

EMPLOYER PORTAL

Acteamity Portal Overview

A walkthrough of employer onboarding: from first login to configuring reimbursement rules and adding your team.

July 2026

Onboarding at a Glance

Five steps take a new employer from first login to a fully configured company account.

1

Log In & Review Dashboard

See company snapshot: employees, tokens, and registration info.

2

Confirm Company Settings

Verify company name and review registration details.

3

Configure Reimbursement Rules

Set token limits, conversion rate, currency, and eligible activities.

4

Add Employees

Enter employee records with work email and start date.

5

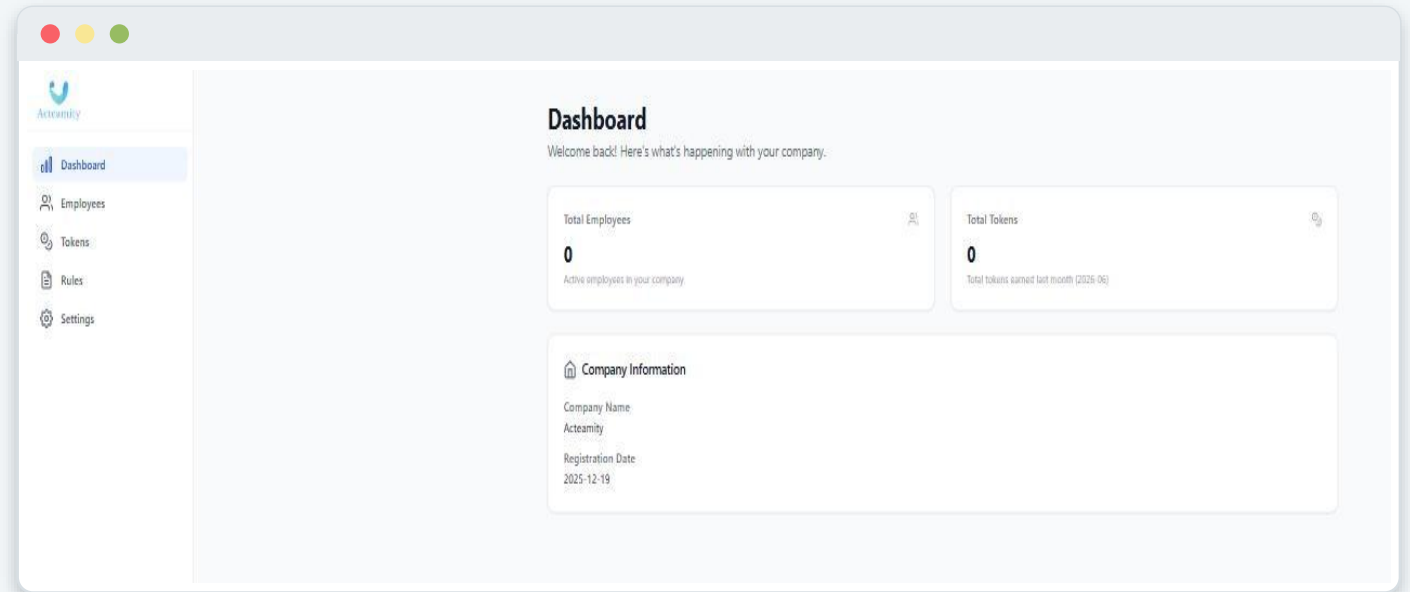
Monitor Tokens

Track reimbursable tokens earned by employees, month over month.

1 Log In & Review the Dashboard

portal.acteamity.com/dashboard

- After signing in, employers land on the Dashboard.
- Total Employees and Total Tokens are shown at a glance.
- A Company Information card confirms company name and registration date.
- Left-hand navigation gives access to Employees, Tokens, Rules, and Settings.

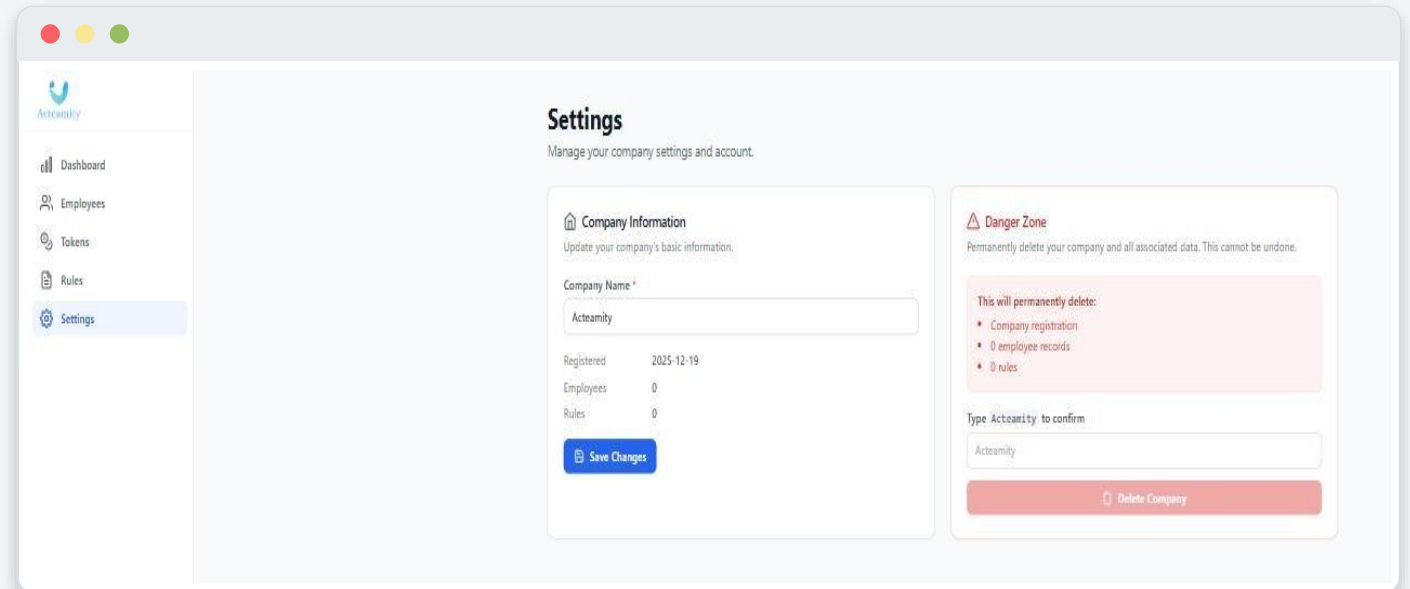


2

Confirm Company Settings

portal.acteamity.com/settings

- The Settings page holds core company information.
- Update the Company Name and save changes here.
- Registered date, employee count, and rule count are summarized for reference.
- A Danger Zone allows permanent company deletion — used with caution, requires typing the company name to confirm.



3

Configure Reimbursement Rules

portal.acteamity.com/rules

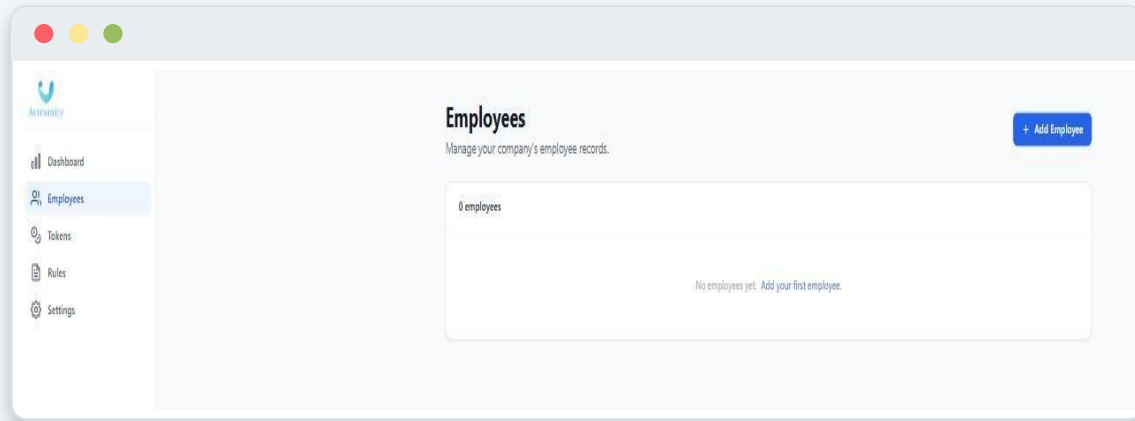
- Set an optional Token Limit — the max tokens an employee can earn per period.
- Define a Conversion Rate (e.g. 0.05 = each token worth \$0.05).
- Select a Currency for reimbursement payouts.
- Choose eligible Reimbursable Activities: Steps, Swimming, Cycling.
- Set an Effective From date, and optionally an end date for the rule set.

The screenshot shows the 'Company Rules' configuration page in the Acteamity portal. The left sidebar contains navigation links: Dashboard, Employees, Tokens, Rules (highlighted), and Settings. The main content area is titled 'Company Rules' with the subtitle 'Manage your company's reimbursement rules and token limits.' Below this is a section for 'Current Rules' with the instruction 'Set up or modify your company's reimbursement rules.' The form includes several fields: 'Token Limit' with a text input and a note 'Maximum tokens an employee can earn per period. Leave blank for no limit.'; 'Conversion Rate' with a text input showing 'e.g. 0.05' and a note 'Value of one token in the selected currency (e.g. 0.05 = each token is worth 0.05 USD)'; 'Currency' with a dropdown menu showing '— Select currency —'; 'Reimbursable Activities' with checkboxes for 'Steps', 'Swimming', and 'Cycling', and a note 'Select which activities are eligible for reimbursement.'; 'Effective From' with a date input showing '07/16/2026'; and 'Effective To' with a checked checkbox for 'No end date (keep rules active indefinitely)'. A blue 'Create Rules' button is at the bottom.

4 Add Employees

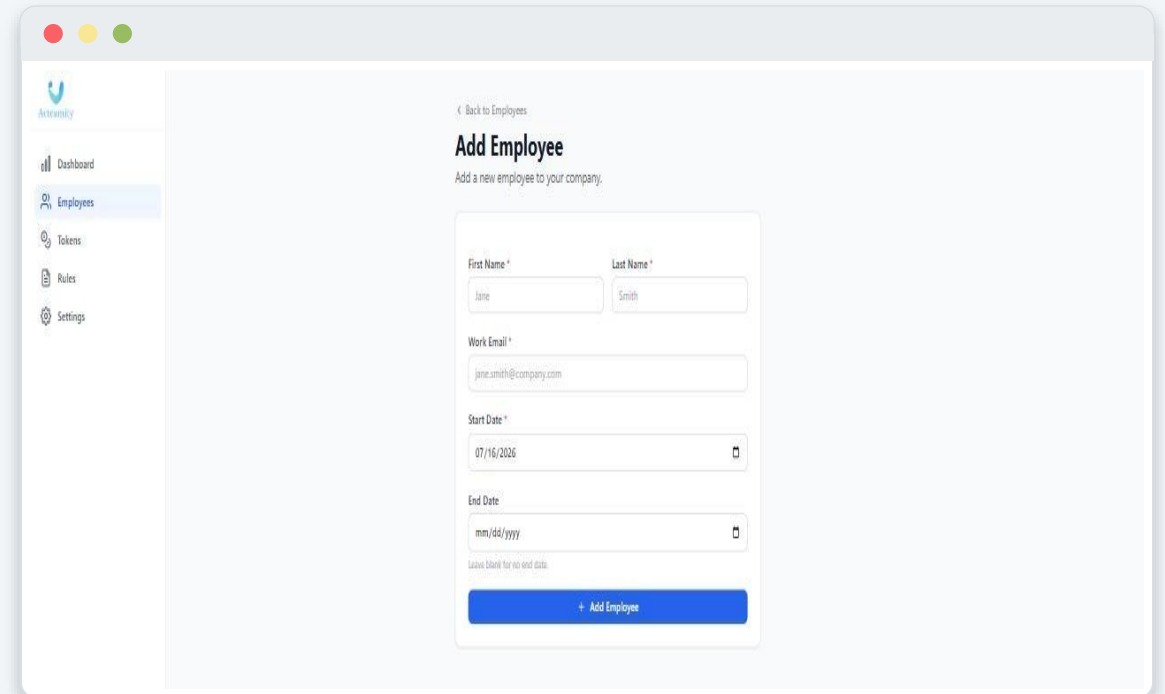
portal.acteamity.com/employees

A. Employees list (empty state)



New companies start with 0 employees. Click “Add Employee” (or the inline link) to begin.

B. Add Employee form



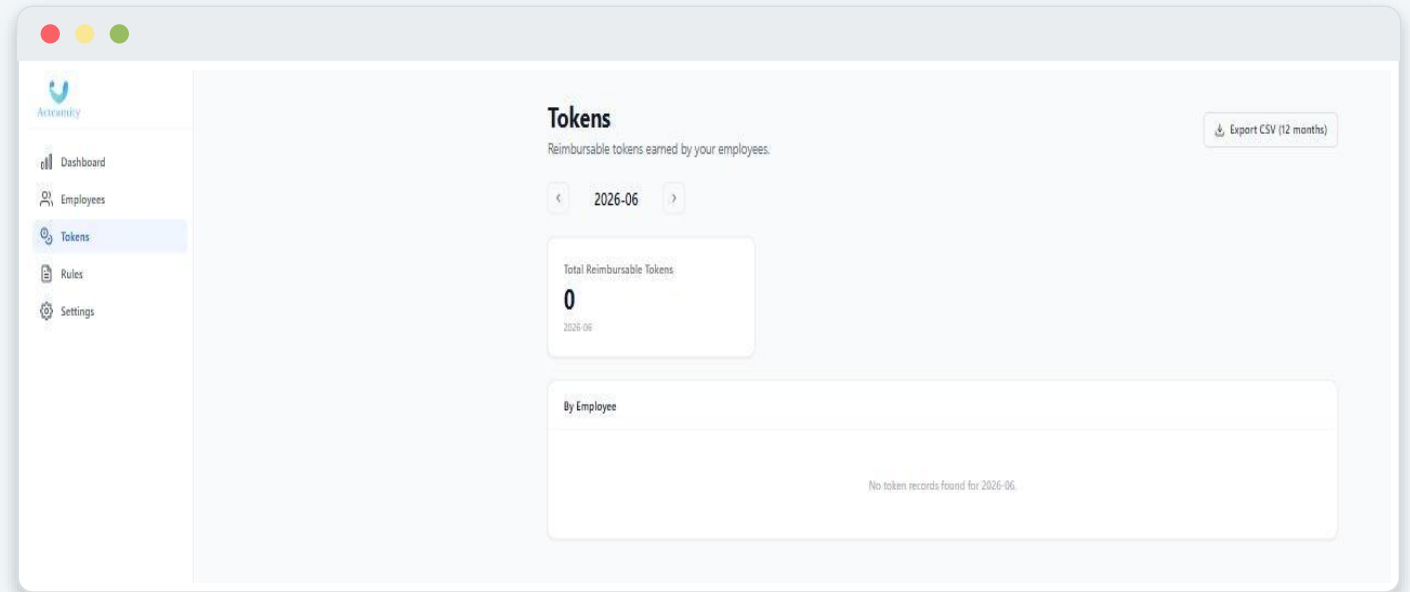
Required: First Name, Last Name, Work Email, Start Date. End Date is optional — leave blank for ongoing employment.

5

Monitor Tokens

portal.acteamity.com/tokens

- The Tokens page reports reimbursable tokens earned by employees.
- Navigate between months using the arrows beside the period label.
- Total Reimbursable Tokens is shown for the selected month.
- A By Employee breakdown lists individual totals once activity is logged.
- Export up to 12 months of history to CSV for payroll or finance.



You're Set Up

Once these five steps are complete, the employer account is ready to track employee wellness activity and reimbursements.

- Dashboard reviewed
- Company Settings confirmed
- Reimbursement Rules configured
- First employees added
- Token tracking understood

Next: invite your full team and set live reimbursement rules for the current period.