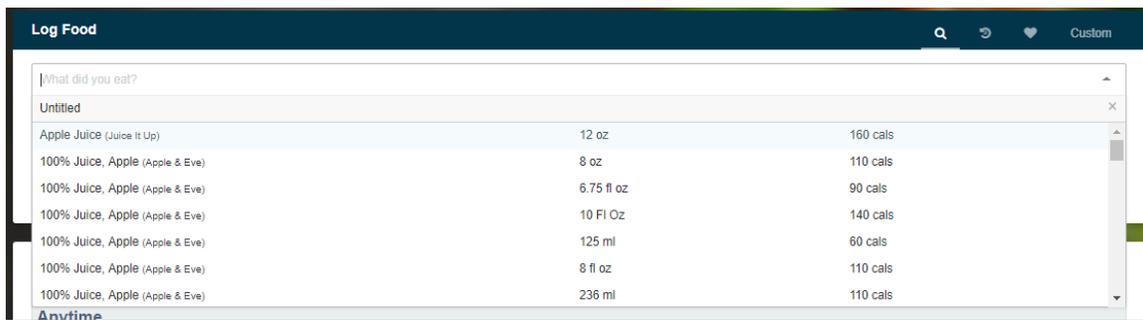
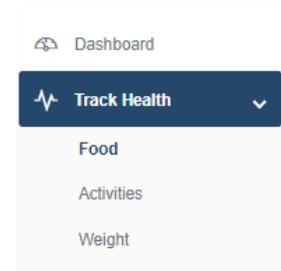


## HOW TO LOG YOUR BEVERAGES

Logging your beverages is simple using your myHealthCheck360 portal. Simply follow the steps below:

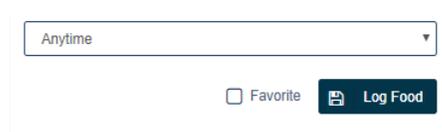
1. Log into your myHealthCheck360 account
  - First time users should create an account and sign in
    - i. Your company code is **UCARK**.
    - ii. Your unique identifier is your **last 4 UCA ID number**
2. On the left hand menu, select 'Track Health'
  - Select 'Food'
3. Under Log Food, simply type in the name of your beverage
  - Ex: Apple Juice: click the description that best fits your beverage



4. Enter amount
  - This field may also prepopulate



5. Select your meal time
6. Enter Log Food



Don't have time to log every day? That's okay! Simply click the blue calendar at the top right of your tracking screen, and select your day.

