

# myStep. User guide Inscription/Overview.



Sign up now.  
[my.css.ch/mystep](http://my.css.ch/mystep)

myStep.  
Rewards your physical  
activity.

### What you need to sign up for myStep

Account with tracker manufacturer

You have a personal account with the manufacturer of your activity tracker.  
Family members who are being signed up for myStep also need to have an account.

myCSS user account

You are registered in the client portal or managed by the portal user.

my.css.ch

Signing up online for myStep (one-time process)

1

Enter your sign-up data  
> **Sign up other family members**

2

Connect with the activity tracker account

3

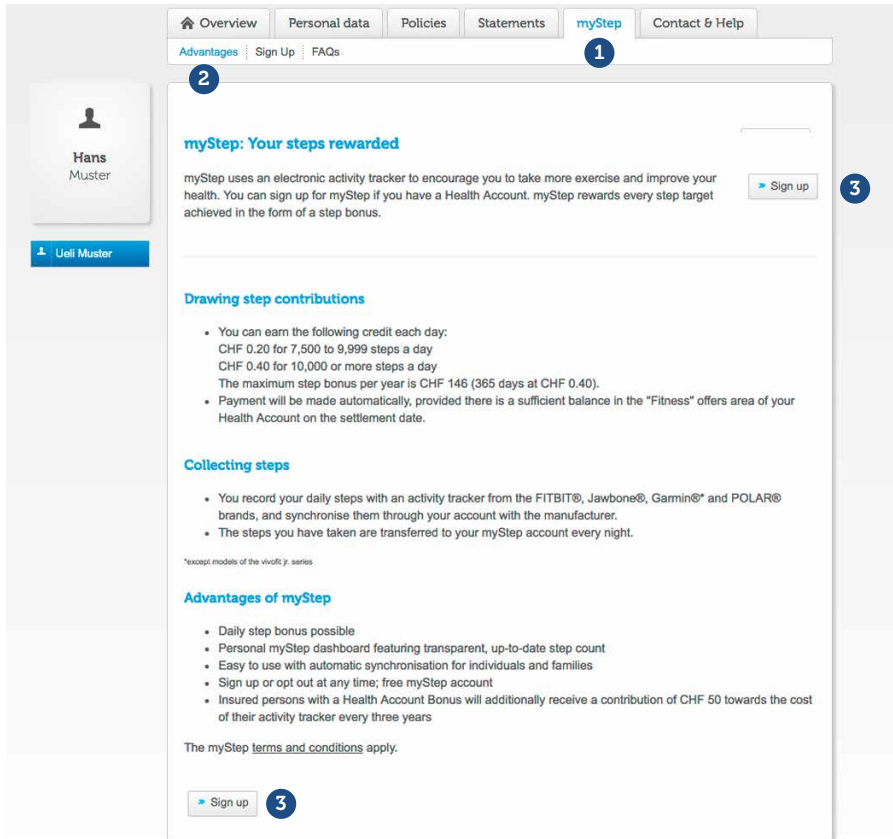
Sign-up confirmed

4

myStep overview

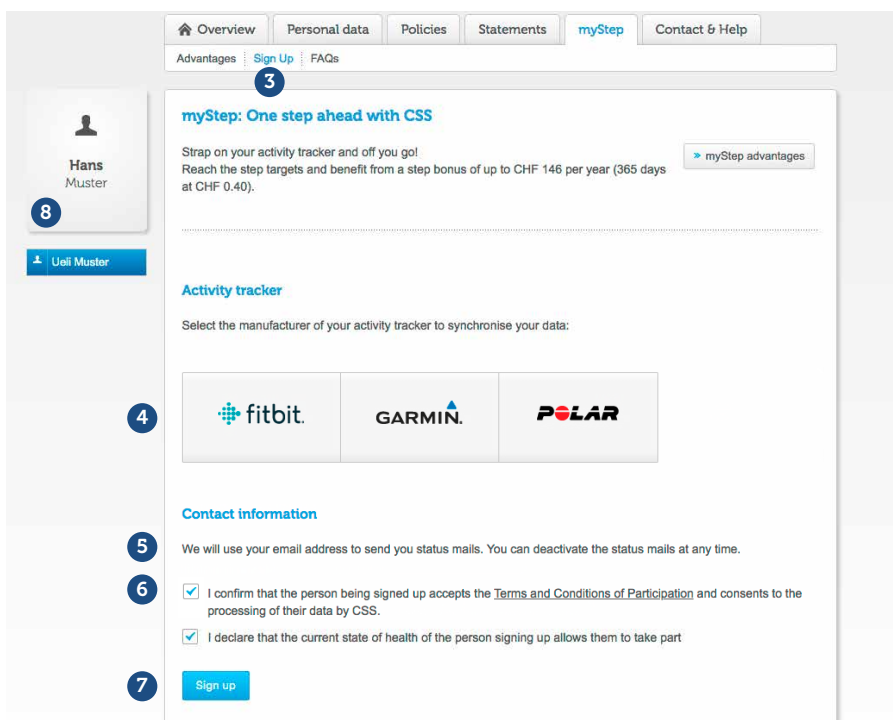
The individual elements of the dashboard explained: for example, step data, bonus entitlement, your step statistics.

1



### Enter your sign-up data

- 1 In your myCSS portal, open the **myStep** tab.
- 2 The page «Advantages» tells you everything you need to know.
- 3 Click on «**Sign up**» or select the «**Sign up**» tab.
- 4 Select the manufacturer of your activity tracker.
- 5 Your email address has already been filled in. Change it if necessary.
- 6 Confirm the terms and conditions of participation and data protection notices, and declare that your current state of health allows you to take part by checking the boxes.
- 7 Click on «**Sign up**».



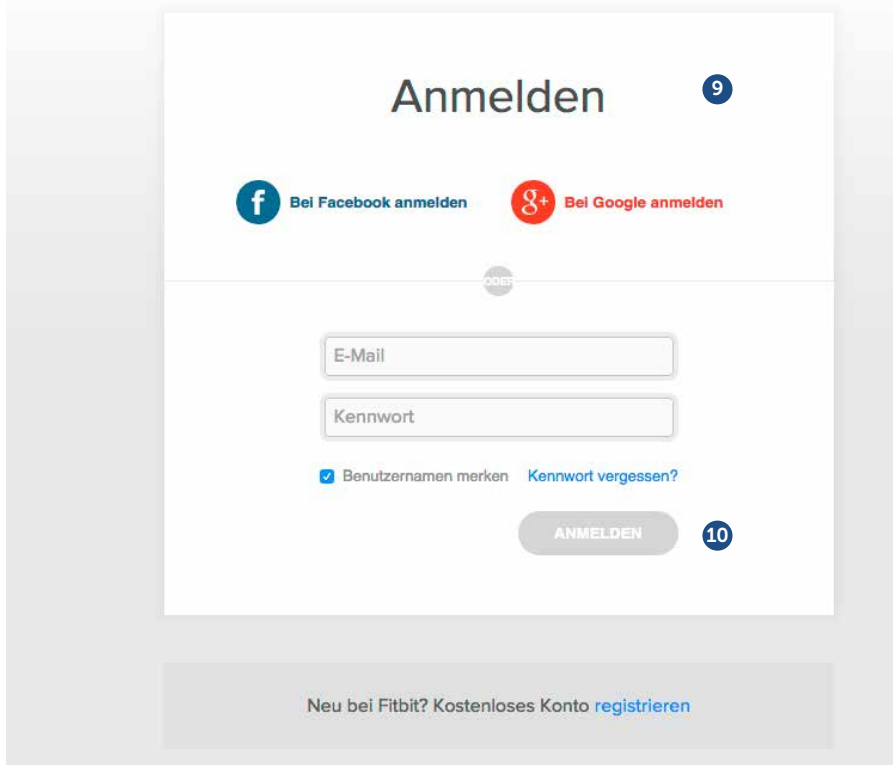
### Sign up other family members

The process must be repeated for each family member that is to be signed up.

- 8 In the «**Sign up**» tab, select the family member that you wish to sign up from the column on the left.

Continue with 4.

2

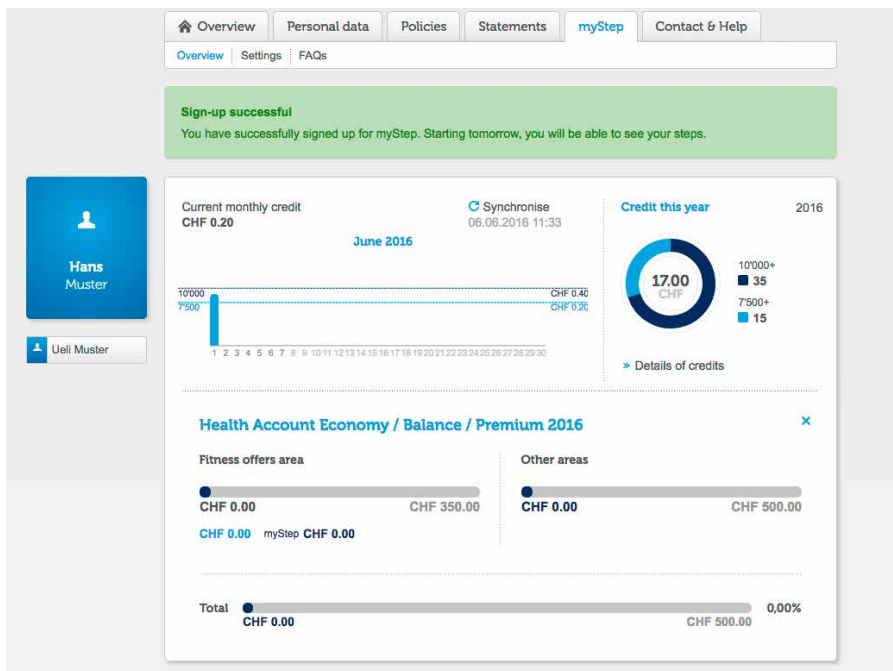


### Connect with the activity tracker account

- 9 After clicking on «Sign up», the login window of your chosen manufacturer will open.
- 10 Enter the user data for your account with the manufacturer and agree to the transfer of your step data to myCSS/myStep.

Example using Fitbit® account (in German).

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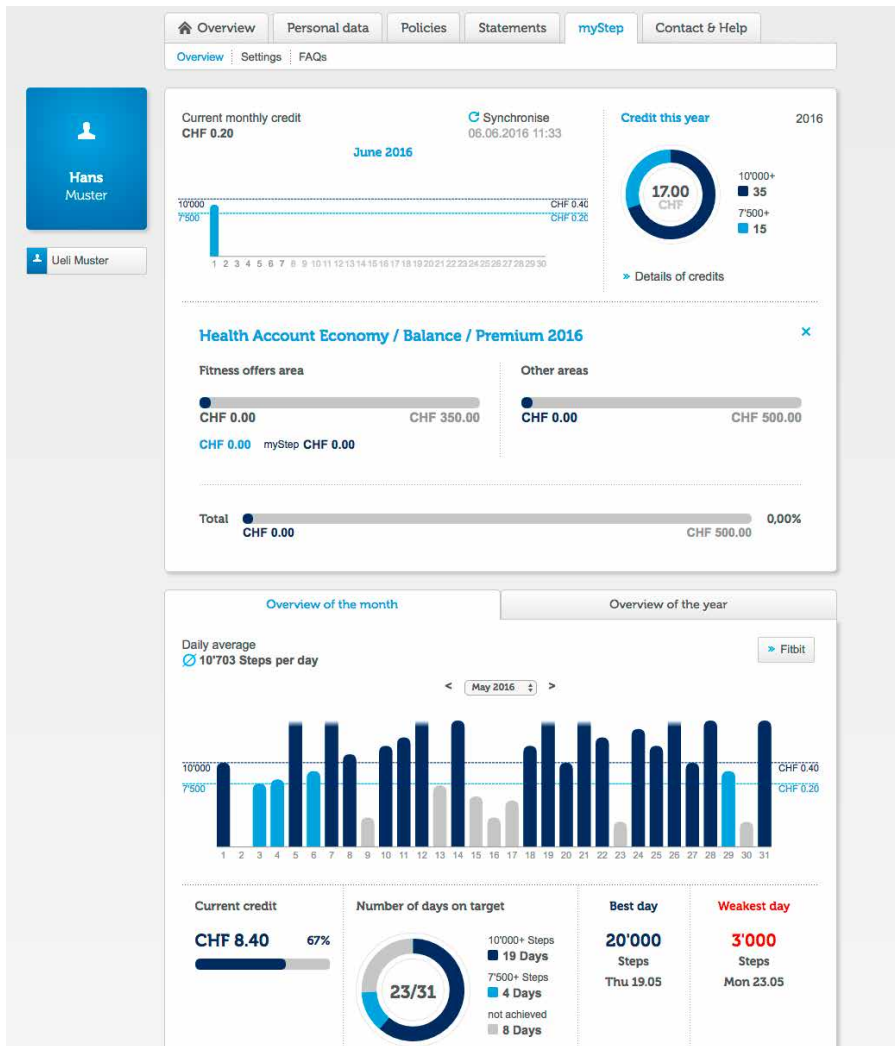


### Sign-up confirmed

As soon as the activity tracker account is connected, the sign-up process is complete and you will see this message.

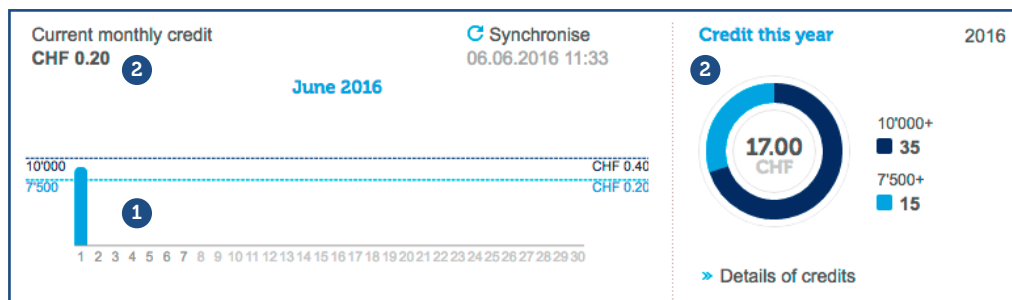
If the message doesn't appear, please repeat the sign-up process.

4



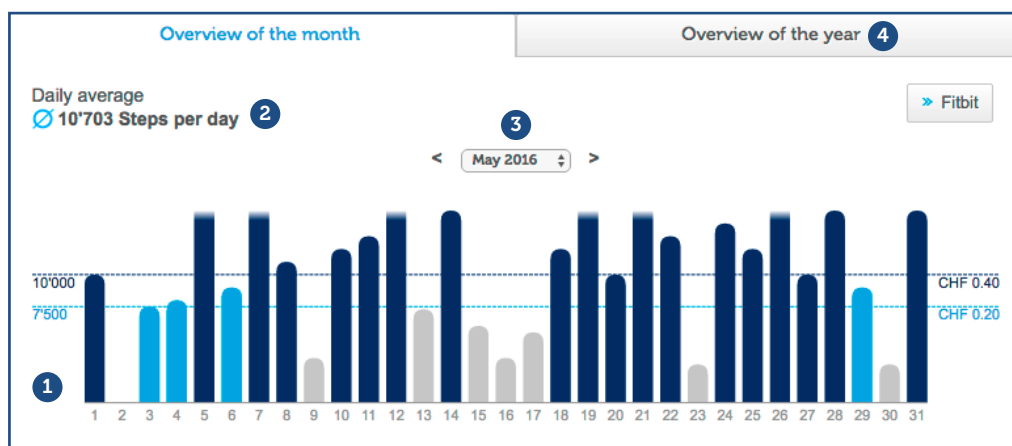
Once you have signed up successfully to myStep, your personal myStep overview (dashboard) will be activated the following day (beginning on 2 July 2016). If you open the myStep tab in the myCSS client portal, the myStep dashboard will appear, featuring the synchronised step data.

4



**Current credit**

- 1 Shows the steps taken in the current month in the form of a bar chart.
- 2 Shows the Step credit for the current month and year, taking into account the benefits already drawn under the «Fitness» offers area of your personal Health Account.



**Monthly overview**

- 1 Bar chart showing how many steps were taken on which days in the current month.
- 2 Shows the daily average for the chosen month.
- 3 You can scroll through a maximum of 12 months' data from your sign-up date to the current month.
- 4 Overview of the year shows a 12-month spread.



**The month in detail**

Contains the following information on the current month:

- 1 Credit earned (in CHF)
- 2 Number of days on target
- 3 Best day
- 4 Weakest day

4

Date	Day of the week	Steps	Degree of fulfilment	Credit
31.05.2016	Tuesday	15'000	Excellent	CHF 0.40
30.05.2016	Monday	3'000	Too Bad	None
29.05.2016	Sunday	9'000	Super	CHF 0.20
28.05.2016	Saturday	15'000	Excellent	CHF 0.40
27.05.2016	Friday	10'000	Excellent	CHF 0.40
26.05.2016	Thursday	18'000	Excellent	CHF 0.40
25.05.2016	Wednesday	12'000	Excellent	CHF 0.40
24.05.2016	Tuesday	14'000	Excellent	CHF 0.40
23.05.2016	Monday	3'000	Too Bad	None
22.05.2016	Sunday	13'000	Excellent	CHF 0.40
21.05.2016	Saturday	16'000	Excellent	CHF 0.40
20.05.2016	Friday	10'000	Excellent	CHF 0.40
19.05.2016	Thursday	20'000	Excellent	CHF 0.40
18.05.2016	Wednesday	12'000	Excellent	CHF 0.40
17.05.2016	Tuesday	5'500	Too Bad	None
16.05.2016	Monday	3'500	Too Bad	None
15.05.2016	Sunday	6'000	Too Bad	None
14.05.2016	Saturday	15'000	Excellent	CHF 0.40
13.05.2016	Friday	7'300	Too Bad	None
12.05.2016	Thursday	16'500	Excellent	CHF 0.40
11.05.2016	Wednesday	13'000	Excellent	CHF 0.40
10.05.2016	Tuesday	12'000	Excellent	CHF 0.40
09.05.2016	Monday	3'500	Too Bad	None
08.05.2016	Sunday	11'000	Excellent	CHF 0.40
07.05.2016	Saturday	18'000	Excellent	CHF 0.40
06.05.2016	Friday	9'000	Super	CHF 0.20
05.05.2016	Thursday	16'000	Excellent	CHF 0.40
04.05.2016	Wednesday	8'000	Super	CHF 0.20
03.05.2016	Tuesday	7'500	Super	CHF 0.20
02.05.2016	Monday	0	Too Bad	None
01.05.2016	Sunday	10'000	Excellent	CHF 0.40

### The list of days

Shows the following details for each day of the current month:

- Date
- Day of the week
- Steps
- Degree of fulfilment
- Step credit

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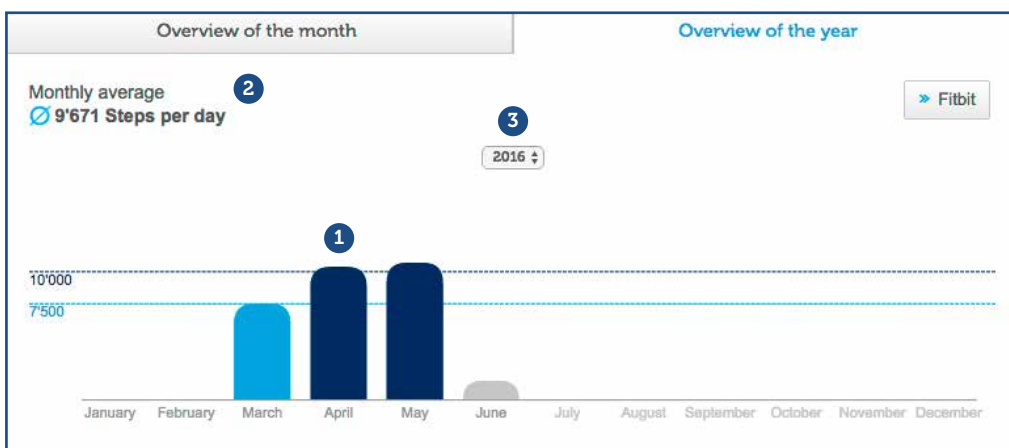
Month	Ø Steps	Best / weakest day Day	Best / weakest day Day of the week	Number of days on target 10'000+   7'500+	Credit this year
June 2016 »	1'500	Wed 01.06 - 9'000 Wed 01.06 - 9'000	Wednesday - Ø 9'000 Wednesday - Ø 9'000	0 Days   1 Days	CHF 0.20
May 2016 »	10'703	Thu 19.05 - 20'000 Mon 23.05 - 3'000	Thursday - Ø 17'625 Monday - Ø 3'250	19 Days   4 Days	CHF 8.40
April 2016 »	10'385	Thu 21.04 - 19'000 Sat 02.04 - 2'000	Thursday - Ø 17'960 Monday - Ø 4'150	15 Days   10 Days	CHF 8.00
March 2016 »	7'500	Thu 31.03 - 15'000 Thu 31.03 - 15'000	Thursday - Ø 15'000 Thursday - Ø 15'000	1 Days   0 Days	CHF 0.40

The list of months

Shows details for each month of the current year:

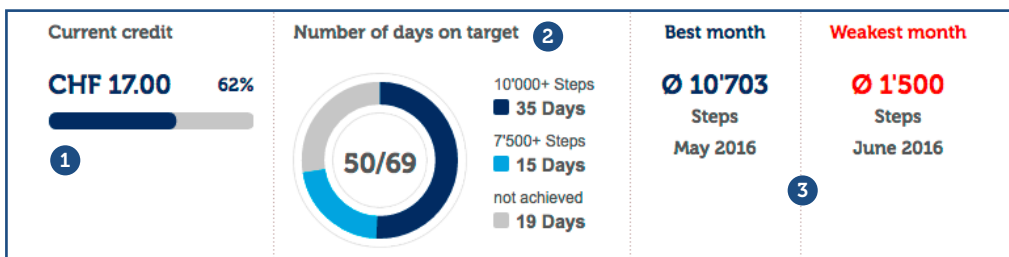
- Average steps
- Best/weakest day and day of the week
- Number of days on target (10 000/7500 steps)
- Step bonus earned (in CHF)

Please note: the current month is not displayed.



Overview of the year

- 1 Bar chart showing how many steps were taken on average each month.
- 2 Shows the average for the chosen year.
- 3 You can scroll back and forward through each year from your sign-up date to the current year.



The year in detail

Contains the following information on the current year:

- 1 Credit earned (in CHF), taking into account the benefits already drawn in the current calendar year from the «Fitness» offers area of the Health Account.
- 2 Number of days on target
- 3 Best/weakest month



**Please note**

The actual platform may vary from the screenshots shown here.

FITBIT® is a registered trademark of Fitbit, Inc. myStep uses the Fitbit platform. Fitbit did not produce myStep, does not maintain this application and is not responsible for its functionality.

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**Data protection**

The step counts are used for the display in your personal myStep overview, to calculate your step bonus and for marketing purposes. Data can be used within CSS for the purpose of creating offers. Under no circumstances will it be disclosed to third parties. As far as the activity trackers are concerned, the manufacturer's terms and conditions apply. The data you transfer may be processed abroad. CSS has no influence on how the data is processed by the manufacturer, from whom it merely receives the step data.

**Technical problems?**

If you cannot sign up for myStep, the myCSS hotline will help. If you experience technical difficulties when installing the activity tracker in the manufacturer's account, you should call the manufacturer's hotline. The same applies to technical questions regarding the activity tracker and the manufacturer's account in general. The conditions of participation that apply can be found at myStep in the myCSS client portal.

**Support**

The myCSS hotline 0844 277 397\*

Monday to Friday, 8.00–18.00

[mysupport@css.ch](mailto:mysupport@css.ch)

\*Telephone charges vary according to provider

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