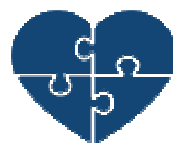


EMPLOYER QUICK START GUIDE



Join Our Health Movement 
www.iHealthConnected.com



Health Connected

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! QUICK START GUIDE

Quick Start is an end-to-end roadmap to introduce Health Connected to your company.

Quick Start has 3 easy steps:

- 1 Set a launch date.
- 2 Follow the pre-launch checklist.
- 3 Launch your health movement.

Wellness-in-a-Box (WIAB): Quick Start Resources

Use these resources from your Wellness-in-a-Box package to help you get started quickly. Refer to Health Movement Employer Roadmap (ID #2010) for a list of all resources.

RESOURCE	WIAB ID #
EMAILS	<input type="checkbox"/> Coming Soon (ID# 2024) <input type="checkbox"/> Welcome (ID# 2025, 2026) <input type="checkbox"/> HRA (ID# 2028) <input type="checkbox"/> Challenge (ID# 2027) <input type="checkbox"/> Coaching (ID# 2029)
GUIDES	<input type="checkbox"/> Employee Program Guide (ID# 2020)
PRESENTATIONS	<input type="checkbox"/> Manager Intro (ID# 2060) <input type="checkbox"/> Manager-to-Employee Intro (ID# 2061)
POSTERS (letter and legal size, larger sizes available for external printing)	<input type="checkbox"/> HRA (ID# 2041, 2045, 2081) <input type="checkbox"/> Challenge (ID# 2042, 2046, 2082) <input type="checkbox"/> Coaching (ID# 2043, 2047, 2083)
TENT CARDS AND DESK CARD	<input type="checkbox"/> Tent cards (ID# 2030-2033) <input type="checkbox"/> Desk cards (ID# 2070)



STEP 1 SET A LAUNCH DATE

Health Connected has 3 programs: Health Risk Assessment, Challenges, and Digital Health Coach. We call each program a “Mission.” We recommend you do one mission per month, in this order:

- 1 **Mission 1:** Complete our Health Risk Assessment
- 2 **Mission 2:** Participate in a health challenge
- 3 **Mission 3:** Create a personalized health coaching plan with Digital Health Coach

Why 1 mission per month?

Behavior research shows that too much, too early, can be overwhelming. Small steps are better. The Health risk Assessment is the best starting point for employees as it's accessible to all, easy to complete, and provides a quick start to creating a manageable action plan.

Set a launch date to start Mission 1. Choose a time where there won't be distractions from holidays or other events. Then choose launch dates for Missions 2 and 3 (each a month apart).





STEP 2

FOLLOW THE PRE-LAUNCH CHECKLIST



Pre-Launch Checklist

- Send “coming soon” welcome emails/print material (ID# 2024).
- Recruit managers and employee champions if possible. Employee participation increases when managers participate (for more ideas see the Health Movement Employer Roadmap, ID# 2010).
- Schedule manager introduction presentations (ID# 2060) to obtain manager support.
- If practical, assign each champion a team of 5 or 10 employees and create fun competitive events (e.g. which team completed more HRA's).
- Introduce the program to employees. Schedule manager-to-employee introduction presentations (ID# 2061).
- Create a participation strategy with incentives or create team competitions (for more ideas see the Health Movement Employer Roadmap, ID #2010).
- Have your IT representative ensure that your technology is compatible with the Health Connected platform:
 - Browsers: Microsoft Internet Explorer 9.0+, Mozilla Firefox 4.0+, Apple Safari (latest version of browser), or Google Chrome (latest version of browser).
 - Adobe Flash® (version 9 or higher) installed.
 - Screen resolution at least 1024 × 768 (not a requirement, but recommended for optimal viewing).
 - No Internet filtering device is used that would restrict an employee from accessing the Health Connected site.
 - Firewalls/security for the company is prepared to accept emails from noreply@ihealthconnected.com or any email with the ihealthconnected.com domain.



STEP 3

LAUNCH YOUR HEALTH MOVEMENT



Use these checklists to help you launch your health movement with a new health mission each month.

MONTH 1: MISSION 1 – COMPLETE OUR HEALTH RISK ASSESSMENT

- Provide employees with their unique license keys. Forward the welcome email (ID# 2050) and employee program guide (ID# 2020) to employees using your internal email system. For employees who do not have a corporate email address, mail the employee welcome letter (ID# 2026).
- Promote internally. Use tent cards (ID# 2031), posters (ID# 2041, 2045, 2081), and desk cards (ID# 2070). Use internal printers; send larger posters to a print shop.
- Keep employees engaged and motivated. Use or modify the promotional emails (ID#2028).

MONTH 2: MISSION 2 – PARTICIPATE IN A HEALTH CHALLENGE

- Go to your Admin account to set up challenge teams.
- Promote internally. Use tent cards (ID# 2032), posters (ID# 2042, 2046, 2082), and desk cards (ID# 2070). Use internal printers; send larger posters to a print shop.
- Keep employees engaged and motivated. Use or modify the promotional emails (ID#2027).

MONTH 3: MISSION 3 – CREATE A PERSONALIZED HEALTH COACHING PLAN WITH DIGITAL HEALTH COACH

- Promote internally. Use tent cards (ID# 2033), posters (ID# 2043, 2047, 2083), and desk cards (ID# 2070). Use internal printers; send larger posters to a print shop.
- Keep employees engaged and motivated. Use or modify the promotional emails (ID#2029).

If you have any questions, please contact the Help Desk:
email: hchelpdesk@mediresource.com
phone: 416-383-0010 ext. 234