Quick Start Guide

This Quick Start Guide is designed to help get you up and running (literally and figuratively!) as quickly as possible with some of the basic setup steps. Let's get started!

Registration

You will receive a registration email similar to the below example. Click on one of the registration links within the email. Using the "Instant Registration" link (see example in red box below) will simplify the registration process, as some of your information will auto-populate on the registration page.

Your Registration Information

Dear **xxxx,**

This is an invitation to register for our integrated wellness program, and access your account instantly.

Take advantage of various health and wellness modules designed to help you get motivated and support your wellbeing. Use our platform to track exercise and nutrition, join challenges, complete a health assessment, and so much more! Plus, link compatible activity trackers, wireless scales, blood pressure monitors, and more to help you manage your health and physical fitness.

You may register in two ways:

1) Instant Registration – ***Click Here*** To Instantly Register Yourself Using Your Default Details (This link is specific to your account. Please do not share it with others.)

2) Manual Registration – ***Click Here*** To Sign Up By Specifying Your Details Manually

> If you sign up by providing details manually, you will need to specify your Company Code and Participant Code as given below:
>
> **Company Code   :   xxxxxxxx**
>
> **Employee Code   :   xxxxxxxx**

To access the Quick Start Guide to register, set up your profile, and connect an activity tracker, please **Click Here**.

Additional support documentation is available at ***https://3fittlife.com/support***.

Welcome to the program, and the new healthier you!

Complete the appropriate fields on the registration page (see below), check the box if you agree to the Terms of Service and Privacy Policy, and click on **Sign Up**.

- **Company Id:** Can be found in the registration e-mail you received.
- **Employee Id:** Can be found in the registration e-mail you received.
- **First Name:** Enter your first name.
- **Last Name:** Enter your last name.
- **User Name:** Enter a User Name of your choice. You will log into the portal with this User Name, so please record the User Name you enter/create on this registration page.
- **Email:** The e-mail address entered in the registration page MUST match the e-mail address where you received the registration e-mail.
- **Password:** Enter a password of your choice. You will need this password to log into the portal, so please record this password for future reference.
- **Confirm Password:** Re-enter the same password.

Important tips!

You will be prompted to enter information about yourself to get accurate results/information from the portal. Make the appropriate changes and click Save.

Please enter the following details to get more accurate health information.

Date of Birth	01-Jan-1994	
Gender	Male	▼
Weight	0.0	LBS ▼
Height	0	0	FEET-INCH ▼

Save

Upon successful registration, you will be logged into the portal at your dashboard. **Congratulations!** You've just completed the registration process. This is a one-time process that will not need to be completed again.
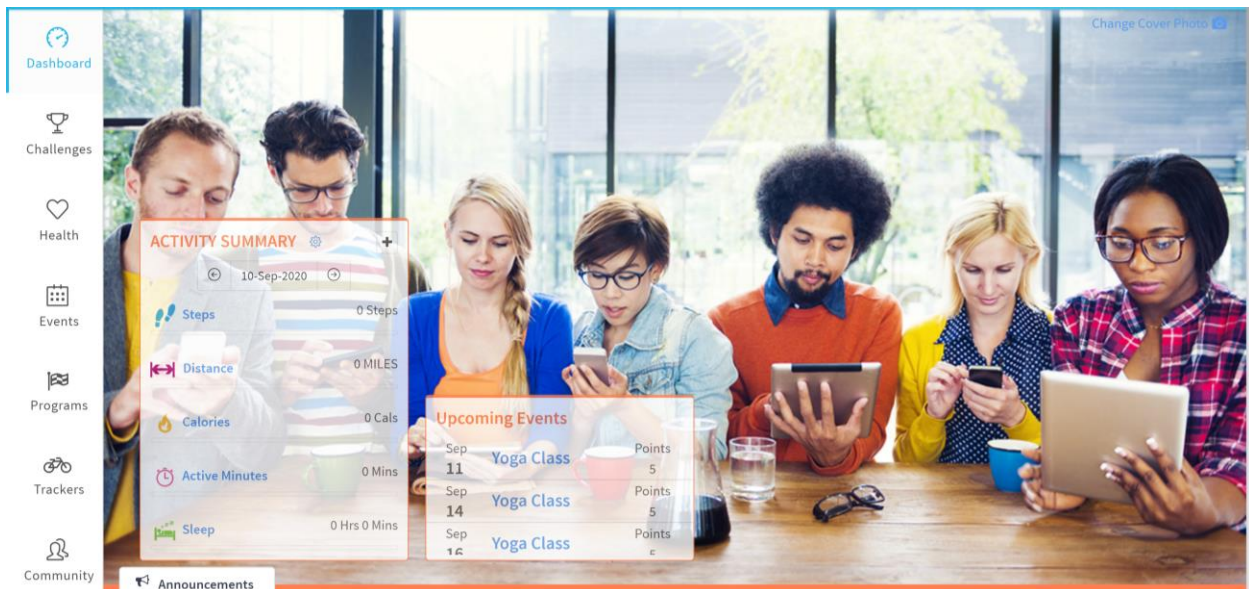
Create Your Profile and Review your Settings

Click on the image of a person in the upper right-hand corner (that's you!). Then click on **Settings**.
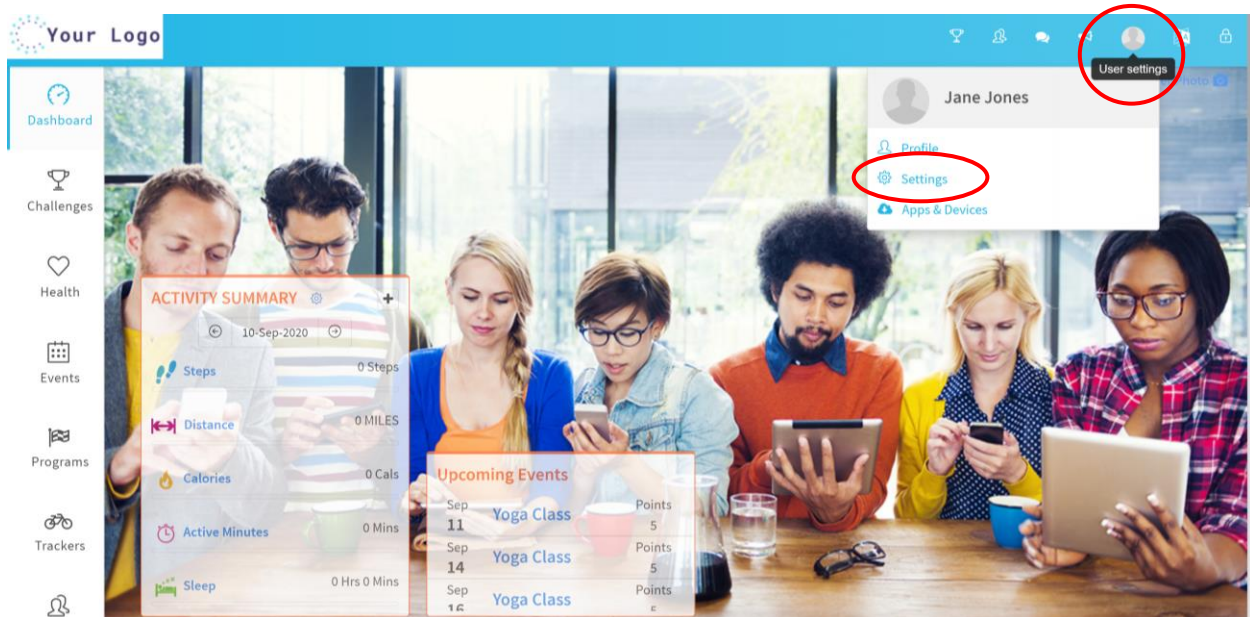
There may be up to 8 tabs on the **Settings** page, depending on the optional features your employer or portal sponsor has elected. Click on a tab, update the appropriate fields, and click on **Update** to save your changes. Follow the same process for each tab, making sure to click on **Update** before moving to the next tab. Below is information on each tab.

i.   **Personal Details:** This tab includes your profile/account settings, as well as personal information that is used to calculate and display your health data.

ii.   **Change Password:** Provides an option to change your login password.
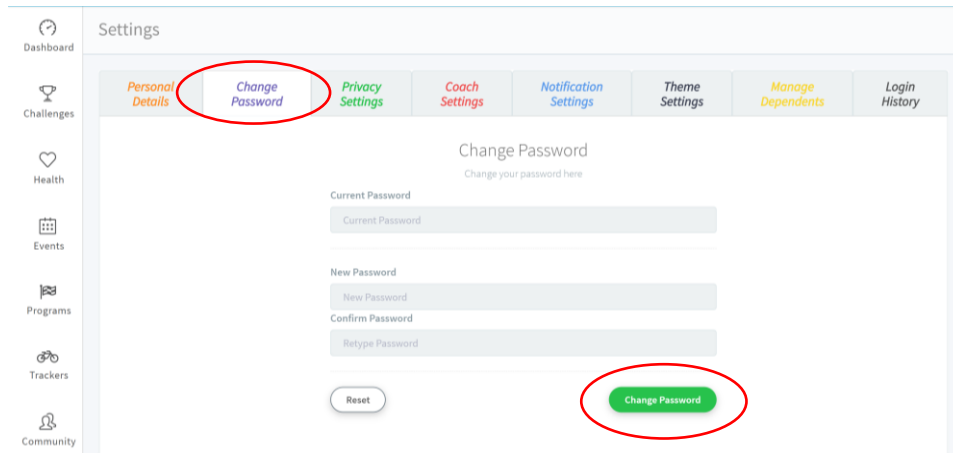
iii.   **Privacy Settings:** Establishes what information other users can see about you. You can set visibility of each data type to Public (everyone within the organization), Friends (those you have accepted a portal friend request from or those who have accepted your portal friend request), or Private (only you can see).
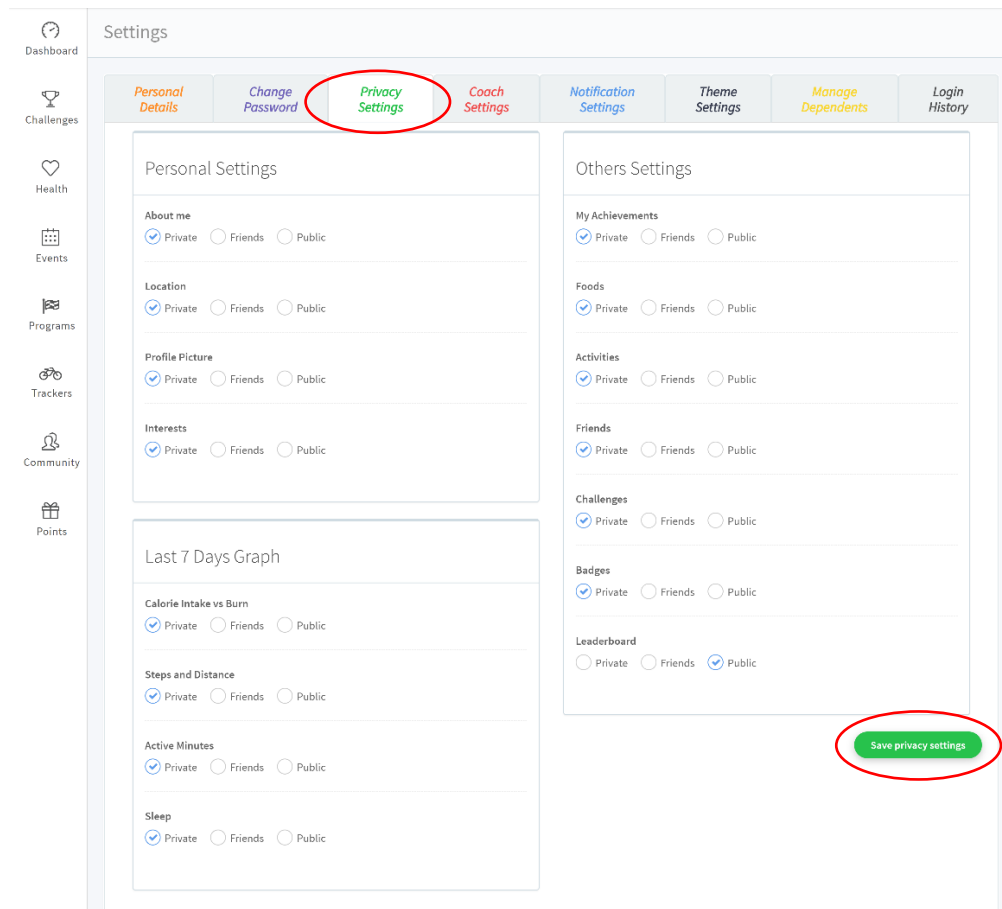
iv. **Coach Settings:** If your employer or portal sponsor has elected to offer coaching services, you can control what information, if any, you want to share about yourself with each coach.
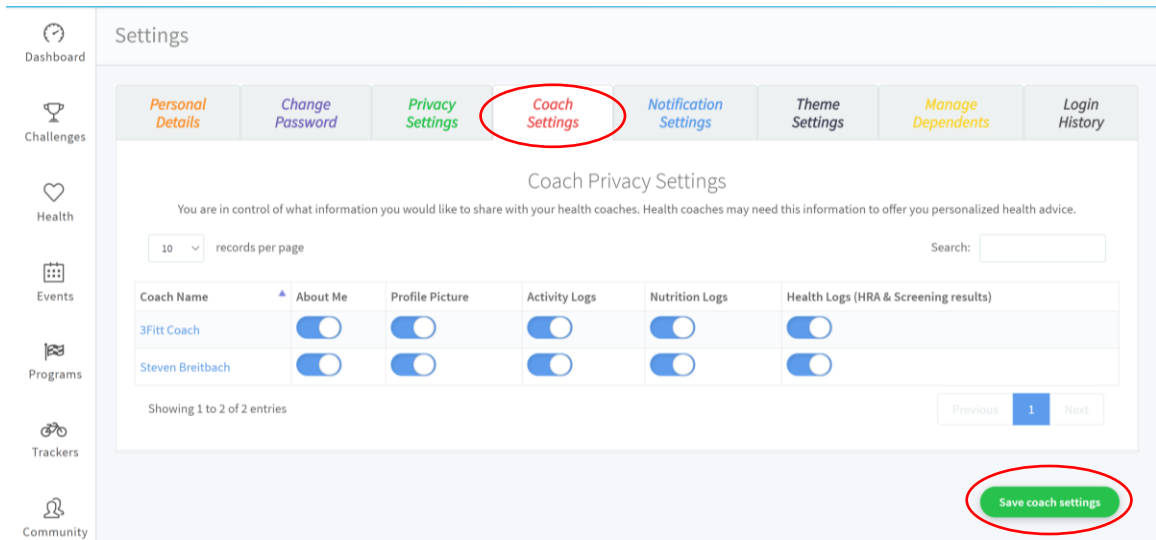

v. **Notification Settings:** Specify for which events you want to receive e-mail notifications. The e-mail notifications will be sent to the e-mail address used in the registration process.
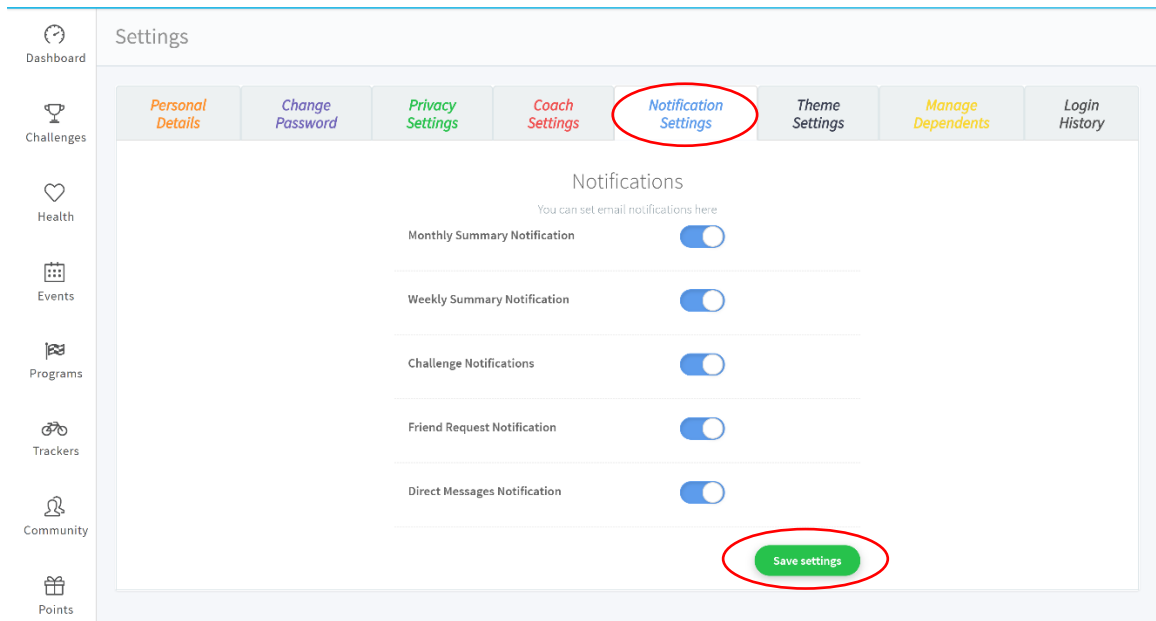
vi. **Theme Settings:** Customize the look of your portal by selecting from one of the color theme options on this screen. Just click on the desired look, and your selection will be indicated by a checkmark (there is no save button on this screen).
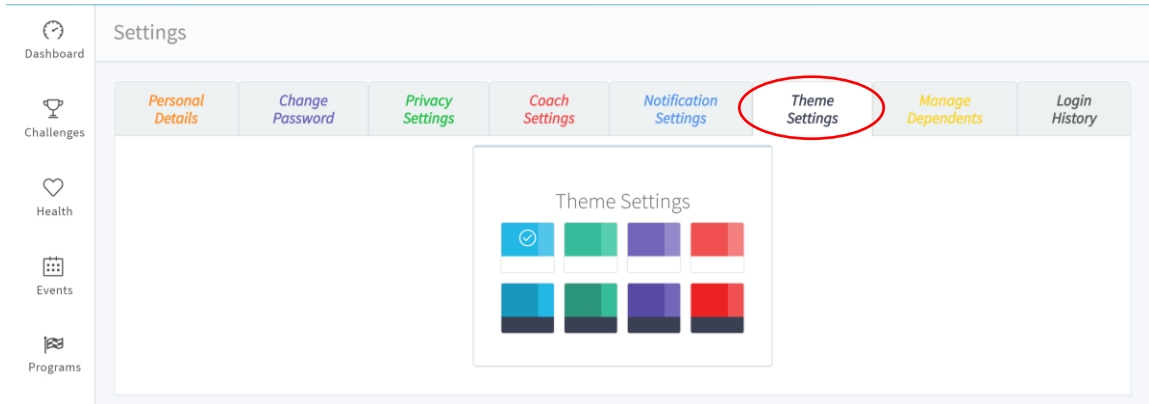
vii. **Manage Dependents:** If your employer or plan sponsor has elected to include spouses in the program, you will be able to add them at this screen.
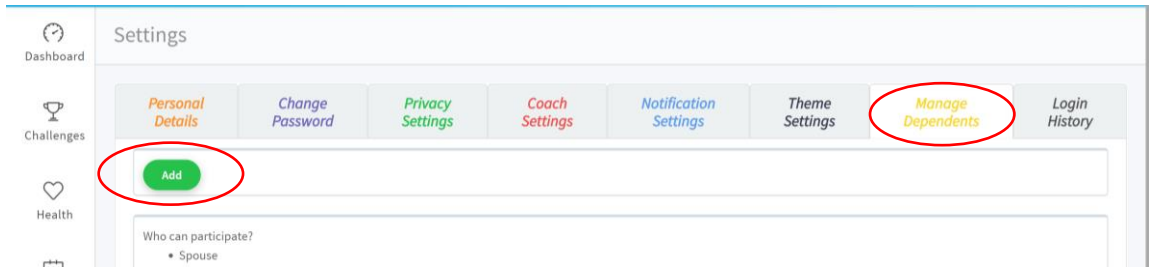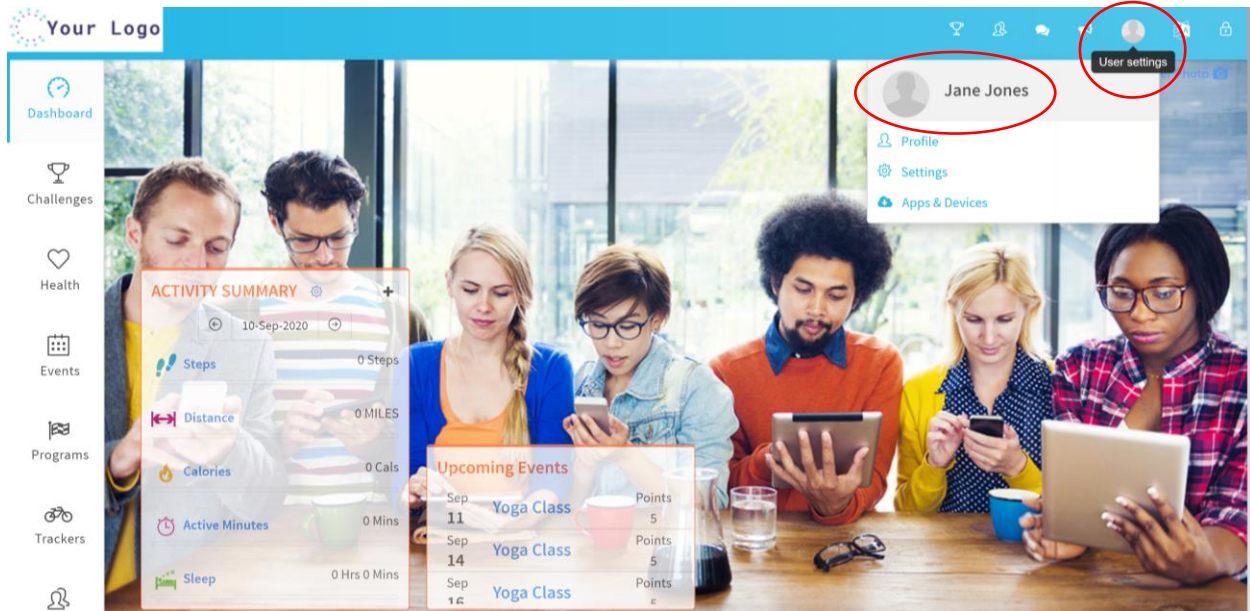

viii. **Login History:** This tab will show your login history.
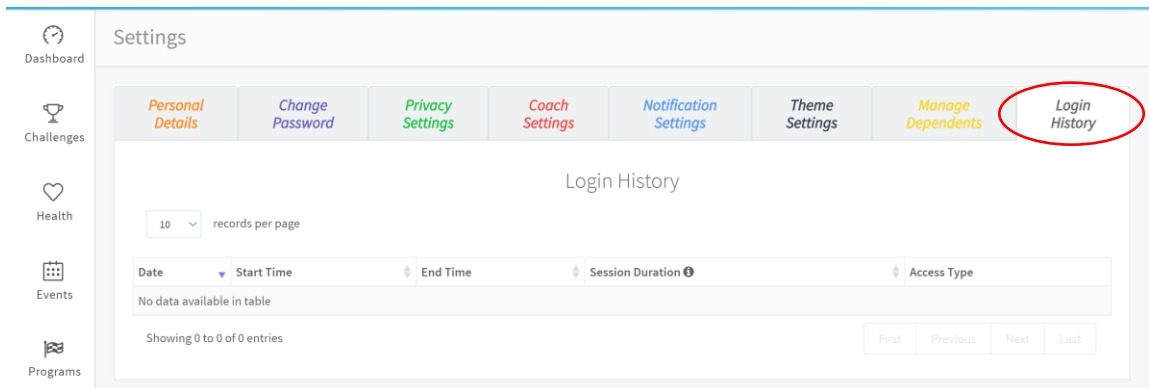
Fun tip on how to change your profile picture!

- Click on the person icon in the upper right-hand corner (that's you, remember!)
- Click on your name immediate below that when the pop-up window opens

You are now seeing your profile page (see partial page sample below), which is what others can see about you if you have given them permission to do so under the privacy settings page. Click the camera icon next to the person image to upload a new profile picture.
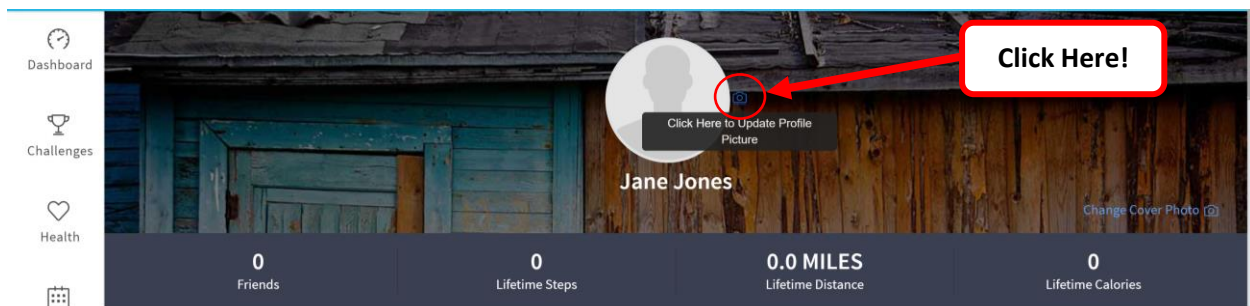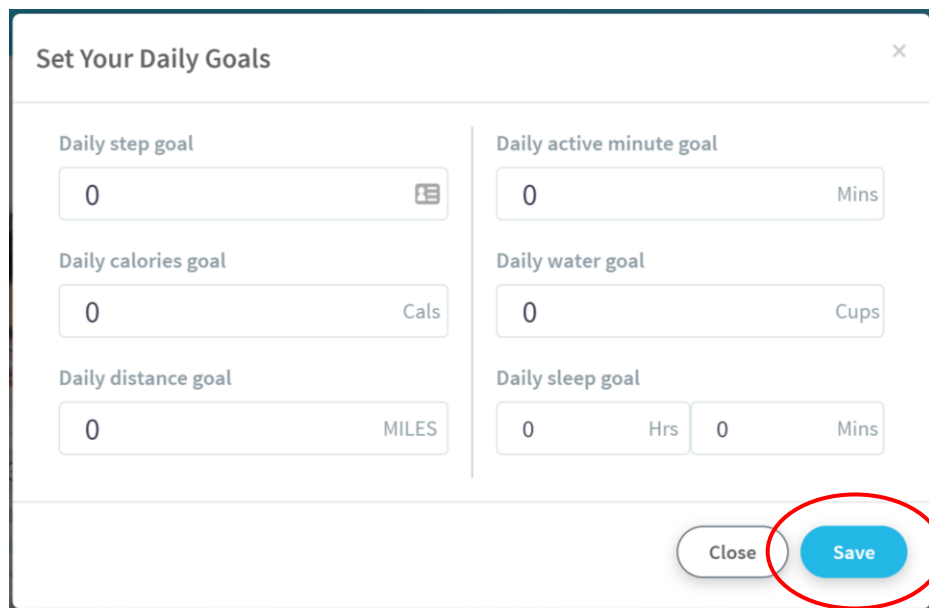

Select the desired picture from your computer, crop as necessary, and upload. Your new profile picture will appear on the screen.

Set Your Goals

From the **Dashboard**, click on the sprocket icon in the **Activity Summary** box.

Enter the desired daily goals and click the **Save** button.

Link Activity Tracker (and other devices)

Link your activity tracker to the portal by going to your **dashboard** and clicking on the **+** button in the **Activity Summary** box. You can also get to this screen by clicking on the **User Settings** icon in the upper right hand corner of the screen, and then clicking on **Apps & Devices**.
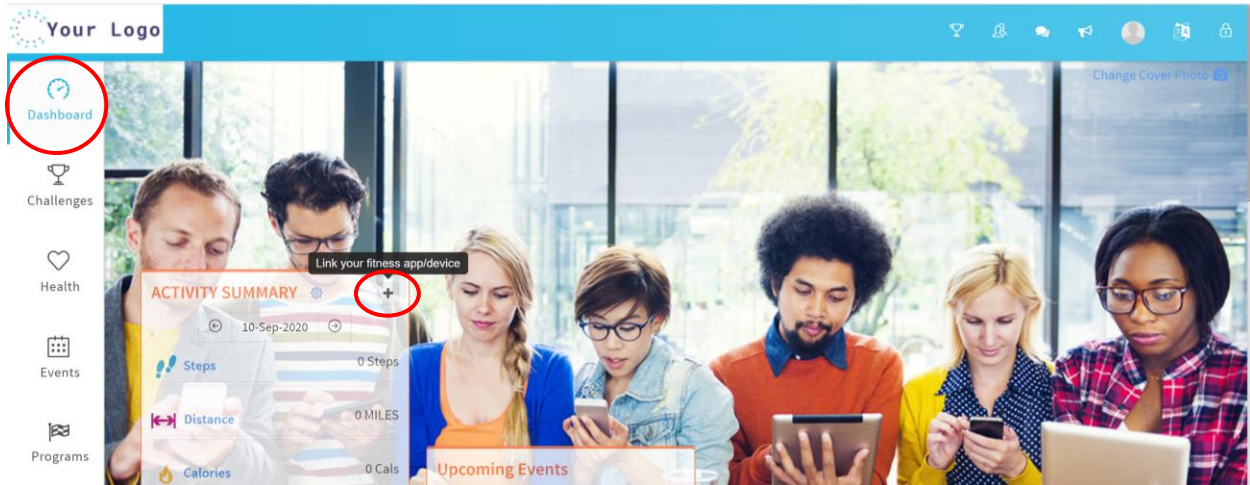

OR
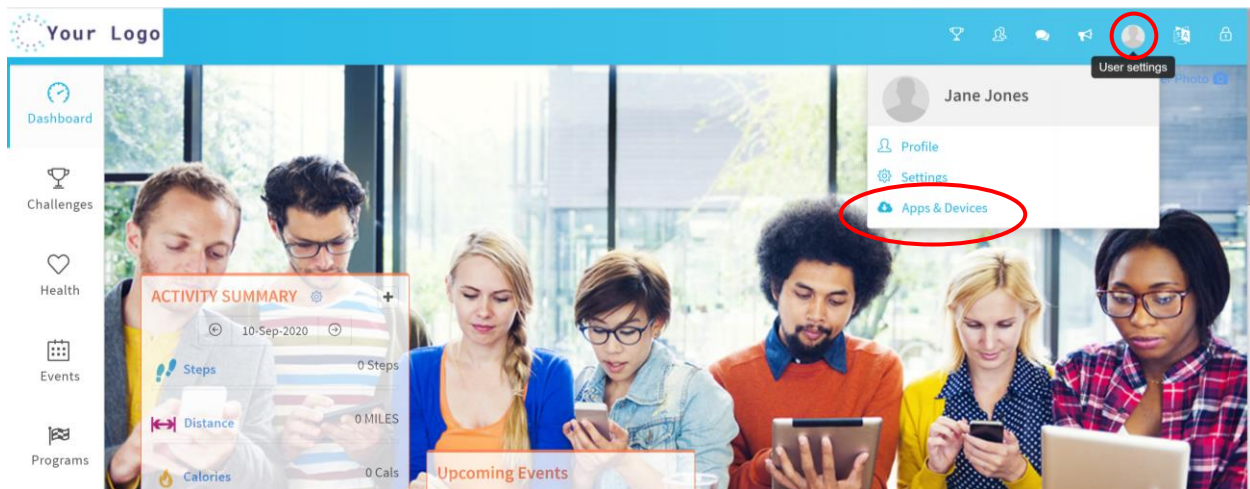
Click on the appropriate tab across the top of the page to choose which type of device/app you are linking (activity tracker, nutrition app, blood glucose monitor, blood pressure monitor, or wireless scale). Identify the manufacturer of your device, and click the button to the right of the name/logo.
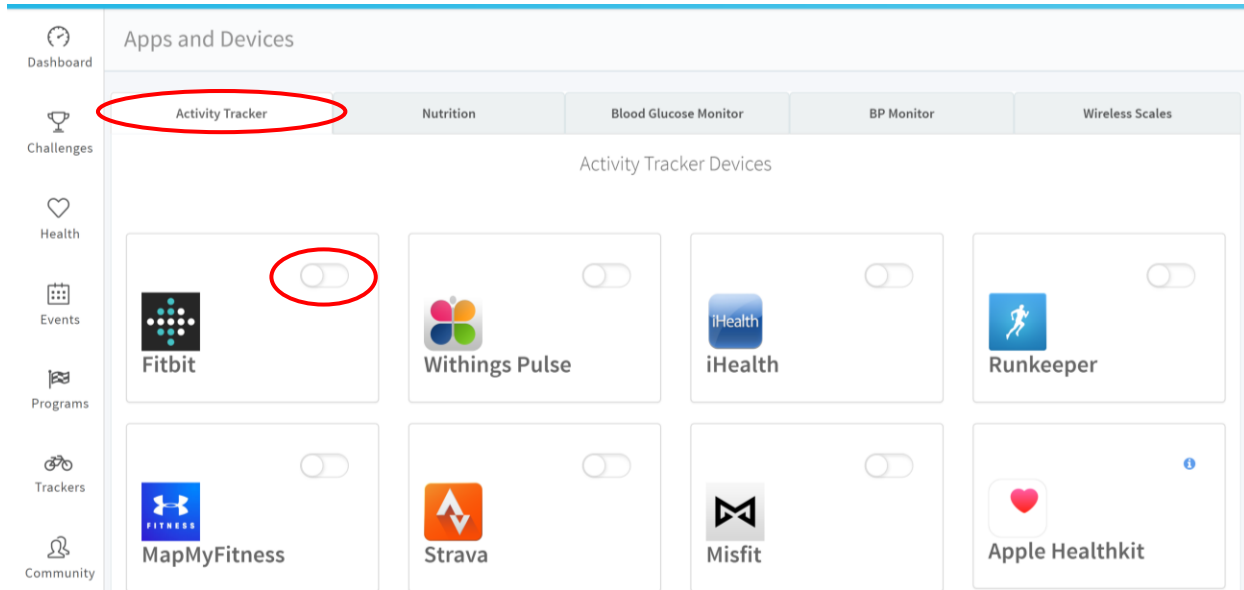
You will see the device manufacturer's login screen. To authorize the sharing of data from the device manufacturer with the 3fitt portal, login using the credentials associated with your existing device manufacturer's account (not your 3fitt login credentials). Follow the screen instructions, which will vary depending on the device manufacturer. **Important Note:** You must set up your activity tracker account with the manufacturer (following the manufacturer's instructions) *__before__* you can link it to the portal.
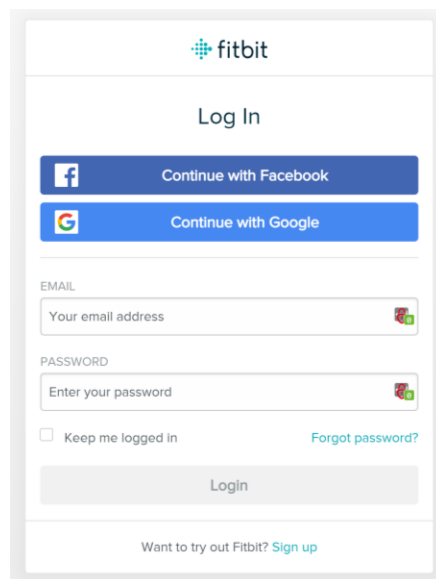
Once the device has been successfully linked, the button will turn green.
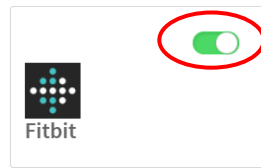
To get your device activity into the portal (including past activity, the length of which will vary depending on the device manufacturer), sync your device with the app on your phone or tablet following the device manufacturer's instructions. The data will automatically upload to the portal. If the portal doesn't appear to have the most recent data/activity on your dashboard, simply click the left/back arrow button to view the previous day's activity. This will prompt the system to "refresh" the data.
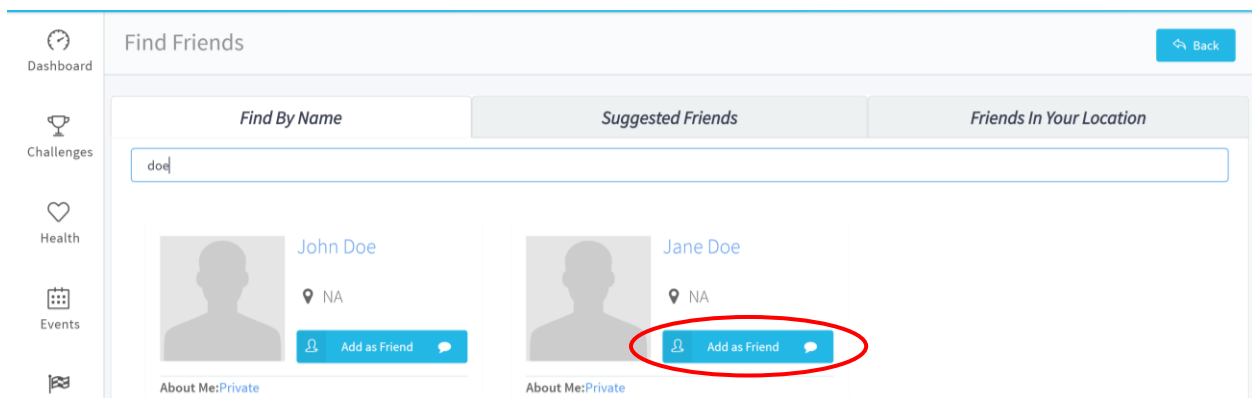
Send Friend Requests

To send a friend request to a co-worker or other participant within your organization, click the **Friend Icon** in the upper right-hand corner of the screen and then click **Find Friends**.
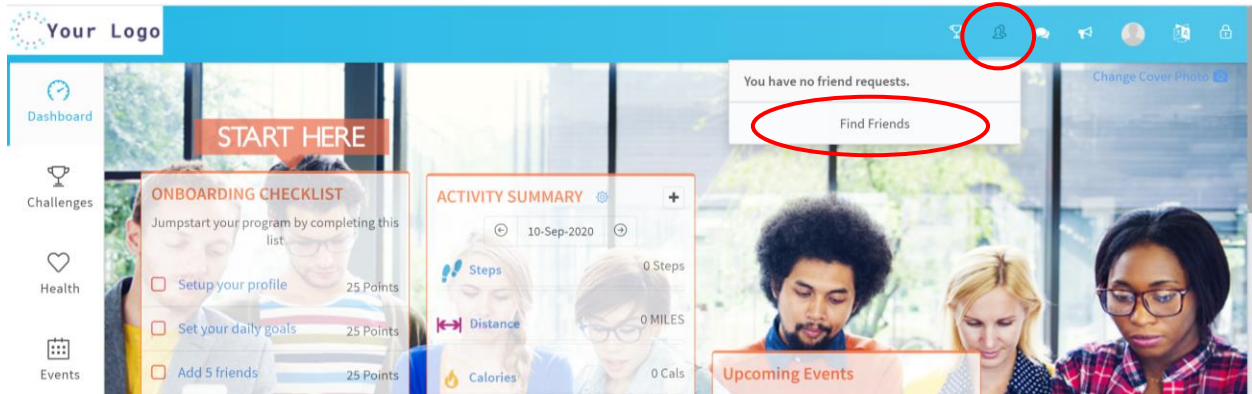
There are 3 tabs that can be used to help you find your friends. To send a friend request, simply click the **Add as Friend** button.
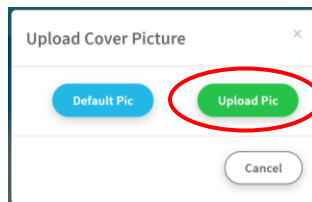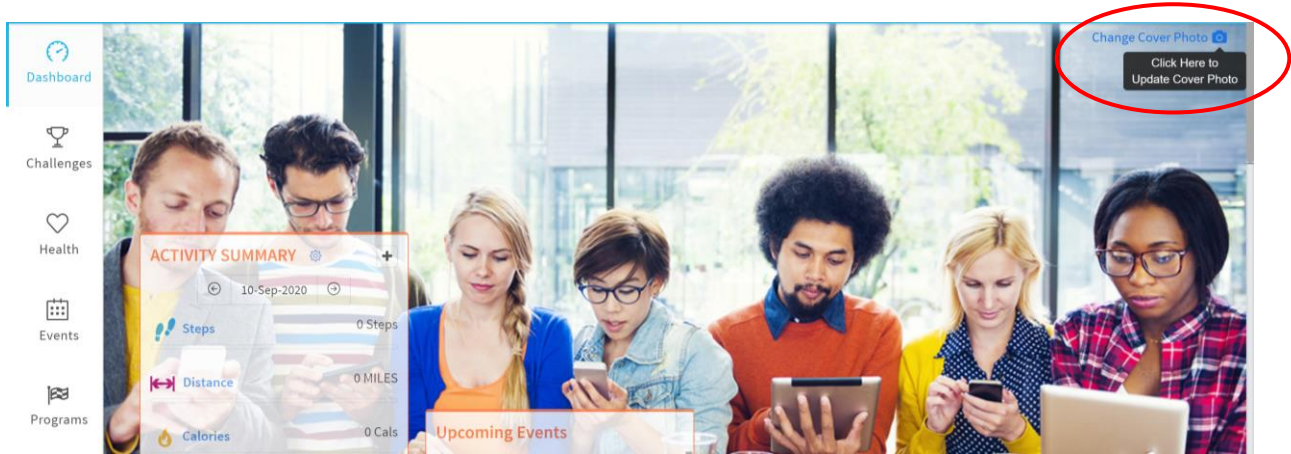

Once the request has been sent, the button will change to **Request Sent.**
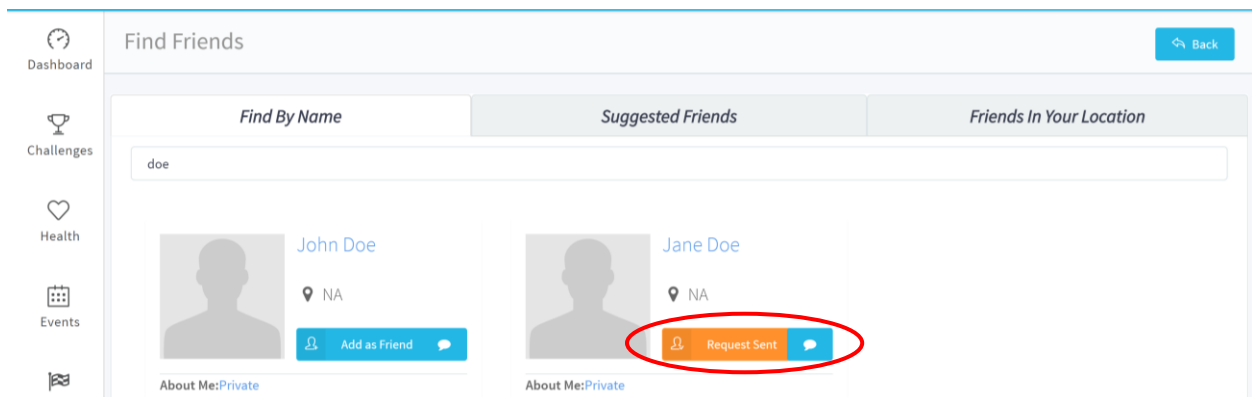
Ok, just one more fun fact!

Did you know you can personalize the dashboard by changing the background image on your dashboard? Yes, you can! Simply click the photo icon in the upper right-hand corner of your dashboard, click **Upload Pic**, and choose your file.

Install the 3fitt Mobile App on your Phone or Tablet

The 3fitt mobile app is called MyHealthPlus, which you can find on Google Play (for Android phones/tablets) or the App Store (for Apple phones/tablets). Simply install MyHealthPlus and login using your 3fitt credentials.