

# Quick Start Guide for Employees

## 1. Download the app to your mobile device.

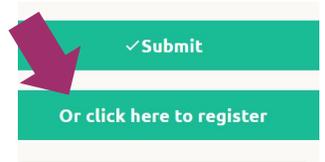


**iPhone users:** Download the **COVID Navigator** app from the [App Store](#).

**Android users:** Download the **Health Navigator** app from [Google Play](#).

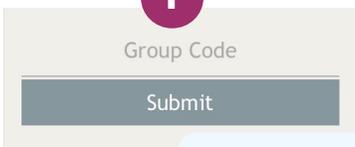
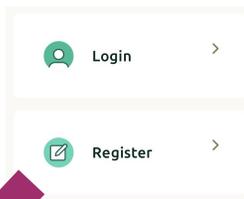
**Helpful Tip:** Enable push notifications to receive a reminder each morning to check your cleared-for-work status.

Or, use the web browser. Go to <https://proservice.medikeeper.com> & click



## 2. Register.

1. Enter the group code **from your employer** (it's case sensitive).
2. Select "Register" from the welcome page.
3. Fill out the registration questionnaire.
4. Return to the home page and log in.



**Quick Note:** You will need to enter the group code twice.

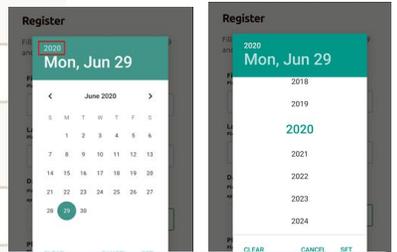
**First Name:**  
Please enter your legal first name

**Last Name:**  
Please enter your legal last name

**Date of Birth**  
Please enter your date of birth appropriate support and rec

**Group Code:**  
Please contact your sponsor if you are unsure of your Group Code

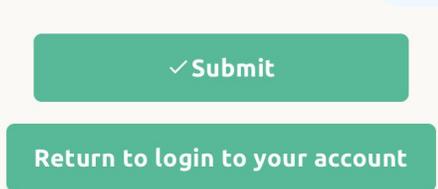
**Email Address (Username):**



**Helpful Tip for Android users:** When entering your date of birth during registration, scroll to the year by tapping the current year in the top-left corner.

**Check your spelling:** Make sure you type your email correctly and do NOT include extra spaces at the end of the email address.

**Quick Note:** Your email address will become your username for login. Each time you login, be sure there are no typos or extra spaces.



### 3. Take the Initial Screening Questionnaire to get started.

1. Select "Get Started."
2. Continue with the Screening Questionnaire.



After you complete the Screening Questionnaire, you will be presented with a **Risk Status**:

**Not at Risk** – You likely are not at risk for having COVID-19.

**At Risk** – You may be at risk for COVID-19. Please contact your Employer Administrator for further instructions. **DO NOT COME TO WORK** unless cleared to do so.

**Positive or Pending test result** – You will not be cleared for work if you have a recent positive or pending COVID-19 test result.

**Negative test result** – You will be cleared for work if you currently do not have symptoms or risk factors that put you at risk for having COVID-19.

### 4. Complete the daily check-in to determine if you are cleared-for-work.

1. From the home page, select "Check if I'm cleared for work."
2. Answer the symptoms questionnaire.
3. Log your temperature.
4. Sign with your finger and hit submit.
5. Check your cleared-for-work badge back at the home page.



Take a few minutes to see if you are cleared.

Check if I'm cleared for Work >



The badge is good for one day and will clear at midnight.



If you are "Not Cleared" do not go into the office.

Be sure to follow all recommended restrictions.

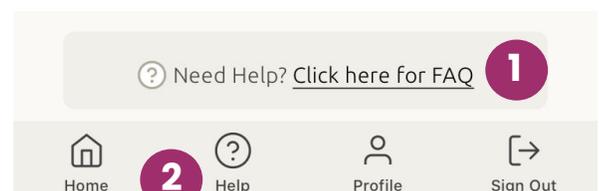


#### Important Note:

If you start to not feel well during the day, you can retake the symptoms questionnaire and/or log your temperature to **check for a status change**.

If your status changes to "At Risk" **contact your supervisor immediately** – your badge will also change to "Not Cleared."

Navigate to more helpful tips in the app.



### 5. Continue to log-in daily.

Click "Check if I'm cleared for Work" on the app or web browser to earn your badge **before** coming to work.