MYLO™

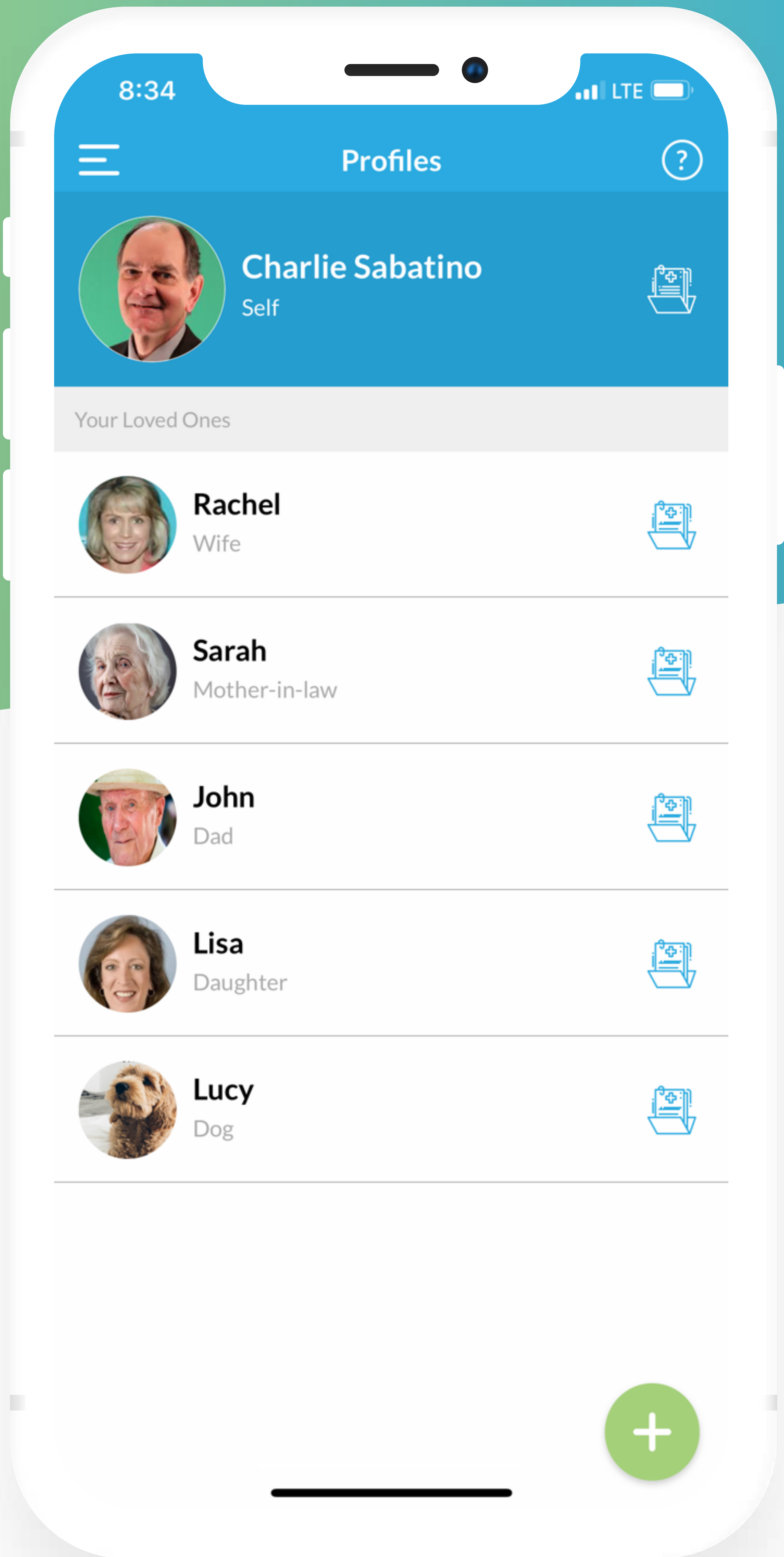
MIND YOUR LOVED ONES

USER GUIDE

MYLO Allows You to Create a Digital Library of Critical Medical Information & Advance Care Directives for Yourself and Your Loved Ones

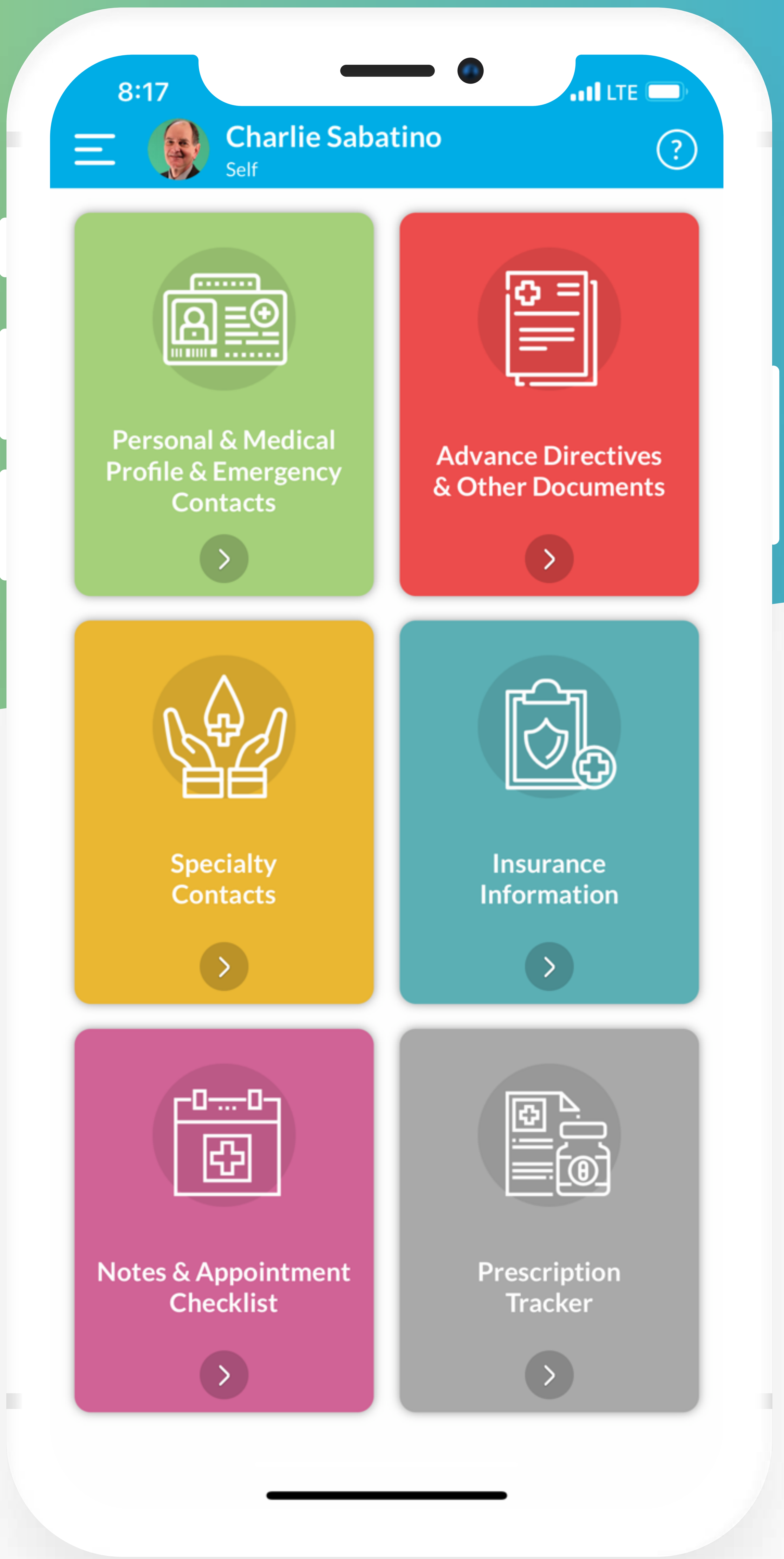
MYLO USER GUIDE INDEX

1.1 THE PROFILE SCREEN



The Profiles screen is home base. Users can set up as many profiles as they want. To access the functionality of MYLO click anywhere on the Profile cell; User's will be brought to the Dashboard screen. (The file folder on the Profile cell represents the Dashboard.)

1.2. THE DASHBOARD



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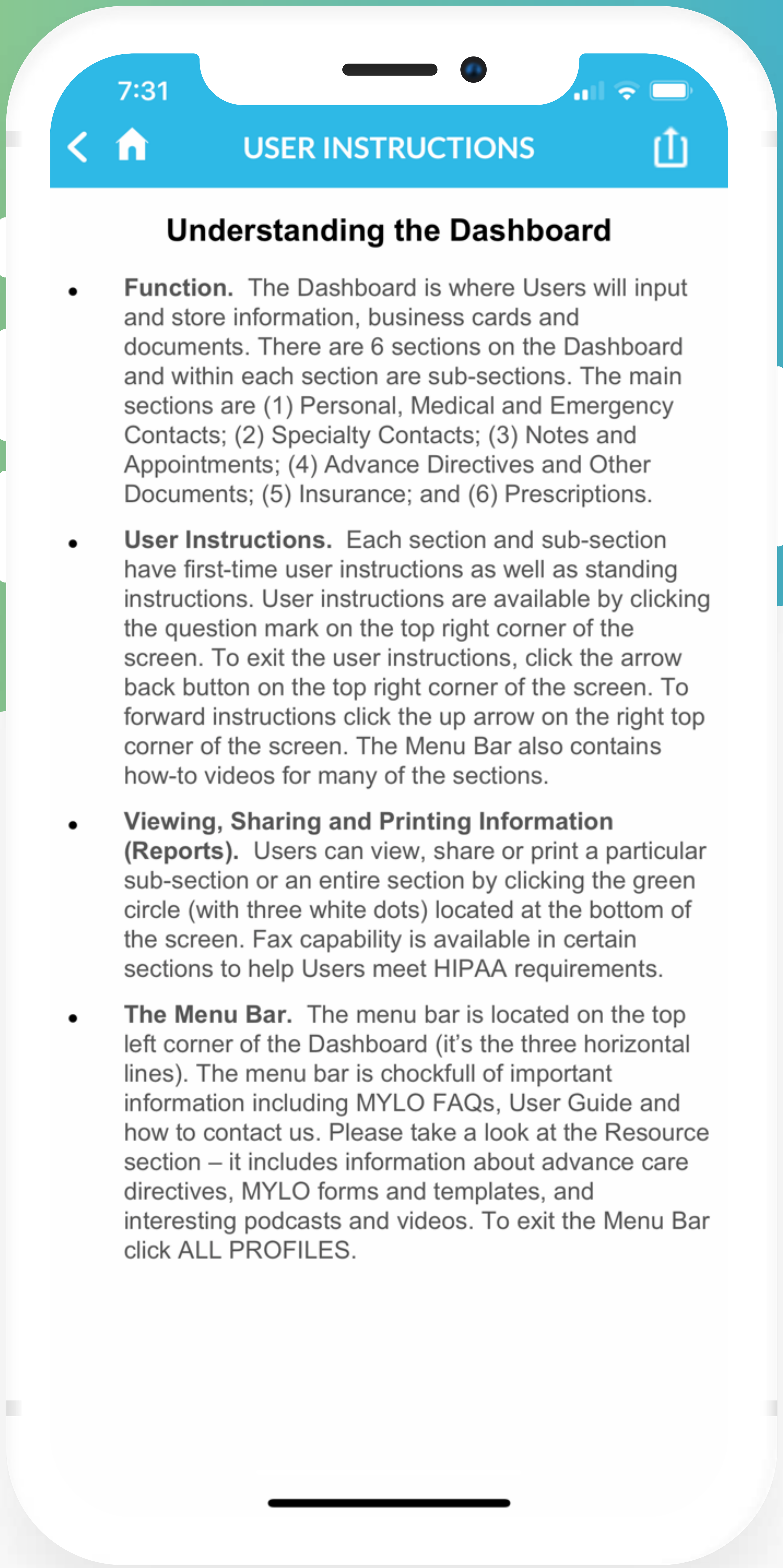
Within each Profile is a Dashboard. The Dashboard is where Users will input and store information, business cards and documents. There are 6 sections on the Dashboard and within each section are sub-sections. The main sections are (1) Personal, Medical and Emergency Contacts; (2) Specialty Contacts; (3) Notes and Appointments; (4) Advance Directives and Other Documents; (5) Insurance; and (6) Prescriptions.

1.3 USER INSTRUCTIONS



Each section and sub-section have first-time user instructions as well as standing instructions. User instructions are available by clicking the question mark on the top right corner of the screen. To exit user instructions, click the arrow back button on the top right corner of the screen. To forward instructions click the up arrow on the right top corner of the screen. The Menu Bar also contains how-to videos for many of the sections.

1.4 CREATE A NEW PROFILE

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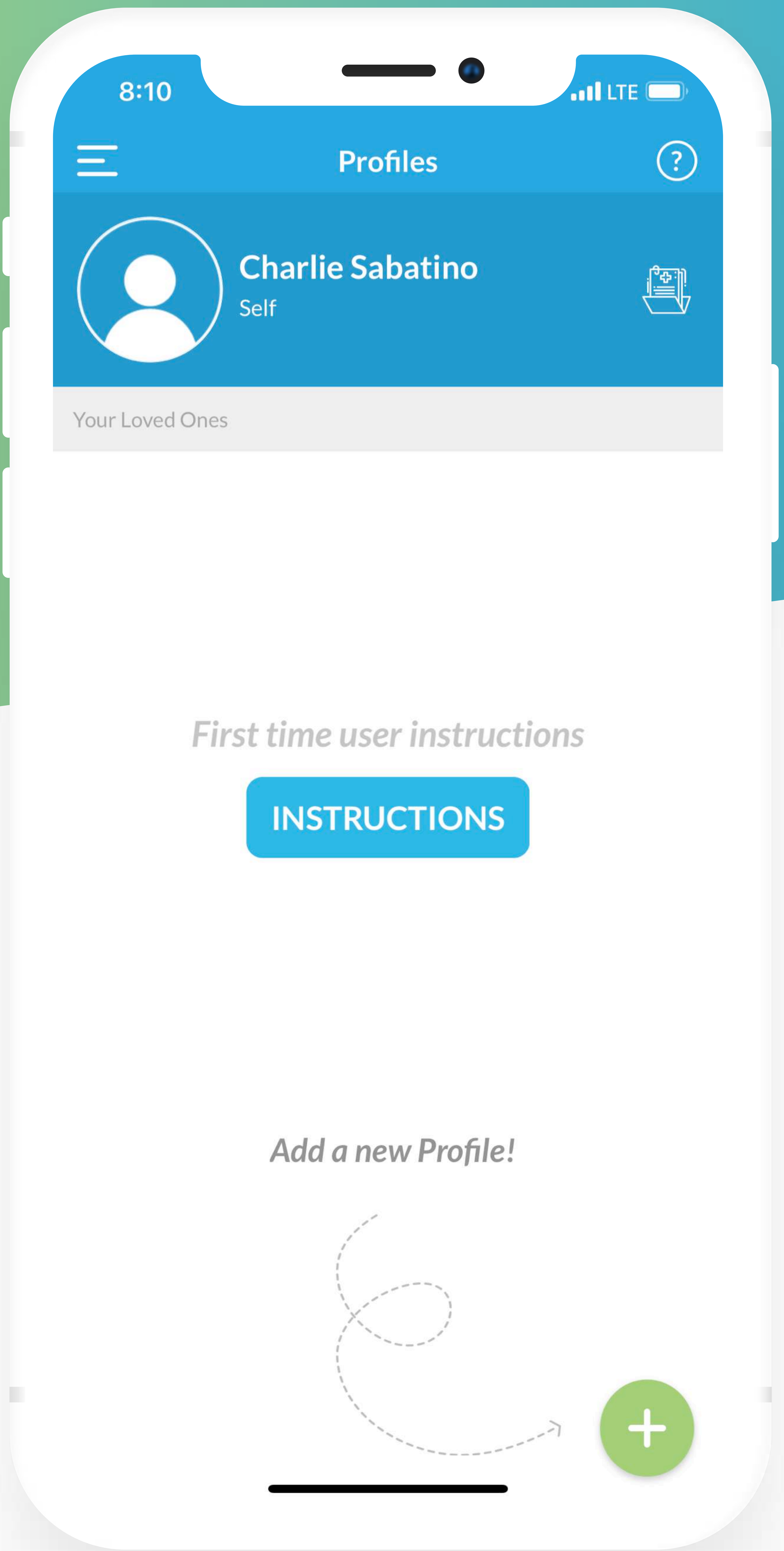
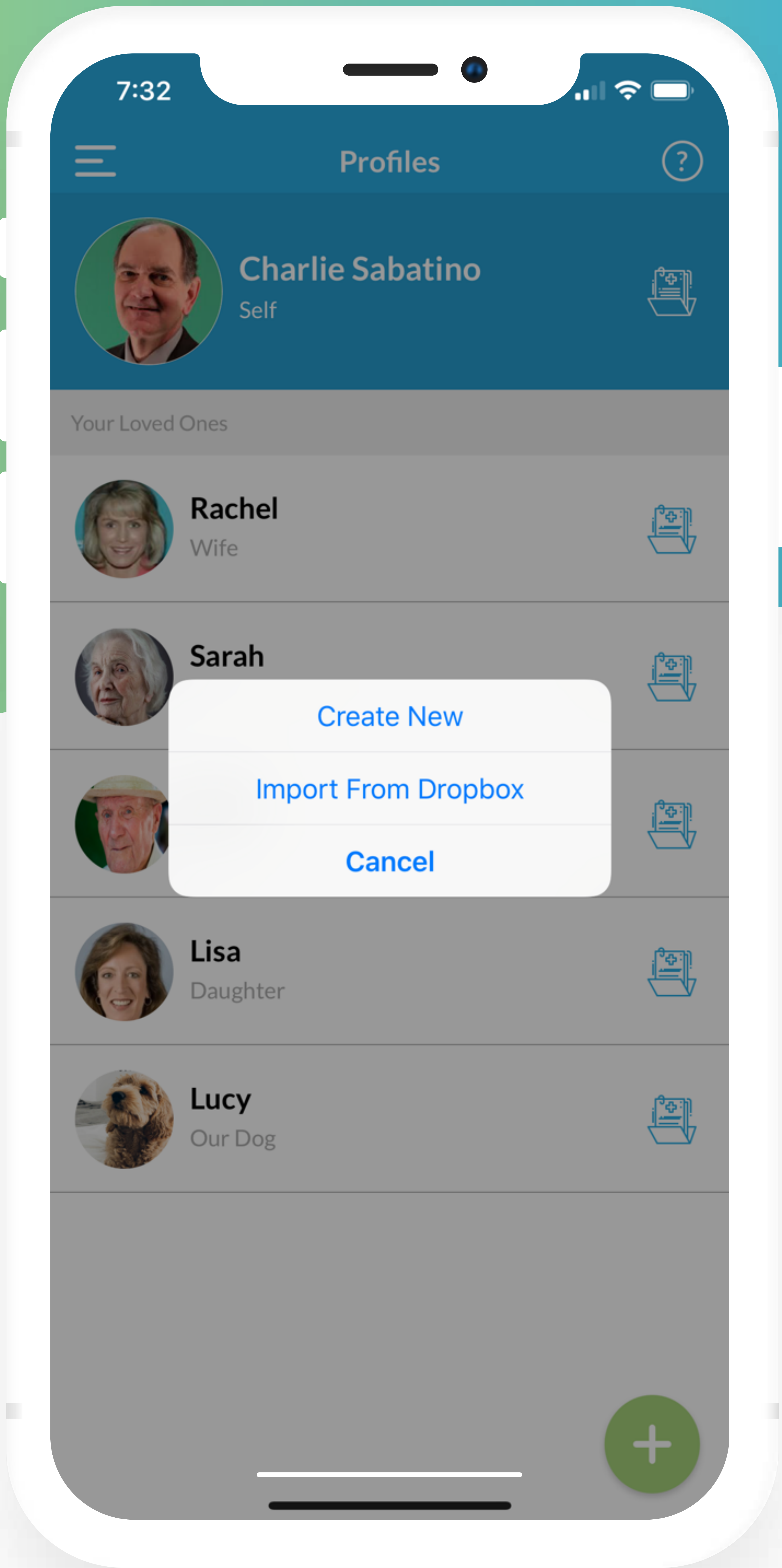


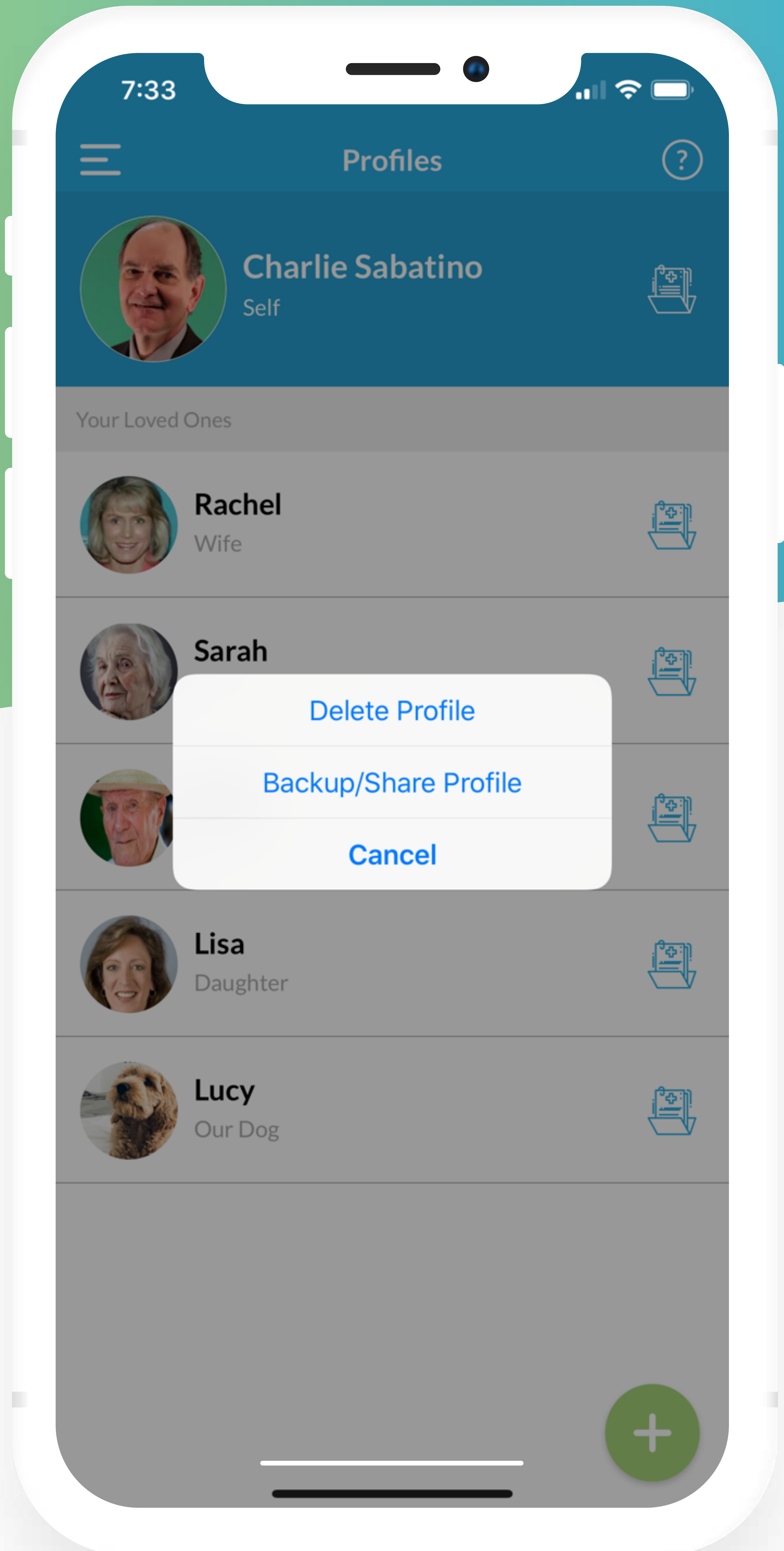
To create a Profile for a loved one click the green PLUS button located at the bottom right corner of the screen. Users will be given a choice to "Create New or Import from Dropbox". Create New allows users to initiate a new profile. Users can automatically add data from their contacts, or type in new information. The minimum amount of information you need to create a profile is the person's name, the User's relationship to the person, and their email address. To Access the Dashboard click anywhere on the profile cell.

1.5 IMPORT FROM DROPBOX



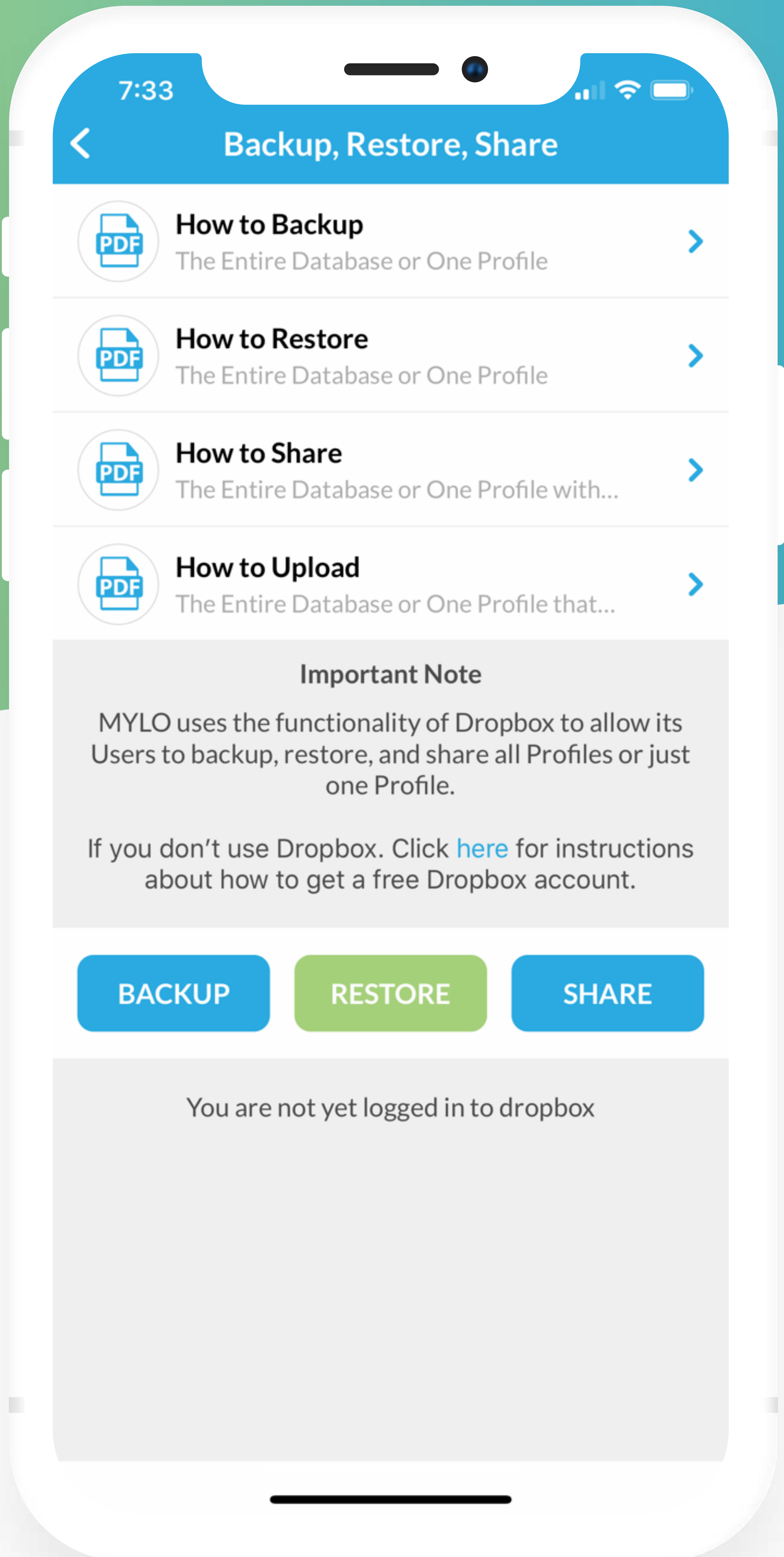
This functionality is used when restoring a profile or uploading a profile that was shared by another person. Instructions regarding backup, restore, and sharing can be found in the Menu Bar under Settings.

1.6 DELETE A PROFILE



To delete a profile, long press on the profile bar. Users will see two choices, “delete or backup/share the profile”.

1.7 BACKUP OR SHARE A PROFILE



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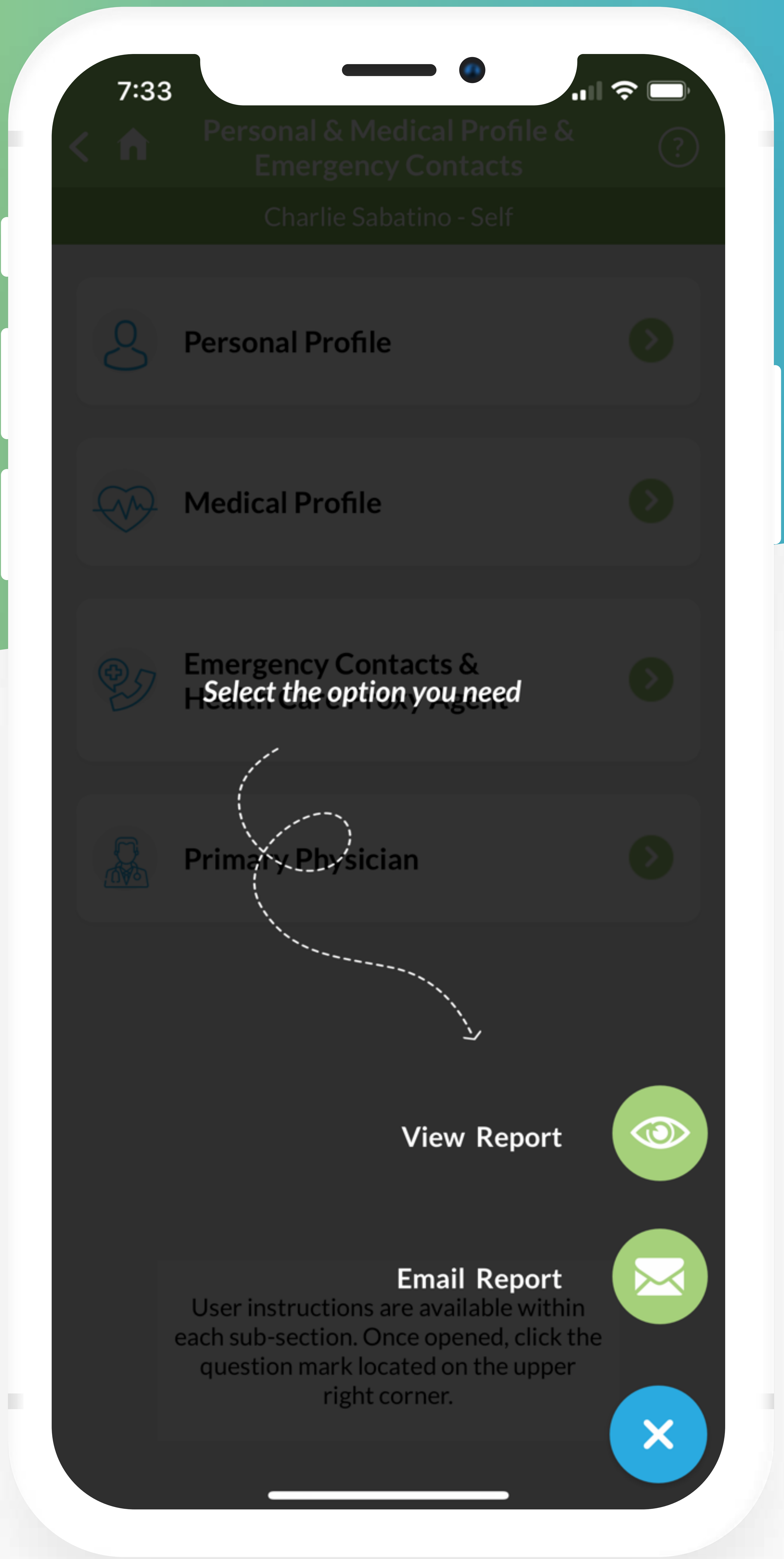
To backup or share a profile, long press on the profile bar. Click on backup/share a profile and the user will be provided further instructions.

1.8 VIEWING, SHARING AND PRINTING INFORMATION (REPORTS)



Users can view, share or print a particular sub-section or an entire section by clicking on the green circle (with three white dots) located at the bottom of each section and sub-section screen. Fax capability is also available to meet HIPAA requirements.

1.9 THE MENU BAR

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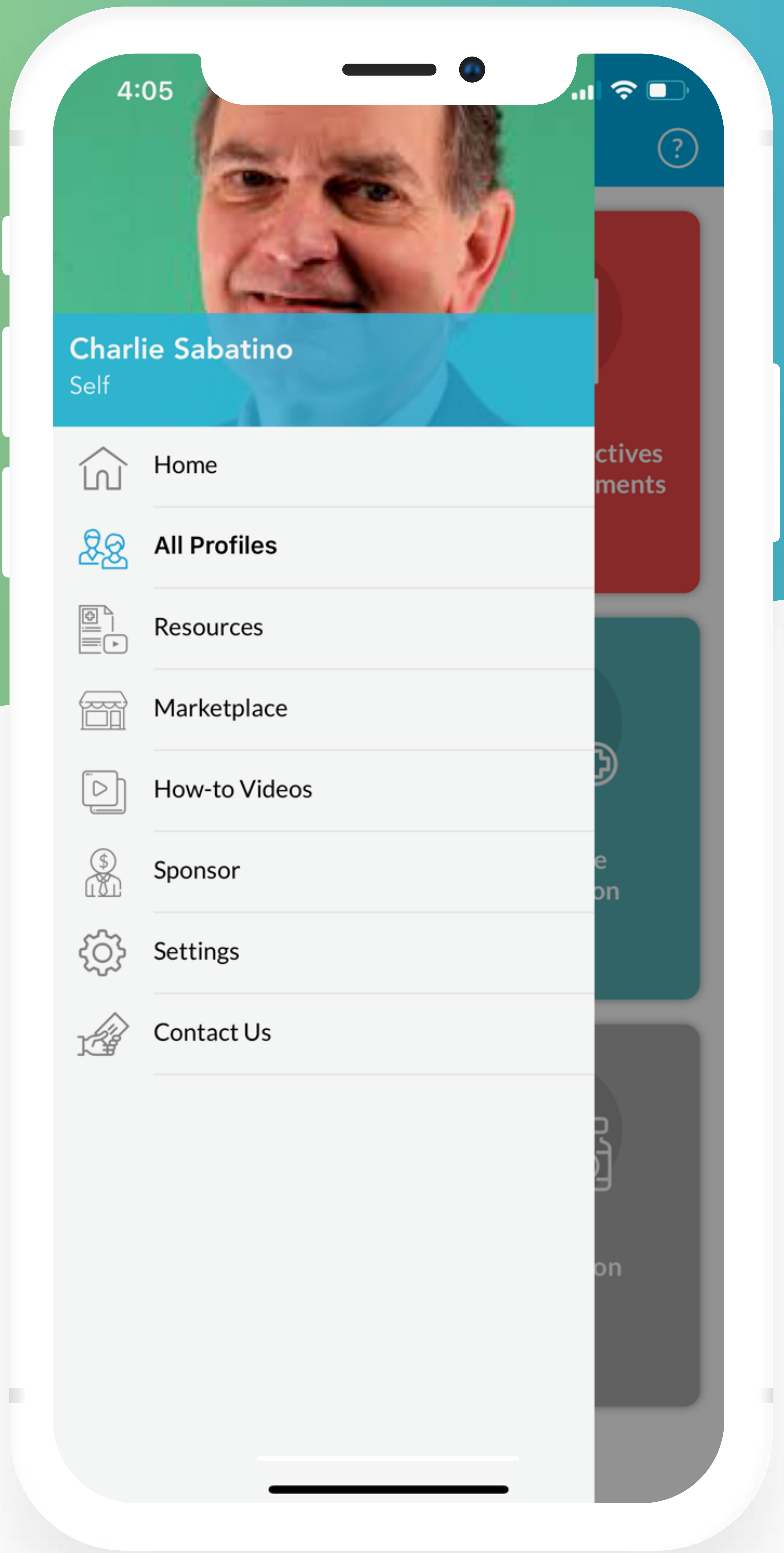
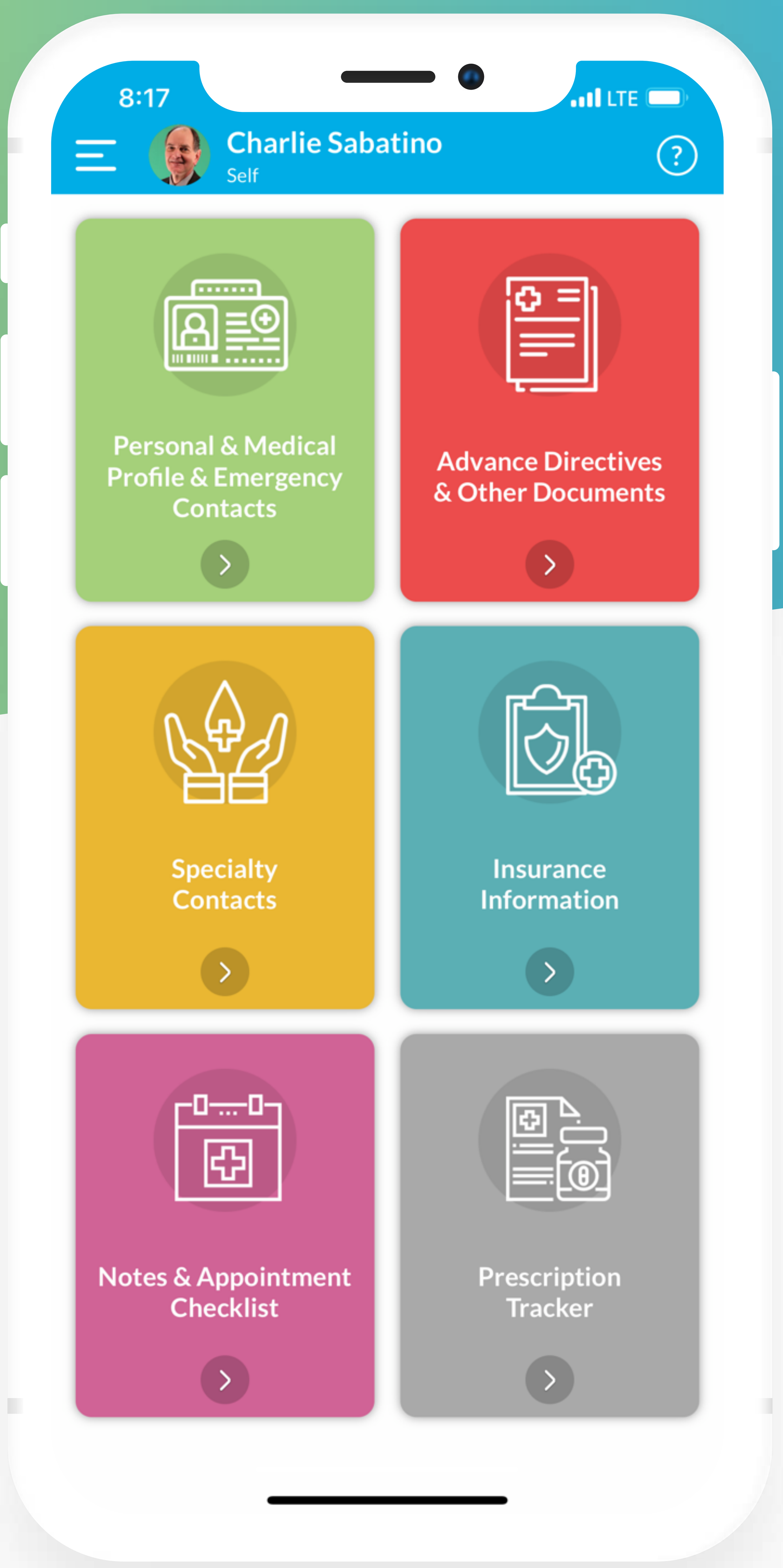


The menu bar is available from the Profiles page and the Dashboard. It's located on the top left corner (the three horizontal lines). The menu bar is chockful of important information including MYLO FAQs, the User Guide and how to contact us. Please remember to take a look at the Resource section – it includes information about advance care directives, MYLO forms and templates, and interesting podcasts and videos. To exit the Menu click All Profiles.

2. THE DASHBOARD



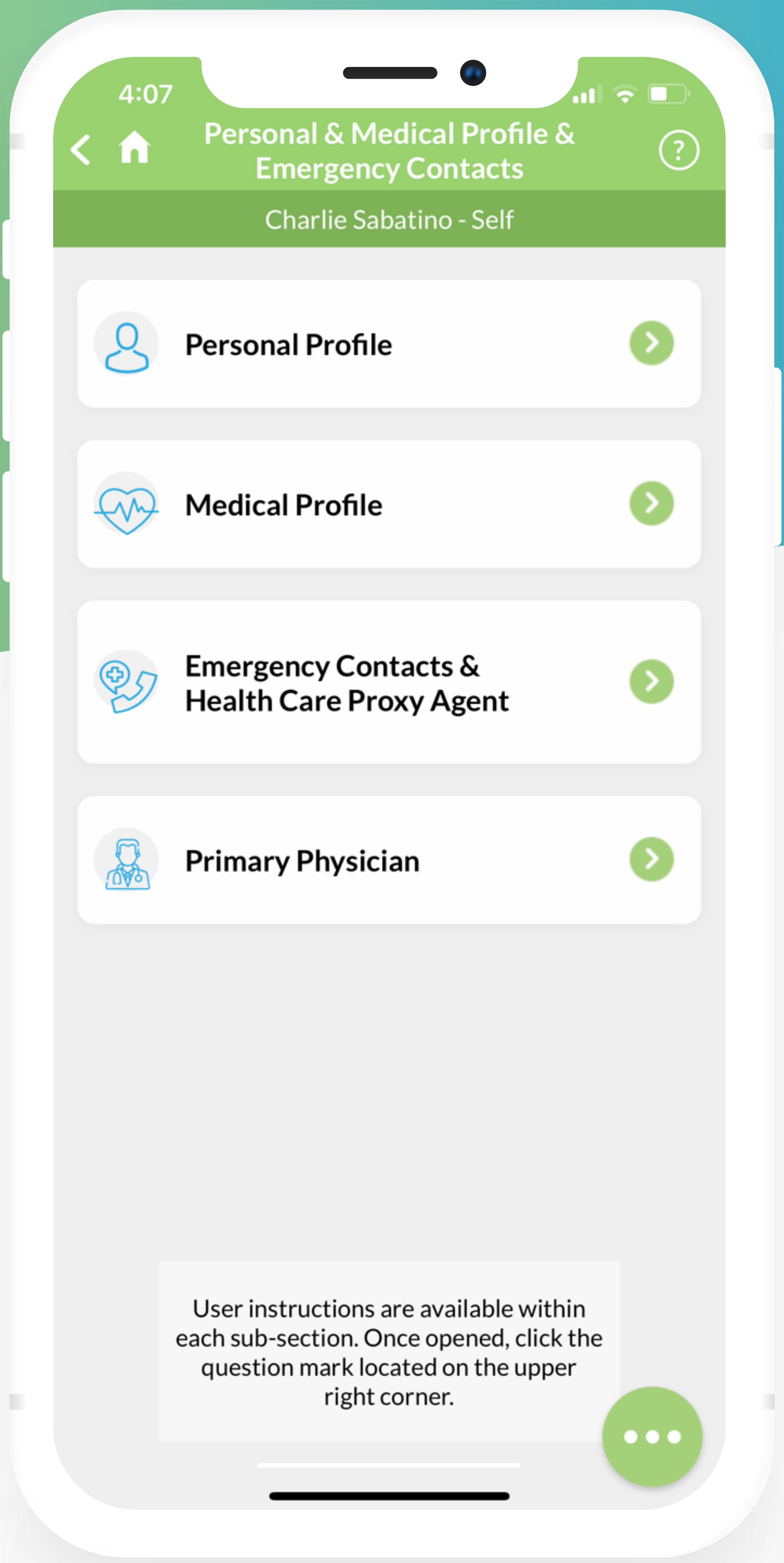
Function. The Dashboard is where Users will input and store information, business cards and documents. There are 6 sections on the Dashboard and within each section are sub-sections. The main sections are (1) Personal, Medical and Emergency Contacts; (2) Specialty Contacts; (3) Notes and Appointments; (4) Advance Directives and Other Documents; (5) Insurance; and (6) Prescriptions.

User Instructions. Each section and sub-section have first-time user instructions as well as standing instructions. User instructions are available by clicking the question mark on the top right corner of the screen. To exit the user instructions, click the arrow back button on the top right corner of the screen. To forward instructions click the up arrow on the right top corner of the screen. The Menu Bar also contains how-to videos for many of the sections.

Viewing, Sharing and Printing Information (Reports). Users can view, share or print a particular sub-section or an entire section by clicking the green circle (with three white dots) located at the bottom of the screen. Fax capability is available in certain sections to help Users meet HIPAA requirements.

The Menu Bar. The menu bar is located on the top left corner of the Dashboard (it's the three horizontal lines). The menu bar is chockful of important information including MYLO FAQs, User Guide and how to contact us. Please take a look at the Resource section – it includes information about advance care directives, MYLO forms and templates, and interesting podcasts and videos. To exit the Menu Bar click ALL PROFILES.

3. PERSONAL & MEDICAL PROFILE & EMERGENCY CONTACTS

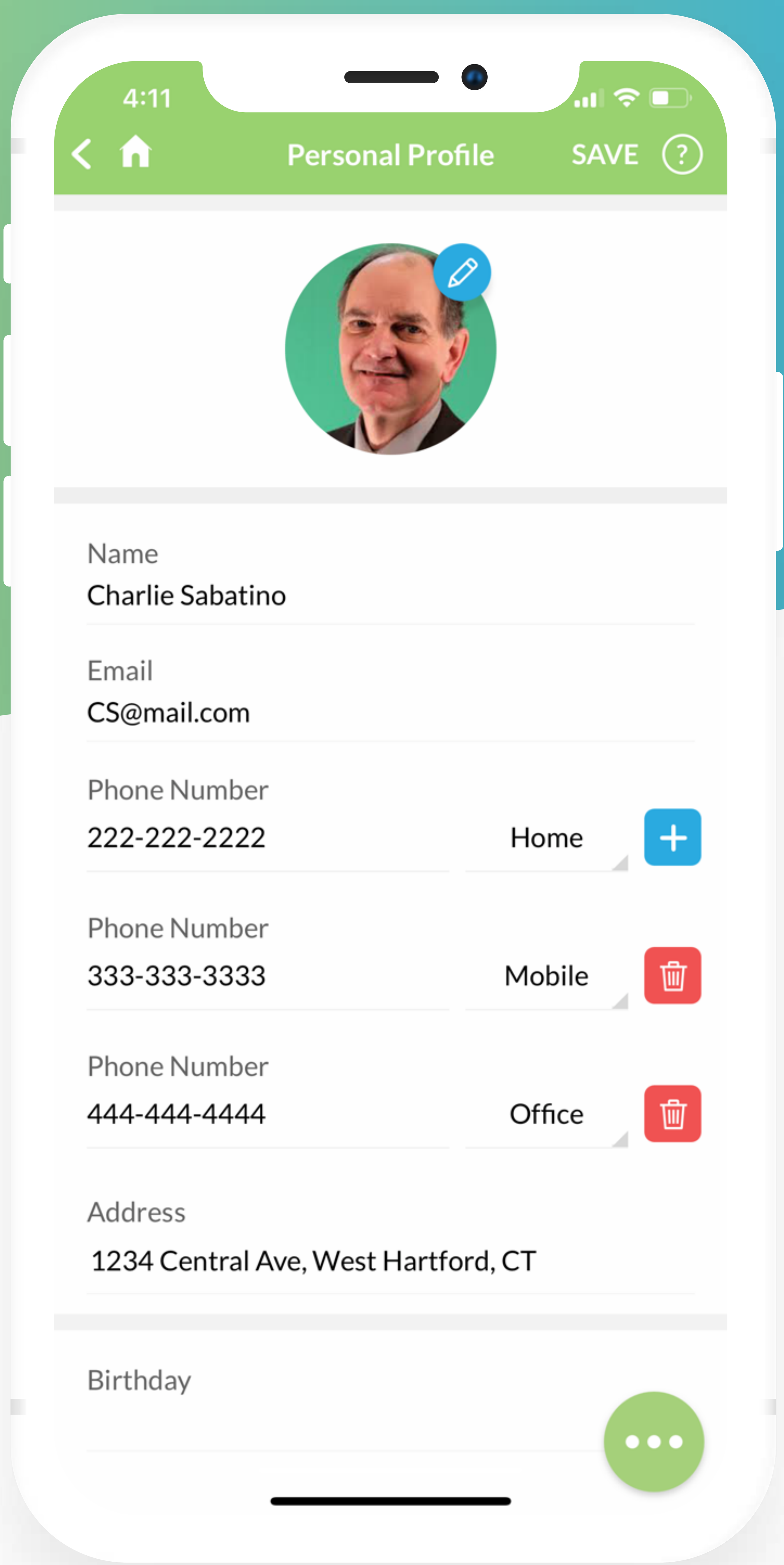


This section allows users to maintain information most often needed during an emergency event.

Users can view the input, print and email a report of the entire section by clicking the green circle located on the bottom of the screen.

User instructions are available within each sub-section by clicking the QUESTION MARK on the top right side of the screen. To exit click the arrow back button on the top left side of the screen. To email the instructions click the share button on the top right side of the screen. To return to the dashboard, click the little house on the top left side of the screen.

3.1 PERSONAL PROFILE



Function. The Personal Profile allows Users to store data about themselves or their loved ones.

Data Entry. Data is entered via free text and dropdown menus. You may use your phone's microphone to add data verbally. Dropdown menus are identified by the little grey arrow to the right of the line. Click anywhere on the line and the dropdown menu will open.

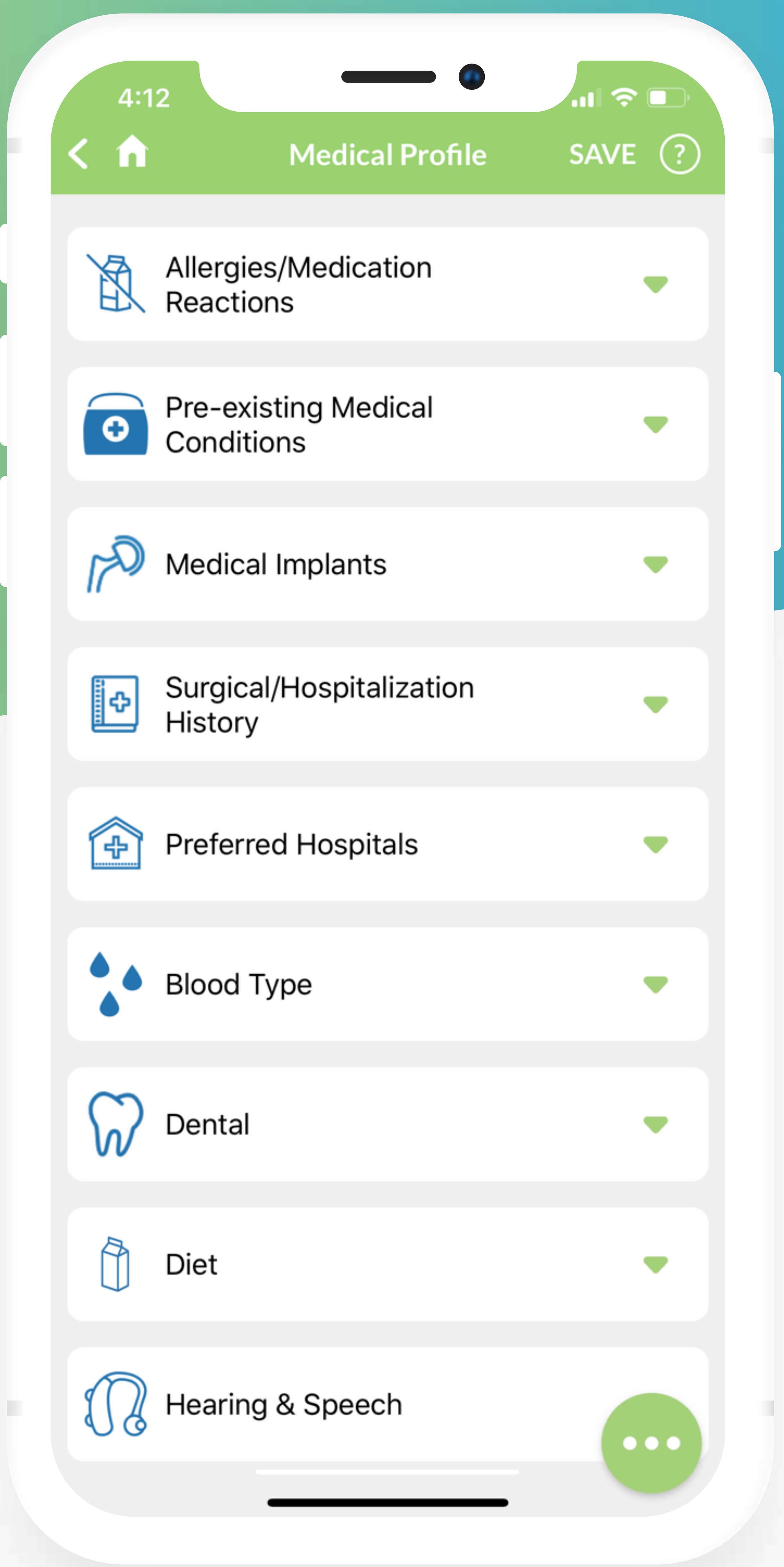
Save. Click the SAVE button on the top right corner of the screen. Users should click SAVE after every few entries.

Profile Photo. To add a Photo click anywhere in the circle and choose, "take picture" or "gallery" then click SAVE. To edit or delete the photo click the pencil.

View input and Reports. Users can view or email reports by clicking the green circle (with 3 white dots) located on the bottom of the screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

Exiting the sub-section. To return to the prior screen click the back arrow button on the top left corner of the screen. To return to the Dashboard click the picture of the house on the top left corner of the screen

3.2 MEDICAL PROFILE



Function. The Medical Profile allows users to keep a comprehensive summary of their or their loved ones medical conditions and health history. There are 15 sections.

To Open a Section. Click the GREEN DOWN ARROW.

Data Entry. In many sections users will need to click the BLUE PLUS SIGN before they can enter data and to enter additional entries. Data is entered via free text and dropdown menus. You may use your phone's microphone to add certain data verbally. Dropdown menus are identified by the little grey arrow to the right of the line. Click anywhere on the line and the dropdown menu will open. For each dropdown menu we have included an "other" as the last option on the menu – if you click "other" a text field will open and you can add your information. Use Note if there is a general comment you wish to include.

To Save Input. Click the SAVE button on the top right side of the screen. It's recommended that you click Save after you complete each section.

To Close a Section. Click the green UP ARROW on the right side of the section.

To Edit or Delete Information. Click the picture of the pencil or garbage can.

View input and Reports. Users can view the input or email reports by clicking the green circle (with 3 white dots) located on the bottom of the screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

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3.3 EMERGENCY CONTACTS & HEALTH CARE PROXY AGENT

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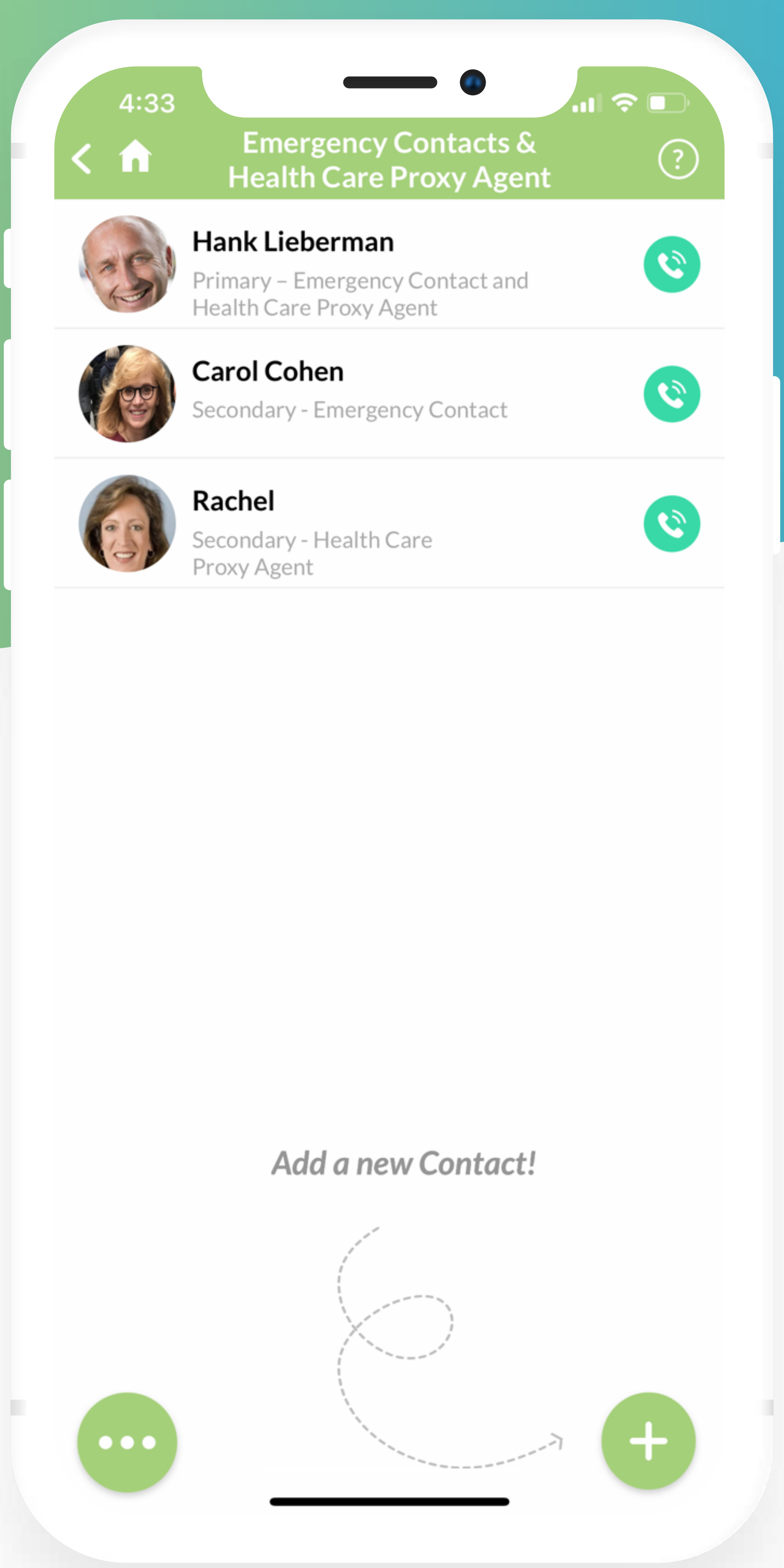


Function. Allow users to keep emergency contact information and identify the health care proxy agent.

To Add Information. Click the PLUS button on the bottom right corner of the screen. If the person is in your contacts click the option - Add from Contacts. The minimum amount of information needed to complete this section is the person's name, the relationship to the person, the priority, and a phone number including type (e.g. mobile, home, office or fax). You can add more than one phone number by clicking the blue plus button.

Data Entry. Data is entered via free text and dropdown menus. You may use your phone's microphone to add certain data verbally. Dropdown menus are identified by the little grey arrow to the right of the line. Click anywhere on the line and the dropdown menu will open. For each dropdown menu we have included an "other" as the last option on the menu – if you click "other" a text box will open and you can add your information. Business cards can also be added.

To Save Input. Click the SAVE button on the top right side of the screen.

Profile Photo: To add a Photo click anywhere in the circle, then click "take picture" or "gallery" choose the photo then click SAVE. To edit or delete the photo click the pencil.

Adding a Business Card. The last entry on the screen allows the User to add a business card. Click ADD CARD or the blue pencil and further instructions will pop-up. Click SAVE on the top right of the screen when you are done. To forward the card, click on the card and click the share symbol on the top right of the screen. To edit the card, click the pencil and follow the directions on the screen.

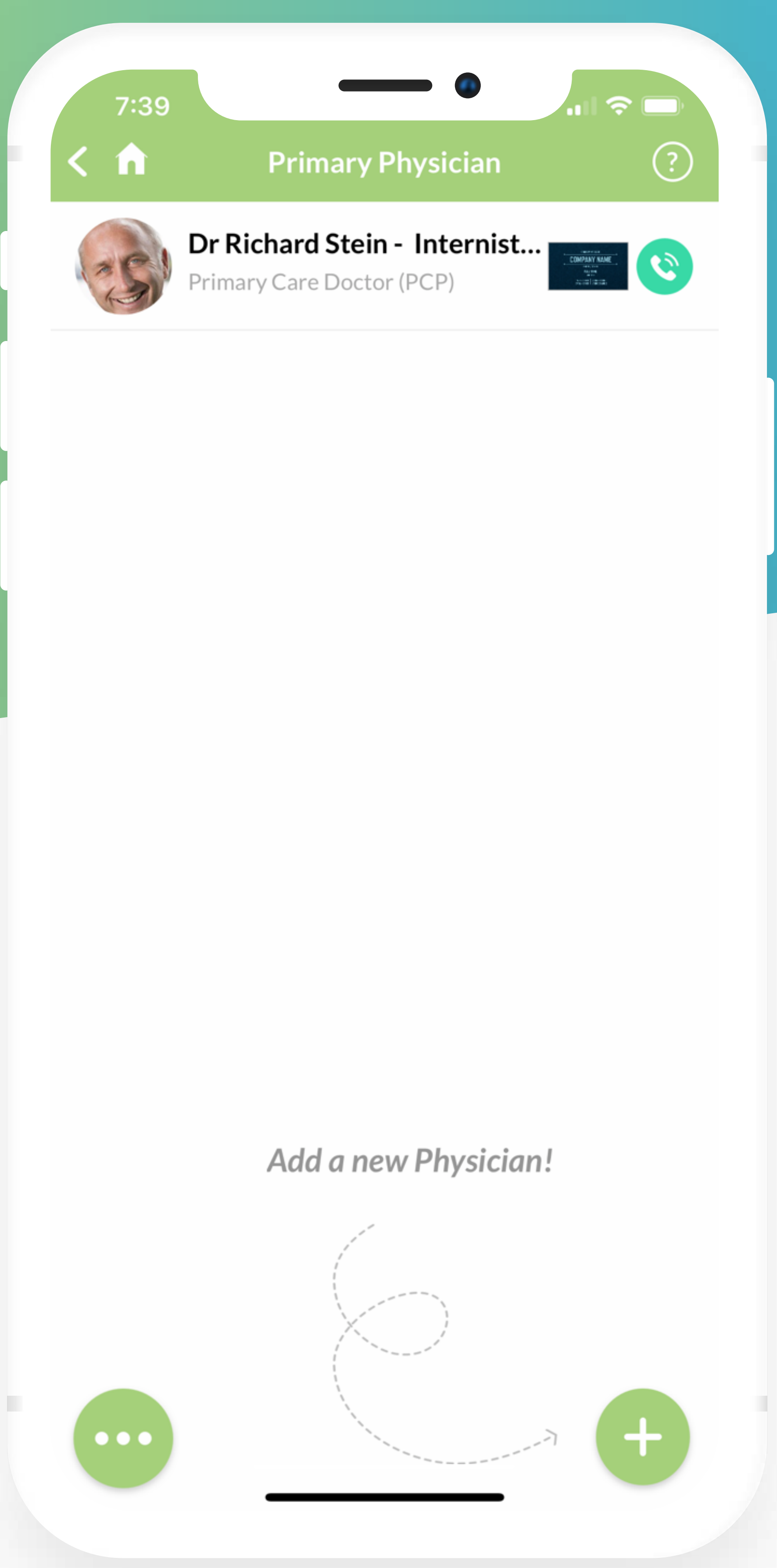
Summary Screen. MYLO provides Users with a summary screen. To edit information click the cell of the contact. Make changes and then click SAVE on the top right side of the screen. When you click SAVE, Users will be brought back to the summary page.

Automated Phone Calls. From the summary screen, click the picture of the phone.

To Delete an Entry. From the summary screen, identify the entry to delete, them left swipe (start from the right side of the cell and swipe left).

View input and Reports. Users can view the input or email reports by clicking the green circle (with 3 white dots) located on the bottom of the screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

3.4 PRIMARY PHYSICIAN



Function. Allows Users to store the name and contact information of the primary physician(s).

To Add Information. Click the PLUS button on the bottom right corner of the screen. If the person is in your contacts click the option - Add from Contacts. The minimum amount of information needed to complete this section is the physician's name, his/her specialty, and phone number include type (e.g. mobile, home, office or fax). You can add more than one phone number by clicking the blue plus button.

Data Entry. Data is entered via free text and dropdown menus. You may use your phone's microphone to add certain data verbally. Dropdown menus are identified by the little grey arrow to the right of the line. Click anywhere on the line and the dropdown menu will open. For each dropdown menu we have included an "other" as the last option on the menu – if you click "other" a text box will open and you can add your information. Business cards can also be added.

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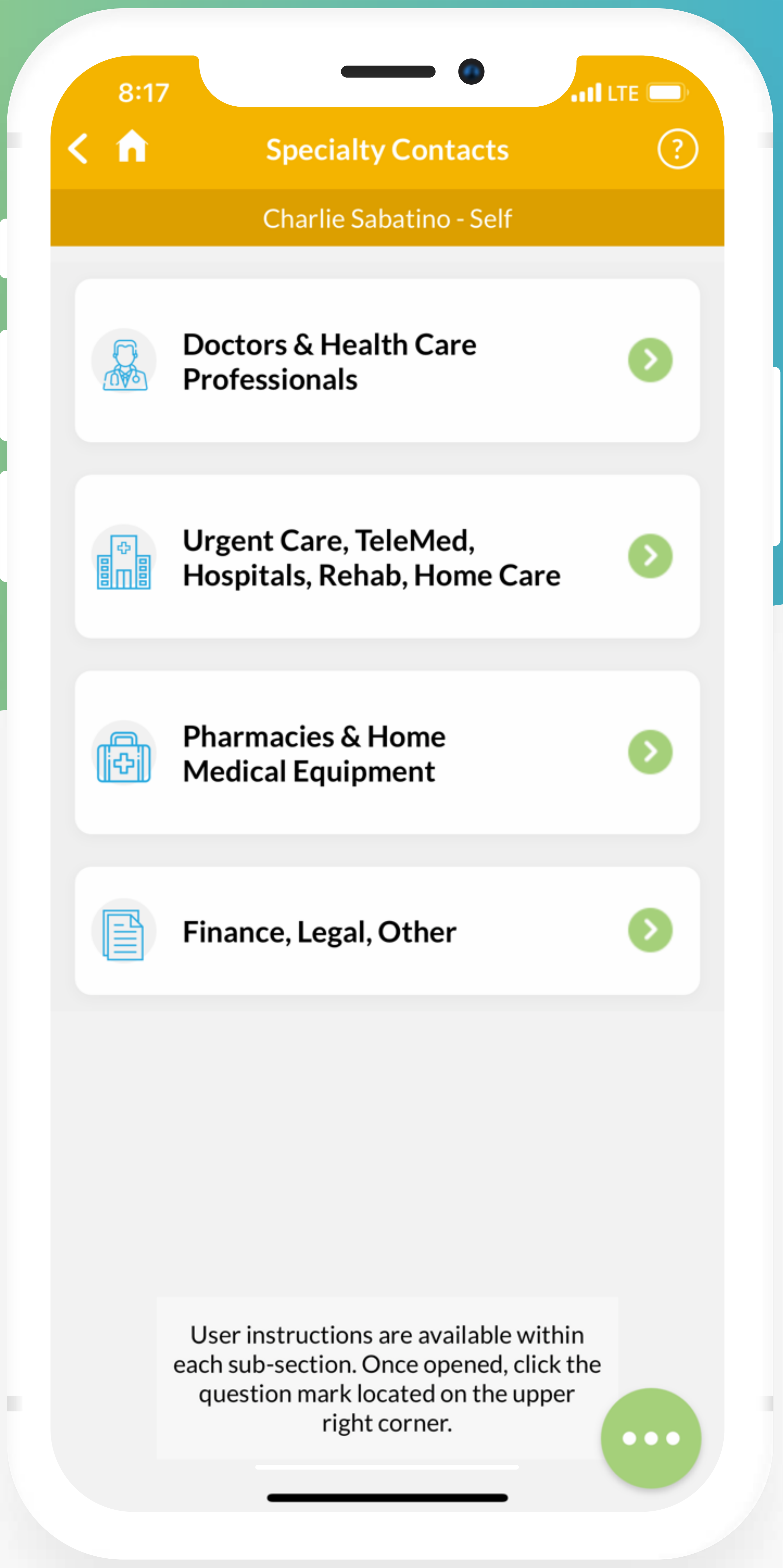
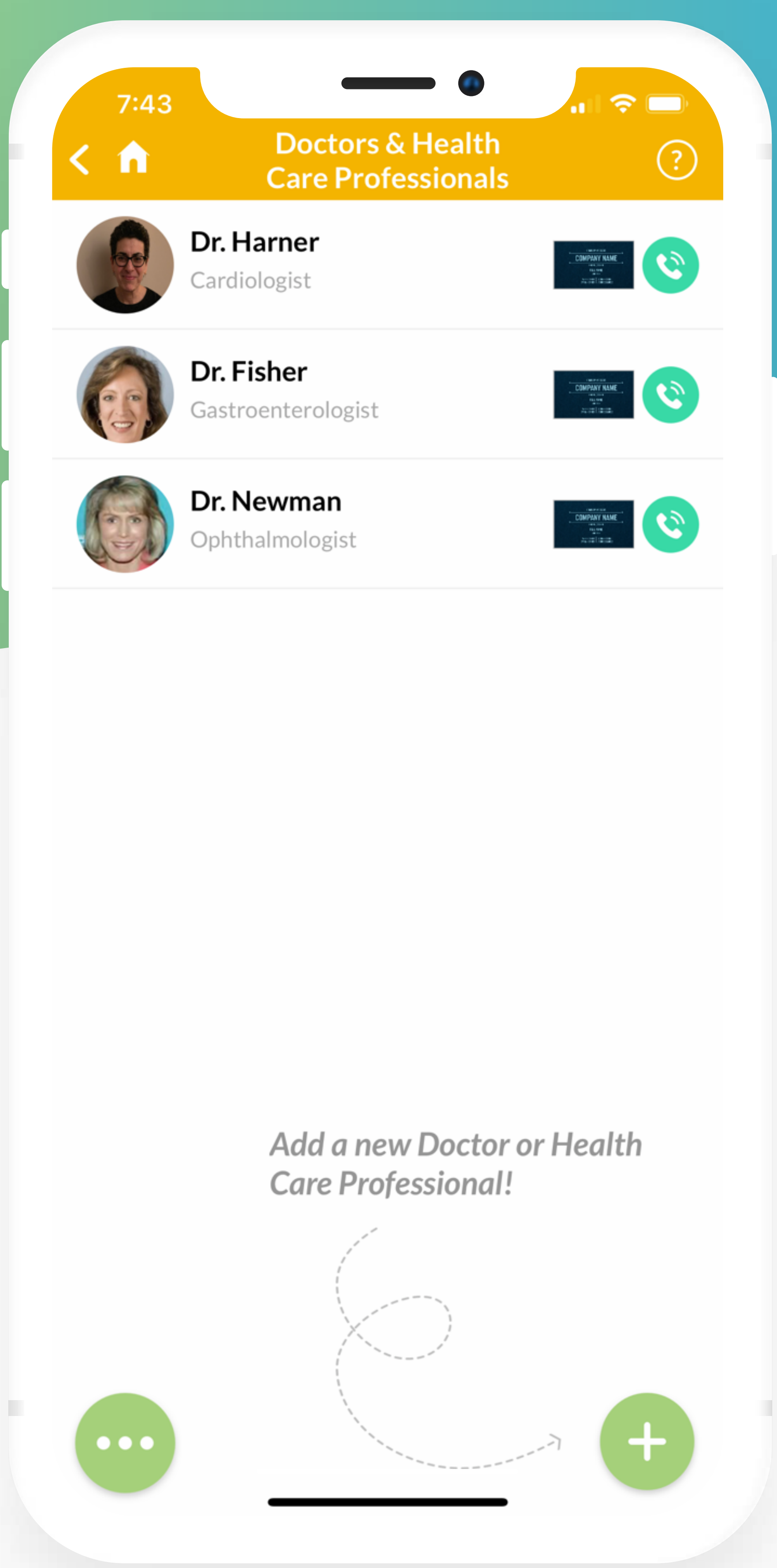
4. SPECIALTY CONTACTS



This section allows users to store important contact information (including business cards).

Users can view input, print and email a report of the entire section by clicking the green circle located on the bottom of the screen.

User instructions are available within each sub-section by clicking the QUESTION MARK on the top right side of the screen. To exit click the arrow back button on the top left side of the screen. To email the instructions click the share button on the top right side of the screen. To return to the dashboard, click the little house on the top left side of the screen.



Function. Allows users to keep their important contact information and the important contact information for each of their loved ones.

To Add Information. Click the PLUS button on the bottom right corner of the screen. If the person is in your contacts click the option - Add from Contacts. The minimum amount of information needed to complete this section is the physician's or other health care professional's name, his/her specialty, and phone number including type (e.g. mobile, home, office or fax). You can add more than one phone number by clicking the blue plus button.

Data Entry. Data is entered via free text and dropdown menus. You may use your phone's microphone to add certain data verbally. Dropdown menus are identified by the little grey arrow to the right of the line. Click anywhere on the line and the dropdown menu will open. For each dropdown menu we have included an "other" as the last option on the menu – if you click "other" a text box will open and you can add your information. Business cards can also be added.

To Save Input. Click the SAVE button on the top right side of the screen.

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View input and Reports. Users can view the input, print or email reports by clicking the green circle (with 3 white dots) located on the bottom of the screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

4.2 URGENT CARE, TELEMED, HOSPITALS, REHAB, AND HOME CARE

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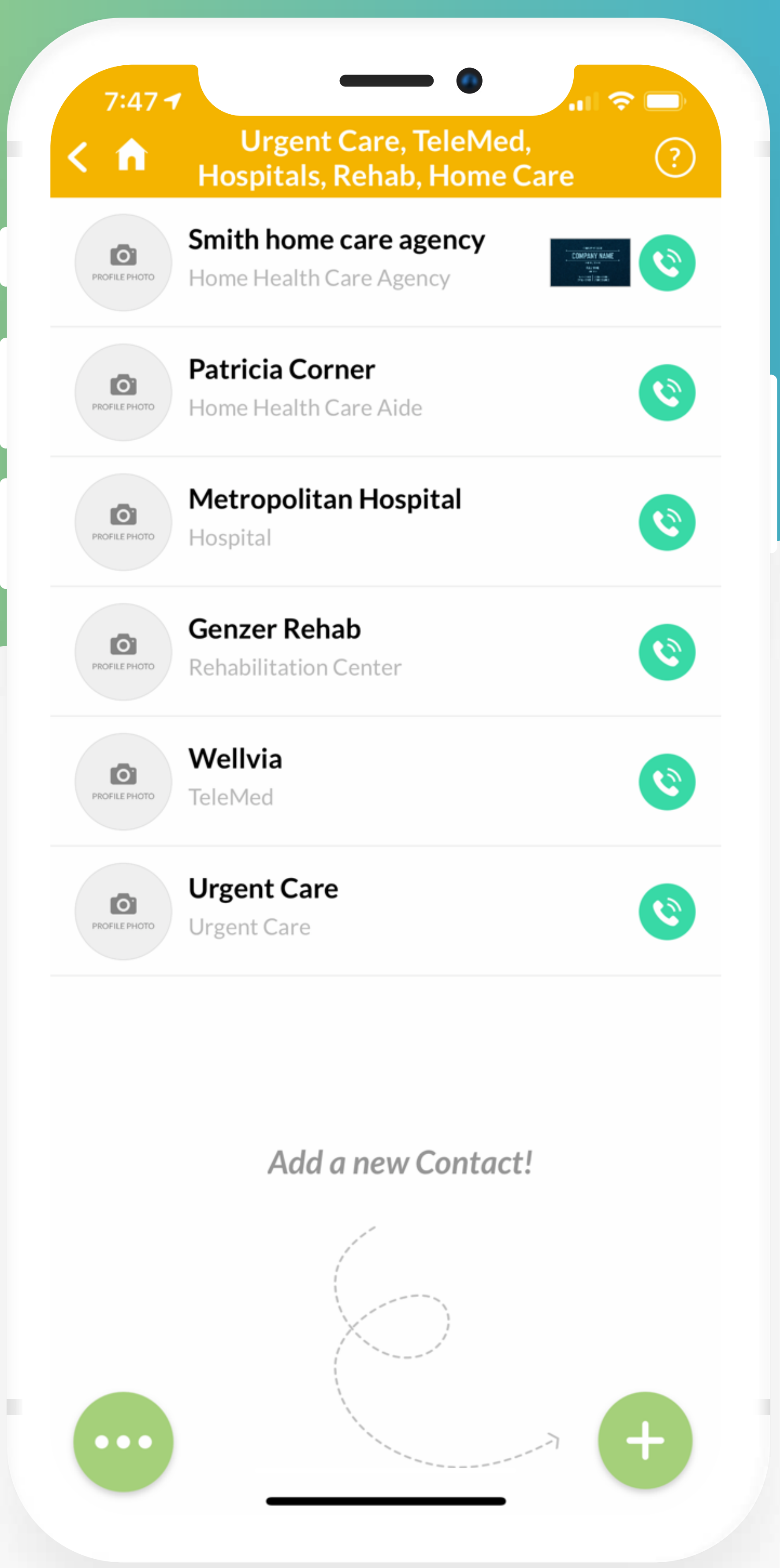

Function. Allows users to keep their important contact information and the important contact information for each of their loved ones.

To Add Information. Click the PLUS button on the bottom right corner of the screen. If the person is in your contacts click the option - Add from Contacts. The minimum amount of information you need to complete this section is the name of the entity, category, and phone number including type (e.g. mobile, home, office or fax). You can add more than one phone number by clicking the blue plus button.

Data Entry. Data is entered via free text and dropdown menus. You may use your phone's microphone to add certain data verbally. Dropdown menus are identified by the little grey arrow to the right of the line. Click anywhere on the line and the dropdown menu will open. For each dropdown menu we have included an "other" as the last option on the menu – if you click "other" a text box will open and you can add your information. Business cards can also be added.

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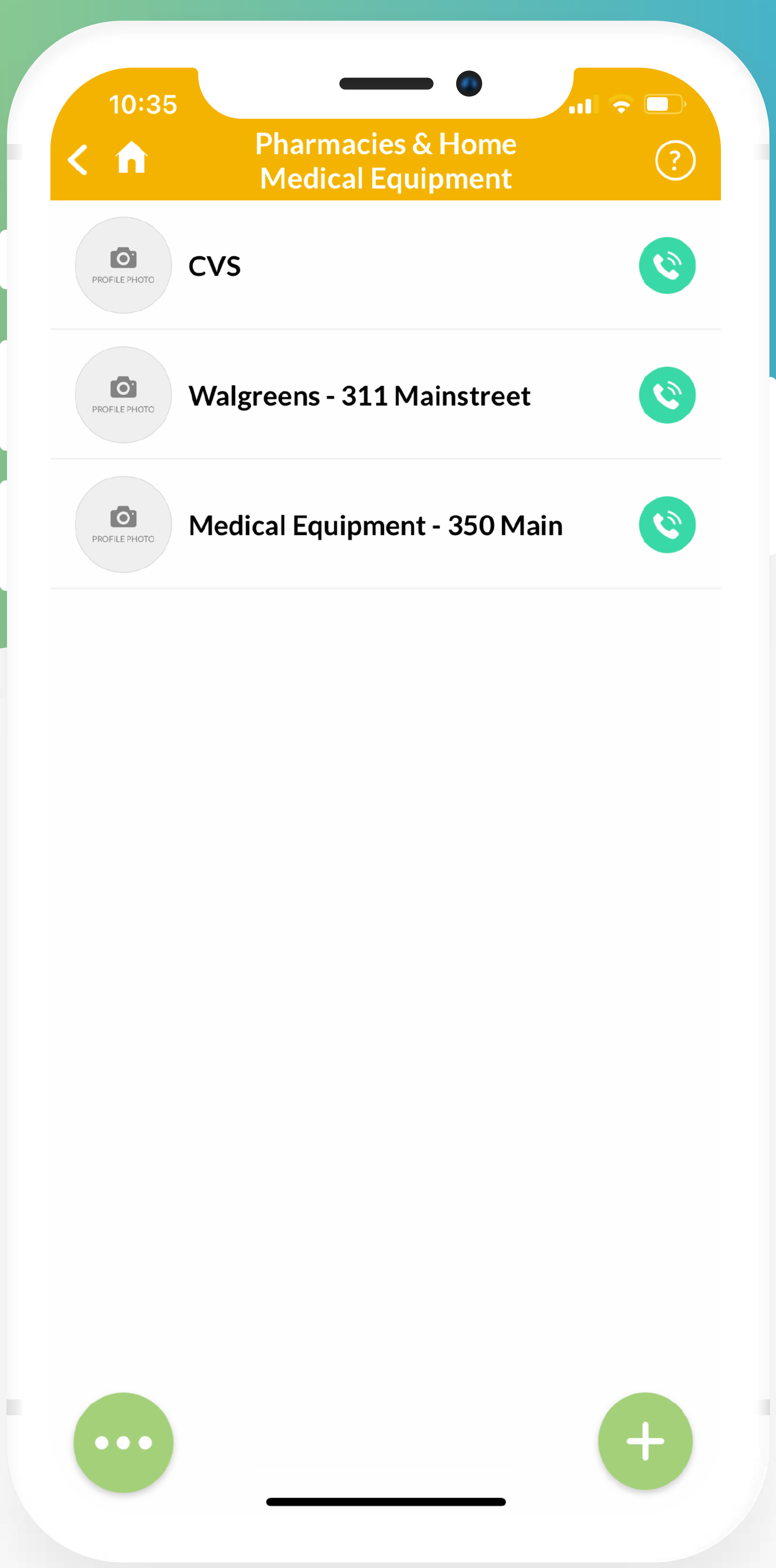
View input and Reports. Users can view the input, print or email reports by clicking the green circle (with 3 white dots) located on the bottom of the screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

4.3 PHARMACIES & HOSPITAL MEDICAL EQUIPMENT



Function. Allows users to keep their important contact information and the important contact information for each of their loved ones.

To Add Information. Click the PLUS button on the bottom right corner of the screen. If the person is in your contacts click the option - Add from Contacts. The minimum amount of information you need to complete this section is the name of the entity. To add a phone number you must include type (e.g. mobile, home, office or fax). You can add more than one phone number by clicking the blue plus button.

Data Entry. Data is entered via free text and dropdown menus. You may use your phone's microphone to add certain data verbally. Dropdown menus are identified by the little grey arrow to the right of the line. Click anywhere on the line and the dropdown menu will open. For each dropdown menu we have included an "other" as the last option on the menu – if you click "other" a text box will open and you can add your information. Business cards can also be added.

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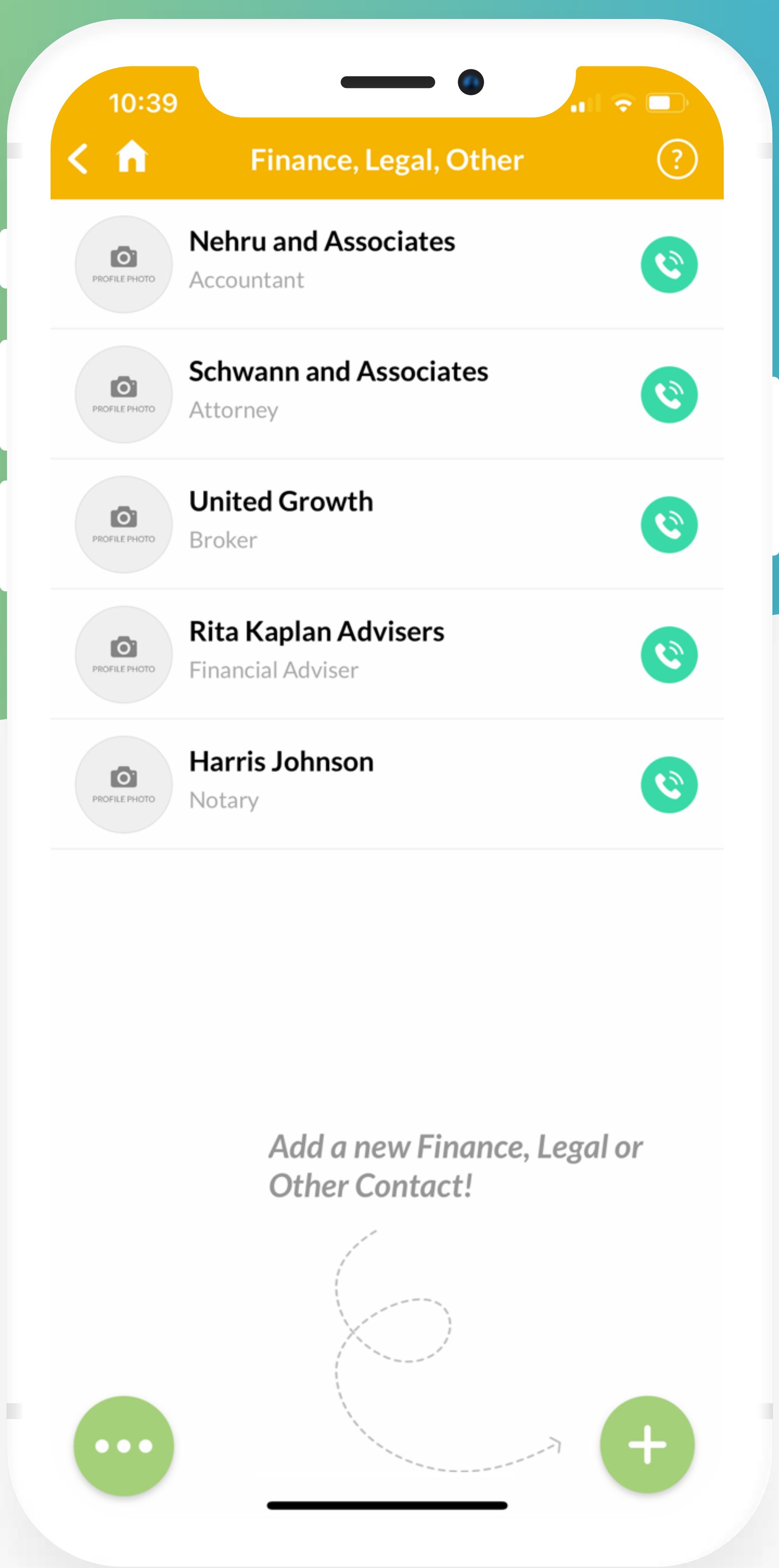
View input and Reports. Users can view the input, print or email reports by clicking the green circle (with 3 white dots) located on the bottom of the screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

4.4 FINANCE, LEGAL, OTHER



Function. Allows users to keep their important contact information and the important contact information for each of their loved ones.

To Add Information. Click the PLUS button on the bottom right corner of the screen. If the person is in your contacts click the option - Add from Contacts. The minimum amount of information you need to complete this section is the category, name of the entity and phone number including type (e.g. mobile, home, office or fax). You can add more than one phone number by clicking the blue plus button.

Data Entry. Data is entered via free text and dropdown menus. You may use your phone's microphone to add certain data verbally. Dropdown menus are identified by the little grey arrow to the right of the line. Click anywhere on the line and the dropdown menu will open. For each dropdown menu we have included an "other" as the last option on the menu – if you click "other" a text box will open and you can add your information. Business cards can also be added.

To Save Input. Click the SAVE button on the top right side of the screen.

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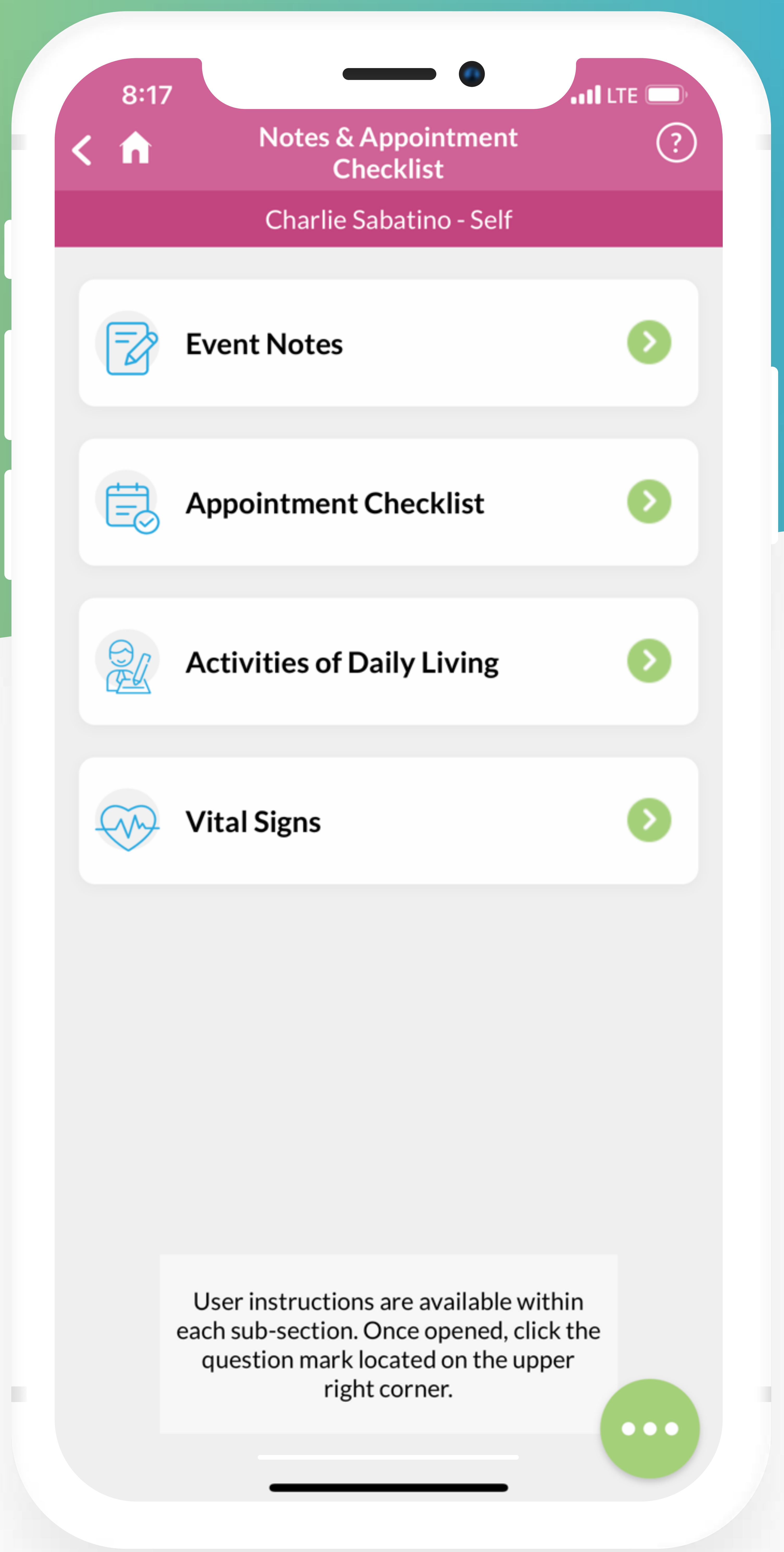
To Delete an Entry. From the summary screen, identify the entry to delete, them left swipe (start from the right side of the cell and swipe left).

View input and Reports. Users can view the input, print or email reports by clicking the green circle (with 3 white dots) located on the bottom of the screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

5. NOTES & APPOINTMENTS CHECKLIST

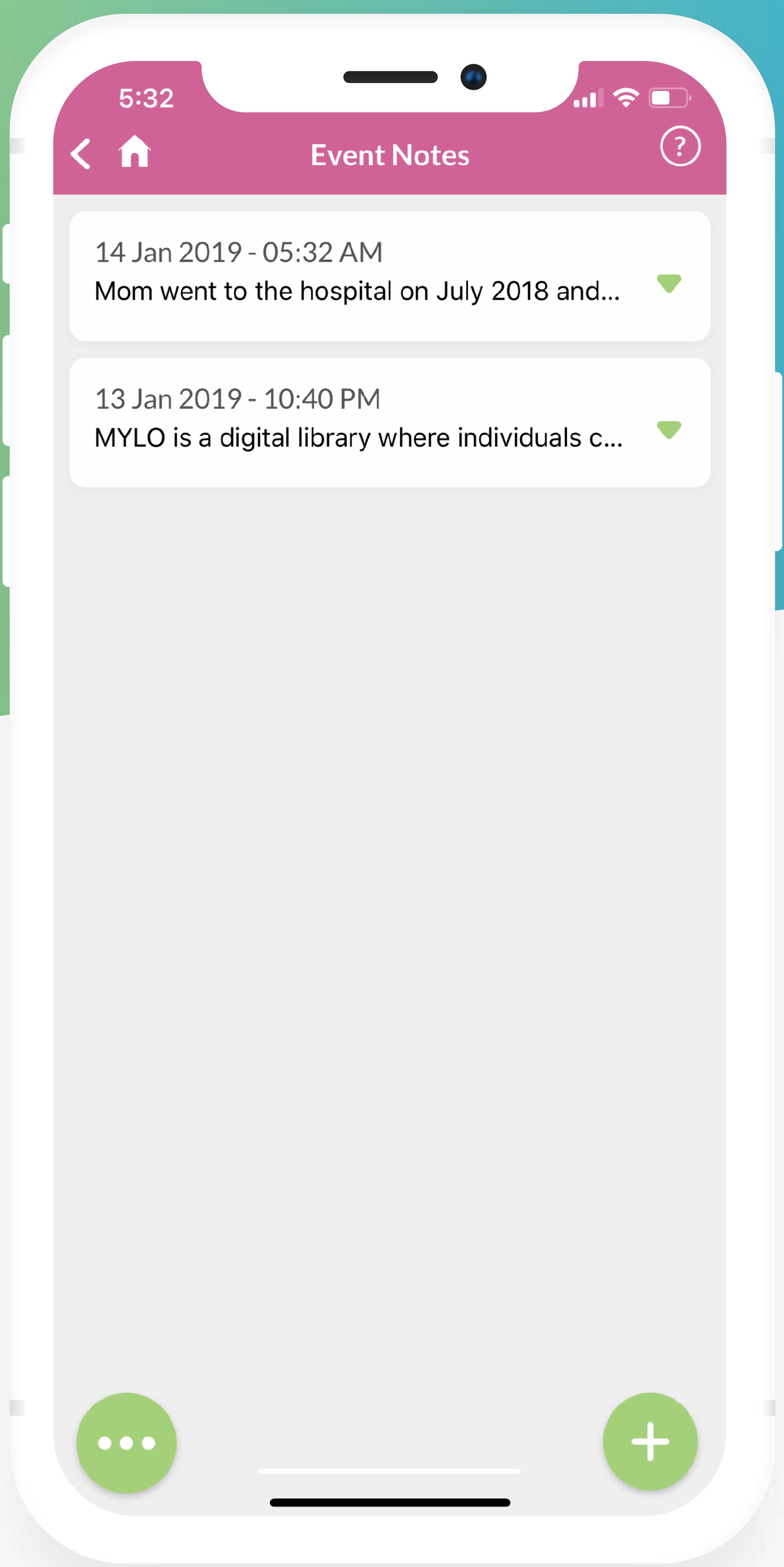


This section allows users to keep event notes, establish a routine appointment checklist along with completed dates, record progress of ADLs and IADLs, and maintain a summary history of vital signs.

Users can view input, print and email a report of the entire section by clicking the green circle located on the bottom of the screen.

User instructions are available within each sub-section by clicking the QUESTION MARK on the top right side of the screen. To exit click the arrow back button on the top left side of the screen. To email the instructions click the share button on the top right side of the screen. To return to the dashboard, click the little house on the top left side of the screen.

5.1 EVENT NOTES



Function. Allows users to keep a running record of particularly important notes. For example, what the doctor said, how you or your loved one felt at a particular time, time you took certain medicine.

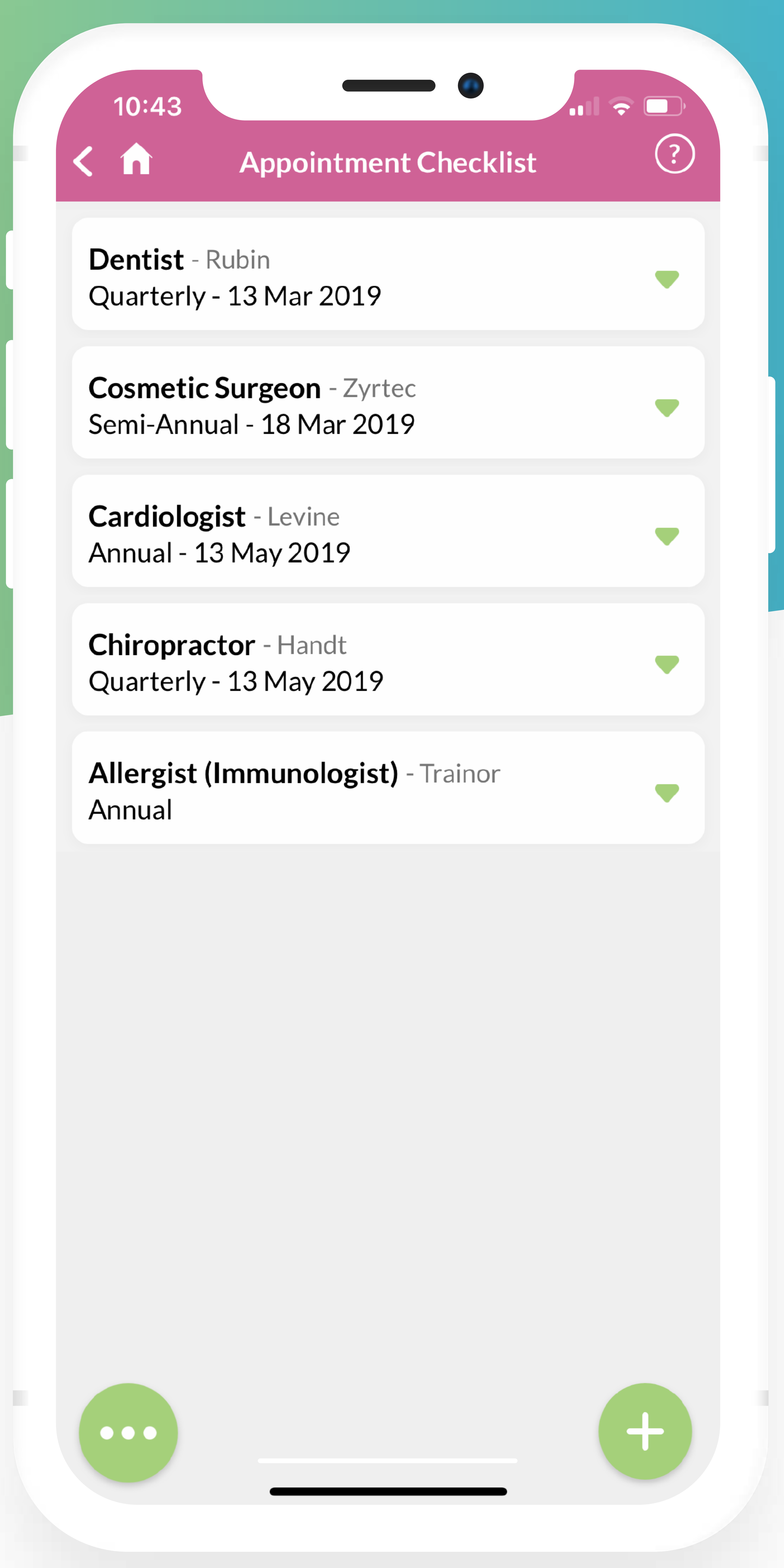
To Add Information. Click the PLUS button on the bottom right corner of the screen. Start typing your note. You may use your phone's microphone to add information verbally. The date and time will automatically be created. Once completed click SAVE.

Edit Function. To edit the note, click the green down arrow on the right of the note. You will see the "EDIT NOTE" function. Click, "EDIT NOTE" and type your changes. To save your edits click SAVE at the top right of the screen.

Delete Function. To delete the entry left swipe (right to left) the cell of your note. You will see the delete symbol (trash cash) – click it. You will be asked if you are sure you want to delete the record.

View input and Reports. Users can view the input, print or email reports by clicking the green circle (with 3 white dots) located on the bottom of the screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

5.2 APPOINTMENT CHECKLIST



Function. Allows users to create a master checklist of routine appointments (specialists and tests) and the dates of completion. The summary page contains name of appointment and the last completion date.

To Add an Appointment. Click the PLUS button on the bottom right corner of the screen.
Click the first line – "Type Specialist or Test". Choose a Specialist or Test. For each dropdown menu we have included an "other" as the last option on the menu – if you click "other" a text box will open and you can add your information. The minimum amount of information you need to complete this section is the category and frequency.

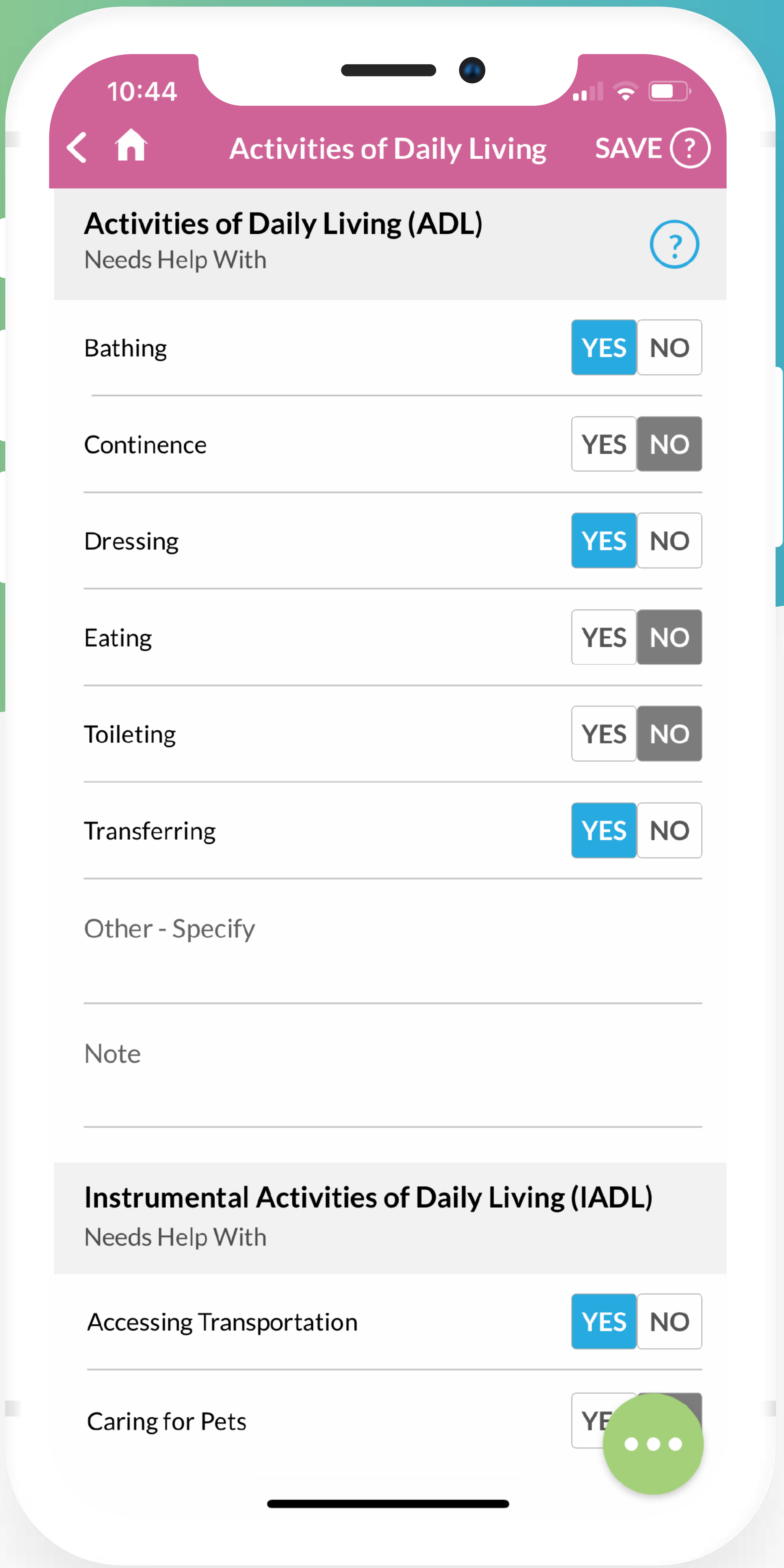
To Add a Completion Date. Add the Completed Date(s) by clicking the green down ARROW on the right of the appointment then click ADD NEW and enter the date. The information will automatically be saved. Click the up ARROW to close the cell.

Edit Function. Edit the Appointment by clicking the green down ARROW on the right of the appointment. You will see the edit button - click and edit the appointment. Once completed click the SAVE button at the top right corner of the screen.

Delete Function. To delete the entry left swipe (right to left). You will see the delete symbol (trash can) - click it. You will be asked if you are sure you want to delete the record.

View input and Reports. Users can view the input, print or email reports by clicking the green circle (with 3 white dots) located on the bottom of the screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

5.3 ACTIVITIES OF DAILY LIVING

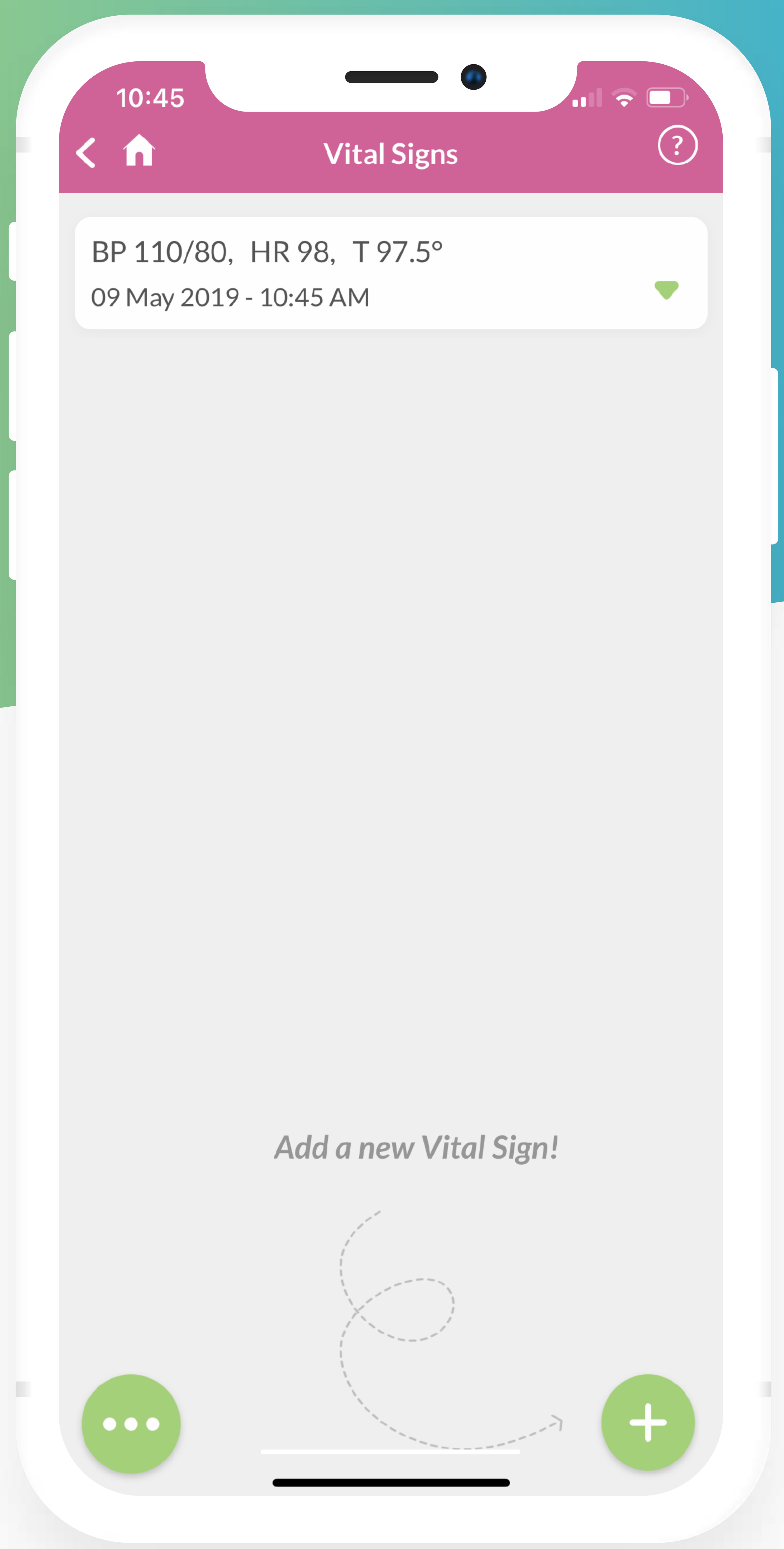


Function. Allows users to keep a record of any patterns or progress and can help in early detection of upcoming critical situations.

To Add or Edit Information. Swipe yes or no and use the note functionality. Click SAVE to store the information.

View input and Reports. Users can view the input, print or email reports by clicking the green circle (with 3 white dots) located on the bottom of the screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

5.4 VITAL SIGNS



Function. Allows users to keep a summary of their vital signs and monitor important changes.
Users choose which vital sign they want to store. The summary page includes the most popular BP, HR, and TEMP.

To Add Information. Click the PLUS button on the bottom right corner of the screen.
Data is entered via free text. You can use your phone's microphone to add certain data verbally. We recommend adding the location, date and time of the test.

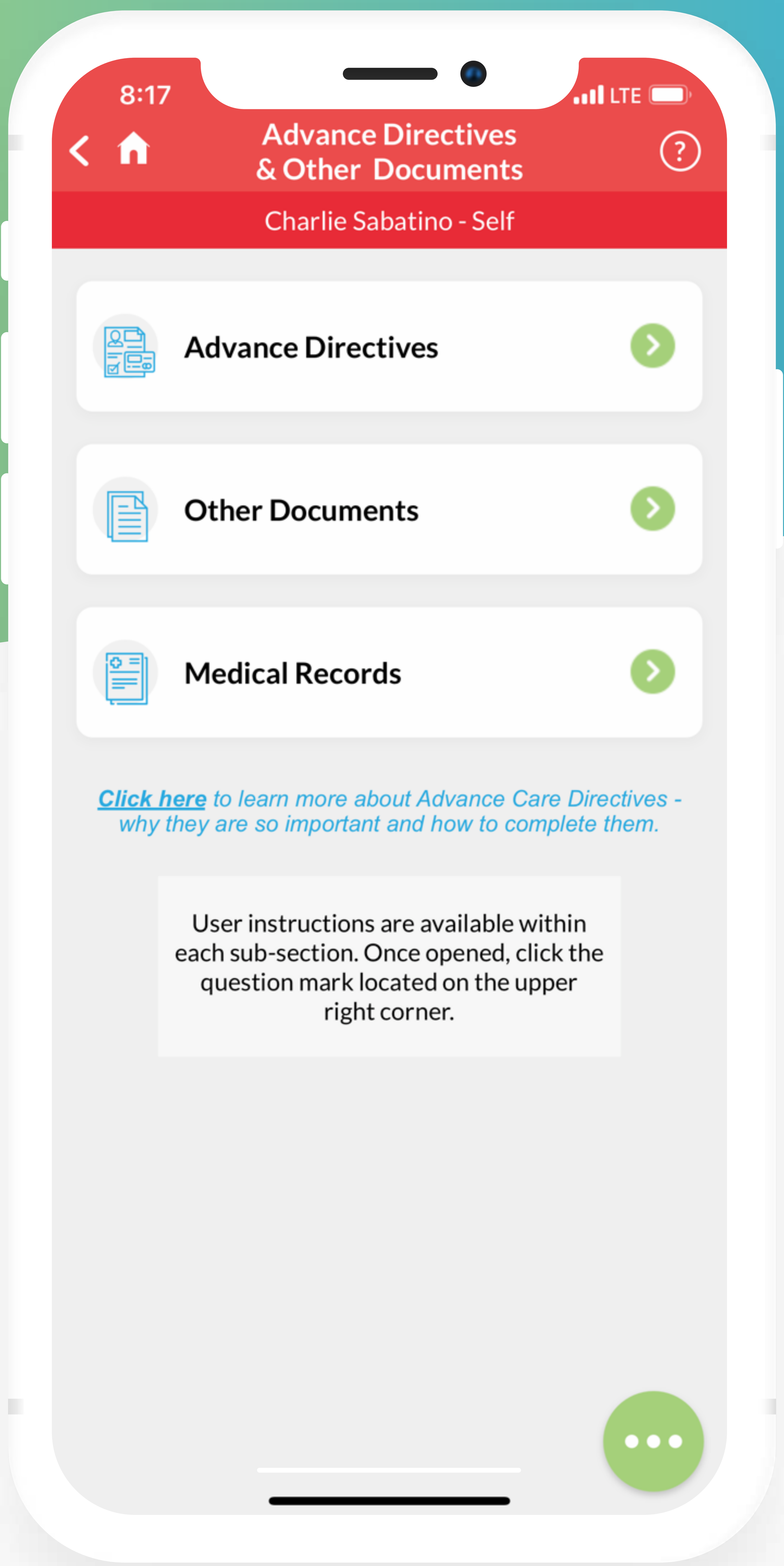
To Save Input. Click the SAVE button on the top right side of the screen.

Edit Function. Edit the Vital Signs by clicking the green down ARROW on the right of the entry. This will show the edit button, click it to edit the vital sign. To save your edits click the SAVE at the top right of the screen.

Delete Function. To delete the entry left swipe (right to left) the summary cell. This will bring up the delete button.

View input and Reports. Users can view the input, print or email reports by clicking the green circle (with 3 white dots) located on the bottom of the screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

6. ADVANCE DIRECTIVES & OTHER DOCUMENTS

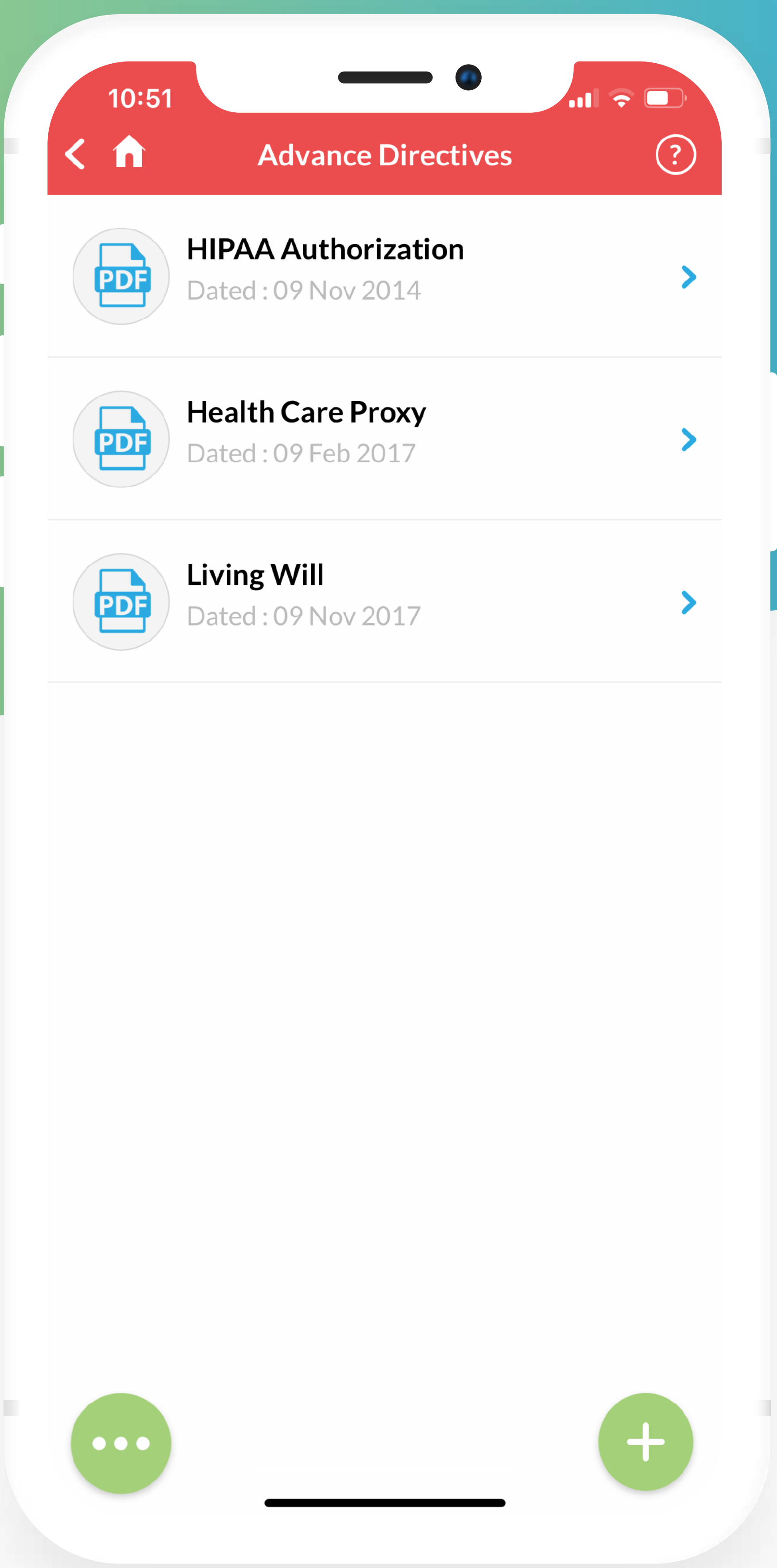


This section allows users to store important documents. Currently the only documents that can be uploaded are pdf's. We are working on other formats such as excel, word, txt, jpg, and video.

Users can view input, print and email a report of the entire section by clicking the green circle located on the bottom of the screen.

User instructions are available within each sub-section by clicking the QUESTION MARK on the top right side of the screen. To exit click the arrow back button on the top left side of the screen. To email the instructions click the share button on the top right side of the screen. To return to the dashboard, click the little house on the top left side of the screen.

6.1 ADVANCE DIRECTIVES



Function. Allows users to keep a copy of their Advance Directives as well as copies of their loved ones documents. Currently the only documents that can be uploaded are pdf's. We are working on other formats such as excel, word, txt, jpg, and video.

To Add a Document. Click the PLUS button on the bottom right corner of the screen.
Click the ATTACH FILE button at the top of the screen and select the location of the file. Choose the file. A message should appear identifying the name of the file and say, "Name of File Selected". Click SAVE on the upper right side of the screen. The minimum amount of information needed is Document Description and Document Date. To edit the document, click the blue pencil and upload a new document or delete the entire entry (see Delete Entry below).

To Add a Document from your Email. If the document is in your email, go to your email account and choose the PDF and click on it. After it opens, click the forward button and scroll to find MYLO. Choose the specific profile and section for the upload. There is a "how-to" video in the Menu.

Data Entry. Data is entered via free text and dropdown menus. You may use your phone's microphone to add certain data verbally. Dropdown menus are identified by the little grey arrow to the right of the line. Click anywhere on the line and the dropdown menu will open. For each dropdown menu we have included an "other" as the last option on the menu – if you click "other" a text box will open and you can add your information.

To Save Input. Click the SAVE button on the top right side of the screen.

Summary Data Screen. After a document is stored the User will be brought to the Summary Screen. The user can view, print or email a Summary Report of all documents stored in the section by clicking the green button on the bottom of the screen. (The specific document can be viewed or shared only if working inside the cell – see View Document below).

Delete Entry. From the summary screen swipe right to left on applicable cell of the document.

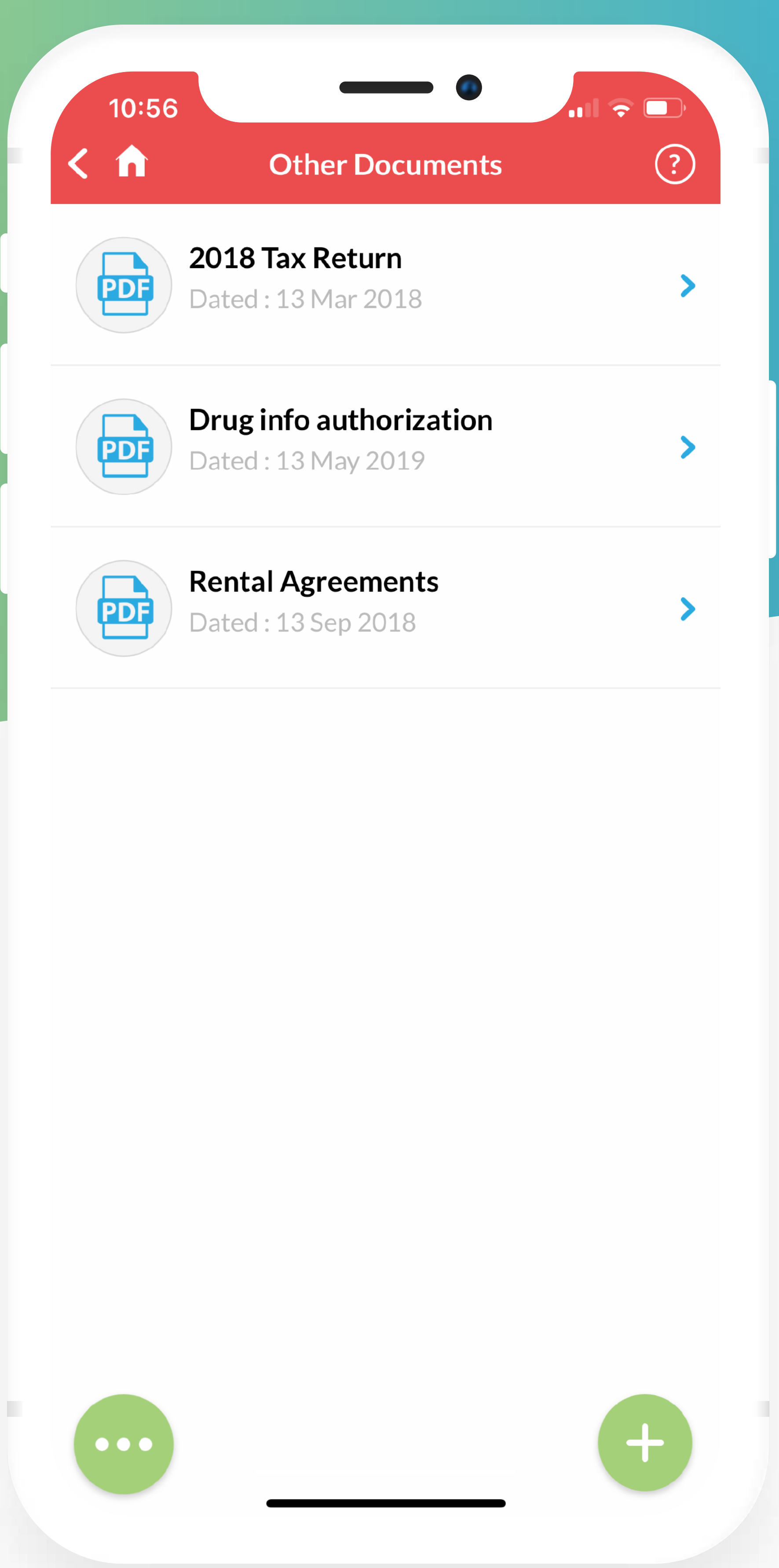
Edit Entry. From the summary screen, click on the cell of the document and make changes. To save your edits click the SAVE on the top right side of the screen.

View Document. Click the green circle (with 3 white dots) located on the bottom of the screen and then click View Document.

Email or Fax Document. Click the green circle (with 3 white dots) located on the bottom of the screen and then click Email or Fax Document.

Faxing a Document. Users should only send documents via fax to meet an organizations, (e.g. health, insurance) HIPAA requirements. Users can receive notification that the fax was received by including a Reply Email Address. The fax will be sent immediately, but the machine you are sending to may be turned off or very busy. If a reply is not received within 20 minutes, check the fax number and resend.

6.2 OTHER DOCUMENTS



Function. Allows users to keep copies of important documents, and to categorize them accordingly. Currently the only documents that can be uploaded are PDF's. We are working on other formats such as excel, word, txt, jpg, and video.

To Add a Document. Click the PLUS button on the bottom right corner of the screen.
Click the ATTACH FILE button at the top of the screen and select the location of the file. Choose the file. A message should appear identifying the name of the file and say, "Name of File Selected". Click SAVE on the upper right side of the screen. The minimum amount of information needed is Document Category, Document Description, and Document Date. To edit the document, click the blue pencil and upload a new document or delete the entire entry (see Delete Entry below).

To Add a Document from your Email. If the document is in your email, go to your email account and choose the PDF and click on it. After it opens, click the forward button and scroll to find MYLO. Choose the specific profile and section for the upload. There is a "how-to" video in the Menu.

Data Entry. Data is entered via free text and dropdown menus. You may use your phone's microphone to add certain data verbally. Dropdown menus are identified by the little grey arrow to the right of the line. Click anywhere on the line and the dropdown menu will open. For each dropdown menu we have included an "other" as the last option on the menu – if you click "other" a text box will open and you can add your information.

To Save Input. Click the SAVE button on the top right side of the screen.

Summary Data Screen. After a document is stored the User will be brought to the Summary Screen. The user can view, print or email a Summary Report of all documents stored in the section by clicking the green button on the bottom of the screen. (The specific document can be viewed or shared only if working inside the cell – see View Document below).

Delete Entry. From the summary screen swipe right to left on applicable cell of the document.

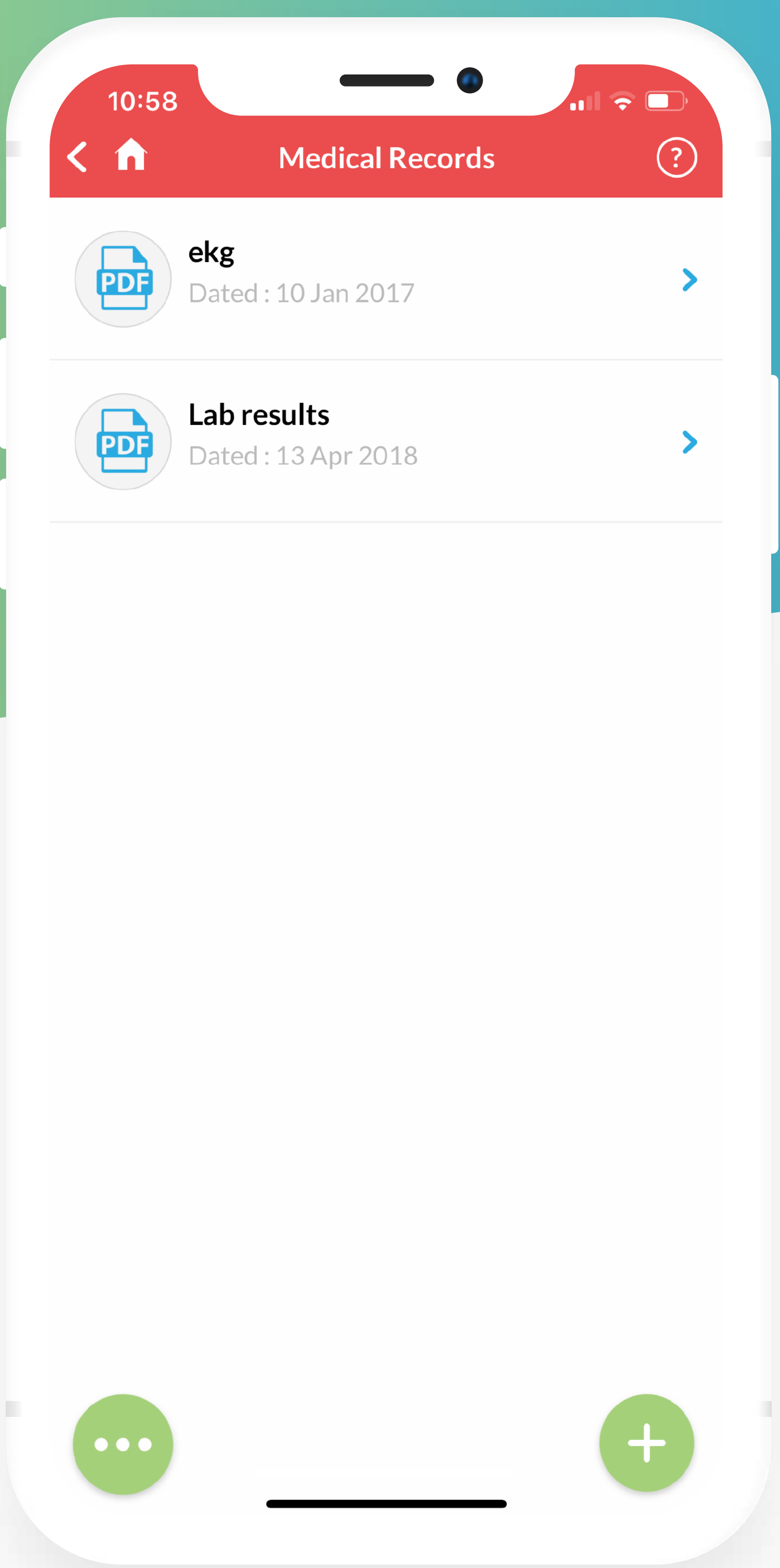
Edit Entry. From the summary screen, click on the cell of the document and make changes. To save your edits click the SAVE on the top right side of the screen.

View Document. Click the green circle (with 3 white dots) located on the bottom of the screen and then click View Document.

Email or Fax Document. Click the green circle (with 3 white dots) located on the bottom of the screen and then click Email or Fax Document.

Faxing a Document. Users should only send documents via fax to meet an organizations' HIPAA requirements, (e.g. health, insurance). Users can receive notification that the fax was received by including a Reply Email Address. The fax will be sent immediately, but the machine you are sending to may be turned off or very busy. If a reply is not received within 20 minutes, check the fax number and resend.

6.3 MEDICAL RECORDS



Function. Allows users to keep copies of important documents. Currently the only documents that can be uploaded are PDF's. We are working on other formats such as excel, word, txt, jpg, and video.

To Add a Document. Click the PLUS button on the bottom right corner of the screen.
Click the ATTACH FILE button at the top of the screen and select the location of the file. Choose the file. A message should appear identifying the name of the file and say, "Name of File Selected". Click SAVE on the upper right side of the screen. The minimum amount of information needed is Document Description and Document Date. To edit the document, click the blue pencil and upload a new document or delete the entire entry (see Delete Entry below).

To Add a Document from your Email. If the document is in your email, go to your email account and choose the PDF and click on it. After it opens, click the forward button and scroll to find MYLO. Choose the specific profile and section for the upload. There is a "how-to" video in the Menu.

Data Entry. Data is entered via free text. You may use your phone's microphone to add certain data verbally.

To Save Input. Click the SAVE button on the top right side of the screen.

Summary Data Screen. After a document is stored the User will be brought to the Summary Screen. The user can view, print or email a Summary Report of all documents stored in the section by clicking the green button on the bottom of the screen. (The specific document can be viewed or shared only if working inside the cell – see View Document below).

Delete Entry. From the summary screen swipe right to left on applicable cell of the document.

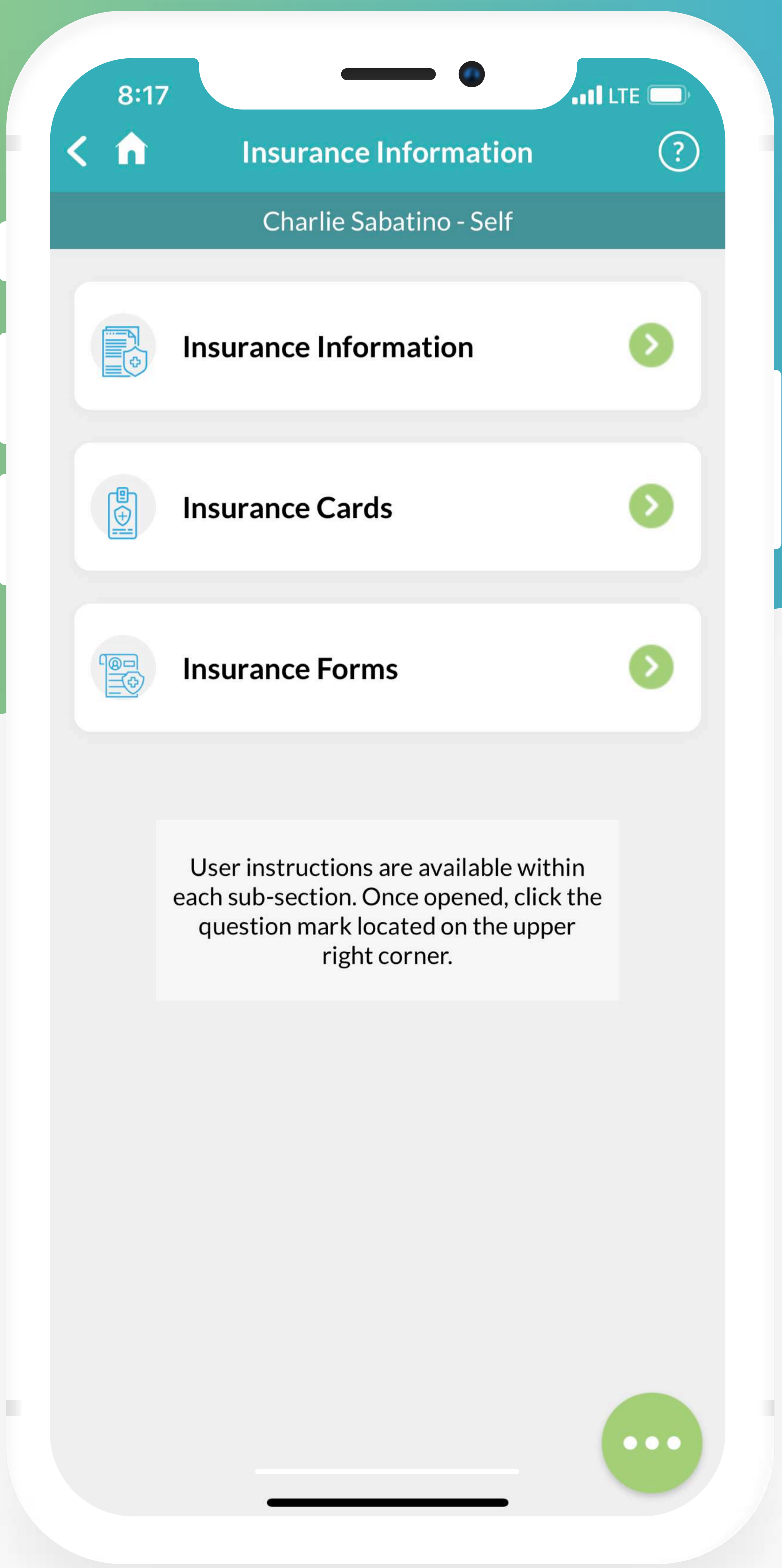
Edit Entry. From the summary screen, click on the cell of the document and make changes. To save your edits click the SAVE on the top right side of the screen.

View Document. Click the green circle (with 3 white dots) located on the bottom of the screen and then click View Document.

Email or Fax Document. Click the green circle (with 3 white dots) located on the bottom of the screen and then click Email or Fax Document.

Faxing a Document. Users should only send documents via fax to meet an organizations' HIPAA requirements, (e.g. health, insurance). Users can receive notification that the fax was received by including a Reply Email Address. The fax will be sent immediately, but the machine you are sending to may be turned off or very busy. If a reply is not received within 20 minutes, check the fax number and resend.

7. INSURANCE

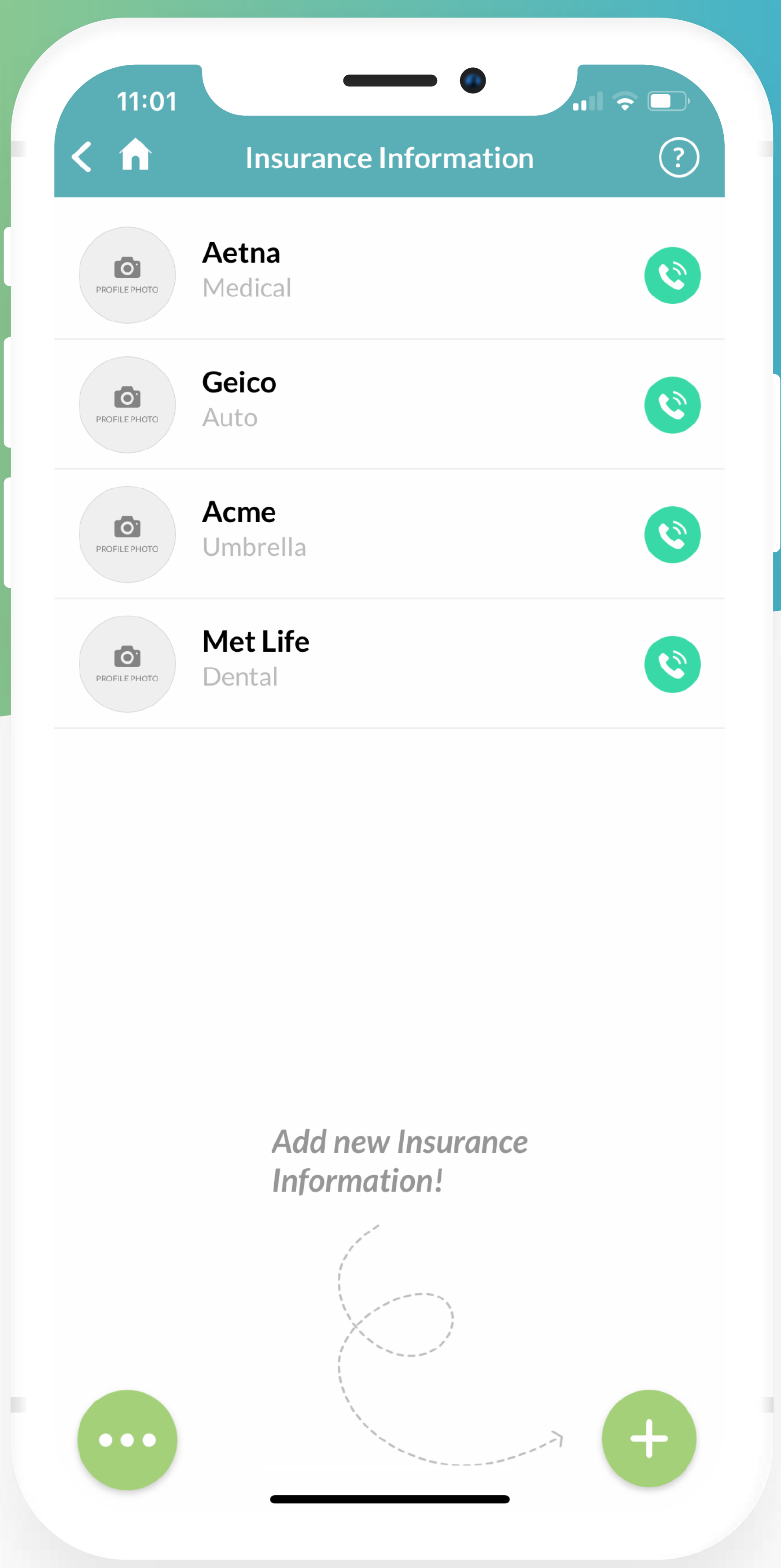


This section allows users to store insurance information, cards and forms. Currently the only documents that can be uploaded are PDF's. We are working on other formats such as excel, word, txt, jpg, and video.

Users can view input, print and email a report of the entire section by clicking the green circle located on the bottom of the screen.

User instructions are available within each sub-section by clicking the QUESTION MARK on the top right side of the screen. To exit click the arrow back button on the top left side of the screen. To email the instructions click the share button on the top right side of the screen. To return to the dashboard, click the little house on the top left side of the screen.

7.1 INSURANCE INFORMATION



Function. Allows users to keep information about their insurance coverage and names of agents.

To Add Information. Click the PLUS button on the bottom right corner of the screen. If the company or person is in your contacts click the option - Add from Contacts. The minimum amount of information you need to complete this section is the name of the entity, type of insurance, and phone number (including type e.g. mobile, home, office or fax). You can add more than one phone number by clicking the blue plus button.

Data Entry. Data is entered via free text and dropdown menus. You may use your phone's microphone to add certain data verbally. Dropdown menus are identified by the little grey arrow to the right of the line. Click anywhere on the line and the dropdown menu will open. For each dropdown menu we have included an "other" as the last option on the menu – if you click "other" a text box will open and you can add your information. Business cards can also be added.

To Save Input. Click the SAVE button on the top right side of the screen.

Profile Photo: To add a Photo click anywhere in the circle, then click "take picture" or "gallery" choose the photo then click SAVE. To edit or delete the photo click the pencil.

Adding a Business Card. The last entry on the screen allows the User to add a business card. Click ADD CARD or the blue pencil and further instructions will pop-up. Click SAVE on the top right of the screen when you are done. To forward the card, click on the card and click the share symbol on the top right of the screen. To edit the card, click the pencil and follow the directions on the screen.

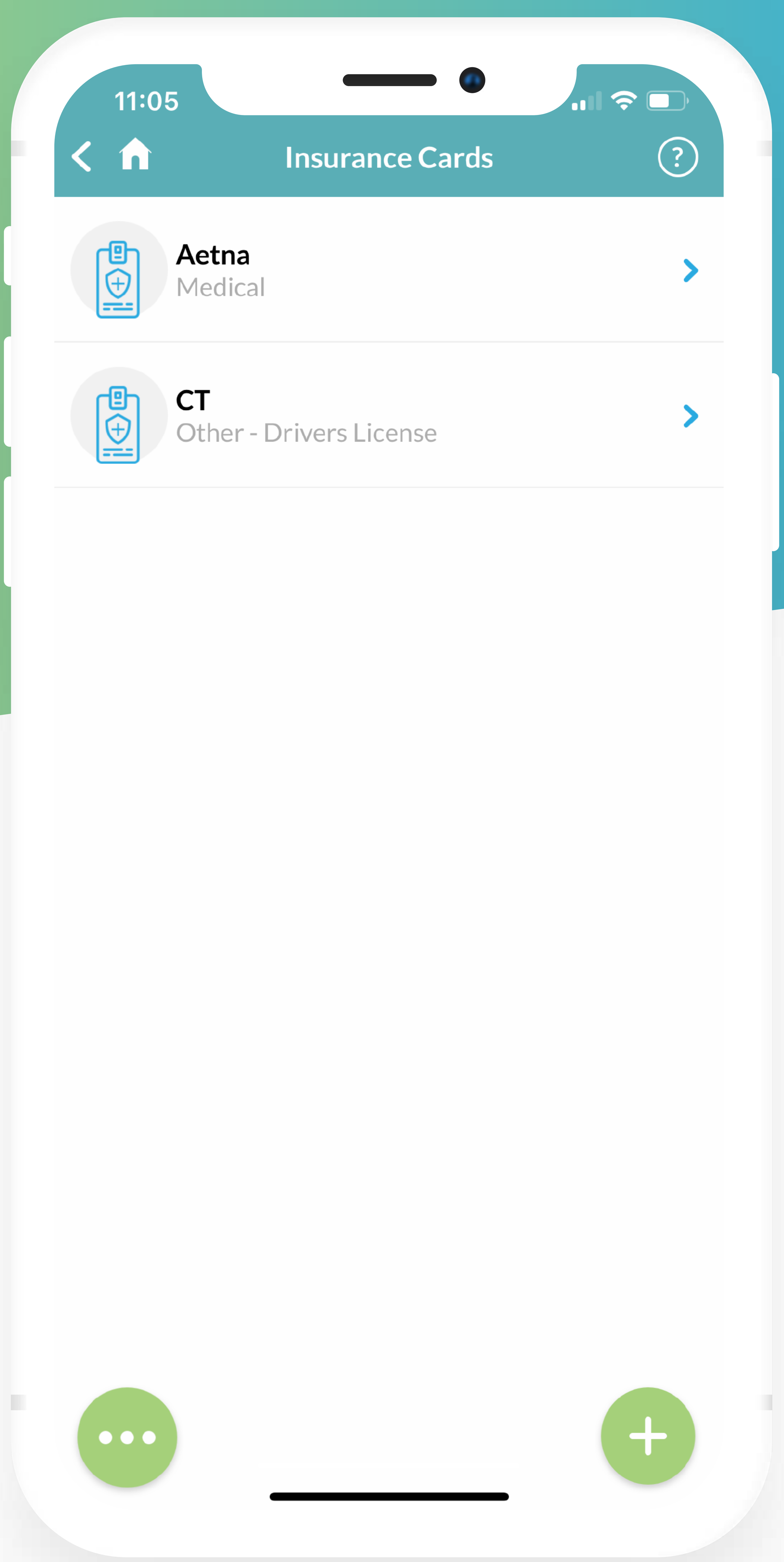
Summary Screen. MYLO provides Users with a summary screen. To edit information, click the cell of the contact. Make changes and then click SAVE on the top right side of the screen. When you click SAVE, Users will be brought back to the summary page.

Automated Phone Calls. From the summary screen, click the picture of the phone.

To Delete an Entry. From the summary screen, identify the entry to delete, them left swipe (start from the right side of the cell and swipe left).

View input and Reports. Users can view the input, print or email reports by clicking the green circle (with 3 white dots) located on the bottom of the summary screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

7.2 INSURANCE CARDS



Function. Allows users to keep photos of their insurance cards.

Add a Card. Click the PLUS button on the bottom right corner of the screen.
Enter the name of the Provider and Type of Insurance and click SAVE on the top right side of the screen.

Picture. To take a picture of your insurance card (front and back). Click the ADD CARD button. It is recommended that you hold your phone horizontal when taking a picture of the card. Once saved, click on the picture of the card for a closer view. Use the share function on the top right of the screen to send via email. Arrow back to get to the summary screen. To edit the picture of the card, click the blue pencil.

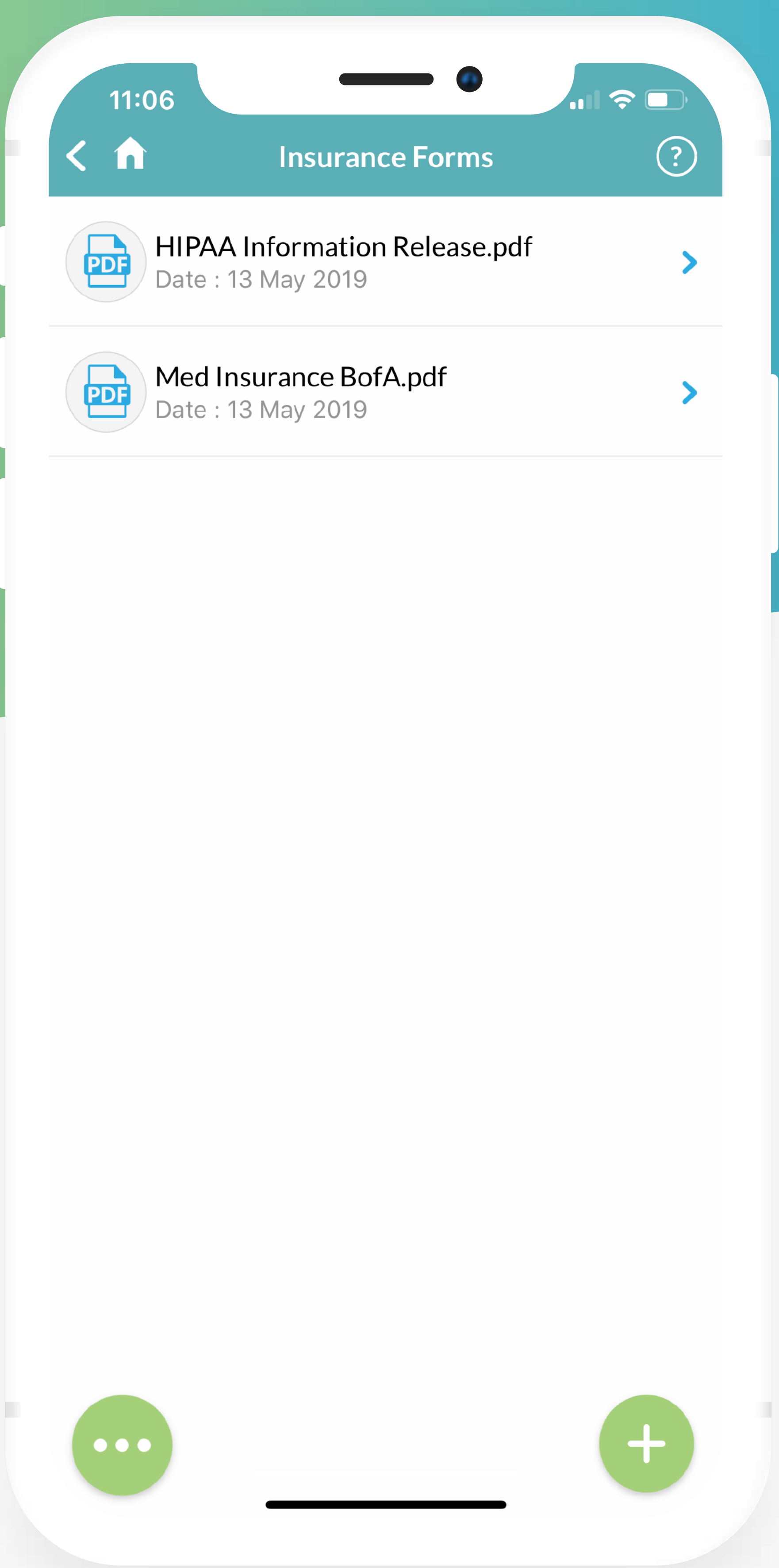
Save Input. To save your information click the SAVE on the top right side of the screen.

Edit Entry. To edit information, click the cell of the added card. To save your edits click the SAVE again.

Delete Entry. To delete the entry swipe right to left on the cell of the card.

View input and Reports. Users can view the input, print or email Summary Reports by clicking the green circle (with 3 white dots) located on the bottom of the summary screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

7.3 INSURANCE FORMS



Function. Allows users to keep a copies of insurance forms. Currently the only documents that can be uploaded are PDF's. We are working on other formats such as excel, word, txt, jpg, and video.

To Add a Form. Click the PLUS button on the bottom right corner of the screen.
Click the ATTACH FILE button at the top of the screen and select the location of the file. Choose the file. To edit the document, click the blue pencil and upload a new document or delete the entire entry (see Delete Entry below).

To Add a Document from your Email. If the document is in your email, go to your email account and choose the PDF and click on it. After it opens, click the forward button and scroll to find MYLO. Choose the specific profile and section for the upload. There is a "how-to" video in the Menu.

To Save Input. Click the SAVE button on the top right side of the screen.

Summary Data Screen. After a document is stored the User will be brought to the Summary Screen. The user can view, print or email a Summary Report of all documents stored in the section by clicking the green button on the bottom of the screen. (The specific document can only be viewed or shared if working inside the cell – see View Document below).

Delete Entry. From the summary screen swipe right to left on applicable cell of the document.

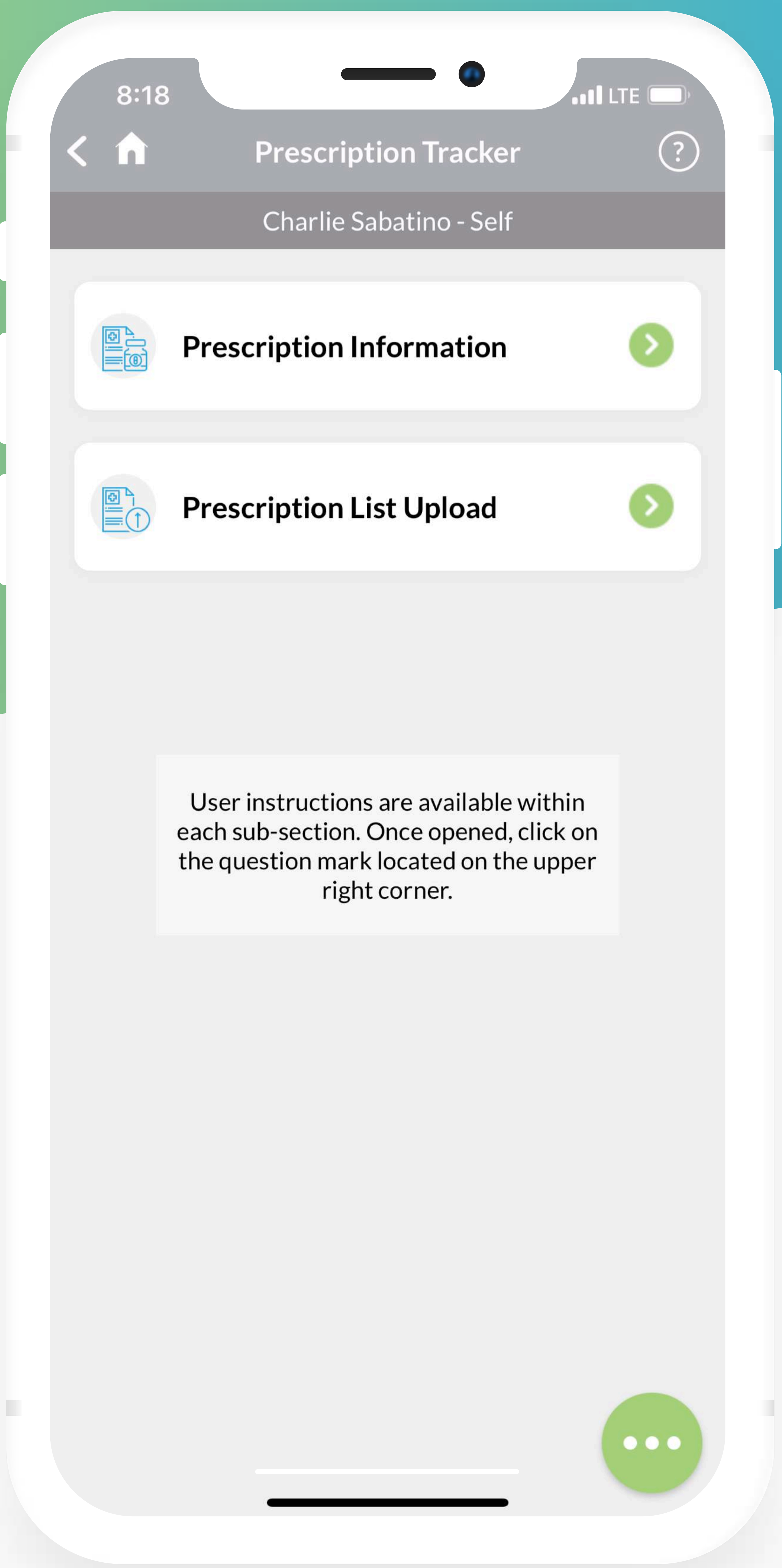
Edit Entry. From the summary screen, click on the cell of the document and make changes by clicking the blue pencil. To save your edits click the SAVE on the top right side of the screen.

View Document. Click the green circle (with 3 white dots) located on the bottom of the screen and then click View Document.

Email or Fax Document. Click the green circle (with 3 white dots) located on the bottom of the screen and then click Email or Fax Document.

Faxing a Document. Users should only send documents via fax to meet an organizations' HIPAA requirements (e.g. health, insurance). Users can receive notification that the fax was received by including a Reply Email Address. The fax will be sent immediately, but the machine you are sending to may be turned off or very busy. If a reply is not received within 20 minutes, check the fax number and resend.

8. PRESCRIPTION TRACKER

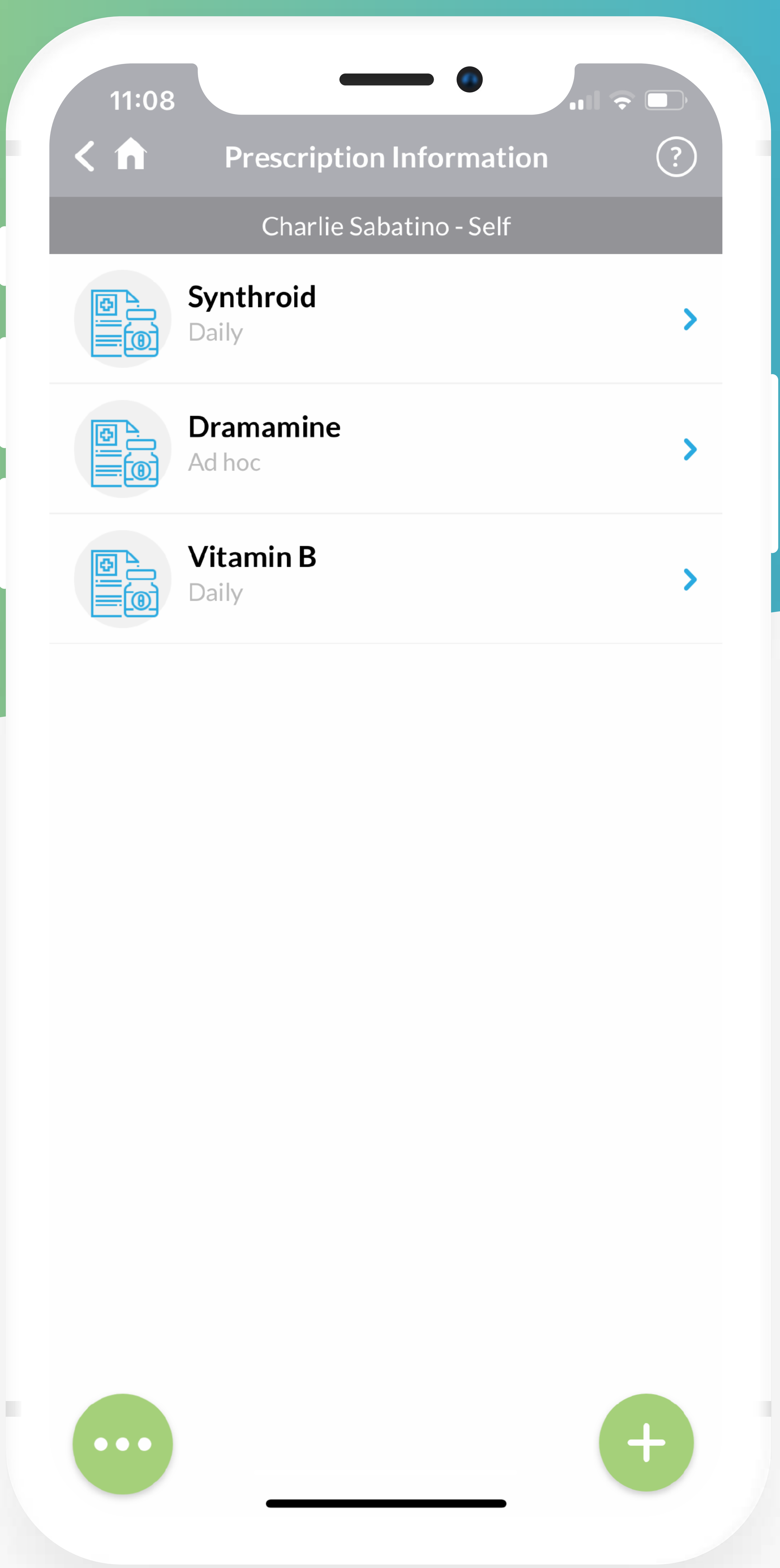


This section allows users to store individual prescriptions, take pictures of their prescriptions and pills, as well as upload a list of prescriptions. Currently the only documents that can be uploaded are PDF's. We are working on other formats such as excel, word, txt, jpg, and video.

Users can view input, print and email a report of the entire section by clicking the green circle located on the bottom of the screen.

User instructions are available within each sub-section by clicking the QUESTION MARK on the top right side of the screen. To exit click the arrow back button on the top left side of the screen. To email the instructions click the share button on the top right side of the screen. To return to the dashboard, click the little house on the top left side of the screen.

8.1 PRESCRIPTION INFORMATION



Function. Allows users to store information about their prescriptions as well as pictures of the prescription and pills.

To Add Information. Click the PLUS button on the bottom right corner of the screen. The minimum amount of information you need to complete this section is the name of the medication or supplement and the frequency of use.

Data Entry. Data is entered via free text. You may use your phone's microphone to add certain data verbally.

To Save Input. Click the SAVE button on the top right side of the screen.

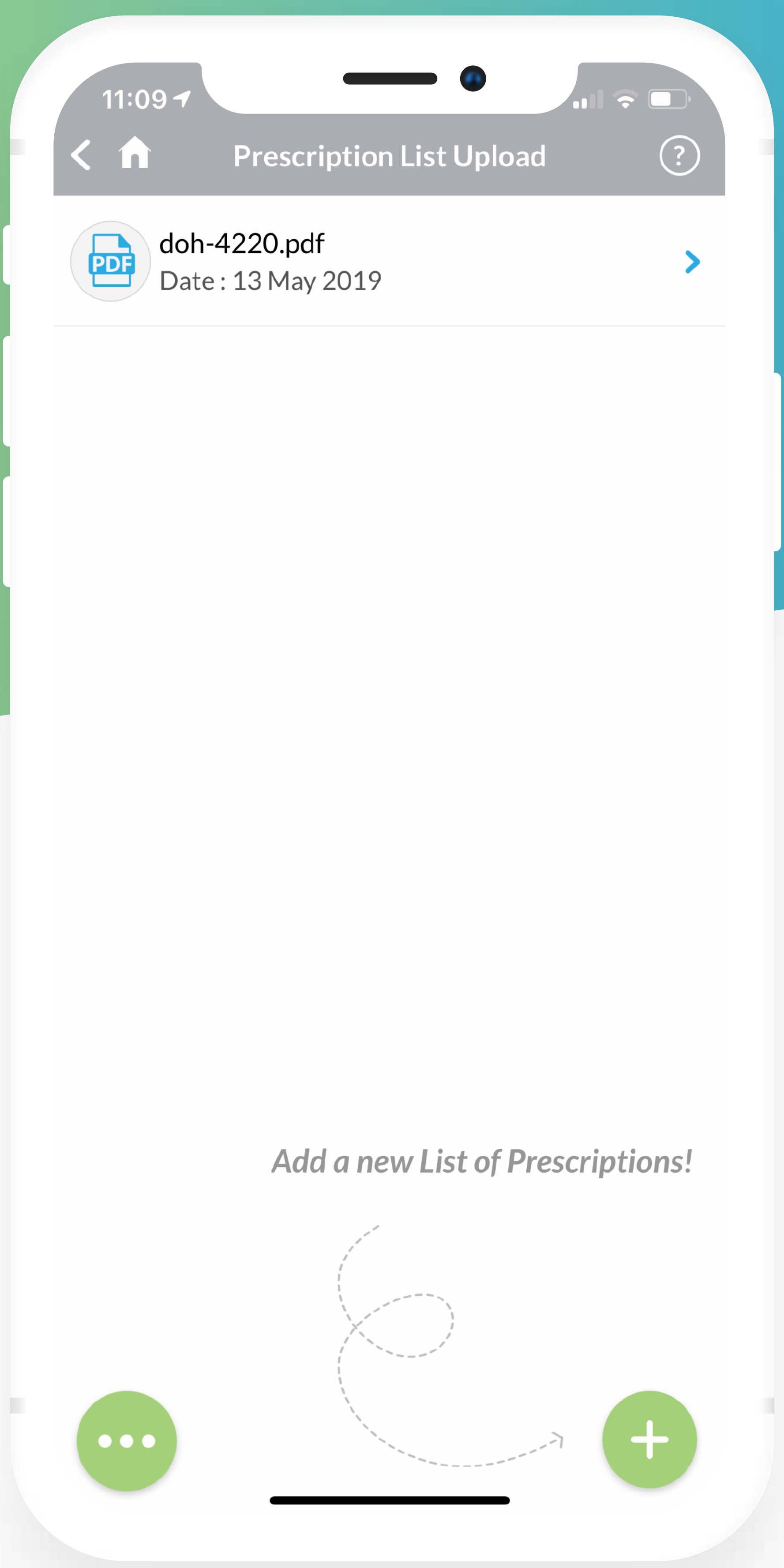
Photo of Prescription/Pills: To add a Photo click the blue plus button and follow directions (take picture or pull a photo from your gallery). Users can store more than one photo in this section. To edit the photo, click the blue pencil and follow the directions on the screen.

Summary Screen. MYLO provides Users with a summary screen. To edit information, click the cell of the prescription. Make changes and then click SAVE on the top right side of the screen. When you click SAVE, Users will be brought back to the summary page.

To Delete an Entry. From the summary screen, identify the entry to delete, them left swipe (start from the right side of the cell and swipe left).

View input and Reports. Users can view the input, print or email Summary Reports by clicking the green circle (with 3 white dots) located on the bottom of the screen. Fax capability has been included in certain sections and should only be used to meet HIPAA requirements.

8.2 PRESCRIPTION LIST UPLOAD



Function. Allows users to keep copies of their lists of prescriptions. Currently the only documents that can be uploaded are PDF's. We are working on other formats such as excel, word, txt, jpg, and video.

To Add a Document. Click the PLUS button on the bottom right corner of the screen.
Click the ATTACH FILE button at the top of the screen and select the location of the file. Choose the file. To edit the document, click the blue pencil and upload a new document or delete the entire entry (see Delete Entry below).

To Add a Document from your Email. If the document is in your email, go to your email account and choose the PDF and click on it. After it opens, click the forward button and scroll to find MYLO. Choose the specific profile and section for the upload. There is a "how-to" video in the Menu.

To Save Input. Click the SAVE button on the top right side of the screen.

Summary Data Screen. After a document is stored the User will be brought to the Summary Screen. The user can view, print or email a Summary Report by clicking the green button on the bottom of the screen. (The specific document can only be viewed or shared if working inside the cell – see View Document below).

Delete Entry. From the summary screen swipe right to left on applicable cell of the document.

Edit Entry. From the summary screen, click on the cell of the document and make changes by clicking the blue pencil. To save your edits click the SAVE on the top right side of the screen.

View Document. Click the green circle (with 3 white dots) located on the bottom of the screen and then click View Document.

Email or Fax Document. Click the green circle (with 3 white dots) located on the bottom of the screen and then click Email or Fax Document.

Faxing a Document. Users should only send documents via fax to meet an organizations' HIPAA requirements (e.g. health, insurance). Users can receive notification that the fax was received by including a Reply Email Address. The fax will be sent immediately, but the machine you are sending to may be turned off or very busy. If a reply is not received within 20 minutes, check the fax number and resend.