



MyStart! Online Employee Instructions- First Time Instructions

What is MyStart! Online? A free tool the City of Riverside is utilizing as part of the health and wellness strategy to create a healthier work environment. Tracking diet and exercise is a scientifically proven path to a healthier life. MyStart! Online provides a platform for users to track their physical activities and daily caloric intake from food. It also provides access to a number of American Heart Association's tools to eating healthier, shopping wiser and making lifestyle changes that last a lifetime.

Employee Registration: www.mystartonline.org. Click the orange **Register** button on the right-hand side of the screen.

1. Enter your First Name, Last Name, and email.
2. Home Zip Code* refers to your **OFFICE** zip code. This will allow your HR Delegate to sort by separate offices in different zip codes when they run company reports.
3. **IMPORTANT!!!** For the Company Name field, click on [Search for company](#).
4. Type **City of Riverside** and click search
5. Select **92522 City of Riverside** by clicking on the blue hyperlink.
6. Use the **Dept/Team** field to enter your Department. Use a uniform naming convention such as "Public Utilities" or "Development" for easier sorting in the HR Delegate Reports.

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start! MyStart! Online Tool

Join the Start! Movement. You'll receive a monthly Start! newsletters with health more. You'll also have access to MyStart! Online Tool - this free, physical activity tracker.

Contact Info

First Name * Joe
Last Name * Smith
Email * joe.sm@statefarm.com
Address 1 * 900 Old River Road
Address 2
City * Bakersfield
State * California
Home or Local Zip Code * 93311
Company
Dept/Team
Company Zip

State Farm Search

- If you are registering as part of your company's wellness program, please [contact your HR representative](#) to get the exact company registration information.
- Company not listed? Then please contact your HR representative to [get your company registered](#).

Search for company Clear

7. Enter your password.
8. Enter your height and weight. **Note: No one will see this information. Neither your HR delegate nor AHA staff will have access to this information. It is simply used for accurate calculations for physical activity conversions.**
9. Under **"Preferences"**, check the first opt-in box the HR Delegate will be able to view aggregate activity information (total steps logged on the tool).
10. Click Submit to complete the transaction and immediately start using the tool to log your activities.

Preferences

If checked, your employer will be able to see your name, department, email address, and physical activities. However, no one will see your health information (i.e. weight or height).

If you have any questions, call the following HR Delegate:

Kim Lyn

951-826-5269

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