

AFFORDABLE

User Guide



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Chapter 1

Introduction

AFFORDABLE is a volunteer nonprofit organization dedicated to improving community healthcare. Our mission is simple create one portal, one application, and one database, which will automatically connect impoverished and chronically ill individuals to a community network. As a result, the network will reduce barriers to healthcare access and improve resource distribution. This guide will walk you through the login process, the registration process with all associated options, and the username and password recovery process. Additionally, this guide will acquaint you with the small piece of the main application dashboard that is currently available.

Chapter 2

How to Register?

If you are a new user, follow the process explained below to register a new account with AFFORDABLE.

- Go to AFFORDABLE webpage
- You will see two options in the page as shown in Figure 2.1
 1. Login
 2. Register

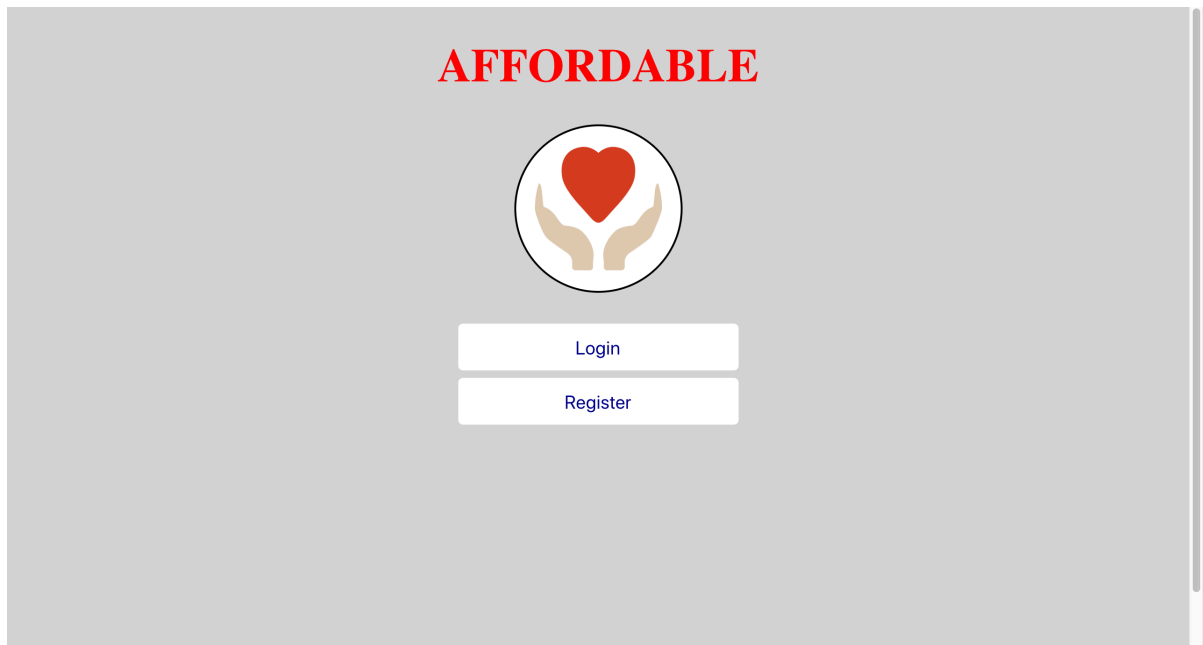


Figure 2.1: AFFORDABLE Main page

- Click on Register
- It will redirect to the Registration Page as shown in Figure 2.2

Figure 2.2: AFFORDABLE Registration page (partially shown)

- Fill in **Username**. The only requirements for a proper username is that it be between 4 and 20 characters long. A green check next to the field indicates valid input and a red cross means the requirement has not been met. Besides the length requirement, the system will check if the selected username has already been taken. If it has been, you will be shown “This username is not available”, otherwise you will get “This username is available”.
- Fill in **Password**. The password must be between 4 and 20 characters long. It must also contain at least 1 digit or special character(@,!, etc.). A green check next to the field indicates valid input and a red cross means a requirement has not been met.
- **Confirm Password**. This input must match the password entered in the second form. A green check indicates valid input and a red cross means the requirement has not been met.

- Fill in the **Email**. This input must match the form of a valid email address (e.g. something@domain.extension). A green check next to the field indicates valid input and a red cross means the requirement has not been met. Also, if the same email already exists in database you will get a prompt “This email is already registered with AFFORDABLE”.
- Click on **Validate Email**. You will be prompted to verify your email as shown in Figure 2.3 and finally a notification prompt will appear after successfully sending the email from the system as shown in Figure 2.4.

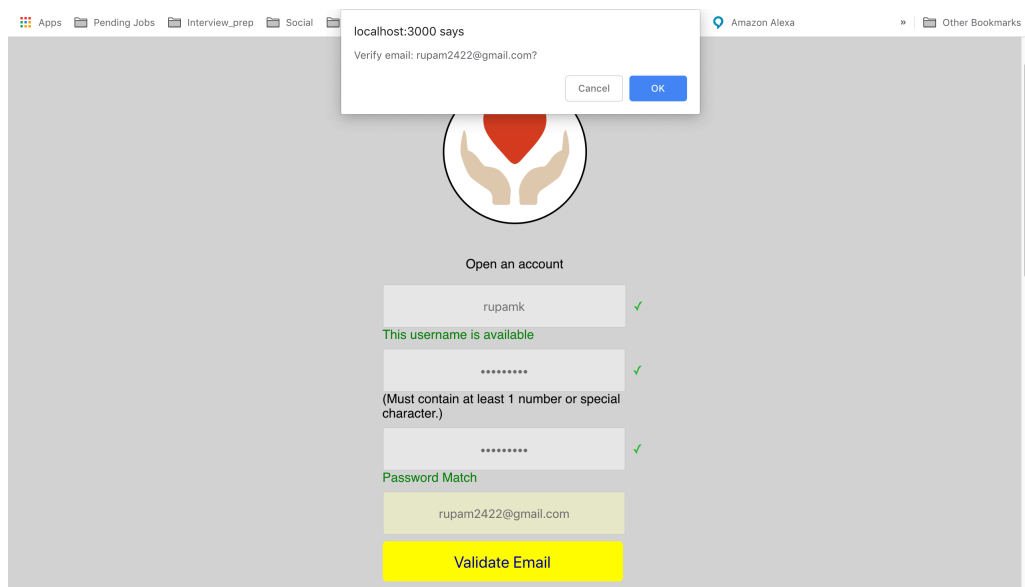


Figure 2.3: Email Validation: Verifying the supplied email from the user before sending the validation email from the system

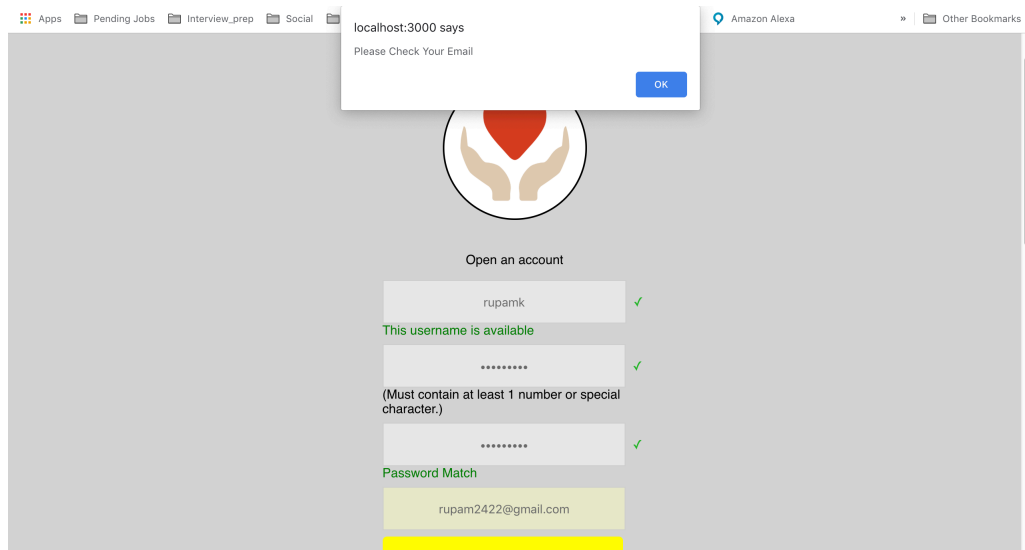


Figure 2.4: Email Validation: Email send after clicking OK as shown in Figure 2.3

- An email with a verification link to your supplied email address. Open the registered email and you will find an email with a subject called “Affordable:: Please Verify your Email” with an embedded link. Click on that link in another tab or window, you will be taken to a page that confirms your verification as shown in 2.5 and the email address will be considered verified within the system. This step is also mandatory, and must be completed before finishing the registration process.

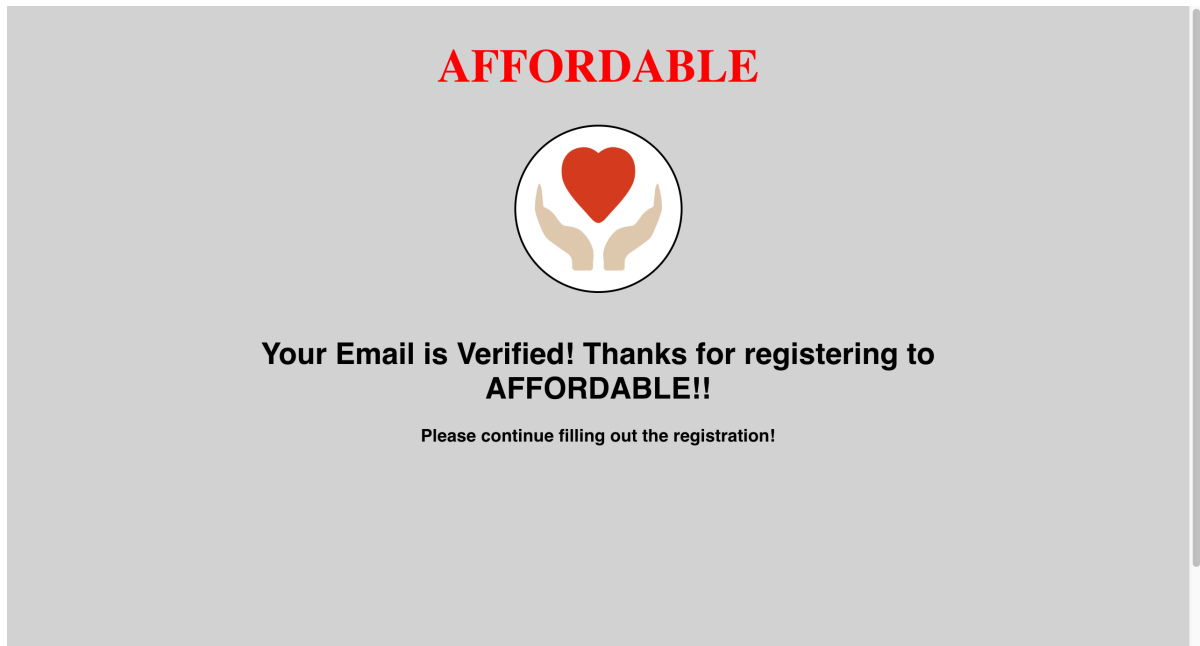


Figure 2.5: AFFORDABLE Email Verification page

Below the initial account information section, there is a checkbox (optional) available named “Request 2 factor authentication (require mobile devices)” if you would like to enable Two-factor authentication for your account. If you do not opt for Two-factor Authentication, continue from Section 2.2.

2.1 Register with Two-Factor Authentication

- Click on check box to enable two-factor authentication
- An unique QR code should be generated with an input box and submit button as shown in Figure 2.6

rupam2422@gmail.com

Validate Email

☒ Request 2 factor authentication (require mobile devices)

Option provides additional security to your information on login option can be turned on in settings if desired.

1. download the "Google Authenticator" app
2. use your camera to scan the QR code below
3. input the 6-digit code shown on your mobile device

Authenticate

Security Question 1

Question #1

Must be a minimum of 4 characters long ✖

Security Question 2

Figure 2.6: Two-Factor Authentication: QR code Generation

- A smartphone is required for this step. First, you must download the Google Authenticator app for your smartphone. Then, you must use the app to scan the QR code. Once the QR code is successfully scanned, a 2-factor token for AFFORDABLE will appear in the Google Authenticator app. This token will provide a 6-digit code that changes every 60 seconds as shown in Figure 2.7. Each code is only valid for 60 seconds.

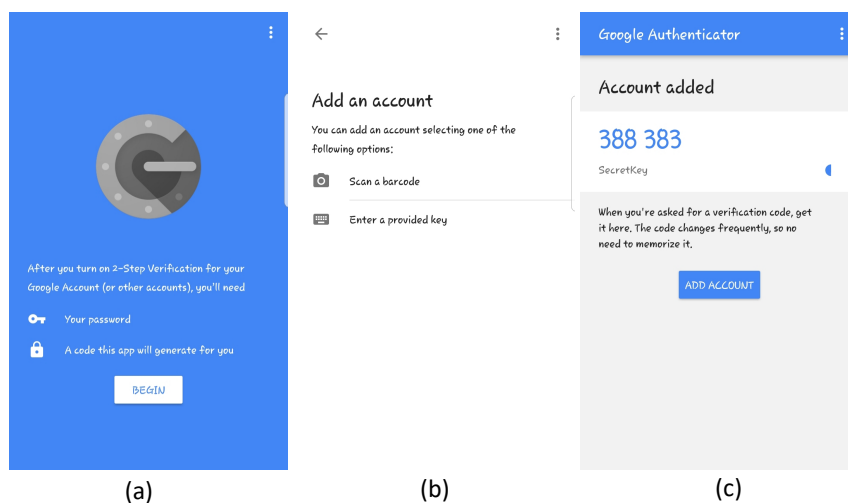


Figure 2.7: (a) Download Google Authenticator (b) Scan the QR code (c) 6 digit code is generated

- You must then enter the valid 6 digit code into the input box located next to the QR code and click the Authenticate button.
- A notification prompt should pop up authenticating the two-factor authentication for your account as shown in Figure 2.8

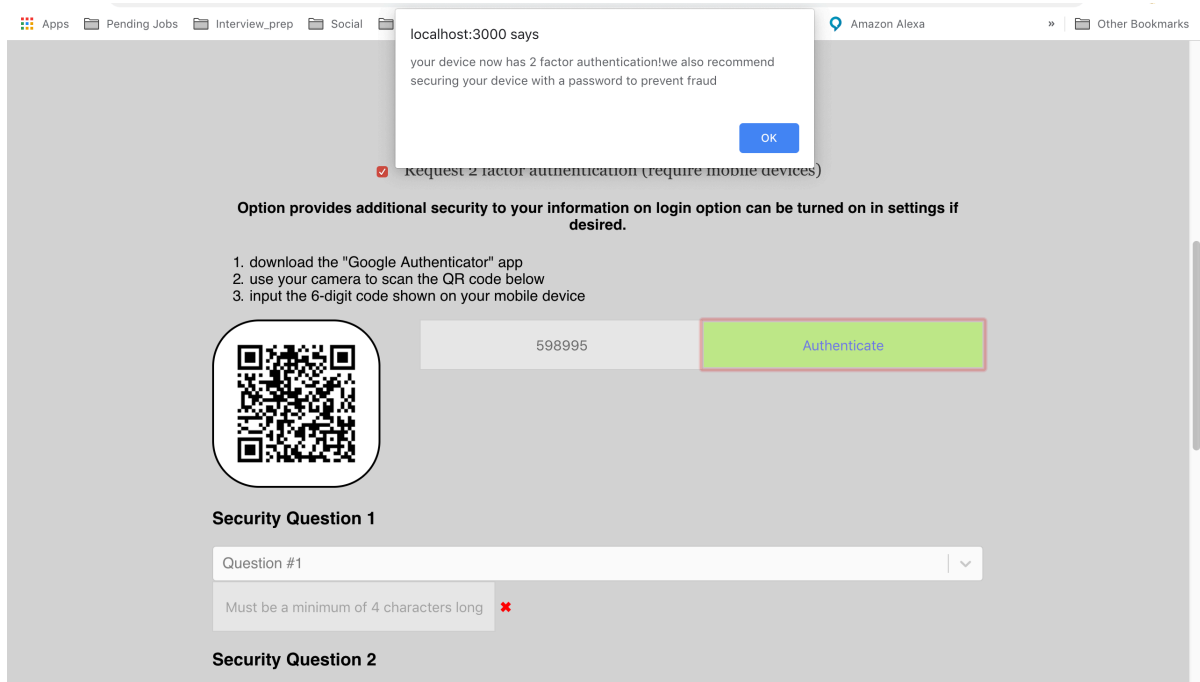


Figure 2.8: Prompt showing your account has Two-factor authentication

2.2 Security Questions

Three sets of input boxes and dropdown menus of security questions are there. All three sets are mandatory.

- Select a question from the list and enter an answer into the input box. The answer is tied to the selected question, and the only requirement is that it is more than four characters in length as shown in Figure 2.9 A green check next to the field indicates valid input and a red cross means the requirement has not been met.

The image shows a registration form titled "Security Questions". It contains three sections, each with a dropdown menu and a text input field. The first section is labeled "Security Question 1" and the dropdown is "Question #1". The text input field contains the placeholder "Must be a minimum of 4 characters long" and a red error icon. The second section is labeled "Security Question 2" and the dropdown is "Question #2". The text input field contains the placeholder "Must be a minimum of 4 characters long" and a red error icon. The third section is labeled "Security Question 3" and the dropdown is "Question #3". The text input field contains the placeholder "Must be a minimum of 4 characters long" and a red error icon. At the bottom right, there are two buttons: "Register Now" and "Register Later".

Figure 2.9: Security Questions

- Please take note that you will not have the option to reuse the same questions for different sets as shown in Figure 2.10. It is recommended that you securely save the answers to your selected questions, in case you have to recover account information in the future.

The image shows a registration form titled "Security Questions". It contains two sections. The first section is labeled "Security Question 1" and the dropdown is "What was your childhood nickname ?". The text input field contains the placeholder "abcd" and a green checkmark. The second section is labeled "Security Question 2" and the dropdown is "What street did you live on in third grade?". Below the dropdown, there is a list of questions: "In what city did you meet your spouse / significant other?", "What is the name of your favorite childhood friend?", "What is the middle name of your youngest child?", "What school did you attend for sixth grade", "What was the name of your first stuffed animal?", and "In what city or town did your mother and father meet?". At the bottom right, there are two buttons: "Register Now" and "Register Later".

Figure 2.10: Security Question: No repeat of questions

- Click on **Register Now** to complete the registration process. Clicking this button will perform a series of checks before finishing registering the account.

- A notification will pop up “Thank you for registering with AFFORDABLE” as shown in Figure 2.11.

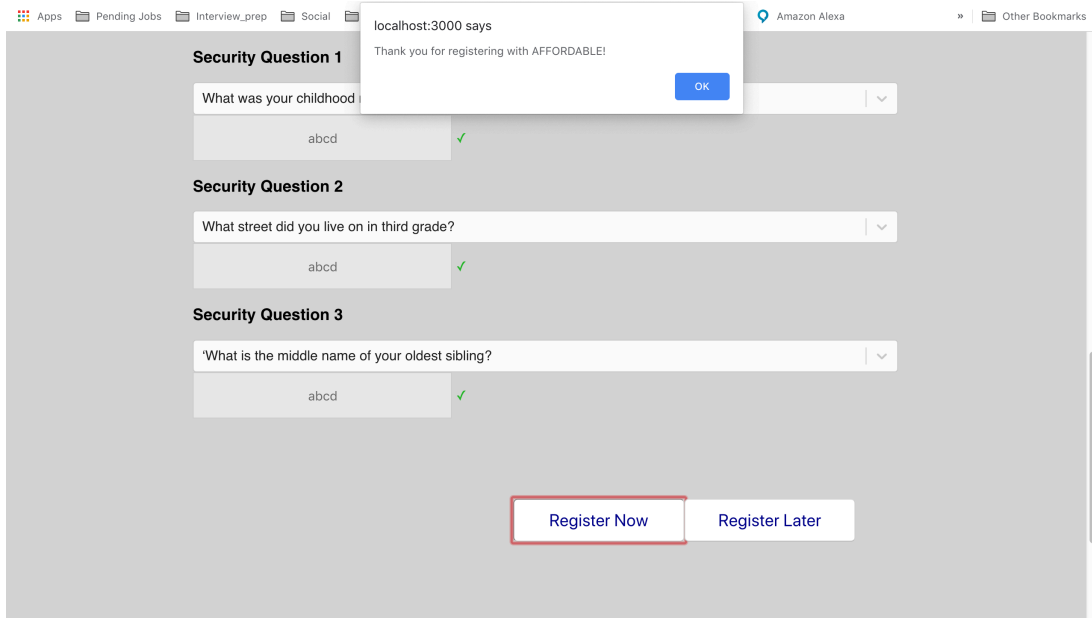


Figure 2.11: Registration successful notification

- Additionally, if you have opted for Two-Factor Authentication an email will be sent at the end of registration, with a subject “AFFORDABLE:: Important Account Information” where you will be presented with a security token string, like for eg. “MJ3U6ZRDOFKHELBKGA4W2V2JHYWGW3SG”. Please take note that you will not be able to retrieve this token string after you finish the registration process. It is highly recommended that you securely save this token because it can be used as a pseudo hard token, in that it can be substituted for a normal Two-factor authentication code in the event that the you do not have access to the Google Authenticator app during password reset.

Chapter 3

How to Login?

If you are a registered user, follow the process explained below to login to your account with AFFORDABLE.

- Go to AFFORDABLE webpage
- You will see two options in the page as shown in Figure 3.1
 1. Login
 2. Register

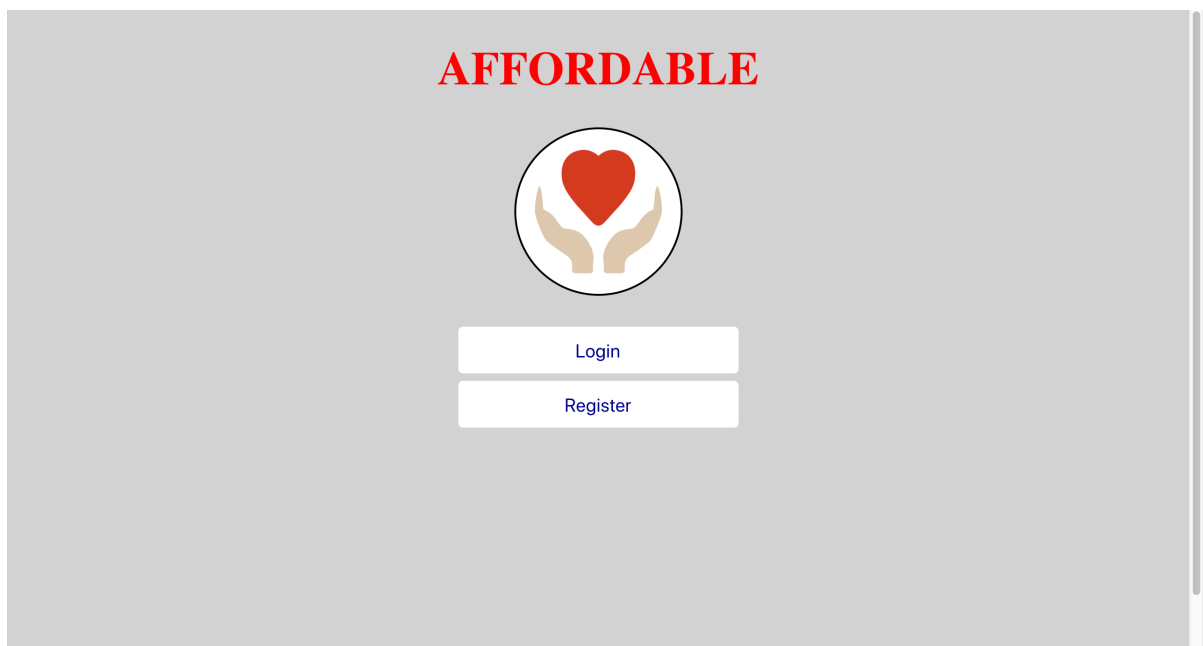


Figure 3.1: AFFORDABLE Main page

- Click on Login
- It will redirect to the Login Page as shown in Figure 3.2

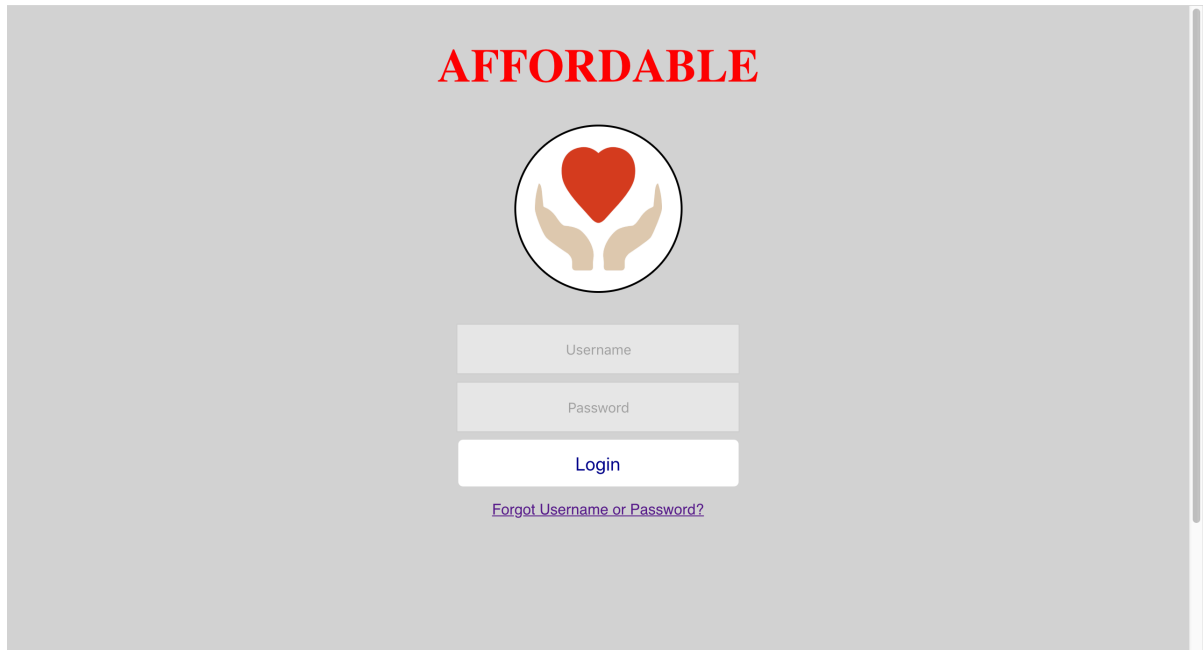


Figure 3.2: AFFORDABLE Login page

- Fill in your username and password and click on the Login.
- Login successful notification will pop up as shown in Figure 3.3

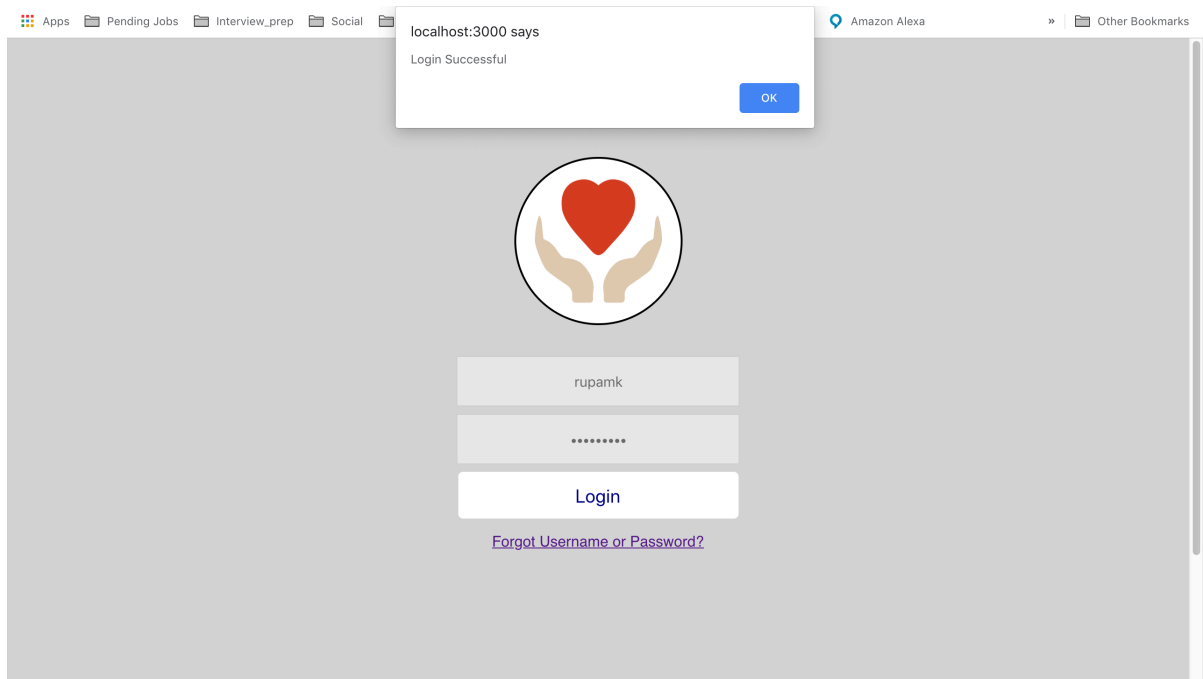


Figure 3.3: Login: Success Notification

- If you are a Two-Factor Authenticated registered user then you will be prompted to provide the the two-factor authentication code from the Goggle Authenticator App as shown in Figure 3.4.

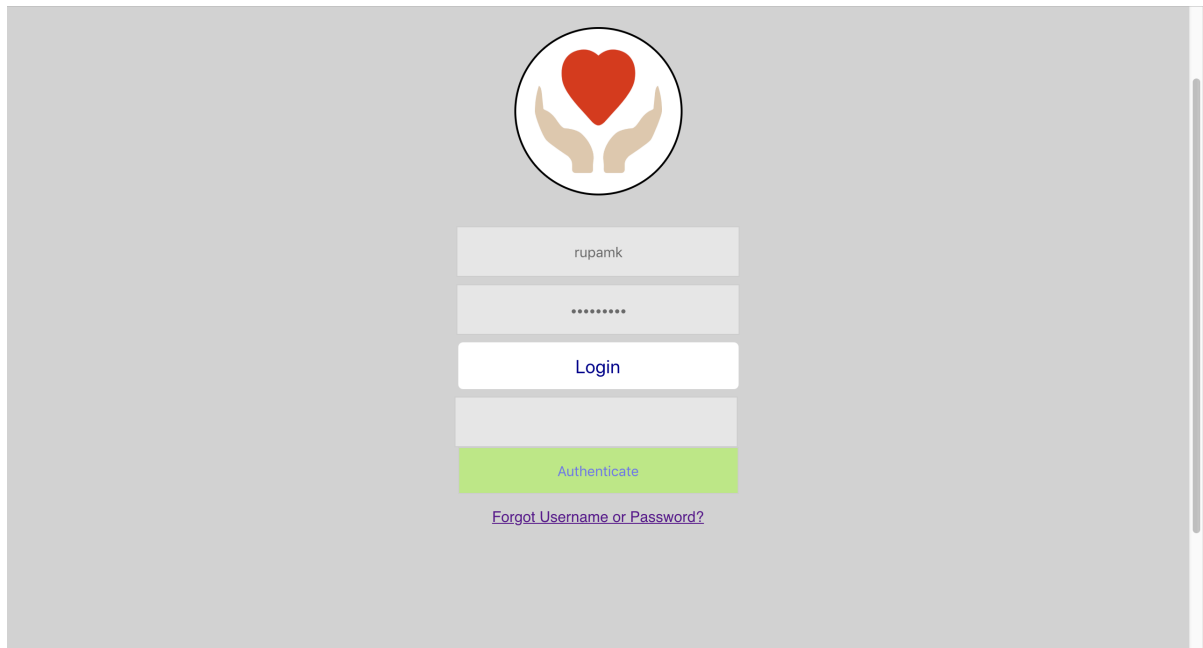


Figure 3.4: Login with Two-Factor Authentication

- Login successful notification will pop up as shown in Figure 3.5

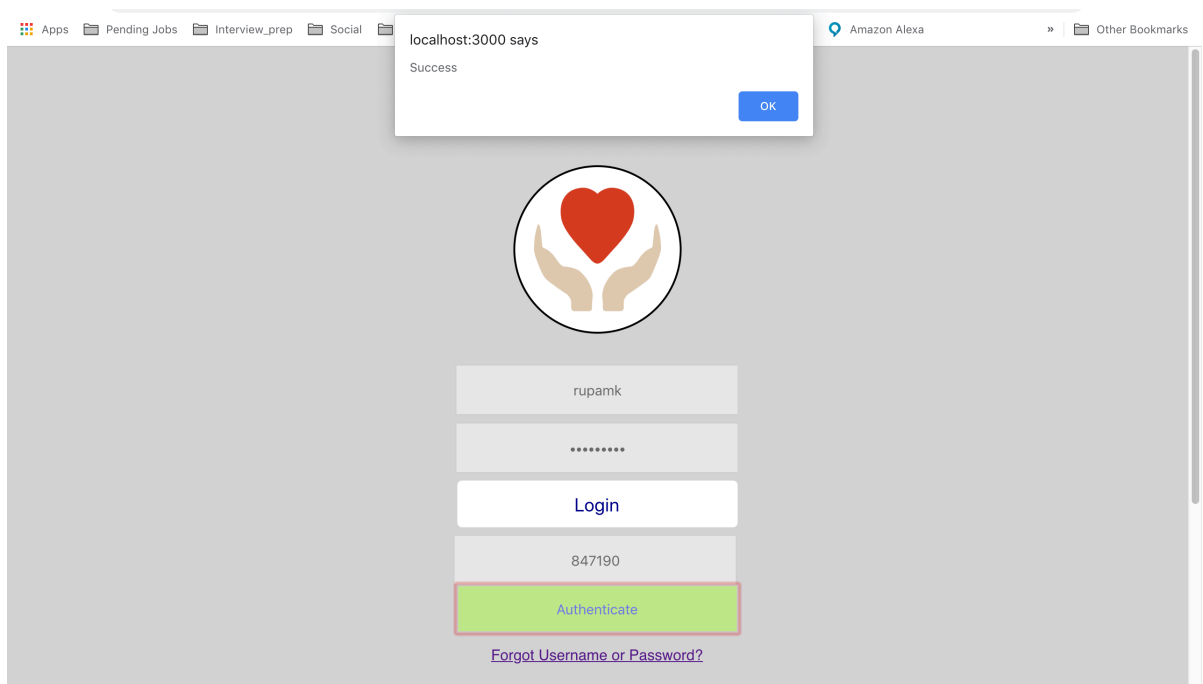


Figure 3.5: Login: Success Notification for Two-Factor Authentication

- On login you will be redirected to the AFFORDABLE Dashboard page as shown in Figure 3.6

The screenshot displays the AFFORDABLE Dashboard. On the left is a dark sidebar with a logo (a heart with hands) and navigation links: Dashboard, Application Center (highlighted), Manager, Apply, Message, Search, Health Utilizing Grants, Medical Debt Marketplace, and SUPPORT. The main content area is titled 'APPLICATION CENTER' and 'Grant & Service Manager'. It features an 'Application Tracker' section with a legend: green for 'Awarded', yellow for 'Processing', red for 'Denied', and light blue for 'Incomplete'. Below the legend are four checkboxes: 'View Full Report', 'Download Full Report', 'Edit Selected Application', and 'Delete Selected'. A table follows with columns for status (indicated by colored squares), 'Date Applied', 'Service Grant/Description', 'Description', and 'Contact'. The table contains four rows of data with colored status indicators.

		Date Applied	Service Grant/Description	Description	Contact
					
					
					
					

Figure 3.6: AFFORDABLE Dashboard page

Chapter 4

Dashboard Page

Once you log in successfully, you will be redirected to the main application dashboard. Currently, only the skeletons for the Application Manager and the Apply page have been implemented.

4.1 Manager page

- You will see the Application Manager page when you arrive at the Dashboard. Currently, only a skeleton of this page is available as shown in Figure 4.1

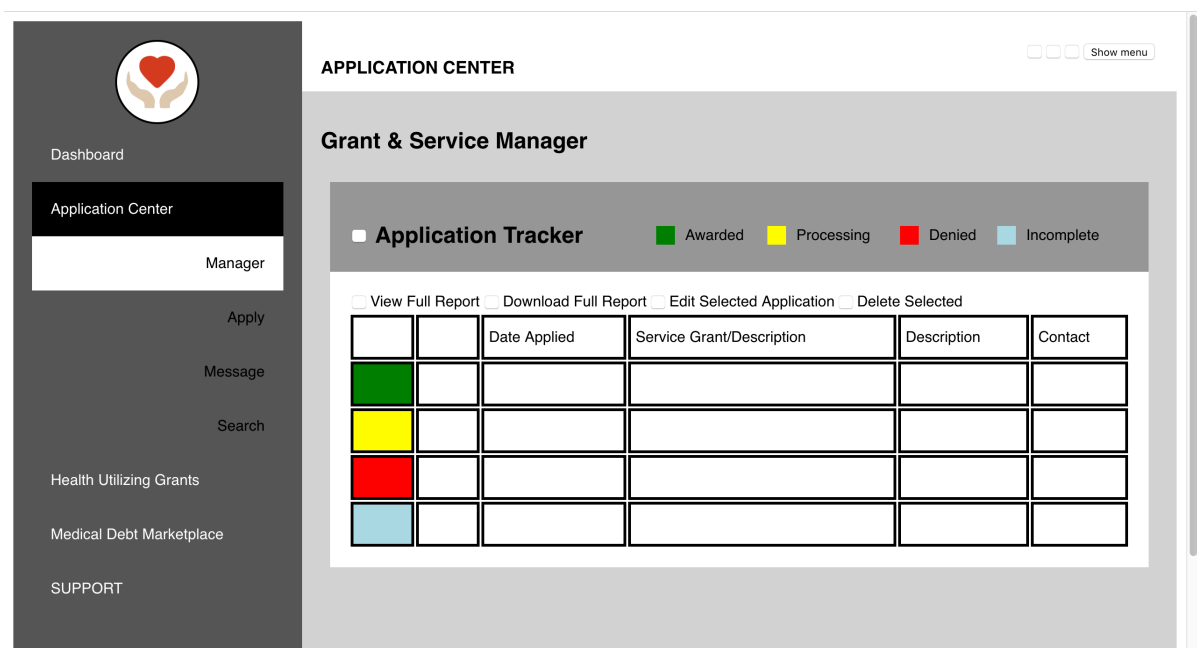


Figure 4.1: Application Manager page

- The Manger consists of one table tracking all of your pending applications, which are color-coded based on the status of the application. Green indicates the application has been successfully awarded. Yellow means the application is still processing. Red means the application has been denied. Blue means the application is currently incomplete.
- Above the table are buttons to view the full report, download the full report, edit a particular application, and delete a particular application.
- On the left of the page, you will find a navigation sidebar listing all other Dashboard pages.
- You can use this sidebar to visit the Apply page, which is currently the only other reachable Dashboard page.

4.2 Apply Page

You will be able to use this page to apply for medical benefits as shown in Figure 4.2 and Figure 4.3.

- On the left of the page, you will find a navigation sidebar listing all other Dashboard pages. You can use this sidebar to return to the Manager page.
- On the left of the page, you will find a navigation sidebar listing all other Dashboard pages. You can use this sidebar to return to the Manager page.
- At the top of this page, you will find a horizontal navigation bar that tracks your progress through a new application. The first option, “Selection”, will help you find an appropriate medical service based on several criteria as shown in Figure 4.2.

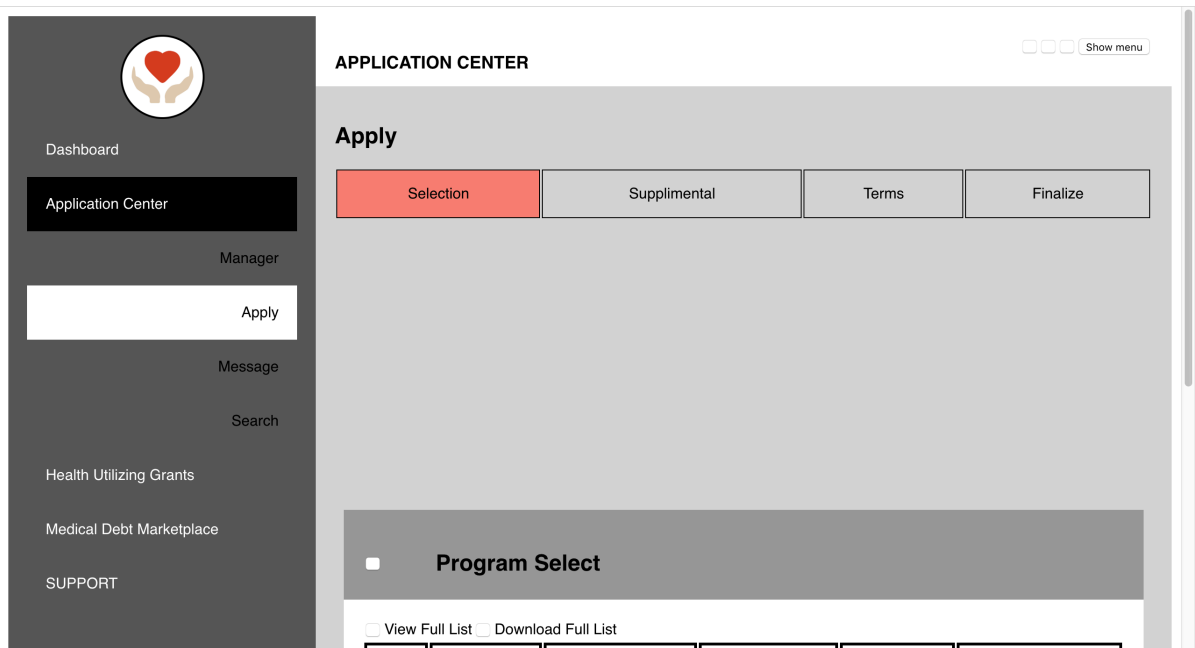


Figure 4.2: Apply page showing user progress

- At this step, the user will also see two tables. The first table, “Program Select”, will show you what programs are available to apply to according to your selection criteria. Here you can select a specific program and add it to your “Application List”. Associated with this table are buttons to “View Full List” and “Download Full List” as shown in Figure 4.3.
- Below the “Program Select” table is your Application List. Here you are able to maintain a list of all programs you would like to apply to. Associated with this table are buttons to “View Full List” and “Download Full List” as shown in Figure 4.3.

Health Utilizing Grants

Medical Debt Marketplace

SUPPORT

Program Select

☐ View Full List ☐ Download Full List

Add	Program	Organization	Description	Deadline	Supplemental

Application List

☐ View Full List ☐ Download Full List

Program	Organization	Description	Deadline	Supplemental

Figure 4.3: Apply page: Program Select and Application List

Chapter 5

How to Reset Password?

If you forget your username or password while logging in follow the following steps:

- Go to the “Forgot Username or Password” option in Login page as shown in Figure 5.1.

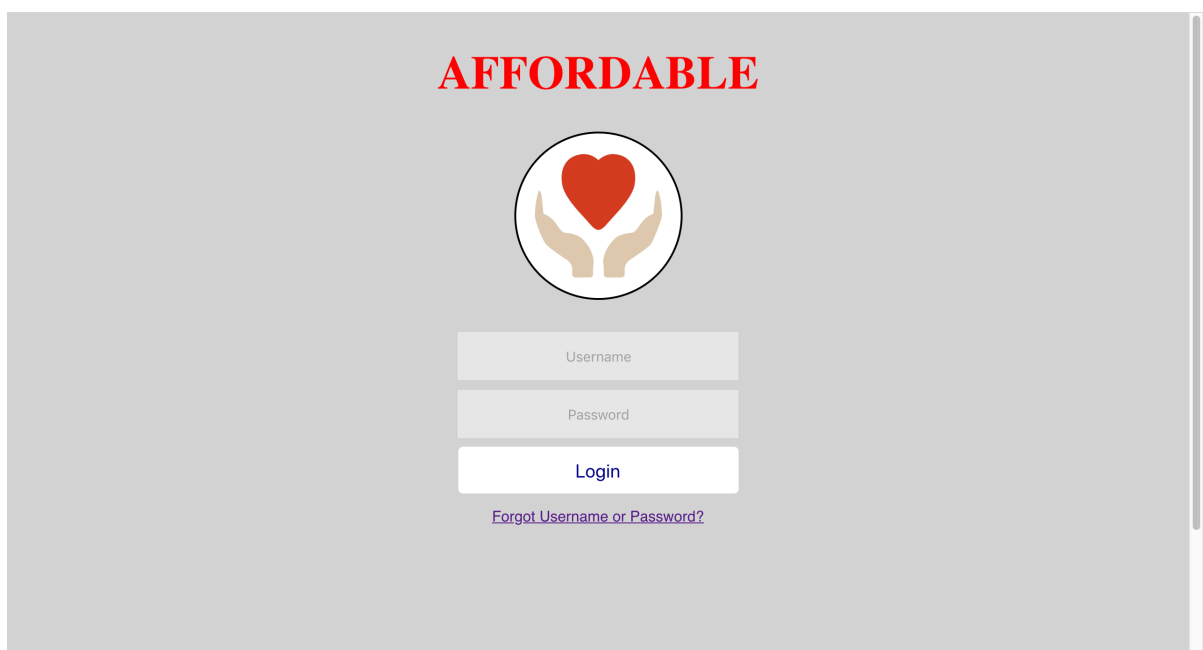
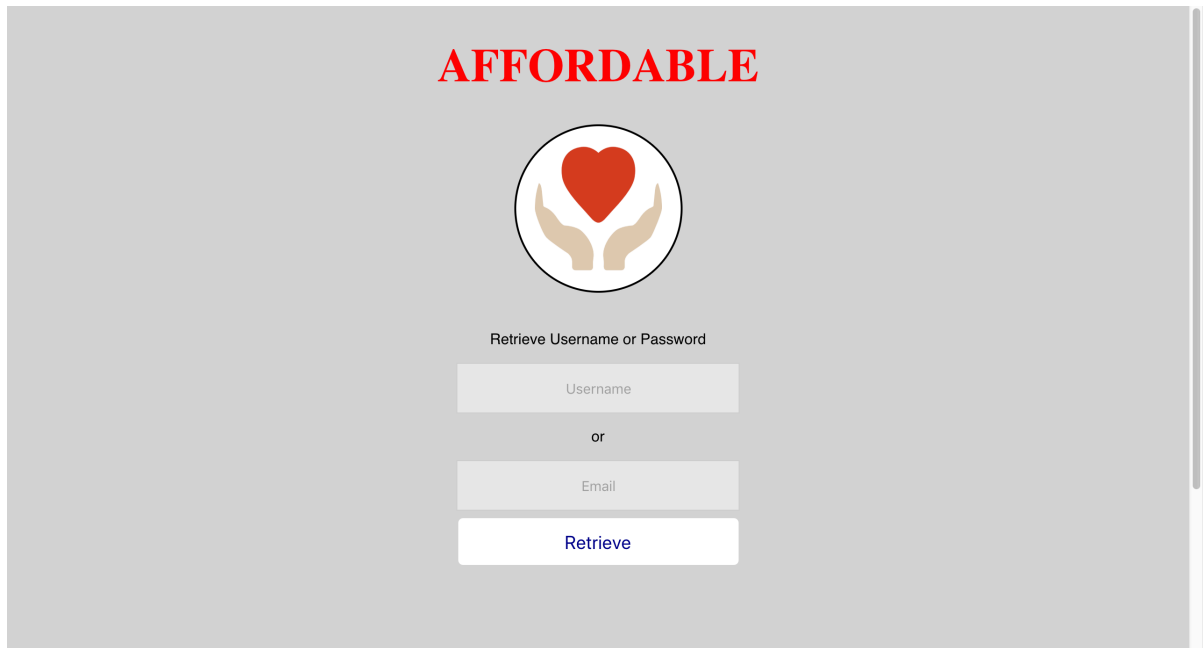


Figure 5.1: Login page

- It will redirect you to the recovery page as shown in Figure 5.2.



The image shows a web page with a light gray background. At the top center, the word "AFFORDABLE" is written in a bold, red, serif font. Below it is a circular logo containing a red heart held by two tan hands. Under the logo, the text "Retrieve Username or Password" is centered. Below this text are two input fields: the first is labeled "Username" and the second is labeled "Email". Between these two fields is the word "or". At the bottom of the form is a white button with the word "Retrieve" in blue text.

Figure 5.2: Recovery page

- To recover your account, enter either email address or username associated with your account as shown in Figure 5.2.
- Then click on Retrieve to verify the supplied information followed by a popup on success as shown in Figure 5.3 and Figure 5.7.

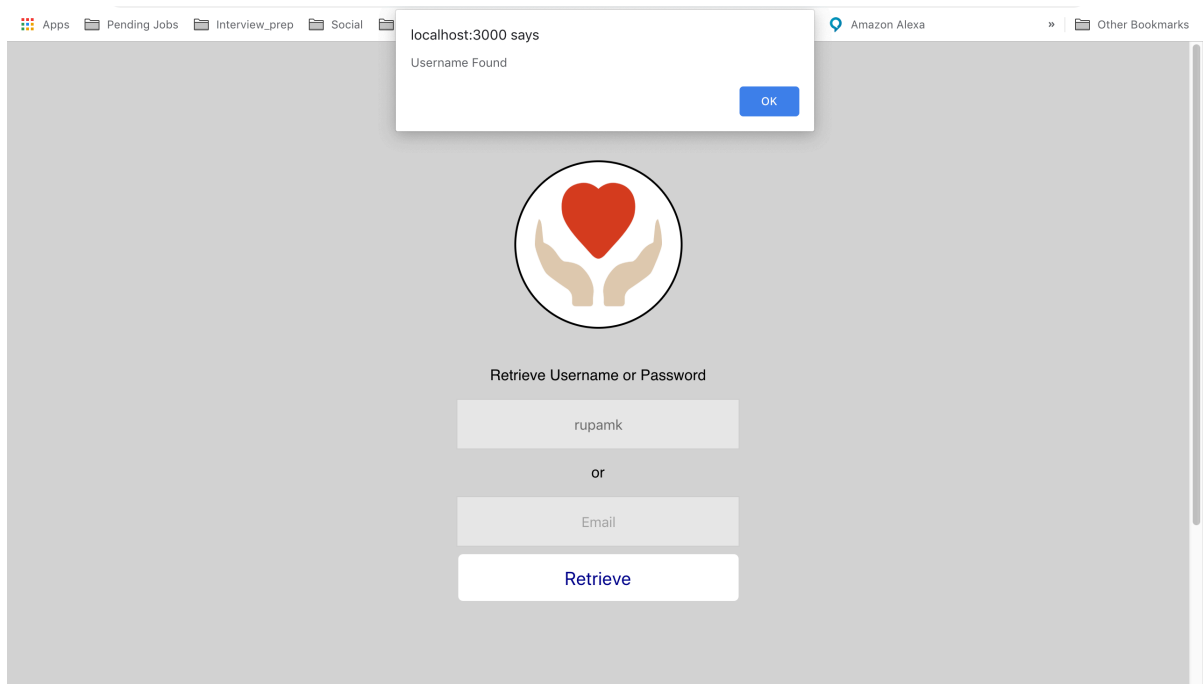


Figure 5.3: Notification showing email found

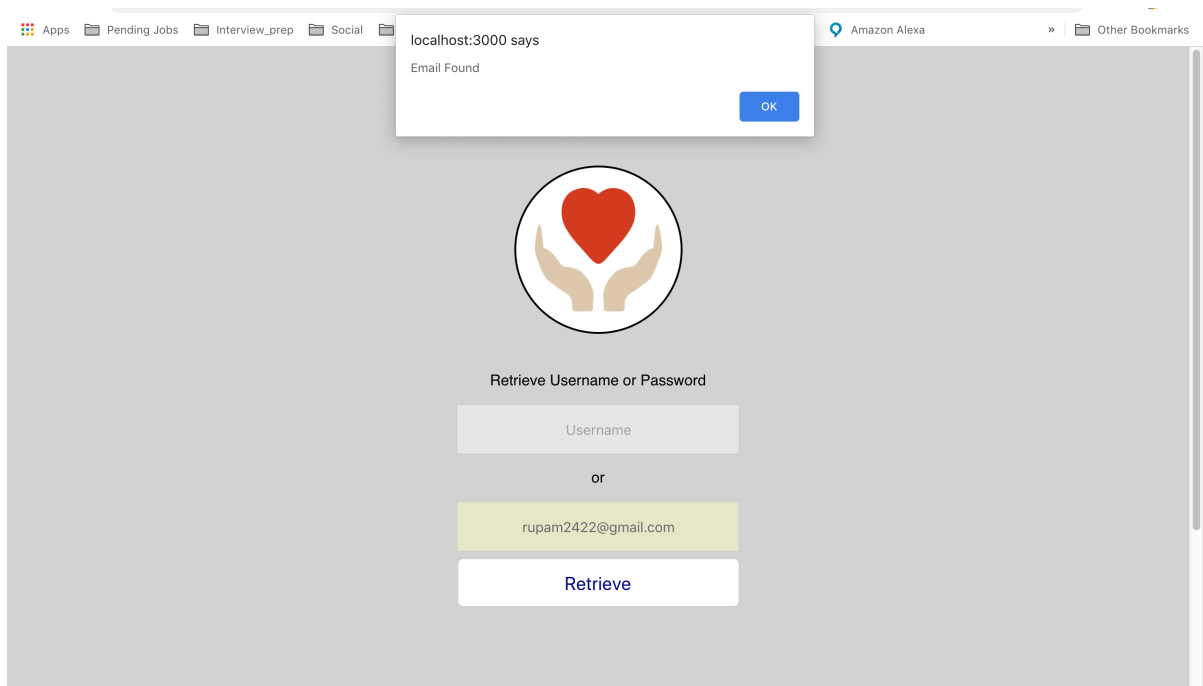
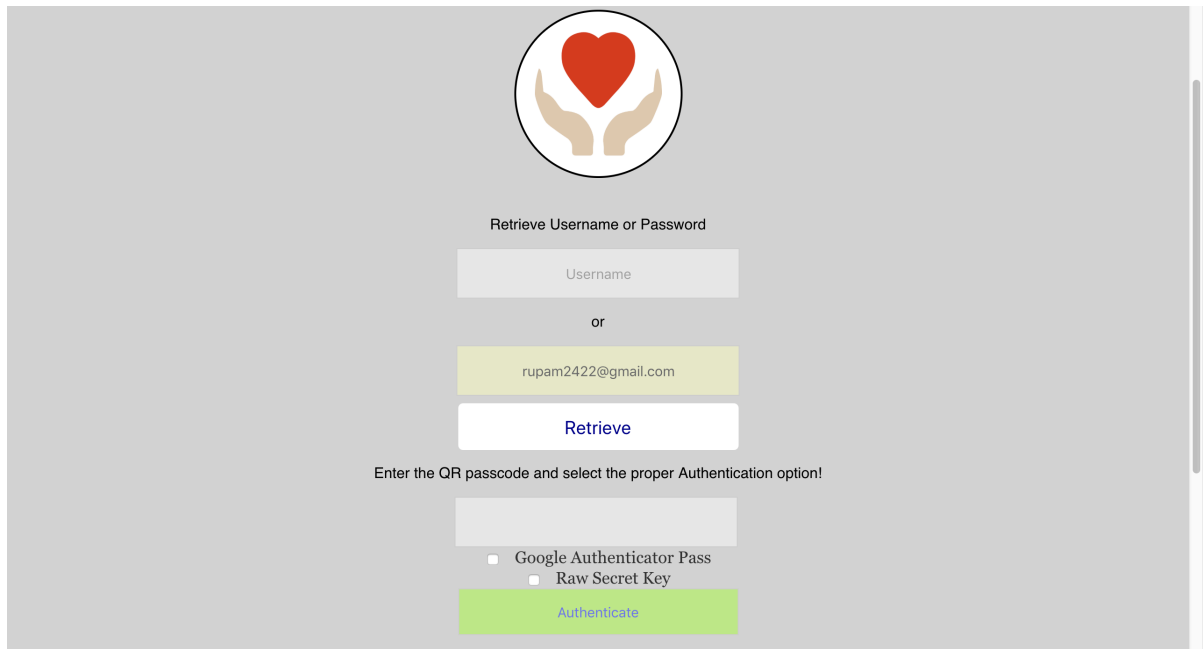


Figure 5.4: Notification showing username found

- Now, if you have Two-factor authentication enabled in your account, you will

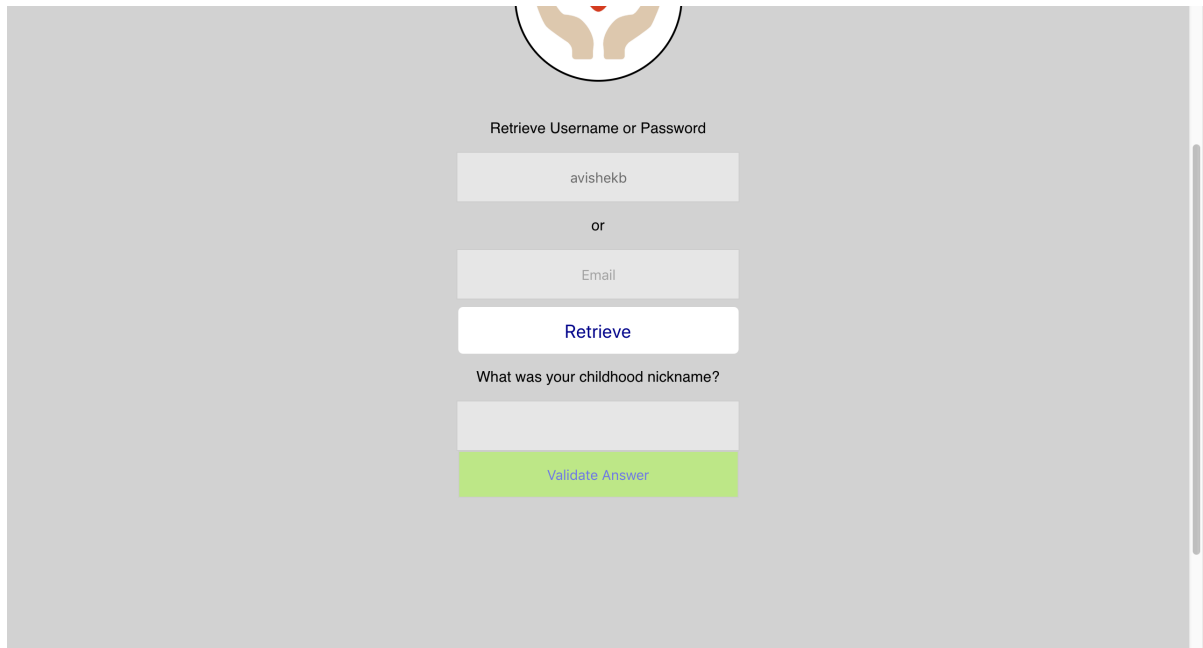
be prompted to enter a Two-factor authentication code as shown in Figure 5.5.



The screenshot shows a web interface for account recovery. At the top is a logo featuring a red heart held by two hands inside a circle. Below the logo, the text "Retrieve Username or Password" is displayed. There is a text input field labeled "Username". Below this, the word "or" is centered. Underneath is a text input field containing the email address "rupam2422@gmail.com". Below the email field is a white button with the text "Retrieve" in blue. Below the button, the text "Enter the QR passcode and select the proper Authentication option!" is displayed. There is a text input field for the QR passcode. Below this field are two radio button options: "Google Authenticator Pass" and "Raw Secret Key". At the bottom is a green button with the text "Authenticate" in blue.

Figure 5.5: Account recovery for Two-Factor Authenticated users

- You can either provide the Two-factor authentication code from the Google Authenticator Application or you can provide the Raw Token sent to you via Email when you registered. Select the appropriate checkbox accordingly and click on “Authenticate”.
- Alternatively, if you have not opted for Two-factor authentication, you will be prompted to answer a security question randomly picked from your selected choices during registration as shown in Figure 5.6. Click on “Validate Answer”.



The image shows a web form for account recovery. At the top center is a circular logo featuring two hands holding a red heart. Below the logo, the text "Retrieve Username or Password" is displayed. There are two input fields: the first contains the text "avishekb" and the second is labeled "Email". Between these fields is the word "or". Below the "Email" field is a white button with the text "Retrieve" in blue. Underneath the button is the question "What was your childhood nickname?". Below this question is another input field, and at the bottom is a green button with the text "Validate Answer" in blue.

Figure 5.6: Account recovery for users not opting for Two-Factor Authentication

- In both the two cases as shown in Figure 5.5 or Figure 5.6, once you click on “Authenticate” or “Validate Answer”, upon successful validation in either case will send a recovery email to your account as shown in Figure 5.7.

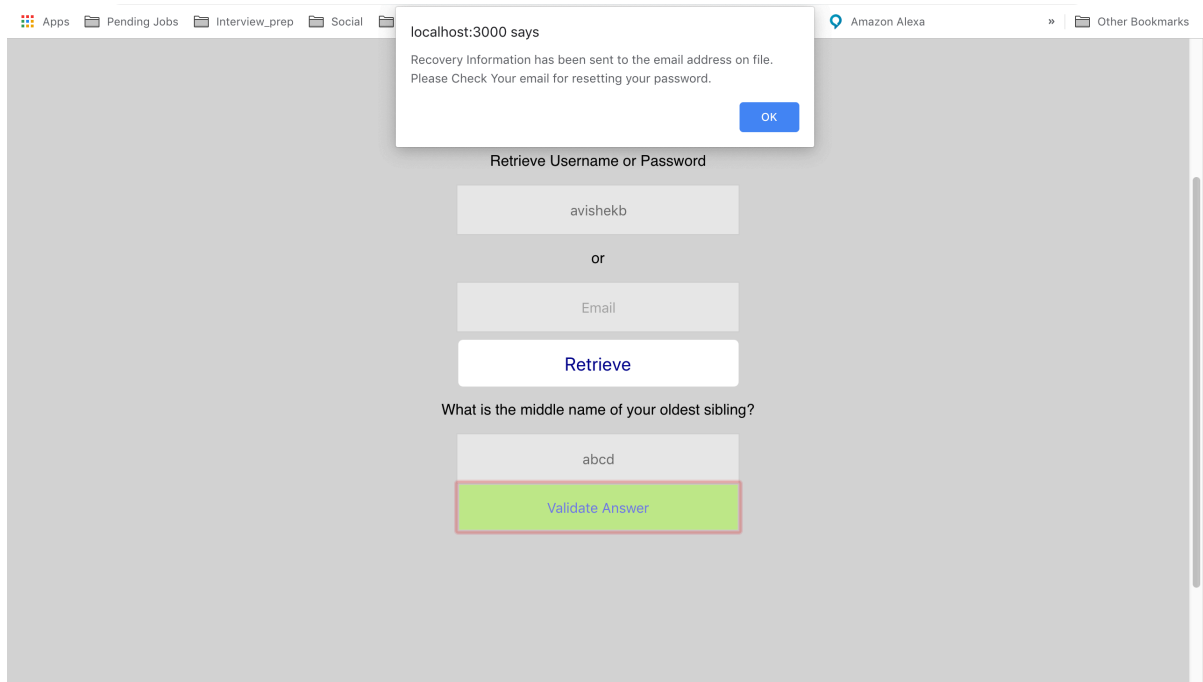
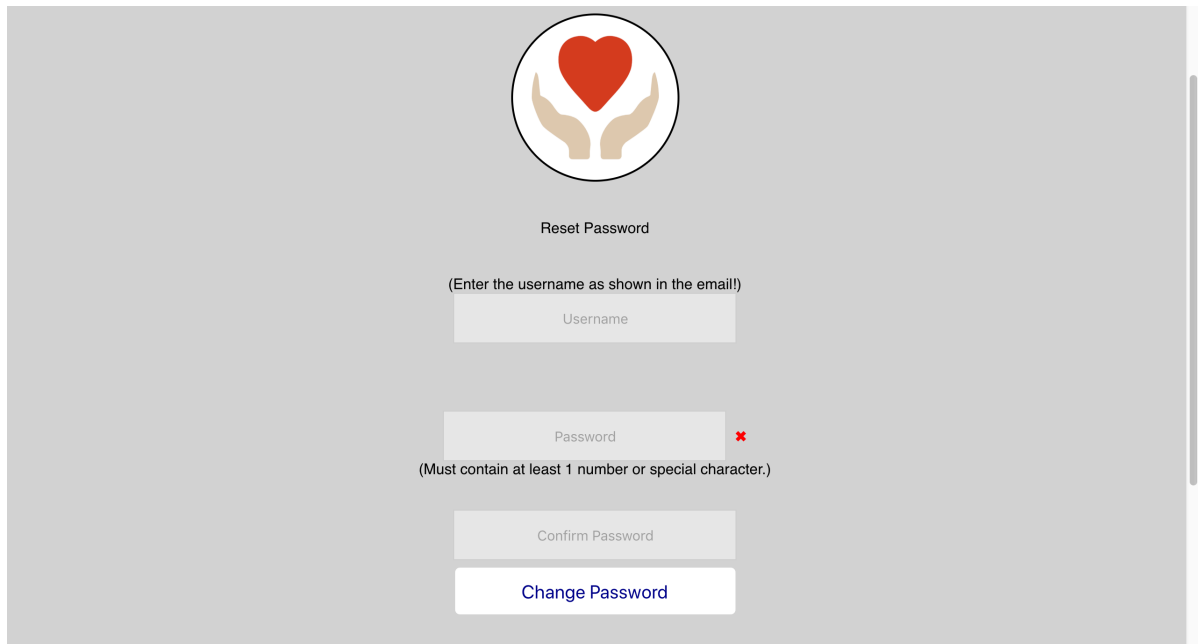


Figure 5.7: Email sent notification

- Go to your email and find the email from AFFORDABLE with a subject “AFFORDABLE:: Account Recovery ” mentioning the username and also an embedded link which will redirect to the actual password reset page as shown in Figure 5.8.



The image shows a password reset form on a light gray background. At the top center is a circular logo containing a red heart held by two tan hands. Below the logo is the text "Reset Password". Underneath is a small instruction "(Enter the username as shown in the email!)" followed by a text input field labeled "Username". Below that is another text input field labeled "Password", which has a red "x" icon to its right. Under the "Password" field is the instruction "(Must contain at least 1 number or special character.)". Below this is a text input field labeled "Confirm Password". At the bottom is a white button with the text "Change Password" in blue.

Figure 5.8: Password Update page

- Now, a set of input boxes will appear to enter a new password, and confirm that new password. It is important to note that the security requirements for a new password are the same as for the initial password created during the registration process. These requirements are explained in Section 2.
- Click on “Change Password” and on successful password update you will receive a popup as shown in Figure 5.9 and “Login” button will appear as shown in Figure 5.10.

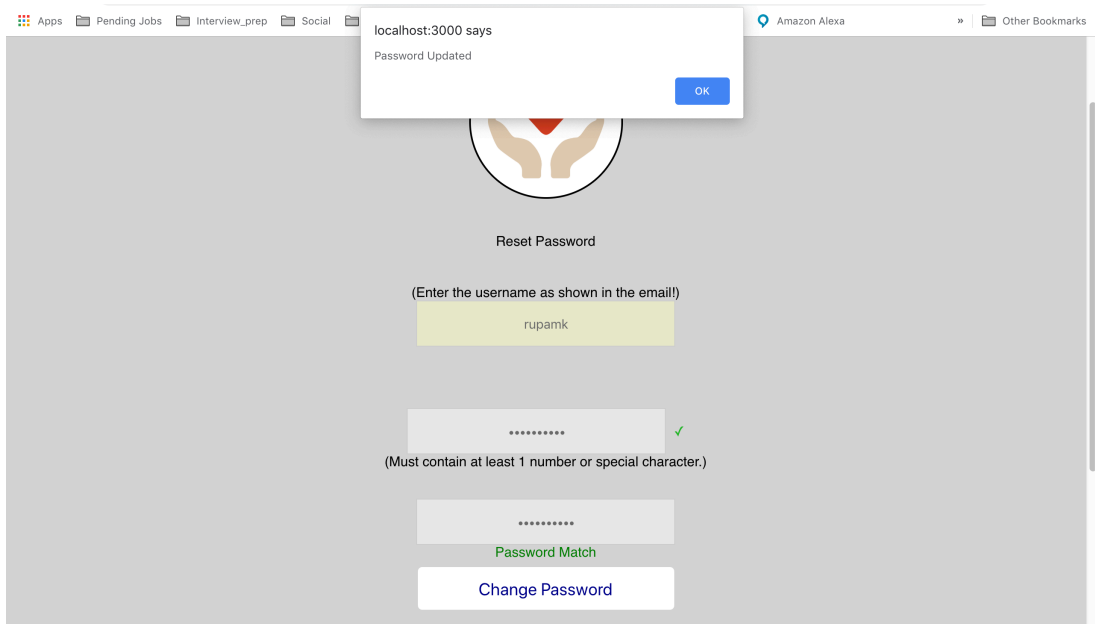


Figure 5.9: Notification of password update

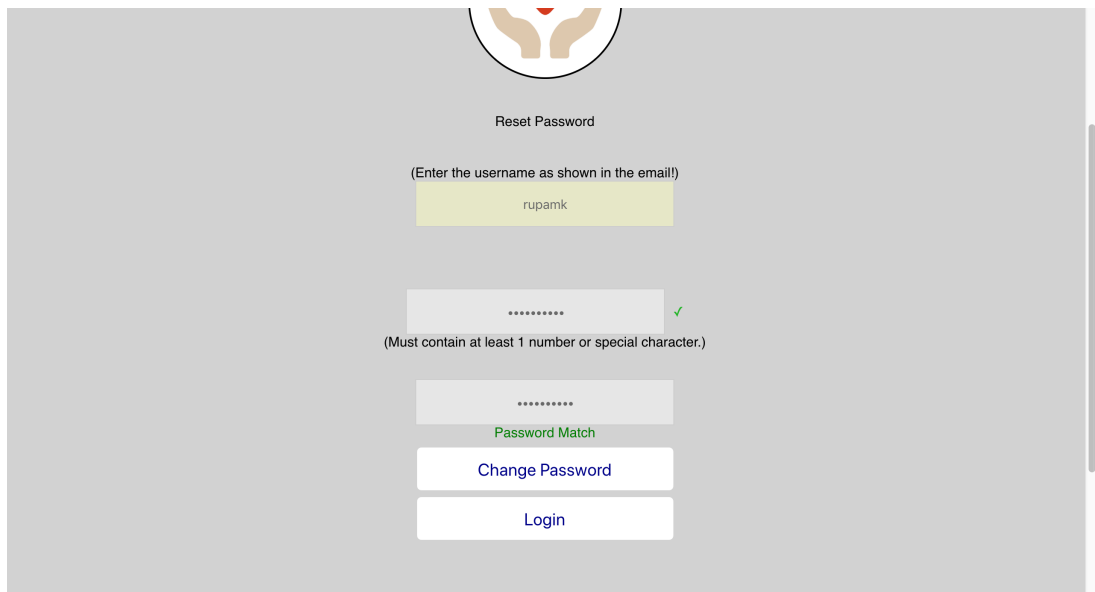


Figure 5.10: Login to redirect to Login page

- Click on “Login” and you will be redirected to the Login page where you can login with the username and the new password.