



Vital Ice Setup Guide

Thank you for your interest in the Vital Ice App. The **EMS World Innovation Award Winning App** that has been brought to you compliments of a local sponsoring business.



This document will instruct you how to download our app and provide step-by-step instructions to complete the setup process. Your information will be stored on your phone and is HIPAA compliant.

Once you complete the necessary setup, the app will allow you to maximize the lifesaving tools that significantly increases the odds of a positive outcome in a medical emergency as it is the most complete public safety app available.

Download App

The Vital Ice App can be downloaded on IOS or Android devices. Simply visit Google Play or the App Store and browse for the Vital Ice App or enter www.vitalboards.com/downloadapp into your mobile browser.



Terms of Service

Review the terms of use and place a check mark in the box stating you have read and agree to the terms of use. You must agree to the terms to continue with setup. Press the blue **Continue** bar to proceed.



I have read and agree to the above terms of use



Enter Local Sponsored 4 Digit Code

You will be prompted for a 4-digit code provided to you by a local sponsoring business. The unique 4-digit code unlocks the PRO version of Vital Ice and all features. Select the blue **Enter New Information** bar and enter the 4-digit code when prompted. Select Done and **Continue**.



Outreach Sponsor Page

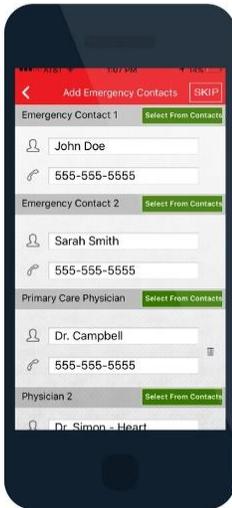
The outreach sponsor page will be accessed after adding the 4-digit sponsorship code. Scroll down to the bottom of the page and press blue **Continue** bar to proceed.



Add Your Information

Enter your personal information in all fields. This will include your first, middle and last name, date of birth, country of origin and complete address. Press the blue **Continue** bar to proceed.

Add Emergency Contacts

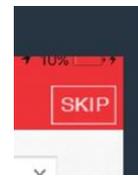


Add your emergency contact information. This will include two personal emergency contacts as well as your primary physician(s) information. To access your contacts on your mobile phone, select the green **Select From Contacts** bar to the right of each contact field. This will open the contact list on your phone. Scroll to the appropriate contact and depress the contact name. This will return you to the Vital Ice App and insert your selection into the appropriate contact field.

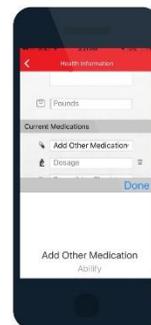
Add Health Information



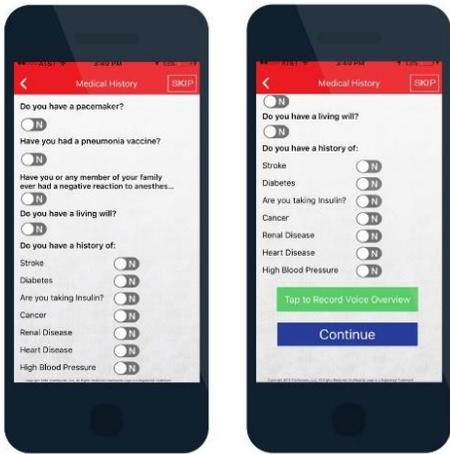
Add your health information. At any time you can skip a section by selecting skip in the upper right corner of the screen. Enter your blood type, health conditions, allergies, weight and current medications. If you do not see your medications on the list, select “add other medication” which is found at the very top of the list and select done. A pop up



screen will appear to add the medication name. Once you type in the name, select the blue **Add** button. The next screen will require detailed information about the medication including the dosage and prescribing physician. Select done or depress the plus sign to add an additional medication. Select done and **Continue** to proceed and complete the medical history questions.

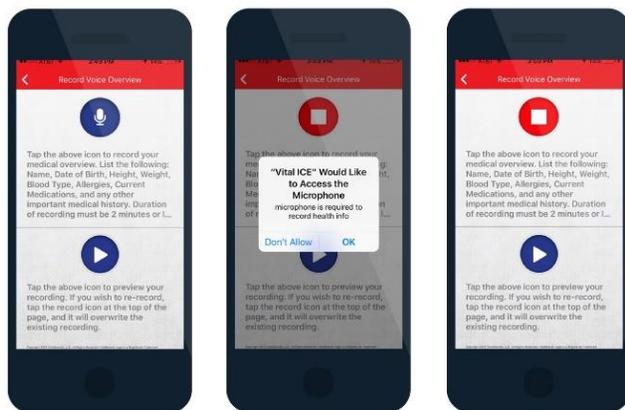


Medical History



A series of yes/no questions will be asked. All answers default to No. To answer YES to any of the questions, select the gray tab to the right of each question. When selected the tab will turn green to visually indicate you have selected YES to answer that particular medical question.

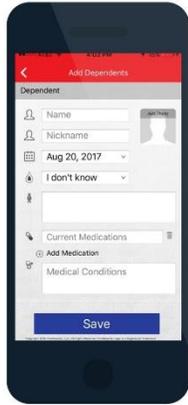
Once all questions are completed, you have the option to record a voice overview of your comprehensive medical information. Press the green **Tap to Record Voice Overview** button.



A new screen will open. Depress the blue microphone button to record. And Press OK to allow Vital Ice to access your microphone if prompted. Immediately begin recording and depress the red stop button once completed. To review your recording depress the blue

arrow at the lower portion of the screen. If you'd like to re-record your message, you may do so by depressing the blue microphone again and repeating the steps. We encourage you to record a voice overview and include any vital health information.

If you are satisfied with your message, return to the previous screen by selecting the left arrow at the top of your screen in the red header. Once back to the Medical History Screen, select the blue **Continue** bar to proceed.



Add Dependents

The Vital Ice App allows you to also add dependent information which could include elderly parents. Select the gray **+ Add Dependent** bar. Complete their information to include their name, nickname, date of birth, blood type and allergies, current medications, medical conditions and physicians name and phone number and add a photo. Press **Save** and add additional dependents. Once all dependents are completed, press done. If you do not have dependents, you may elect to skip this step.

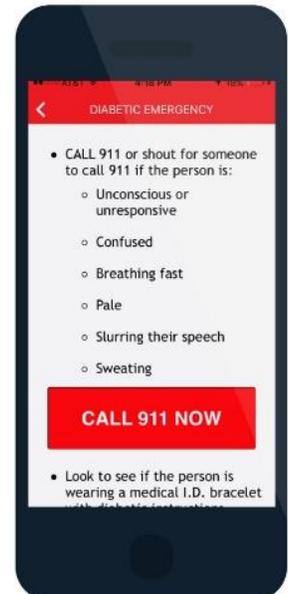
Home Screen Tabs

There are 4 tabs at the bottom quadrant of the home screen.

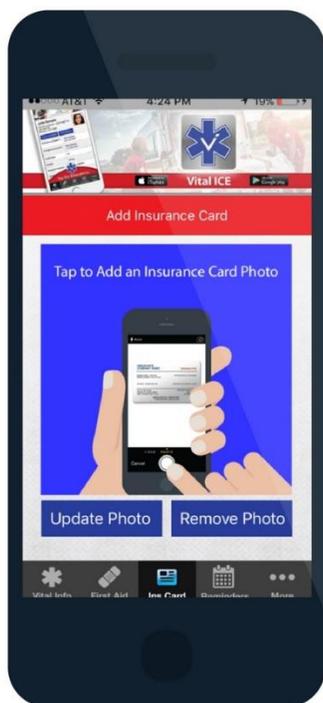
The **Vital Info** tab accesses the personal profile and medical information we just completed at setup.

The **First Aid** button includes nationally recognized step by step first aid instructions for 16 of the most common emergencies which are updated regularly as the national protocol changes. These steps can assist you when EMS is

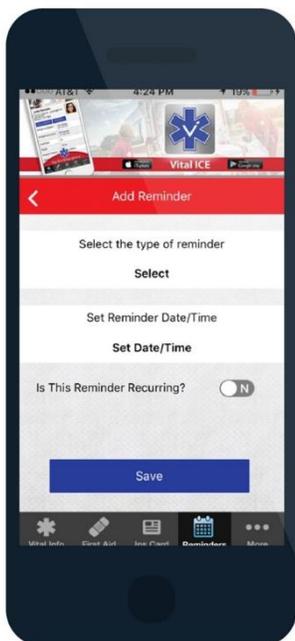
unavailable or until help arrives such as with an asthma attack or diabetic emergency. We encourage you to seek help for all medical issues and injuries! When opening the information tab for each type of issue, a Dial 911 button is readily available on each screen for injuries or issues that could become life threatening.



Home Screen Tabs (cont.)

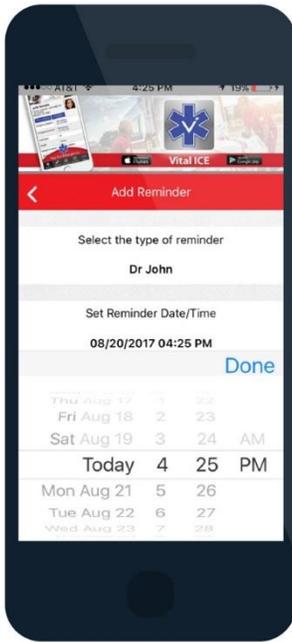


The **Add Insurance Card** button allows you to add a photo of your insurance card. Tap the center of the screen. This will open the options to access your phone camera to take a photo of your card unless it is saved in your photos already. Vital ice will ask for permission to access your phone camera. Select OK to allow. Once you take the photo or select the photo to use, it will automatically upload into the Vital Ice App. At any time, you may select the insurance card tab and remove or update the photo.



The **Reminders** tab allows you to set up alerts for medications, physician appointments and immunizations. To add a new reminder, select the blue **+ Add a Reminder** button and specify the reminder type.

If selecting a **medication reminder**, a window will open allowing you to select from a list of preset medications. You can also add a new medication into the list and follow the same steps as we did in the prior setup procedure.



If you are selecting **physician reminders**, a list of your physicians from the emergency contact list previously set up will be opened for you to select from.

If selecting an **immunization reminder**, select the date and time as well as if this is a recurring event.

After each step, select **Done** and **Save** to save each reminder. Once the reminder has been set, a prompt will appear confirming your reminder setup. Press OK to continue and you will see the reminder on the reminders view. You may edit by depressing the pencil on



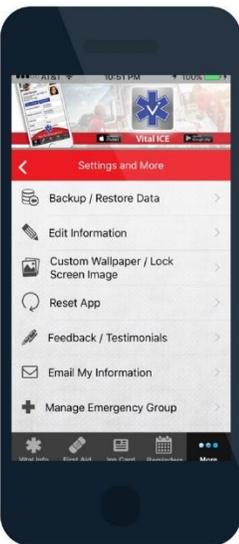
each reminder and you may delete by depressing the trash can icon.

Editing Settings and ...More Tab



The last tab on the home page is the **...More** tab. This is where you will access the settings and additional information in your app for editing. The options include:

The **Edit Information setting** allows you to edit personal, medical, dependent and emergency contact information.



The **Custom Wallpaper /Lock Screen Image** setting in the **...More** tab allows you to create a custom screen lock image that will contain your vital information and emergency contacts on the perimeter of your lock screen. This gives first responders an immediate information to your medical information if your phone is password protected or prior to locating your app and saves precious time. Vital Ice recommends using this feature whether your phone is password protected or not.

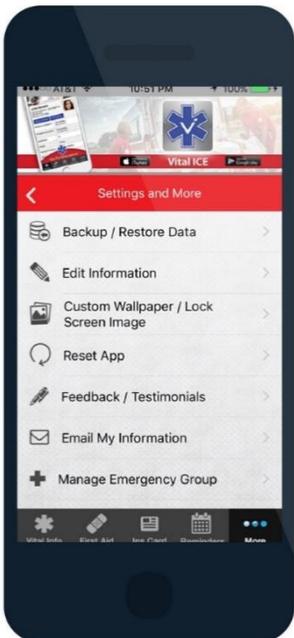


To create your Vital Ice Lock Screen photo, press the blue **Select From Photos** button and select a photo from your photo gallery. If the app is not allowed access to your photos or videos, enable access in Privacy Settings on your phone. Once enabled, select a recent photo.

It is recommended you select a full screen portrait (vertical) cropped to 9:16 aspect ratio. If you are not familiar with how to do this, select the [“Show Me How”](#) button above the blue **Select From Photos** button.

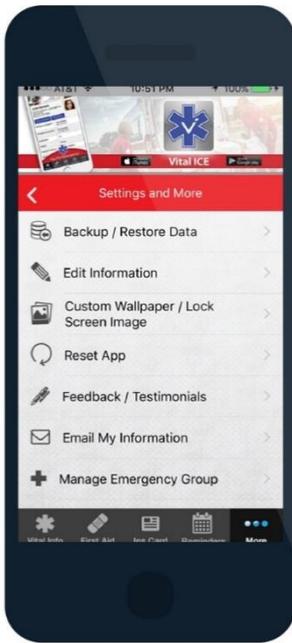
These instructions will help you. Once the wallpaper image is created, it will appear in your photos in your photo gallery in your phone. A prompt will appear

advising you to go to your photo gallery, select the saved image and assign it as your Wallpaper/Lock screen image. This varies depending upon the model of phone you own. Consult with your phone carrier if you are not sure how to upload an image to your lock screen.

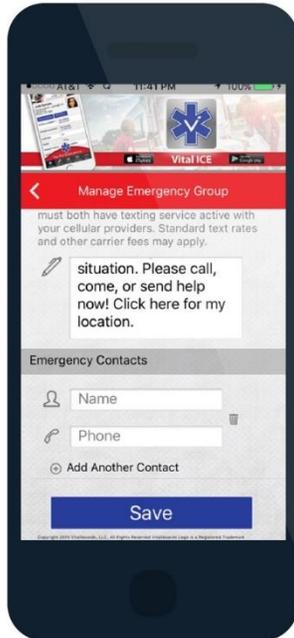
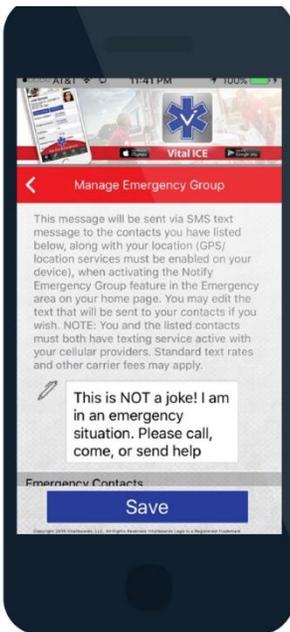


The [Reset App](#) setting in the [...More](#) tab allows you to completely clear and reset the app to start from the beginning. Be careful when accessing this setting as all user data will be immediately deleted and this cannot be recovered.

The [Feedback and Testimonials](#) setting in the [...More](#) tab allows you to submit information directly to us and our developers to improve our app. Please submit suggestions and/or testimonials if you have benefitted while using this app from a medical standpoint. We'd love to hear your story.



The [Email My Information](#) setting in the [...More](#) tab sends your vital health information, including your insurance card and other photos you have uploaded (if applicable) to physicians, the emergency room or anyone you designate. Enter the correct email address. Vital Ice will verify the email for authenticity. Tap send to email immediately. The information will arrive from Vitalboards as the sender. The email will be emailed using a secure encryption method and will not be stored, copied or forwarded to alternate addresses by Vitalboards, LLC.



The [Manage Emergency Group](#) setting in the [...More](#) tab allows you to create a custom message that can be sent immediately to emergency contacts you designate. These emergency contacts can be the same or different from those previously set up.



This message will be sent via SMS text message to the contacts you designate in this settings tab along with your location when activating the [Notify Emergency Group](#) feature in the [Tap For Emergency](#) area on your home page. GPS/location services must be enabled on your device. Please remember, you and the designated contact individuals must both have texting services active with your cellular providers. Standard text rates and other carrier fees may apply. The default text will read: *This is NOT a joke! I am in an emergency. Please call, come or send help. Click here for my location.*

We encourage you to talk to your emergency contacts after downloading and setting up this app so they are aware of this feature and will be informed in the event an emergency arises and action is needed.



The [Manage Key Code](#) setting in the [...More](#) tab is where you can access the key code in the event you need to edit or change the code if you move from your current residence.

The [About/Help Tips](#) settings in the [...More](#) tab will provide you more information on our company and our history, how information is stored, your privacy and helpful tips.

Helpful Tips included in the app include:

#1. We encourage you to update your information frequently, especially after each visit with you physician, noting changes to your current list of medications and medical status.

#2. Move the Vital Ice Icon to the first page of app icons on your phone so that it appears on your screen in the upper left-hand corner. This is the designated area for in case of emergency apps and will assist first responders in locating your patient information more efficiently. To do this tap and hold on the Vital Ice icon for several seconds, then move the icon to the top left and release. Tap the home button when finished.

#3. Utilize the custom wallpaper/lock screen image to auto populate some of your medical information on the left and right sides of your lock screen. This will save EMS precious time when trying to access your app or if you screen is locked.

#4. Consider not utilizing passcode or fingerprint security as a requirement to gain access to your device. Locking your device would of course prevent first responders and/or friends and family members from viewing your information in an emergency in the event you were incapacitated or otherwise unable to speak.

#5. If you must lock your mobile device, make sure at least your family members have a passcode. In the case of fingerprint access make sure to register their fingerprints on your phone as well.

#6. Make sure you keep current your emergency group contact list, complete with their mobile phone numbers. Your medical information is confidential; therefore, we do not suggest you leave your mobile device unattended or in other's possession that you do not fully trust. Your information is safe and stored only locally on your device, however your information can be emailed to any email address via the email my information feature.

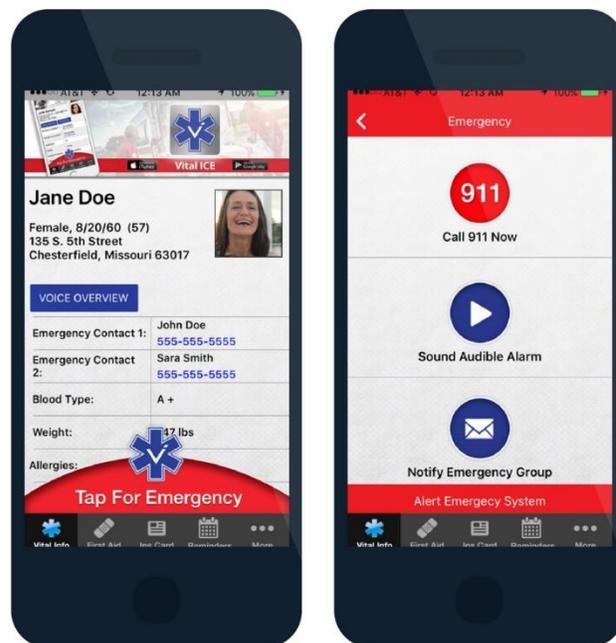
#7. The email information feature is intended to be an efficient tool for first responders to transmit your information to the ER or other medical facility during an emergency. The email will be emailed using a secure encryption method and will not be stored, copied or forwarded to alternate addresses by Vitalboards, LLC.

Congratulations!

Your Vital Ice App is now set up and ready to use.

Using the Vital Ice App

Your app is now set up to use In Case of Emergency. The most important button to use is the Tap for Emergency button located on your home screen which opens a screen offering you the options to dial 911, sound an audible alarm or notify your emergency group.



Dial 911 dials 911 with immediate GPS location. A process that can take up to 10 minutes for 911 dispatches.

Sound audible alarm sounds an audible so that someone can be located in difficult to see situations.

Notify Emergency Group sends an immediate group SMS text notification to your designated emergency contact group along with a map showing your GPS coordinates/location. The custom message will be the default Vital Ice Message or your custom message if you chose to set this up in the [...More](#) tab in the [Manage Emergency Group](#) setting.

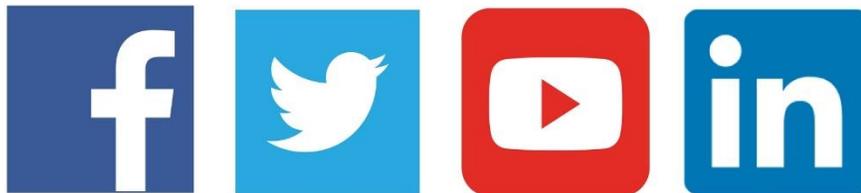
Notify Emergency Group serves as a mobile life alert system and is a key feature of Vital Ice. This is an important feature to become familiar with especially if spending time alone.

The Vital Ice App and Vitalboards provide lifesaving information to medical staff when you be unable to do so. We hope this User Guide has been helpful in setting up your app. On behalf of your local sponsor, we thank you for choosing to use the Vital Ice App.

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