



emocha Health®

**Daily Health Screenings for
Studying, Living and Working
on Campus
Web Portal Check-In**

User Guide

Getting Started

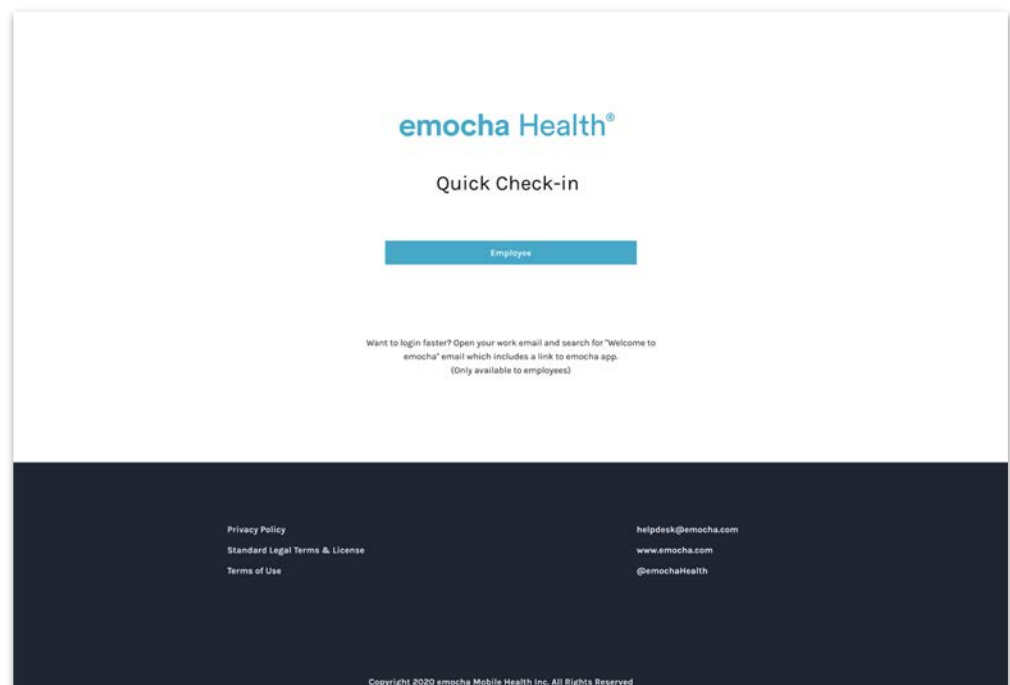
Students and Employees register themselves via the web-based portal, which can be accessed either in advance of a visit, or at points of entry to a facility. This web-based check-in form is accessible on any device or desktop computer which can access the internet.

Asymptomatic Workflow

If you are not experiencing any symptoms, follow these steps:

01

To begin your check-in, click on the blue rectangular button.



The screenshot shows the 'emocha Health' logo at the top, followed by the text 'Quick Check-in'. Below this is a blue rectangular button labeled 'Employee'. Further down, there is a small text block: 'Want to login faster? Open your work email and search for "Welcome to emocha" email which includes a link to emocha app. (Only available to employees)'. The bottom of the page features a dark blue footer with links for 'Privacy Policy', 'Standard Legal Terms & License', and 'Terms of Use' on the left, and contact information 'helpdesk@emocha.com', 'www.emocha.com', and '@emochaHealth' on the right. A copyright notice 'Copyright 2020 emocha Mobile Health Inc. All Rights Reserved' is centered at the very bottom.

Asymptomatic Workflow

02

Fill in your information.

“Institutional Affiliation” relates to the site of the workplace you are entering for the day.

The screenshot shows the 'emocha Health® Quick Check-in' interface. A progress bar at the top is partially filled. The section is titled 'Basic Information'. It contains the following fields: 'Employee ID' (text input with 'jdoe123'), 'First Name' (text input with 'Jane'), 'Last Name' (text input with 'Doe'), and 'Institutional Affiliation' (dropdown menu with 'Site A' selected). A blue 'Next' button is at the bottom right. The footer includes 'helpdesk@emocha.com' and a copyright notice: 'Copyright 2020 emocha Mobile Health Inc. All Rights Reserved'.

03

Once you reach this page, the emocha system will send you an email or text with a six-digit code. Enter the code in the blank space provided.

If you have not receive the code, click “Resend Code” to have the code resent.

Click “Next” to continue your check-in.

The screenshot shows the 'emocha Health® Quick Check-in' interface. A progress bar at the top is partially filled. The section is titled 'Please enter the code sent to your email/phone.' Below this is an 'Enter Code' field with six dots for input. A 'Resend code' link is positioned below the input field. A blue 'Next' button is at the bottom right. The footer includes 'helpdesk@emocha.com' and a copyright notice: 'Copyright 2020 emocha Mobile Health Inc. All Rights Reserved'.

Asymptomatic Workflow

04

Read the “Terms of Use” & “Privacy Policy.” Once you read and agree to the terms, check both boxes on the bottom of the page to continue the check-in.

You can also send these terms to your email.

emocha Health®

Terms of Use & Privacy Policy

In order to be eligible to use emocha, you must first read, acknowledge, and agree to our Terms of Use and Privacy Policy[00]. By creating an account and/or using the emocha platform, you are agreeing to comply with and be bound by these policies. You also acknowledge and understand that emocha will share the information you share on the App with your employer organization for purposes of maintain a safe workplace. If you do not agree with these terms, do not create an account or use our services.

Terms of Use

You should carefully read the following Terms of Use (the "Terms") before using emocha. By using the Service (defined in the Terms of Use), you are consenting to be bound by and are becoming a party to these Terms. If you do not agree to the Terms, do not download or use the Service.

Any information that emocha collects through your use of the Service is subject to the emocha Privacy Policy, which is part of these Terms.

By continuing to use the Service, you agree as follows:

1. You are at least 18 years old or have been legally emancipated;
2. You understand and intend that this Agreement is a legally binding agreement and the equivalent of a signed, written contract;

Privacy Policy

Introduction

emocha Mobile Health Inc., a Delaware corporation ("emocha" or "Company" or "We"), respects your privacy and is committed to protecting it through our compliance with this Privacy Policy. This Policy describes how emocha treats personal information. It applies to information we collect on our Website and App where it is posted. Read this Policy to learn about what we do and your choices. We value the privacy of our users and visitors and make it a priority to protect any personally identifiable information that we collect, use, or disclose. This Privacy Policy is incorporated into and is subject to emocha's Terms of Use. Terms not defined in this policy are defined in the Terms of Use. This Privacy Policy applies to information we collect on the Website and App.

- in e-mail, text and other electronic messages between you and the Website or App.
- Through mobile and desktop applications you downloaded from the Website or App, which include:

☒ I have read, understand, and agree to the emocha Terms of Use & Privacy Policy.

☒ I agree to allow emocha to share my information with my employer organization

See emocha's [Terms of Use and Privacy Policy](#).

Click [here](#) to receive an email with a copy of Terms of Use & Privacy Policy.

Accept

helpdesk@emocha.com

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Asymptomatic Workflow

05

Use your thermometer to take your temperature reading, and input the reading in the blank space provided.

If you do not have a thermometer, you may click the “I don’t have a thermometer” button to continue your check-in.

The screenshot shows the 'emocha Health' logo at the top, followed by 'Quick Check-in' and a progress bar. The main heading is 'Temperature'. Below it, the text 'Enter your temperature' is followed by a text input field containing '98.6 °F'. A radio button option 'I don't have a thermometer' is visible. At the bottom are 'Back' and 'Next' buttons. The footer contains 'helpdesk@emocha.com' and 'Copyright 2020 emocha Mobile Health Inc. All Rights Reserved'.

06

Report the absence of symptoms by clicking “None.”.

The screenshot shows the 'emocha Health' logo at the top, followed by 'Quick Check-in' and a progress bar. The main heading is 'Symptoms'. Below it, the text 'Are you experiencing any of the following?' is followed by a list of symptoms with checkboxes: 'None' (checked), 'Fever or chills', 'Cough', 'Shortness of breath or difficulty breathing', 'Fatigue', 'Muscle or body aches', 'Headache', 'New loss of taste or smell', 'Sore throat', 'Congestion or runny nose', 'Nausea or vomiting', and 'Diarrhea'. At the bottom are 'Back' and 'Next' buttons. The footer contains 'helpdesk@emocha.com' and 'Copyright 2020 emocha Mobile Health Inc. All Rights Reserved'.

Asymptomatic Workflow

07

Answer the CDC standard question on COVID-19 community exposure.

The screenshot shows the 'emocha Health® Quick Check-in' interface. A progress bar is partially filled. The main heading is 'COVID-19 exposure'. Below it, a question asks: 'In the past two weeks, did you care for or have close contact with someone diagnosed with COVID-19 or someone with COVID-19 symptoms?'. There are two radio button options: 'Yes' (unselected) and 'No' (selected). At the bottom, there are 'Back' and 'Next' buttons. The footer contains the email 'helpdesk@emocha.com' and the copyright notice 'Copyright 2020 emocha Mobile Health Inc. All Rights Reserved'.

08

Once you receive your color-coded digital badge, you can:

1. Send to your mobile number
2. Send to your email address

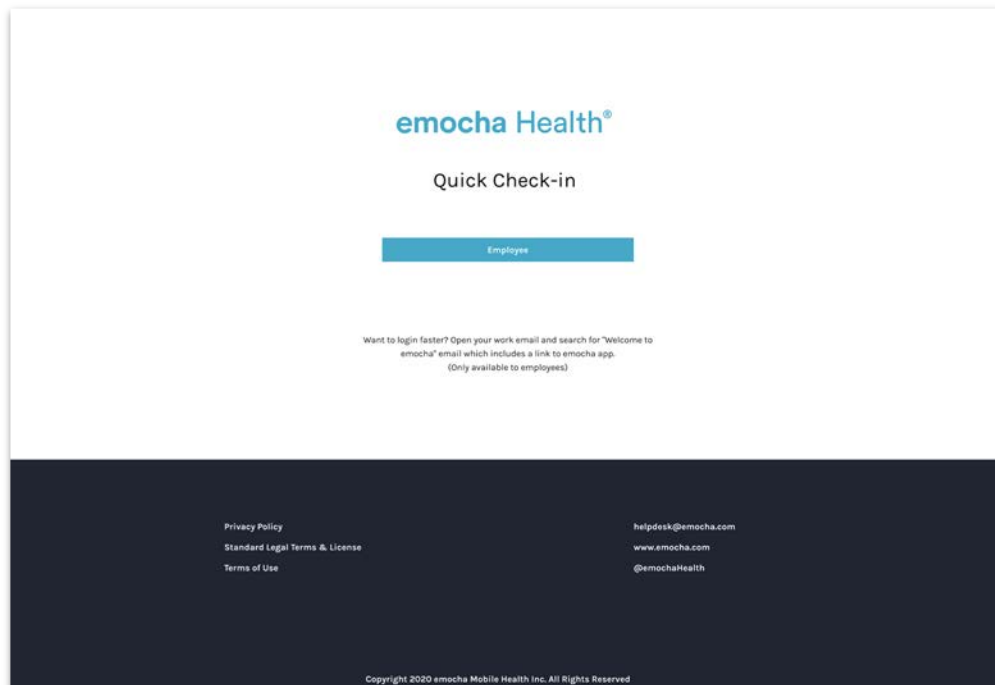
The screenshot shows the 'emocha Health® Quick Check-in' interface at the 'Check-in complete' stage. A green checkmark icon is displayed. Below it, a message states: 'Your badge has been sent to your employer. Thank you for checking in.' There are three buttons: 'Send to mobile', 'Send to email', and 'Print'. At the bottom, there are 'Back' and 'Done' buttons. The footer is the same as the previous screen.

Symptomatic Workflow

If you are experiencing any symptoms, follow these steps:

01

To begin your check-in, click on the “Employees” button.



Symptomatic Workflow

02

Fill in your information.

“Institutional Affiliation” refers to the site of the workplace you are entering for the day.

The screenshot shows the 'emocha Health® Quick Check-in' interface. A progress bar at the top is partially filled. The section is titled 'Basic Information'. It contains the following fields: 'Employee ID' with the value 'jdoe123', 'First Name' with the value 'Jane', 'Last Name' with the value 'Doe', and 'Institutional Affiliation' with a dropdown menu showing 'Site A'. A blue 'Next' button is located at the bottom right of the form. The footer includes the email 'helpdesk@emocha.com' and a copyright notice: 'Copyright 2020 emocha Mobile Health Inc. All Rights Reserved'.

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Click “Next” to continue your check-in.

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Symptomatic Workflow

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Symptomatic Workflow

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06

Report the presence of symptoms by selecting any symptoms you are experiencing.

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2. Send to your email address

The screenshot shows the 'emocha Health® Quick Check-in' interface after completion. A progress bar is fully filled. The main heading is 'Check-in complete'. Below it is a large yellow circle with a white checkmark. A message states: 'Your badge has been sent to your employer. Thank you for checking in.' Below this message are three buttons: 'Send to mobile', 'Send to email', and 'Print'. At the bottom, there are 'Back' and 'Done' buttons. The footer is the same as the previous screen.