

myKPH
Mobile Application
User Document



This document contains a high-level description of the myKPH Mobile Application. It will take you step-by-step for first time user log in.

Prerequisites for log in

- Apple iOS or Android Device
 - For best user experience, most recent updated version preferred
 - Access to application store for direct download on device
- Active KPH or Divisional Employee
- Aged 18 or older
- This app will NOT work on KPH provided GUEST WIFI

Download Instructions

Use a QR code reader on your smart phone to scan here:

OR



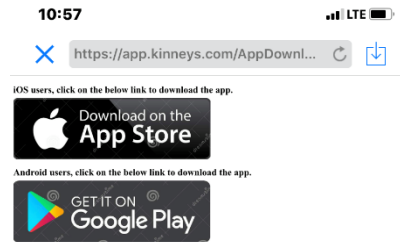
Visit <https://www.kphhealthcareservices.com/en/mykph/> for a link to download

****Apple users and Android users will follow different install instructions****

Apple users see page 3.

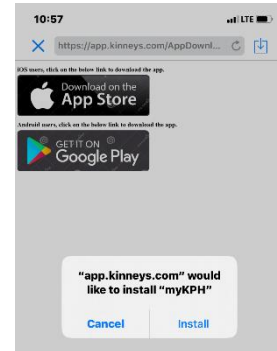
Android users see page 5.

APPLE USERS: Use one of the options above to begin the download process. It will bring up a window like shown here



Next the user clicks the box that says, "Download on the App Store," the user will then see a dialog box that says: *"app.kinneys.com" would like to install "myKPH"*.

The user will click *"Install"*

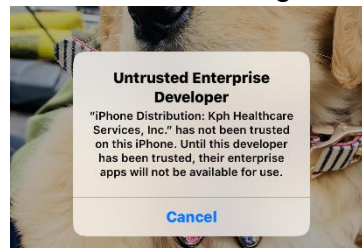


Then the dialog box will disappear, however the app will be installing in the background.

To find the app, the user will need to scroll to the last page of their app icons to find it. This is what the app icon will look like

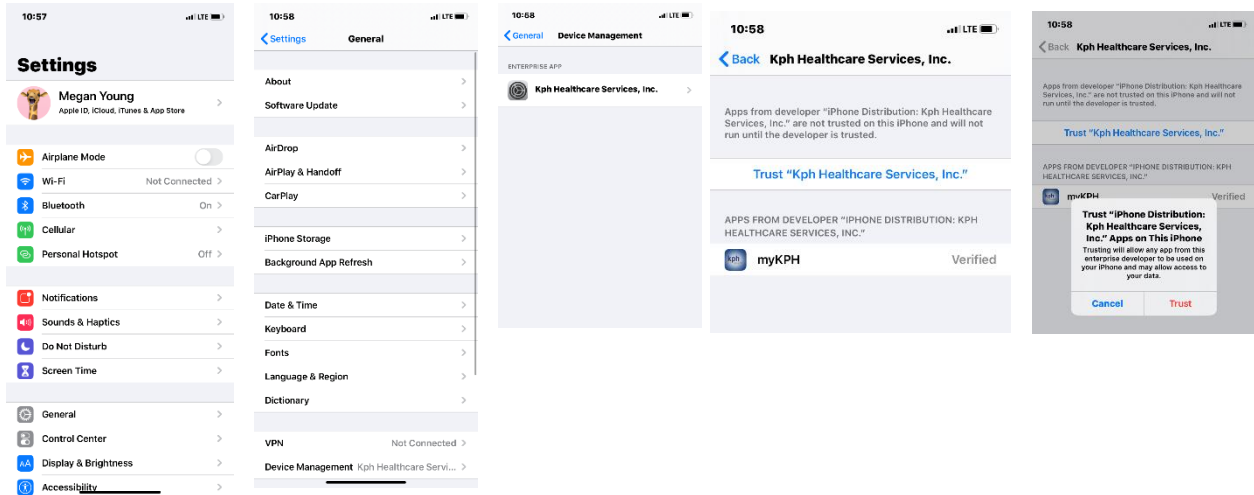


When you first attempt to open the app Apple users will need to give the app permissions. This dialog box will appear:

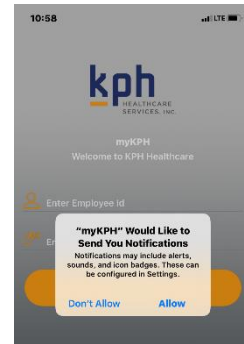


Hit cancel and then proceed to trust the app.

Go to Settings >General >Device Management >KPH Healthcare > Trust myKPH

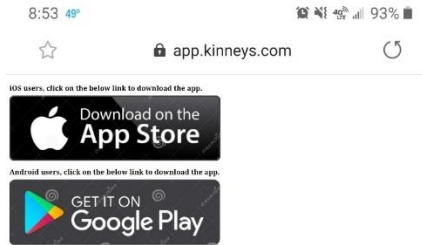


Lastly, you may either Allow or Don't Allow Push Notifications



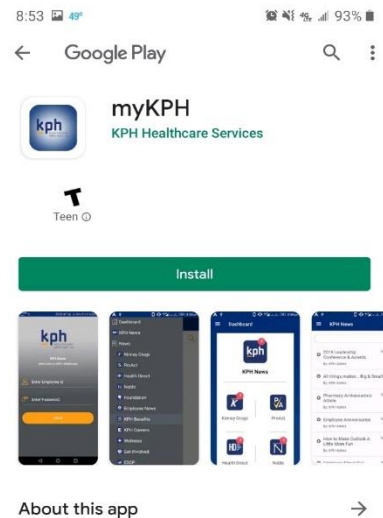
ANDROID USERS:

Use one of the options above to begin the download process. It will bring up a window like shown here:

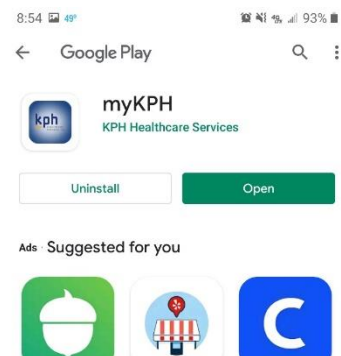


Click on “Get it on Google Play” to open the Play Store:

Click “install” to begin the installation process.



Once the app has finished downloading, you have the option to either “open” or uninstall”:



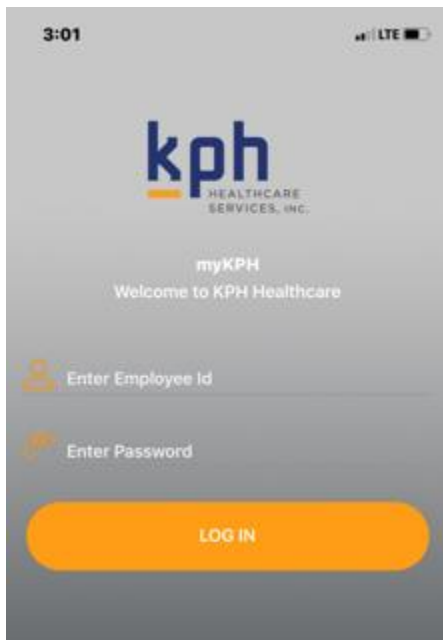
Clicking “open” will bring you to the login screen of the app. If you want to complete the initial sign-up later, you can always find it again in your apps, depending on if you have them sorted alphabetically or by installation date.

1. myKPH Log in Screen

- Your username is your 5-digit Employee ID number (e.g., 12345).
- The initial password is a combination of your 5-digit Employee ID number and your birthdate including dashes in the following format:

EMPIDDOB = 1234501-10-2000

The above example would be a person whose employee ID is 12345 and birthday is January 10, 2000.



2. Agree to Terms & Conditions

Once logged in you will be prompted to agree to the User Terms and Conditions. If you do not agree, you will not be able to continue into the App.

*Note; No employee under the age of 18 will be permitted to use the app due to parental consent. Employees under 18 will not have access to login in.

9:33 LTE

< myKPH Terms And Conditions

KPH Healthcare Services, Inc.
Terms of Use
KPH Connect

Last Modified: March, 2019

Acceptance of the Terms of Use

These terms of use are entered into by and between You and KPH Healthcare Services, Inc. ("Company", "we" or "us"). The following terms and conditions, together with any documents they expressly incorporate by reference (collectively, these "Terms of Use"), govern your access to and use of **KPH Connect**, including any content, functionality and services offered on or through the **KPH Connect** (the "App"), whether as a guest or a registered user.

Please read the Terms of Use carefully before you start to use the App. **By using the App, you accept and agree to be bound and abide by these Terms of Use and our Privacy Policy, which is incorporated herein by reference.** If you do not want to agree to these Terms of Use or the Privacy Policy, you must not access or use the App.

This App is not offered or available to users who are 18 years of age or younger.

By using this App, you represent and warrant that you are of legal age to form a binding contract with the Company and meet all of the foregoing eligibility requirements. If you do not meet all of these requirements, you must not access or use the App.

This App is being made available to KPH employees on a voluntary basis. Use of the App by KPH employees is not a required term or condition of employment. This App is intended for informational or social uses and accessing the App outside of work hours is not required, nor is it considered compensable time. It is not expected that employees can or will be considered to be engaging in work while accessing the App.

Changes to the Terms of Use

We may revise and update these Terms of Use from time to time in our sole discretion. All changes are effective immediately when we post them, and apply to all access to and use of the App thereafter. However, any changes to the dispute resolution provisions set forth in Governing Law and Jurisdiction will not apply to any disputes for which the parties have actual notice on or prior to the date the change is posted on the App.

Your continued use of the App following the posting of revised Terms of Use means that you accept and agree to the changes. You are expected to check these Terms of Use from time to time so you are aware of any changes, as they are binding on you.

Accessing the App and Account Security

We reserve the right to withdraw or amend this App, and any service or material we provide on the App, in our sole discretion without notice. We will not be liable if for any reason all or any part of the App is unavailable at any time or for any period. From time to time, we may restrict access to some parts of the App, or the entire App, to users, including registered users.

You are responsible for:

- Making all arrangements necessary for you to have access to the App.
- Ensuring that all persons who access the App through your mobile device are aware of these Terms of Use and comply with them.

To access the App or some of the resources it offers, you may be asked to provide certain registration details or other information. It is a condition of your use of the App that all the information you provide on the App is correct, current and complete. You agree that all

Accept

3. Change Password

Immediately after agreeing to the User Terms and Conditions, you will be prompted to change your password. The new password must meet the following requirements:

- 9 Characters in length
- 1 Number
- 1 Special Character
- 1 Upper and Lowercase Letter

12:53 LTE

Change Password

Change your password

Enter New Password

Re enter New Password

Change Password

4. Navigating around the app

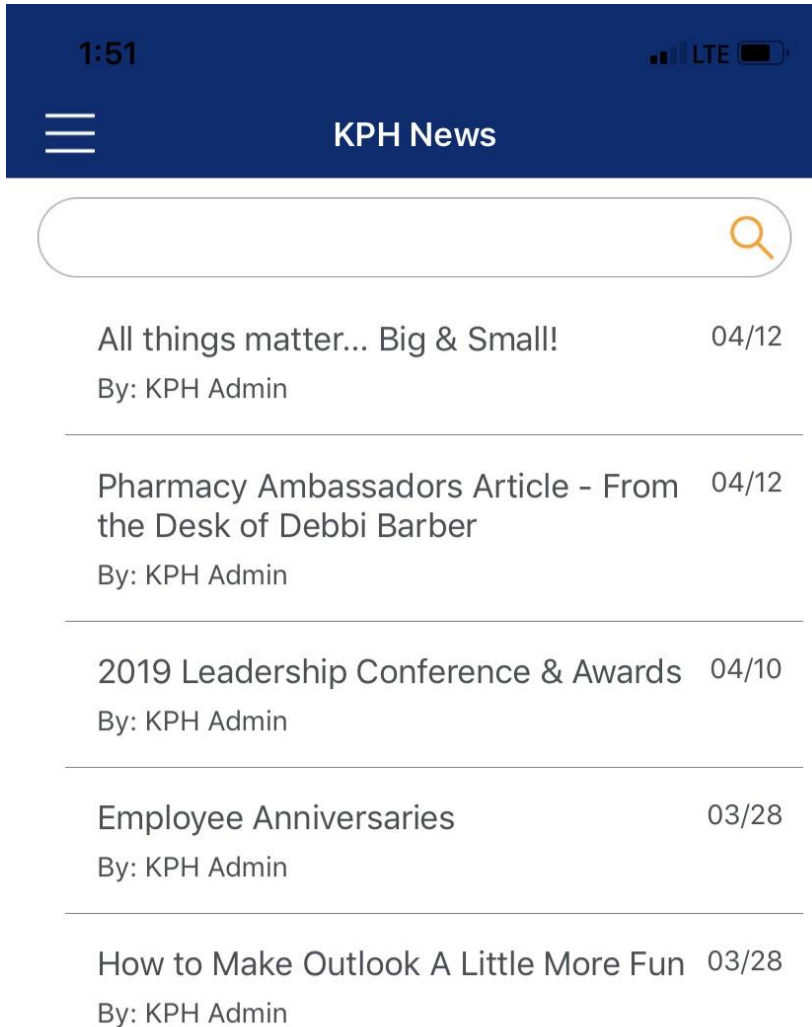
- Once logged in you may navigate around the application. The dashboard will resemble the screen shown here.
- When there is an unread message within the group a red indicator will be present (also in screen shown here)

*Note; when mobile PUSH notifications are turned ON you will receive a message that a new item has been uploaded to the app.



Navigating within the app; EXAMPLES

Clicking on an icon takes you to available articles



Clicking on an article takes you to its content

1:51 LTE

< Back All things matter... Big & Small!

All things matter... Big & Small!

By: KPH Admin
Apr 12, 2019

Each year KPH spends hundreds of thousands of dollars on printing. Printing is essential to our business but consider these tips to help reduce wasteful spending.

- Only print things that you are willing to walk over to the printer and pick up. **Can anyone think of a printer where there are a bunch of printed pages sitting on the top with no owner?**
- We pay per page. Only print pages you need.
- Think before you print. What am I going to do with this after I print it out? Do I really need to print this?
- Proof read before you print so you don't have to print it multiple times.
- Pay attention to the printer you are printing to, so you don't pick the wrong one. **This protects cost *and* confidentiality.**
- Print double sided to reduce paper use. With a doublesided page, we still pay for 2 pages of ink but only 1 piece of paper.

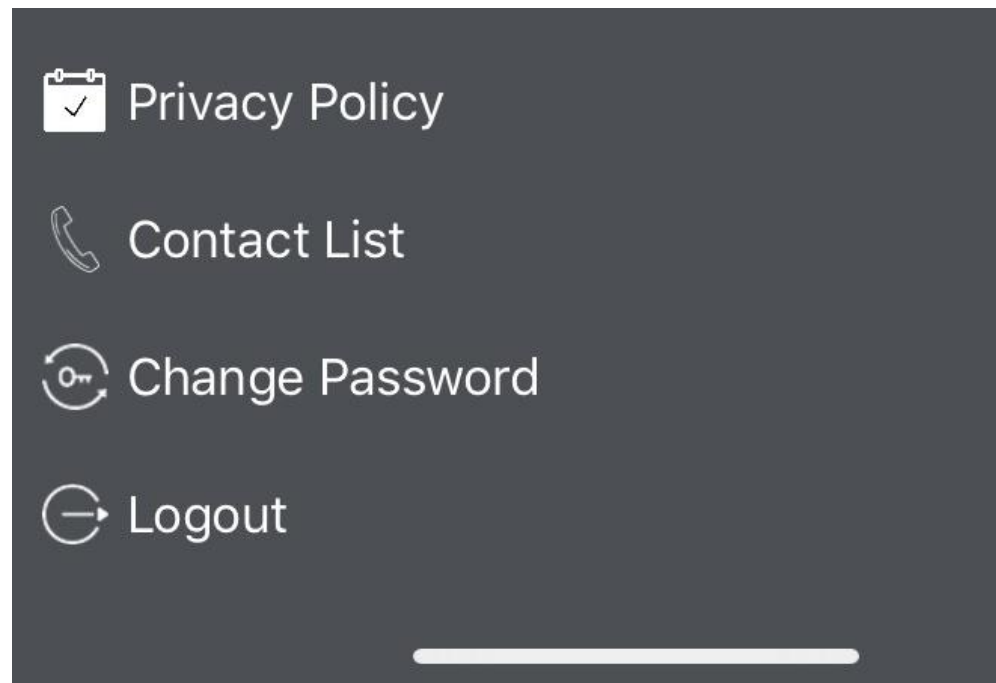
Also included in the sidebar menu

A copy of the Privacy Policy

Contact List of Important Phone Numbers

Change Password Request

Logout



This app is intended to be an extension of the KPH Monthly Update Newsletter. It will house information that is FYI based only. There will be no action items present within.

KPH News: Informational items that pertains to the company as a whole.

Kinney Drugs: Informational items that pertains to the Drug Store Division.

ProAct: Informational items that pertains to ProAct.

HealthDirect: Informational items that pertains to HealthDirect.

Noble: Informational items that pertains to Noble.

Foundation: Informational items pertaining to Foundation events and other news.

Employee News: Informational items on Employee New Hires and Promotions and/or awards and recognition.

KPH Benefits: Informational section on who to contact for benefits questions and access to portals.

KPH Careers: This section will house a link to our iCIMS website.

Wellness: This will provide the latest information from the Wellness Committee on current and past initiatives. (current year only)

Get iNvolved: Here you will find out to access volunteer opportunities near you.

ESOP: Presentations will be available for viewing in this section. Employees nearing retirement and a different version for those who are not nearing retirement.

About KPH: Within this section you will find a description of each Division.

IMPORTANT*This app is optional for KPH employees and is in no way a mandatory application.

Feedback? Contact APP Administrator Megan Young – 315-413-7800 ext. 3153

meganyoung@kphhealthcareservices.com