

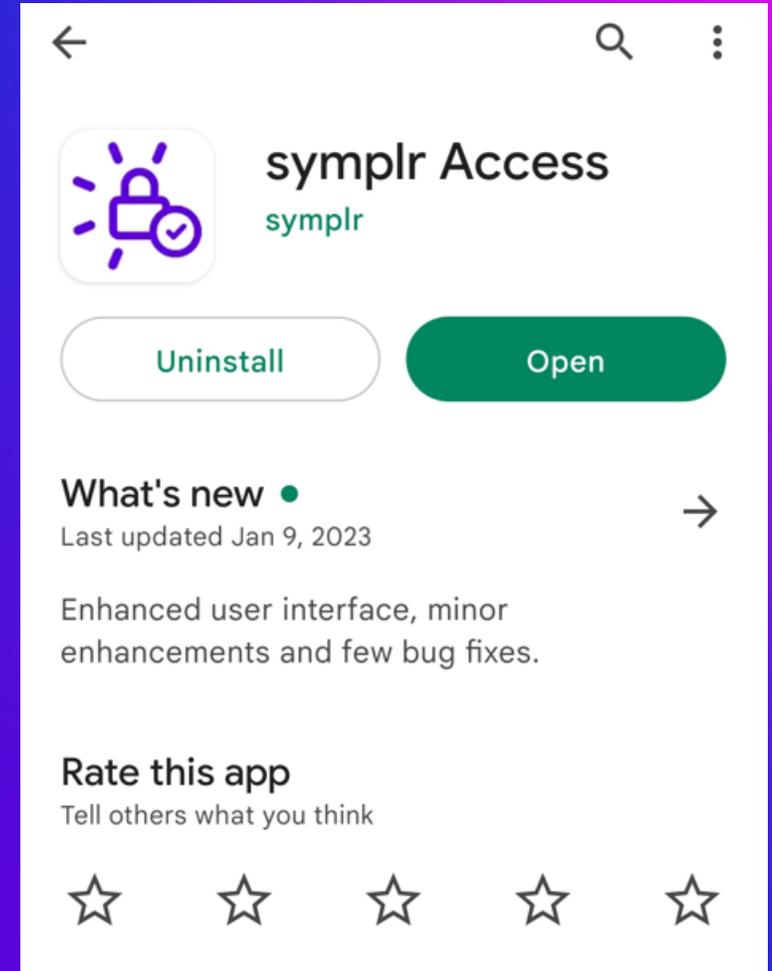
symplr Access Mobile App

January 2023



Download the app to
your device

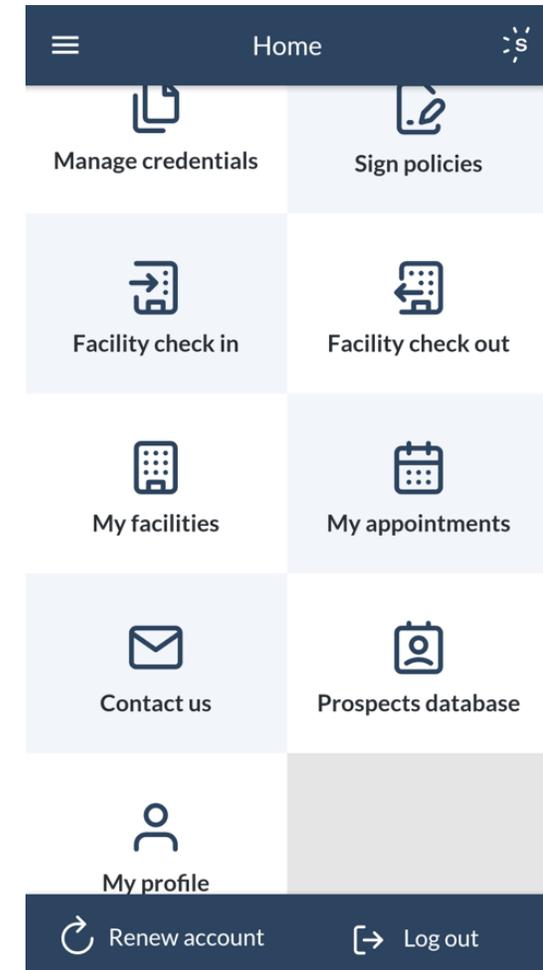
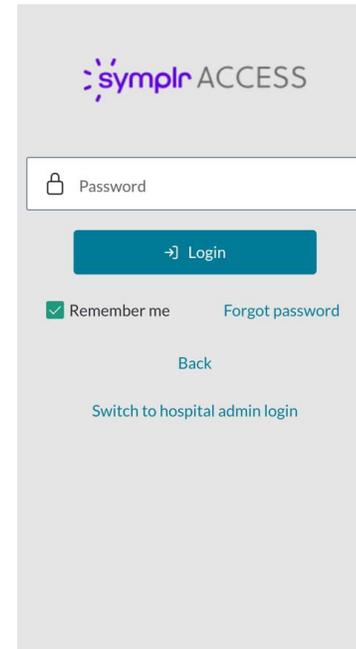
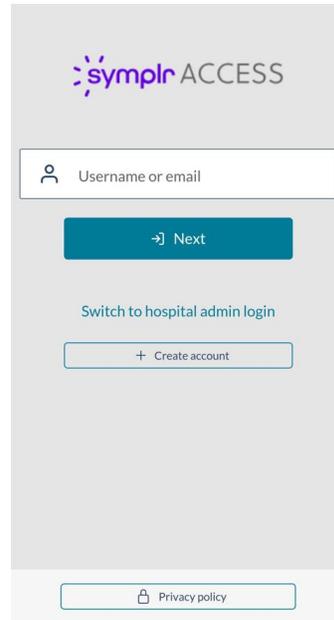
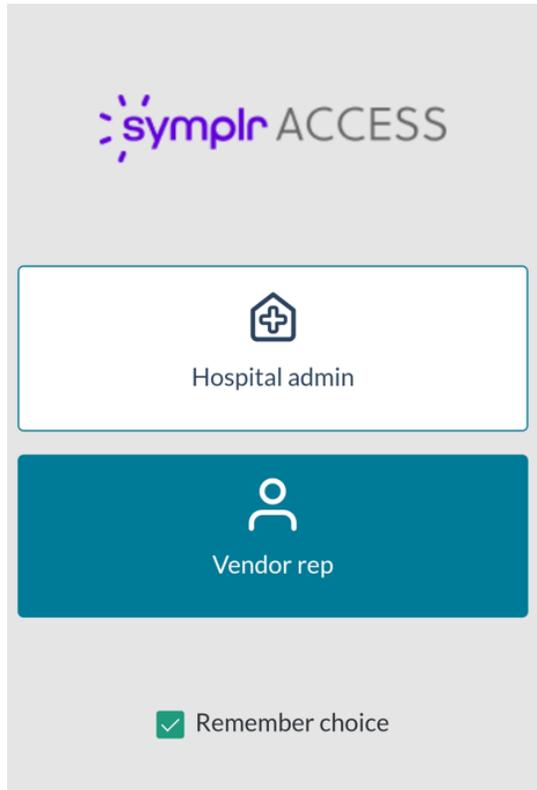
Use the app store on your device to
locate **symplr Access** & install.



Choose Vendor Rep

Enter Login Info

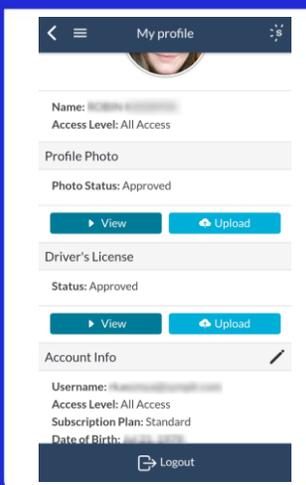
Main Menu



Convenient Options

My profile

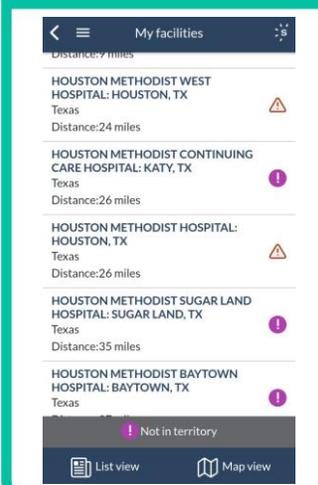
Upload ID/Photo; Basic Info



The screenshot shows a user profile page with the following details: Name: [redacted], Access Level: All Access, Profile Photo: [redacted], Photo Status: Approved, Driver's License: [redacted], Status: Approved, Account Info: Username: [redacted], Access Level: All Access, Subscription Plan: Standard, Date of Birth: [redacted]. There are 'View' and 'Upload' buttons for the photo and license sections, and a 'Logout' button at the bottom.

My facilities

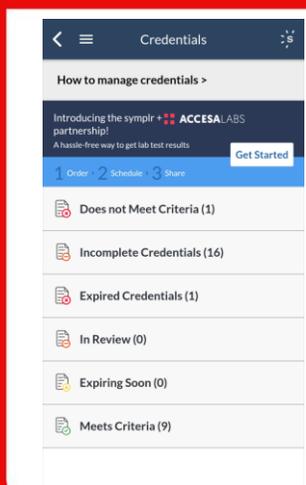
View, Add, Remove Facilities



The screenshot shows a list of facilities with the following entries: HOUSTON METHODIST WEST HOSPITAL: HOUSTON, TX (Distance: 7 miles), HOUSTON METHODIST CONTINUING CARE HOSPITAL: KATY, TX (Distance: 24 miles), HOUSTON METHODIST HOSPITAL: HOUSTON, TX (Distance: 26 miles), HOUSTON METHODIST SUGAR LAND HOSPITAL: SUGAR LAND, TX (Distance: 26 miles), HOUSTON METHODIST BAYTOWN HOSPITAL: BAYTOWN, TX (Distance: 35 miles). There are 'List view' and 'Map view' buttons at the bottom.

Manage credentials

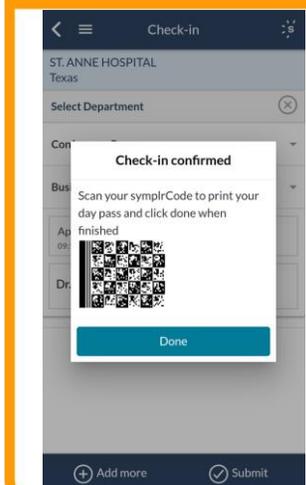
View Credential Status



The screenshot shows a 'Credentials' screen with a 'How to manage credentials' section and a list of credential statuses: Does not Meet Criteria (1), Incomplete Credentials (16), Expired Credentials (1), In Review (0), Expiring Soon (0), and Meets Criteria (9).

Facility check in

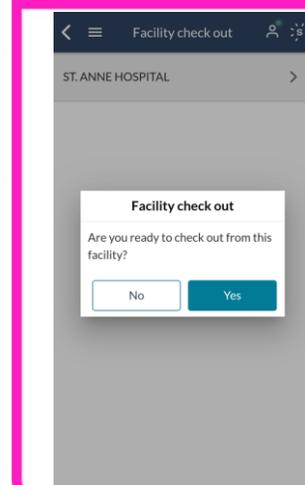
Check In for an Appointment



The screenshot shows a 'Check-in' screen for ST. ANNE HOSPITAL, Texas. A 'Check-in confirmed' dialog box is displayed, asking the user to scan their symplrCode to print their day pass and click done when finished. There are 'Done' and 'Submit' buttons.

Facility check out

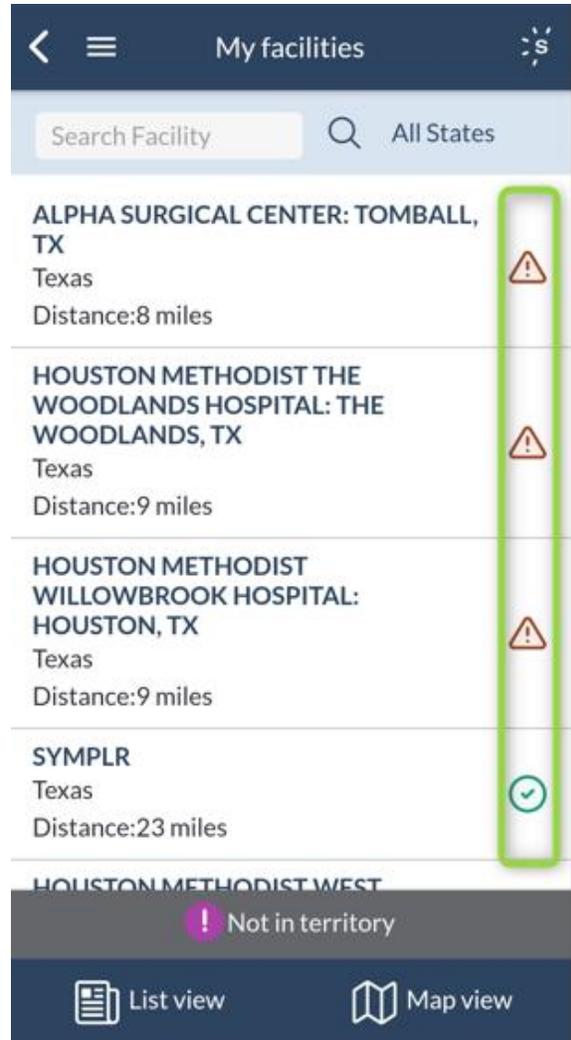
Check Out After an Appointment



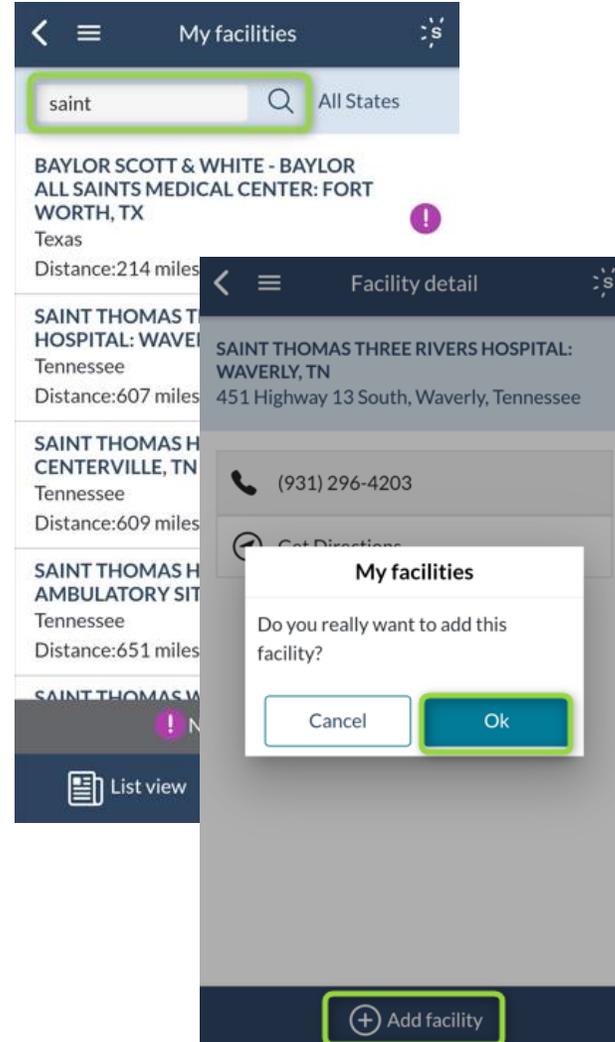
The screenshot shows a 'Facility check out' screen for ST. ANNE HOSPITAL, Texas. A 'Facility check out' dialog box is displayed, asking the user if they are ready to check out from this facility. There are 'No' and 'Yes' buttons.

My facilities

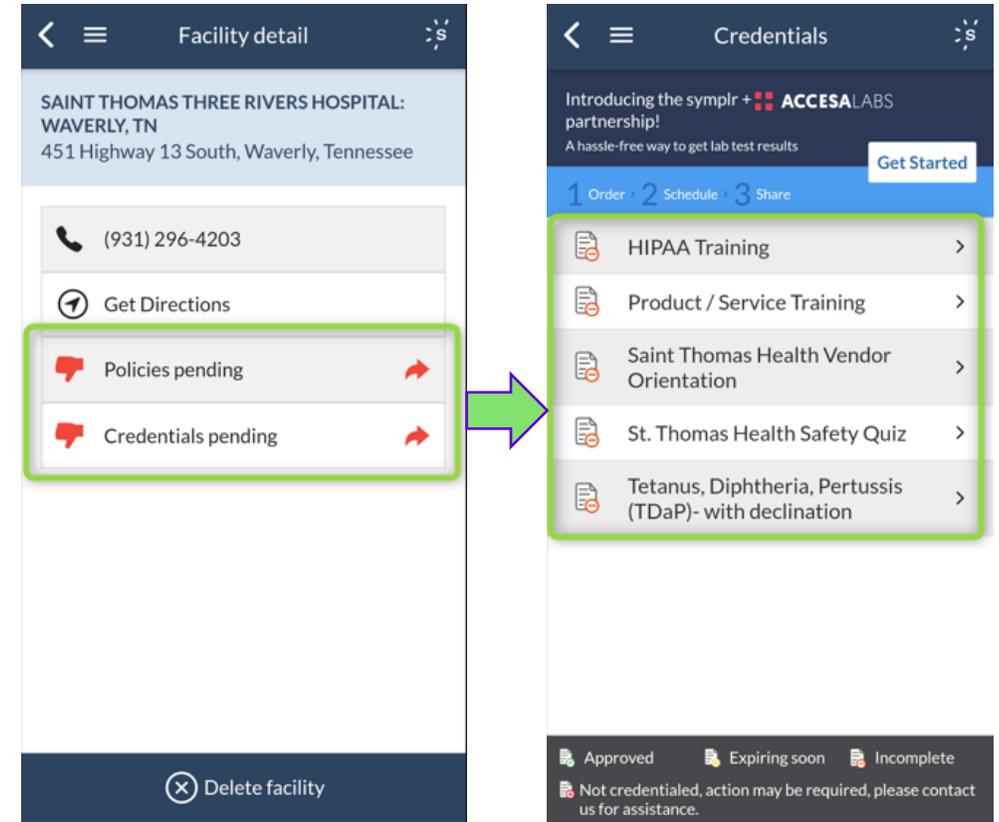
View Territory + Check Status



Search + Add Facilities

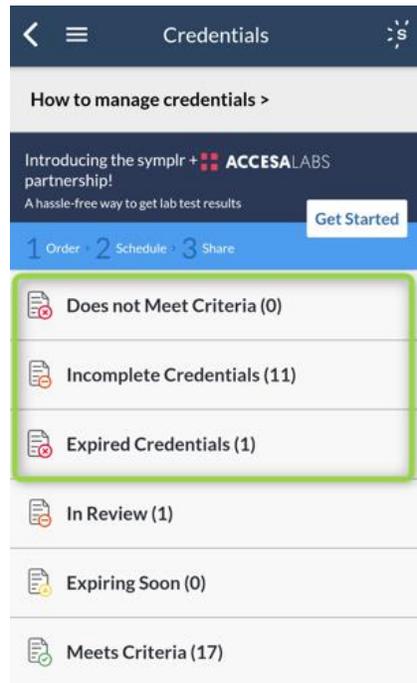


View Details & Required Credentials

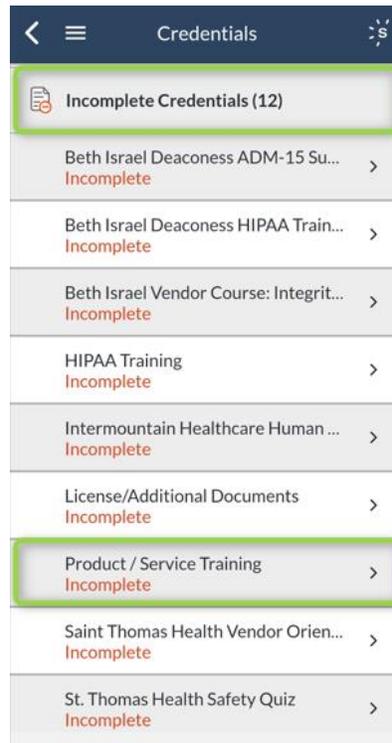


Manage credentials

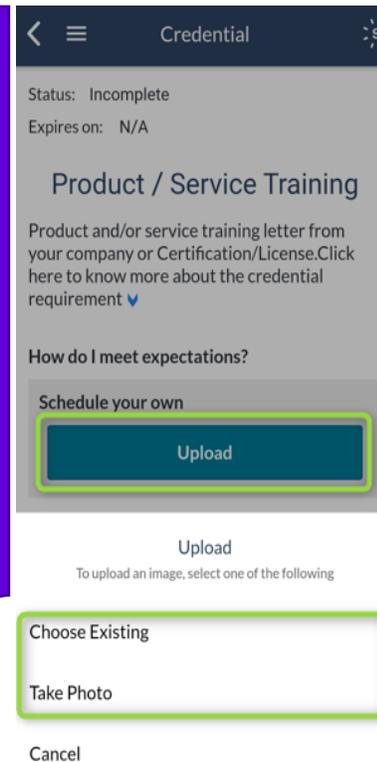
View the status of all required credentials & upload to satisfy.



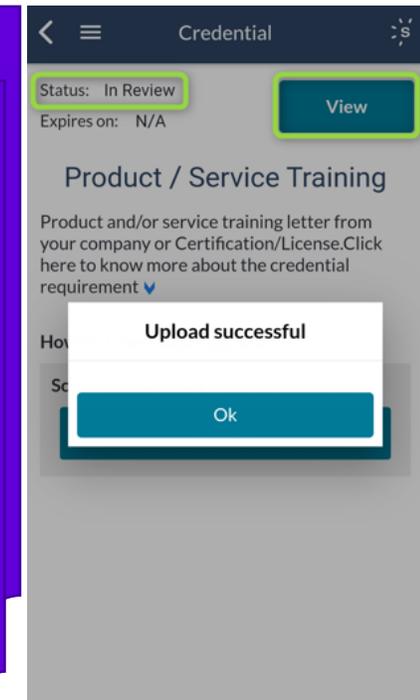
View the status of your credentials - those needing attention will be at the top. **Click any option to view details.**



Select a credential to read how to fulfill it & upload your document.



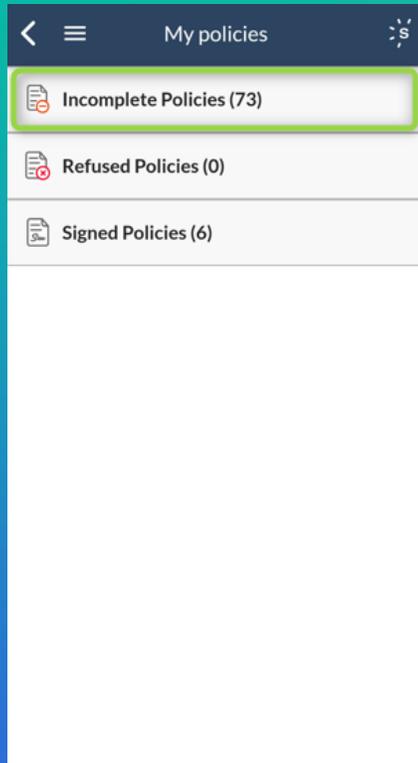
Click **Upload** to be presented with options to either choose an existing file or take a photo with your device.



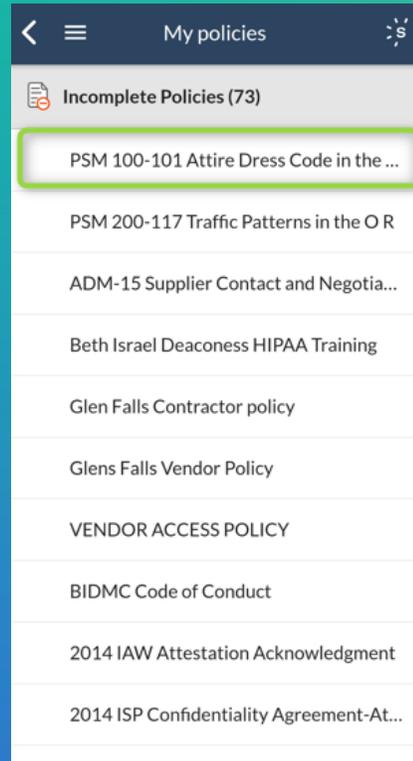
After you have uploaded your chosen document, its status will change to **In Review**. You can **View** your most recent upload at any time.

Sign policies

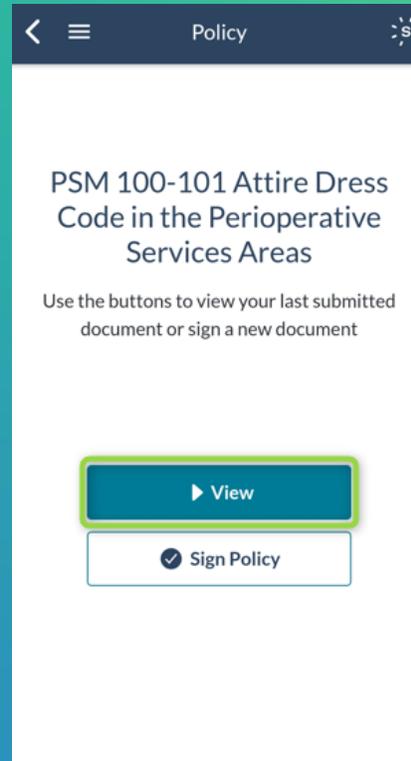
View & sign required policies with ease.



- Your **Incomplete Policies** will show on the top. Click to expand any option.



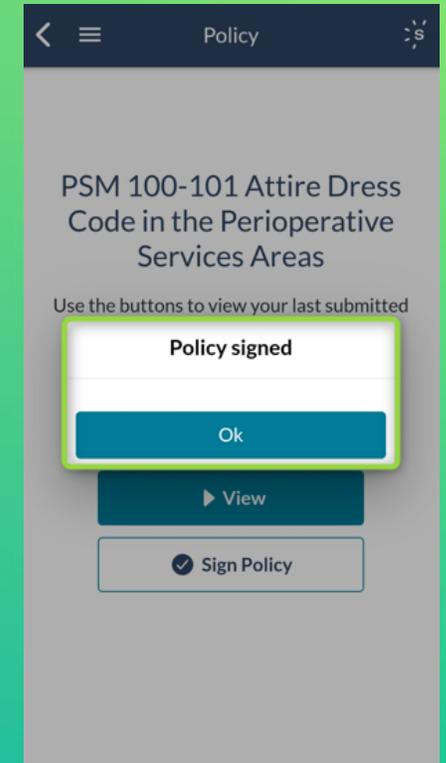
- **Select** a policy to view & sign.



- Click **View** - the policy will open in another window for you to read.



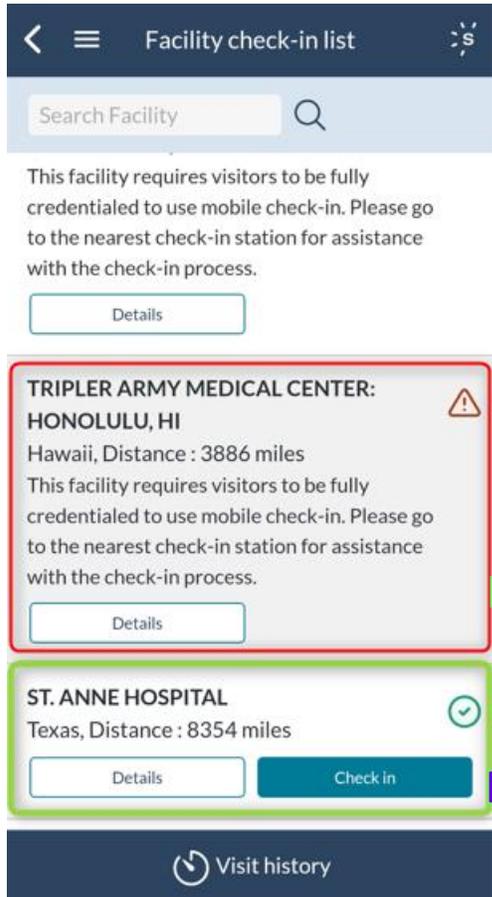
- Return to the previous window to click **Sign Policy**, then **Agree** to confirm.



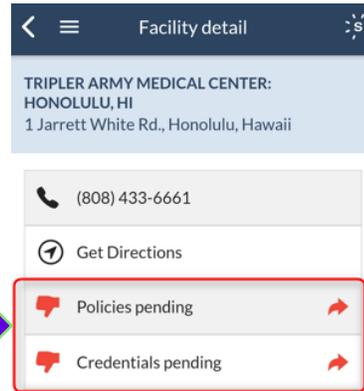
- The policy is now signed and will move to the **Signed Policies** category.

Your **Facility check-in list** will have all facilities in your territory & check-in status. *Only the facilities you are compliant with & allow mobile check-in will have a **Check in** option.*

Facility check in



Clicking on **Details** for a facility with red status will allow you to view what needs attention by clicking either **Policies pending** or **Credentials pending**.



If prompted, you must **Agree** to the electronic signature presented upon clicking **Check in** at facilities with a green status.

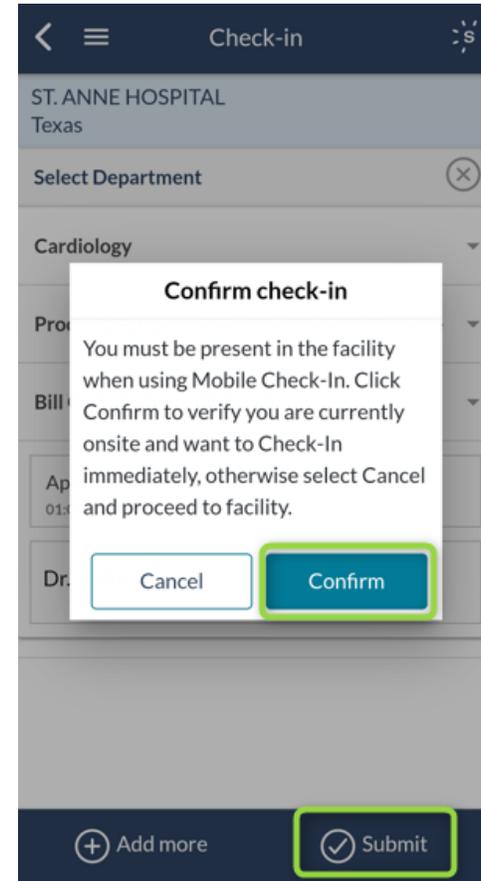
Electronic signature

By clicking "AGREE", you attest that you do NOT exhibit any of the following risk indicators related to COVID-19:

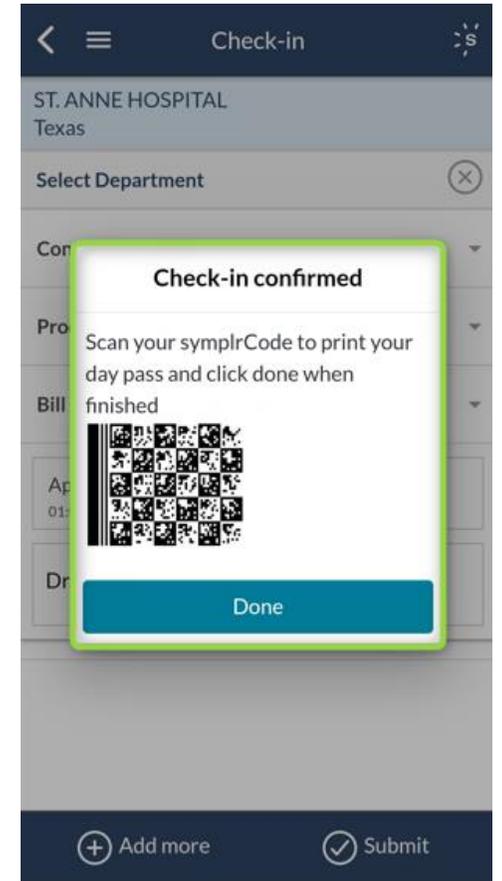
- Fever ≥ 100 degrees
- Prolonged, close contact with a person with confirmed COVID-19 without PPE (includes sharing a dwelling with a COVID-19 positive patient)



Fill in the details of your visit, **Confirm** that you are at the facility, then **Submit**. Use **Add more** if you have more visits that day at the same facility.



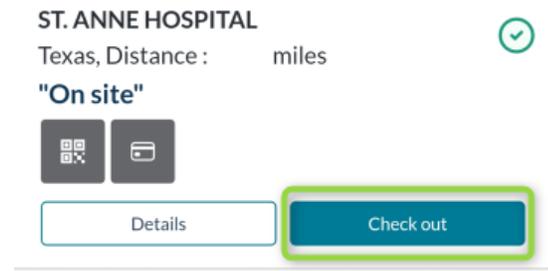
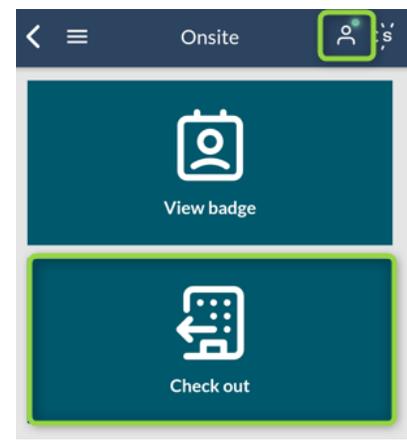
Use the **symplrCode** you are provided to **scan at the kiosk** to print your day pass to wear visibly during your visit. **Done** - you are checked in.



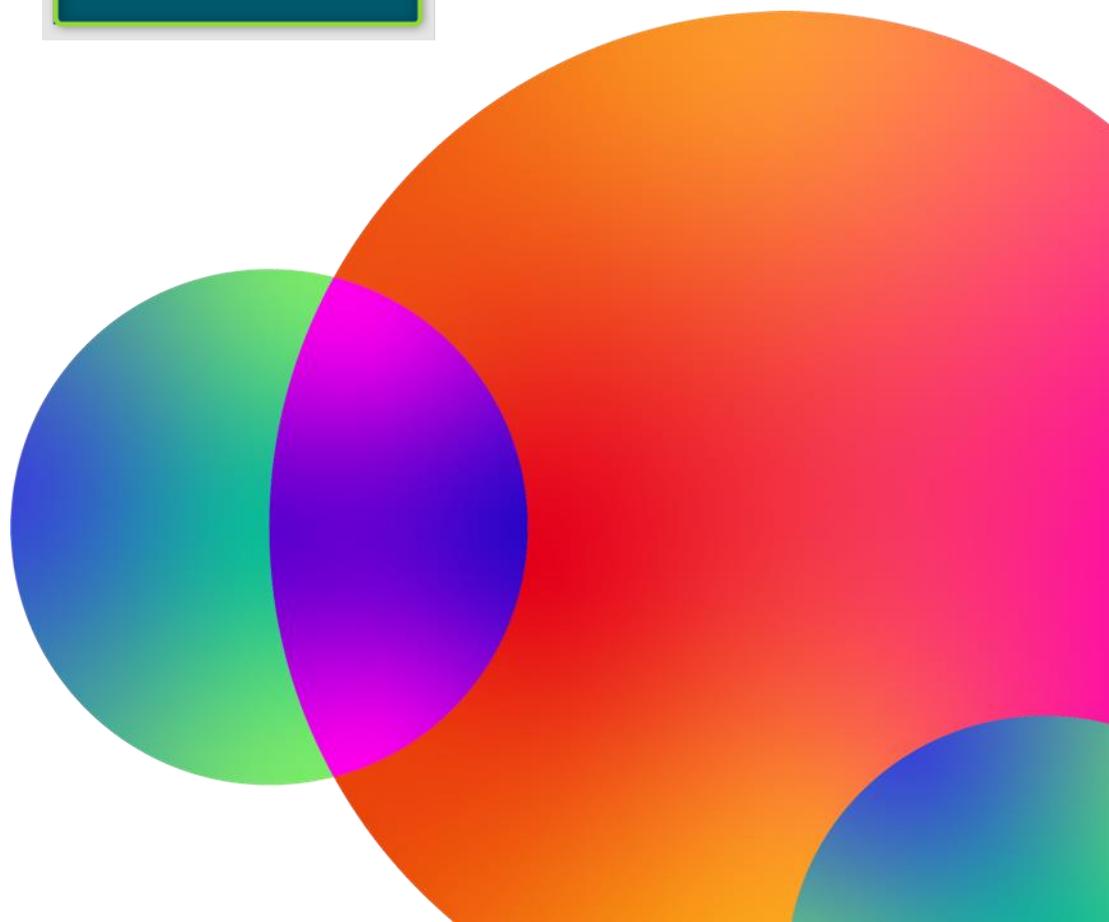
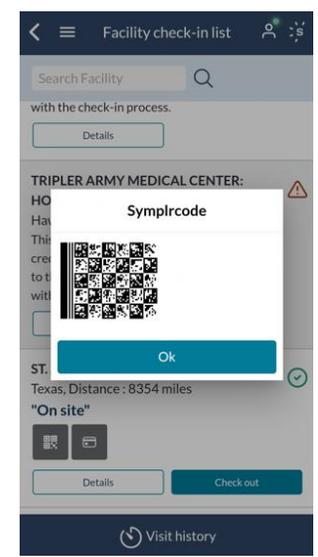
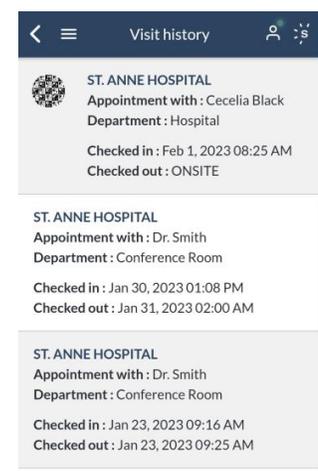
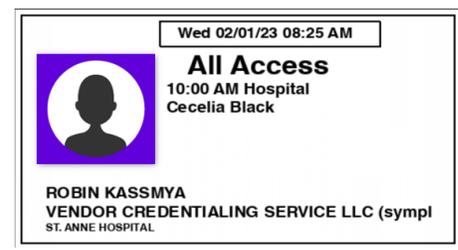
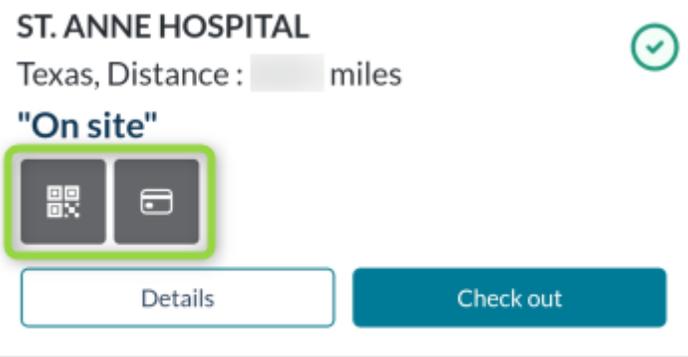
Facility check out

You can check out from Facility check in, Facility check out, or the Onsite icon in the top right corner of the home page.

If you forget to check out, you will automatically be checked out within 24 hours.



From the Facility check-in list, you may also view your symplrCode, day pass, or complete Visit history at any time.



Final notes

- ✔ Login to your account **via web browser** for **additional valuable features**, such as **training courses**
- ✔ Schedule lab tests through our trusted partner **AccesaLabs**
- ✔ Contact us directly from the app via **chat, phone, or email**

