

Weight Watchers International, Inc.

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**MYPOWWR.COM**

Application Users Guide

## **Overview**

Welcome to MyPOWWR.com! This new web resource was developed to help you more effectively and efficiently manage the administration of your Weight Watchers offering.

Using this new system, you will be able to browse and pull approved marketing collateral to promote Weight Watchers to your employees, submit new documents for Weight Watchers review and approval and utilize this site as a one-stop shop for all materials/documentation relating to your Weight Watchers offering.

The information within this document will help you get started using MyPOWWR.com and outlines the various ways in which you can utilize this site to its fullest potential.

MyPOWWR.com is an evolving application, so as your business needs change, please let your Weight Watchers National Account Manager know of any suggestions you may have for future enhancements.

## Getting Started – Logging In

To access MyPOWWR.com you can use Microsoft Windows, Mac or a Linux based PC. You will need 3 basic IT requirements:

- 1) Internet Access (with Broadband for large file transfers)
- 2) An Email Account for System Notifications
- 3) A Web Browser
  - Internet Explorer 6.x / 7.x
  - Firefox 2.x
  - Safari

The application can be accessed by pointing your web browser to [www.mypowwr.com](http://www.mypowwr.com). Your username will be your email address, and your password will be provided to you by Weight Watchers [www.mypowwr.com](http://www.mypowwr.com) system administrators.

If you lose your password you can click the "Retrieve username & password" link. This will prompt you for your email address. If your email address is on record in the system, your username and password will be sent to you via email.

If you are still not able to log into the system, please click the support link from the login page. From the support page, you have 3 options:

- 1) You can enter a support ticket by filling out the form, and submitting it to the Seisan support team.
- 2) Access this training manual and the FAQ section, which lists all frequently asked support questions.
- 3) Call Seisan's support line at 717-394-9225 and ask to speak with a mypowwr.com support specialist.

You can identify who within your organization should be using this system. Simply notify Weight Watchers of the employee names and email addresses, along with the type of access they require (i.e. should they be able to access contract information and other confidential files?)

## The Dashboard

Upon successful login to the application, the first page you will see is the dashboard page. This page serves as a snapshot of pertinent information for your company.

At the top of this page is a set of navigation tabs. Clicking on these tabs will take you to different areas in the site.

Under the navigation tabs, you will see a list of files awaiting your review and approval. You can access other files in the system by clicking the navigation tabs.

Under the files list is the calendar. This calendar will show you the timeline for your files based upon their pre-configured approval process. As files move through the approval process, calendar dates will be automatically updated to reflect changes. You can access multiple calendar views (daily/weekly/monthly) by clicking the calendar tab.

News appears on the right side of the dashboard page. As news is posted, you will receive an email notifying you of the news posting. To view the full news article click the "view news details" link under each news item.

## News

Weight Watchers will use the News section of MyPOWWR.com to keep you informed of system updates, availability of new outreach materials, pertinent information on Weight Watchers and other useful tidbits regarding weight-loss and the management of your weight-loss plan. When a new item is posted to the News section, you will receive an email notification to advise you of the new posting, with a direct link to access MyPOWWR.com.

## Calendar

The calendar has three views: Daily, Weekly, and Monthly. Each of these views will display documents in the system as they progress through the approval process. As each approval process step is completed, the dates on the calendar will be automatically updated to reflect future due-dates.

**Deadlines in the calendar will be color coded as follows:**

**Green - These are events in the system that are future events**

**Orange - These are events in the system due within the next 2 days**

**Red – These are events in the system that are due or past due.**

**Grey – These are events in the system that are not assigned to you.**

## **Approved Files**

When you click on the Approved Files tab you will be able to view the following :

- 1) Your company folder which will contain all approved documents specifically for your company.
- 2) The Weight Watchers Library which includes approved outreach templates that all Weight Watchers clients can use, as well as our Style Guide.
- 3) Copies of flyers used to promote your At Work meetings should you offer them.

## **Confidential Files**

Companies decide whom on their staff will be granted access to Confidential files (contract and pricing document). Only users who have access to the confidential files tab will be able to view its contents.

Confidential files will display in bold font so that you can easily distinguish them from other files.

## **Pending Approval**

Under the Pending Approval tab, you will find all documents that are currently pending your review and approval, as well as the functionality to upload a new document for submission to Weight Watchers for review.

### **How to review and comment/approve a Pending Approval File:**

1. Click on the Pending Approval tab in the top navigation bar of MyPOWWR.com
2. Locate the file name under the heading "Pending Approval Files"
3. Click on the "Action History" button that appears next to the file name
4. Locate the link of the latest document for your review under "Action History" Simply click that link to open up the document.
5. Once you have reviewed the document, you can provide your comments and/or approval by typing them into the "Notes" section
6. If you made your changes within the document, upload your revised version of the file by clicking "browse", locating the file on your computer and clicking "ok" to upload.
7. Change the "Update Status" field to "Approved" using the drop-down list provided
8. Click the "submit" button

Please note: When you have a file pending your review and approval within this system, you will receive an email to notify you, along with a link to login to MyPOWWR.com

### **How to make changes within a document**

Download the original document to your desktop, make the changes and then save your changes. Then re-upload the document, and be sure to upload it onto the Action History page.

### **How to upload a new document for Weight Watchers to**

**review:** (Word documents are the preferred format)

1. Click on the Pending Approval tab in the top navigation bar of MyPOWWR.com
2. Click the "Upload New File" button

3. Click the "browse" button, locate the file on your computer and click "ok".
4. Type a name for the file in the "Title" field
5. If it is a confidential file, please indicate so by clicking the checkbox next to the "confidential" field
6. Click "submit" and Weight Watchers will be notified of your submission



## **Support**

Technical support is available Monday through Friday, 8am to 5pm EST by calling Seisan's support line. Please dial 717-394-9225 and ask to speak with a MyPOWWR.com support specialist. You can also email your question using the support link on MyPOWWR.com and your question will be answered within 24 hours.

If you forgot your password, please refer to page 3 of this guide, Getting Started-Logging in.

MyPOWWR.com will be an evolving application, so as your business needs change, please do not hesitate to contact system administrators to request additional features for upcoming releases.