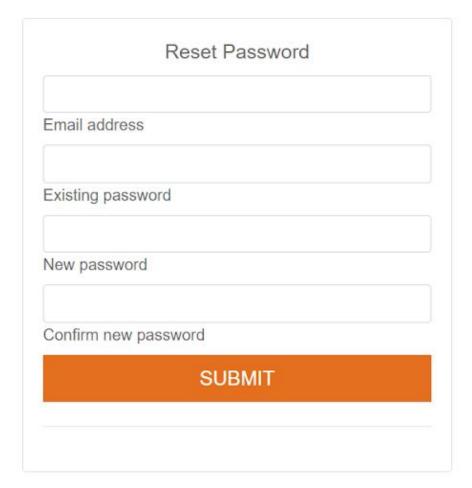# Step 0: Note to readers

The following guide is for regular users and partially for branch managers and super admins. It explains the steps to log into the Gen10 health web application and how to complete a survey. Branch managers and super admins may skip to step 3.

Step 1: Log into the Gen10 Health App

Navigate to https://044db60.netsolhost.com/ and type in your email address and password.

Step 2 (if applicable): Update password

If this is your first time signing into the application, you will need to update your password. You will be prompted with the following form to reset your password from its default setting:

Enter your email address, existing password, new password, and then confirm your new password. Please be sure you record your new password.

Note: In the event you lose/forget your password, you will need to contact your branch admin for a password reset.

Step 3: Review Coronavirus (COVID-19) Response Guidelines

If this is your first time singing into the Gen10 Health App please take a few moments to review the Coronavirus (COVID-19) Response Guidelines. You may access the guidelines by clicking on the bolded text show in the image below:

Hovering over the text will cause the text to be bolded and clicking on the text will display the document beneath the Yes and No buttons on the screen. You may scroll down to see more of the document. Please see the image below for an example of the document displayed in the browser.

Step 4: Record if you are coming into the office

If you are planning to attend an office, click the yes button and follow the remaining steps. If you are not, click the no button and you will see a prompt that lets you know your response was recorded and the survey is complete.

Step 5: Take health survey

The next screen contains a health survey. Immediately prior to taking the survey you must take your temperature. Answer the questions as they apply to you. For any questions that a yes answer is appropriate, hover over the "No" toggle button and click it to switch it to "Yes".

If you are attending your home office location, you may click submit to proceed. If you are traveling and attending a different office location, you will need to change the office location you will be attending using the drop down box on the top of the screen.

After selecting the office you will be attending you may click submit to proceed.

Step 6: Close out message

You will see a message that explains if you are authorized to attend an office. You have completed the steps.