, and fruit and vegetable servings on the calendar. You can also sync your activity tracker to the mobile app to input your daily steps.
- Utilize your weekly stats to track your progress and celebrate success! Challenge reward points will automatically be added to your profile once the challenge is completed.

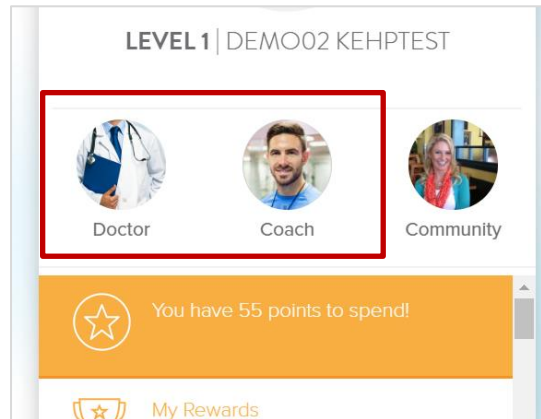


- Not sure where to start with challenges? Check out the leaderboard to see which teams are doing well. Request to join their team to ensure you have ongoing motivation or support or challenge your own team to keep up with them!



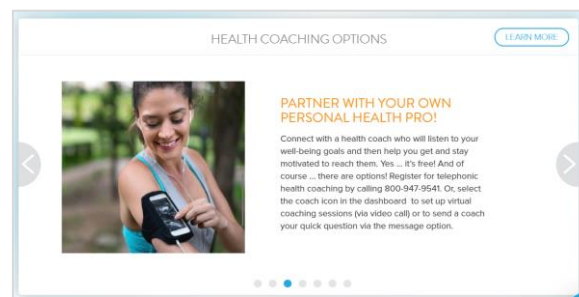
## 10. Doctor and Coach Chats

- a. From your dashboard, there is an option to connect with a doctor or a health coach on the left side of the screen. You can utilize this function to make inquiries about healthy choices or get advice on a current health situation.



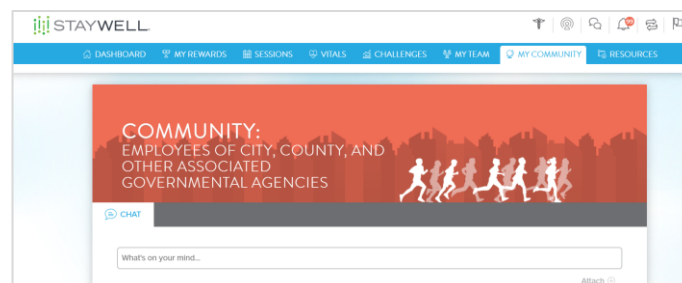
## 11. Telephonic Health Coaching

- a. Looking to implement new lifestyle habits or work towards a health goal? Call 800-947-9541 to schedule your first session today. If you'd prefer a video call for your health coaching session, click the coach icon on the dashboard to schedule your virtual option. Click on the 'Learn More' button from the Health Coaching Options dashboard slider on the dashboard. Utilize the left and right gray arrows to navigate between sliders.



## 12. Community

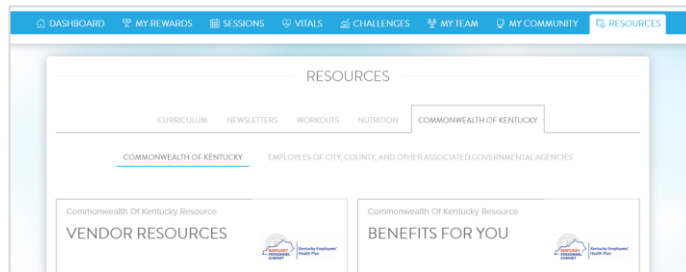
- a. From your dashboard, check out the Community page. This is where you can cheer on your colleagues in the latest competition or rally the group together around an ongoing health challenge. Post pictures of how you're getting your steps in, or post a health recipe!





### 13. Resources

- a. Click on Resources from the dashboard to access well-being curriculum content, past newsletters, workout videos, healthy and delicious recipes, and LivingWell resources.
- b. Under 'Commonwealth of Kentucky' you will find KEHP Benefits Learning Opportunities, a LivingWell Program FAQ, and more!



Questions? 866-746-1316 or [KEHPlivingwell@staywell.com](mailto:KEHPlivingwell@staywell.com)