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# BillingsApp™



## User's Guide

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# Introduction

BillingsApp is a mobile application available on Android and iOS and its main goal is to promote the usage of the authentic Billings Ovulation Method to women, couples and families through the usage of a modern, simple and easy to use application.

It is our intention to make it available through the entire world in such a way that it is not necessarily to pay a subscription or have an internet connection to use it. If you have a cellphone or mobile device, you should have access to this application and make your daily annotations in your chart fast and easy.

For those who have access to an internet connection, will be able to share their chart with a WOOMB Accredited Teacher in your country. Allowing teachers and users to be closer by exchanging messages in a safe and secure environment.

For those who can afford it, there is a PREMIUM subscription which allows them to exchange questions and answers to their teacher directly from the app, as well as printing or sending their charts in PDF format, setting an alarm and customizing the colors of the app.

Summary of the Main Functionalities:

In the app:

- Add and Edit your Menstrual Cycles (current and in the past)
- Save your daily annotations
- Chose to chart with stamps or symbols
- Review cycles and entries in the past
- Chart without internet

When an Internet connection is available:

- Link the account with your spouse
- Request an Accredited Teacher to contact you
- Share your chart with an Accredited Teacher
- Contact support

With the Premium version

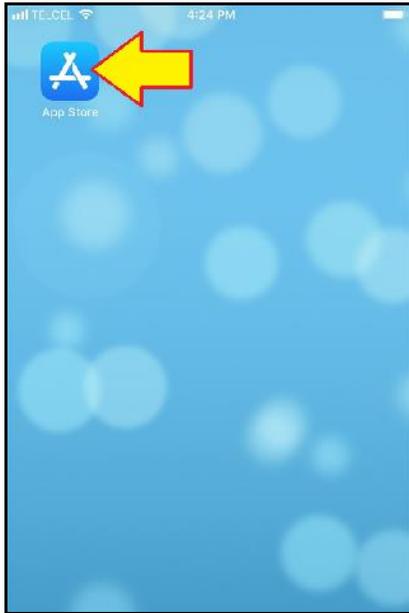
- Exchange messages with your Teacher
- Set an Alarm
- Change the colors of your app
- Print your charts
- Email your charts in PDF format

# How to install BillingsApp™?

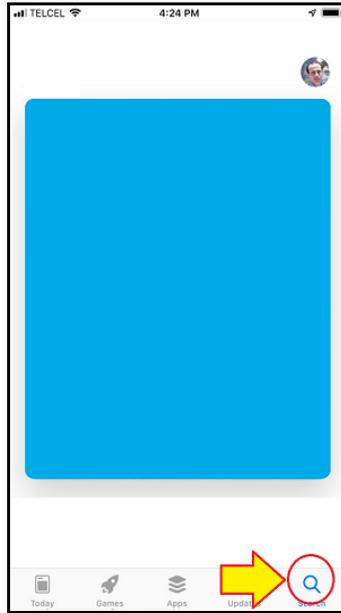
BillingsApp is available for Android and iOS devices. To download it and install it you just need to enter to Apple Play Store or Google Play Store and search for “**billingsapp**”.



1) Open App Store



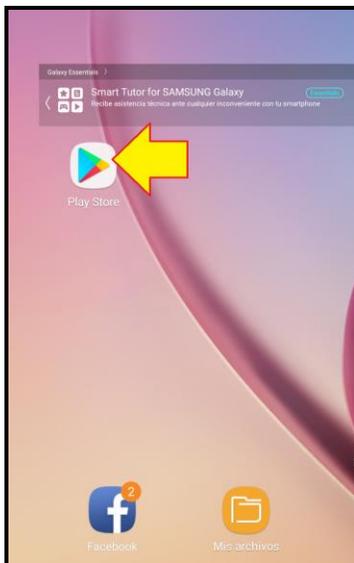
2) Search for *billingsapp*



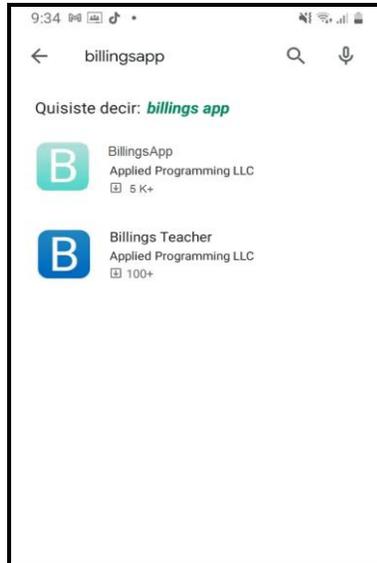
3) Click on Get



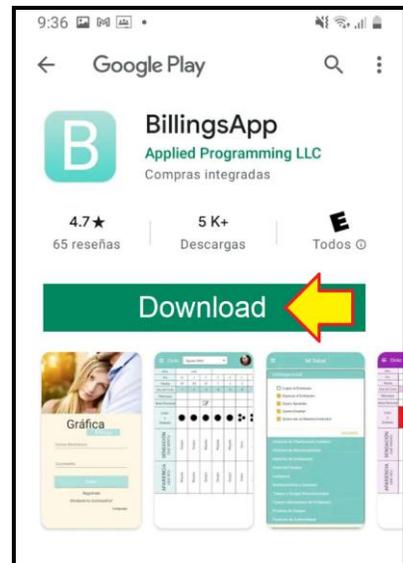
1) Open Google Play Store



2) Search for *billingsapp*



3) Click on Install



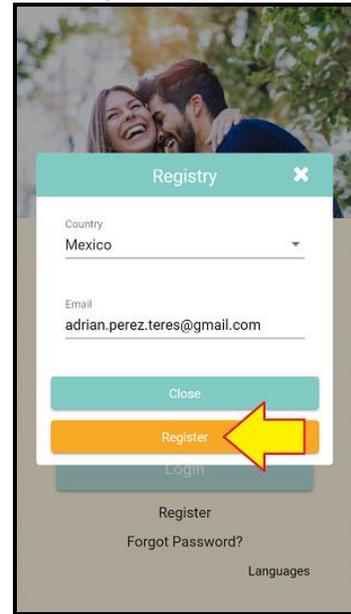
# How to create an account?

Once installed, your first step is to register in order to create an account.

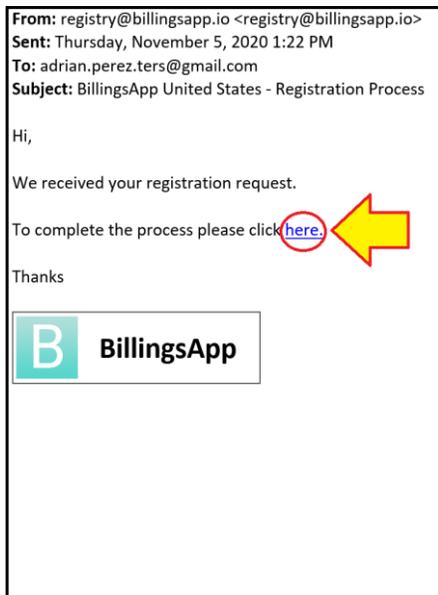
1) Click on **Register**



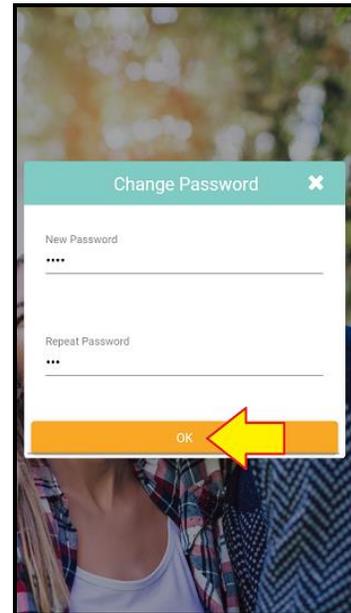
2) Provide your country and email  
Click on **Register**



3) Check your email inbox, find the registration email and click in the link provided



4) Provide your new password and click **SAVE**

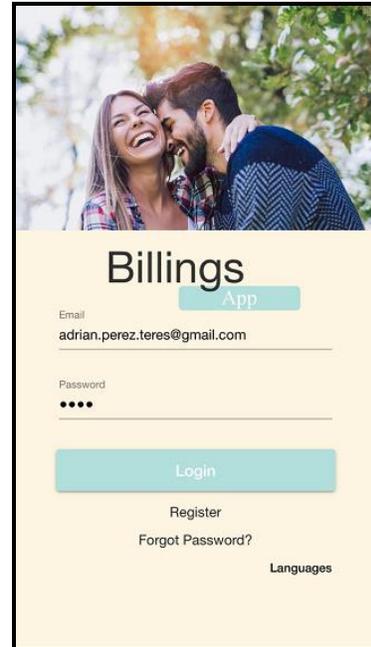


# How to enter ?

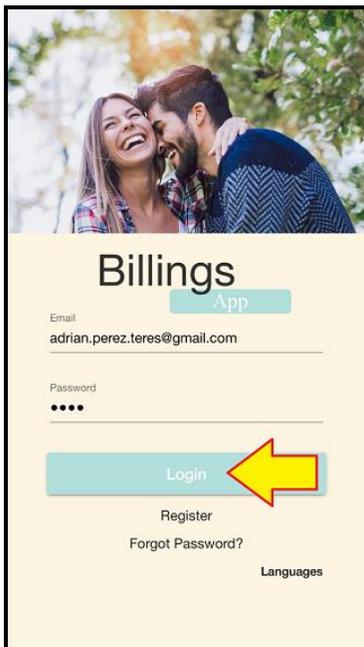
1) Tab on BillingsApp Icon



2) Provide your email and password  
(\*See previous page)

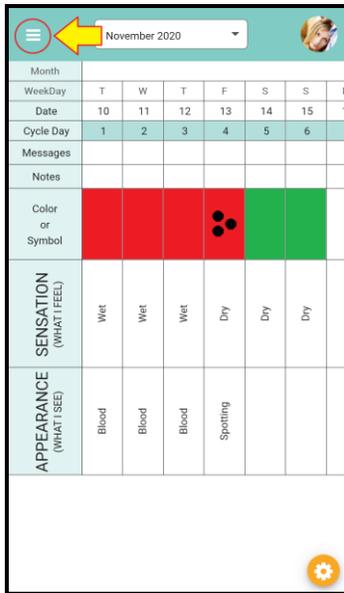


3) Click in Login

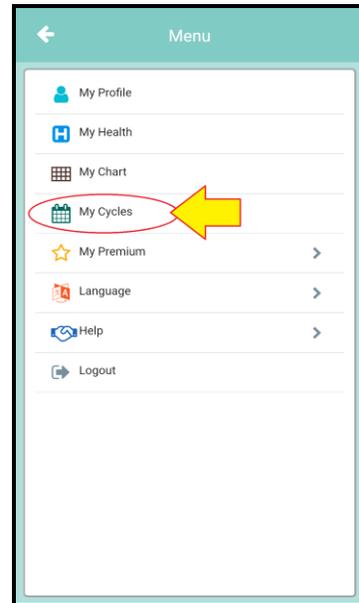


# How to create a new cycle?

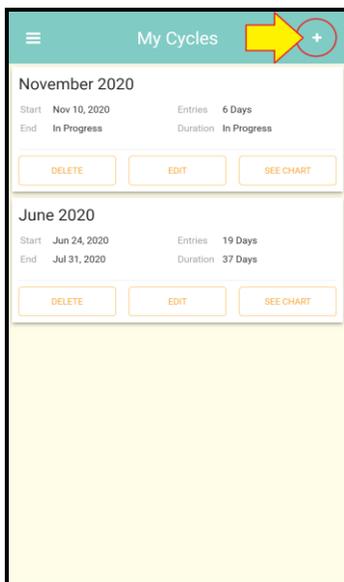
1) Click on the top left menu icon.



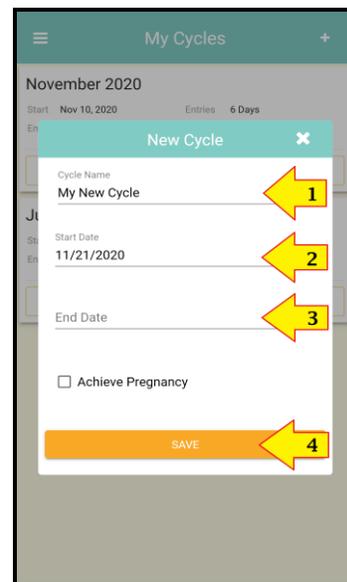
2) Click on "My Cycles"



3) Click on the "+" button

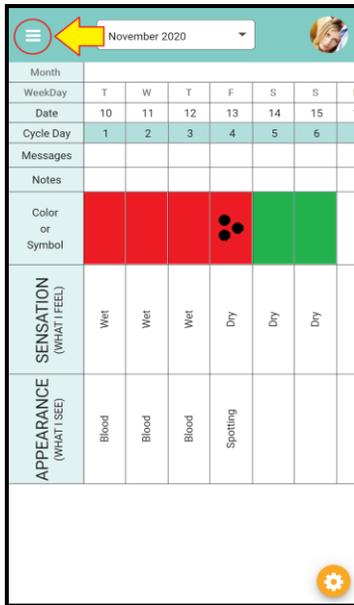


4) Provide name, start and end date and click SAVE

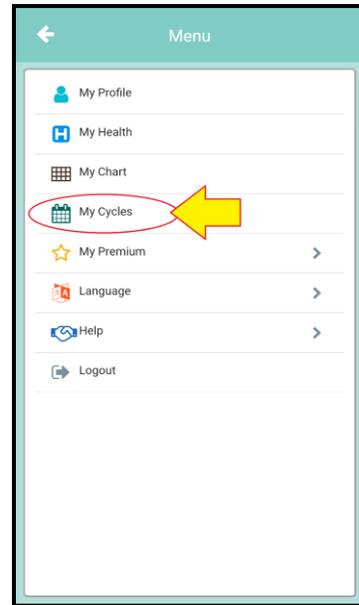


# How to add more days to my cycle?

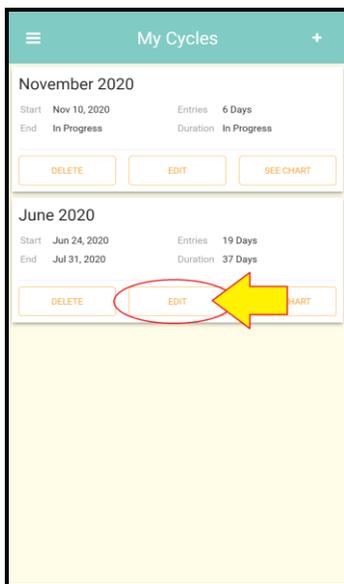
1) Click on the top left menu icon.



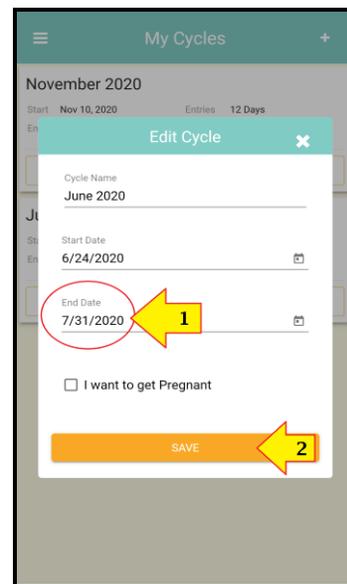
2) Click on "My Cycles"



3) Click EDIT of the cycle you want to change

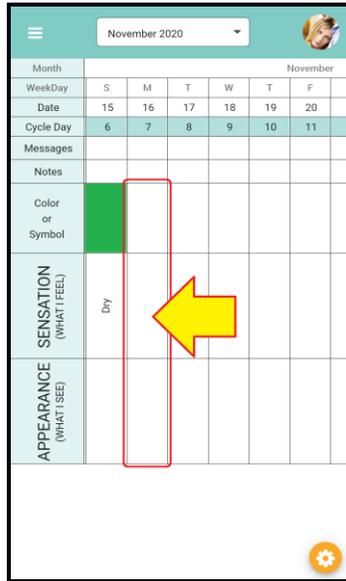


4) Change the End Date and click SAVE

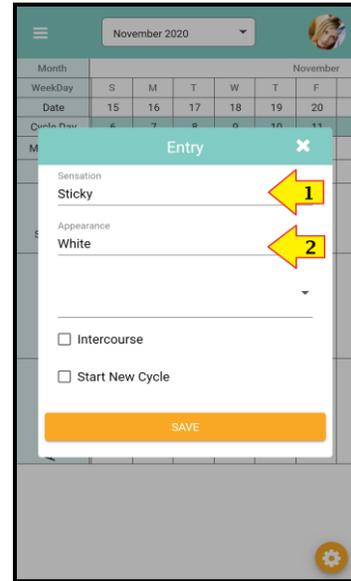


# How to make my daily registrations?

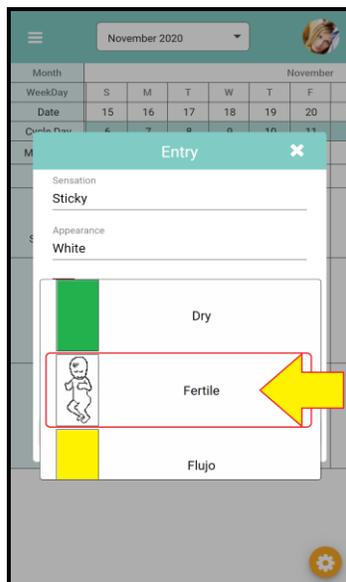
1) On your chart, click on the day you want to make the registration.



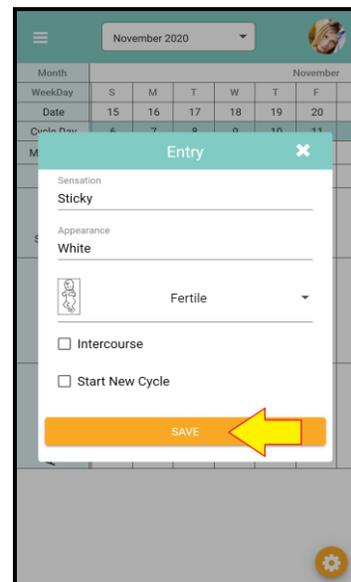
2) Enter the Sensation and Appearance



3) Select the Stamp or Symbol

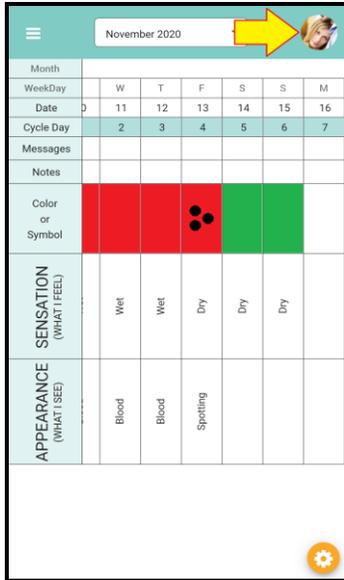


4) Check if you had Intercourse or if this is the start of a new cycle and click SAVE

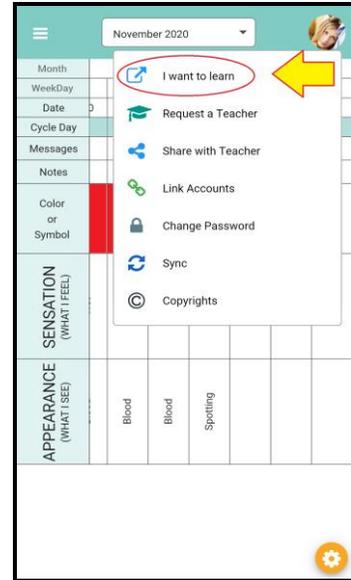


# How to start learning?

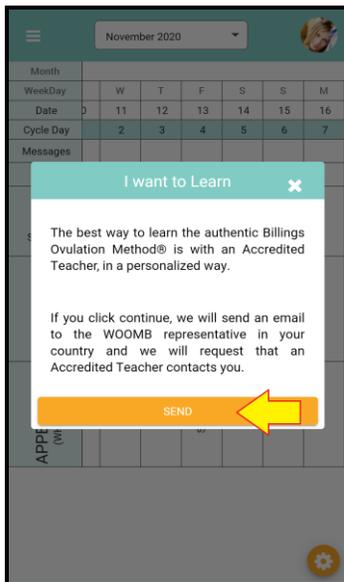
1) Click on the top right menu



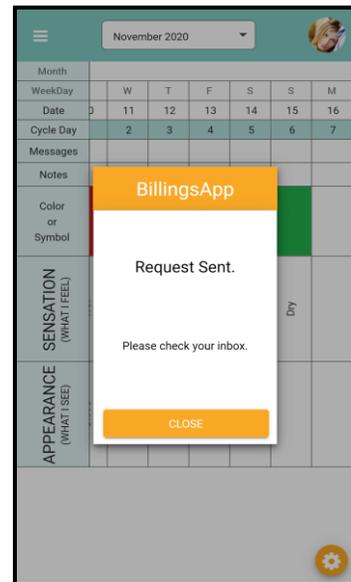
2) Click on I want to learn



3) Click on SEND

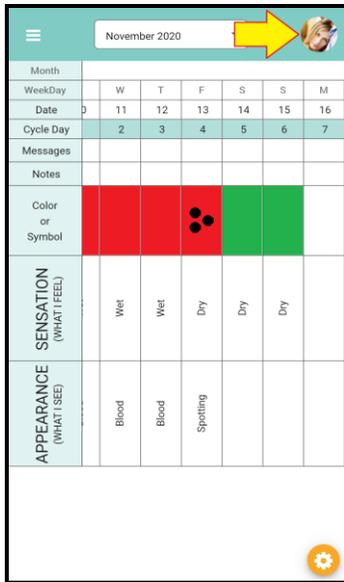


4) Check your inbox

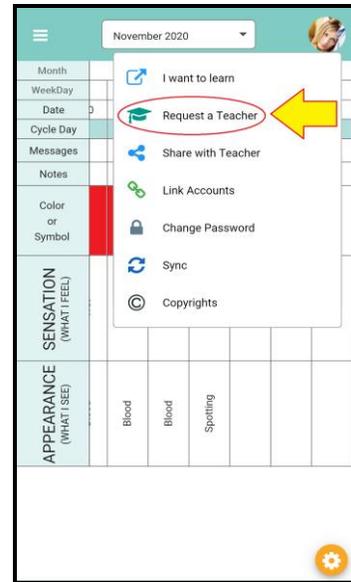


# How to request an Accredited Teacher contact me?

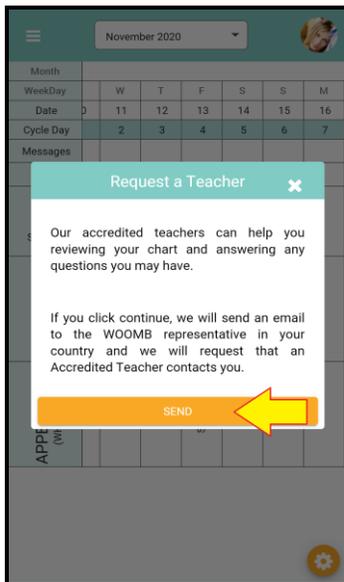
1) Click on the top right menu



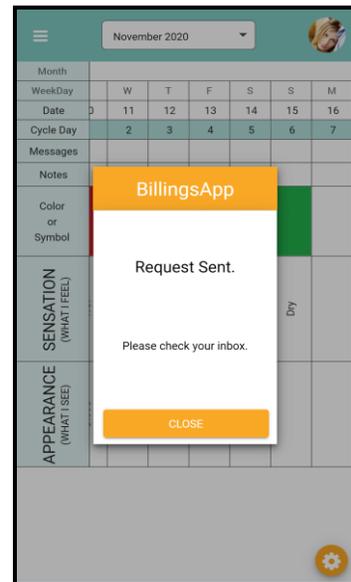
2) Click on Request a Teacher



3) Click on SEND

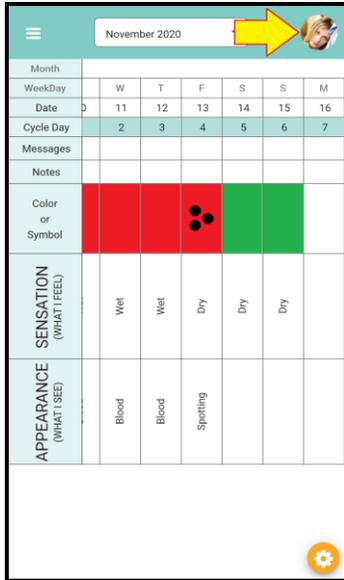


4) Check your inbox

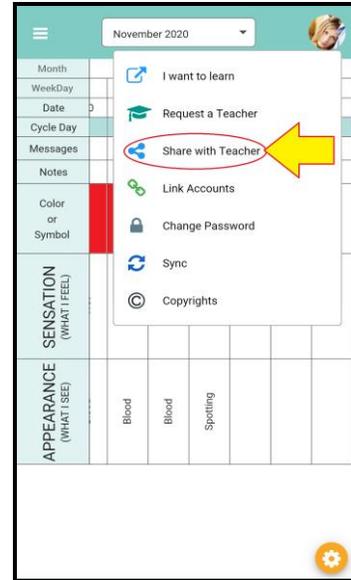


# How to share my chart with an Accredited Teacher?

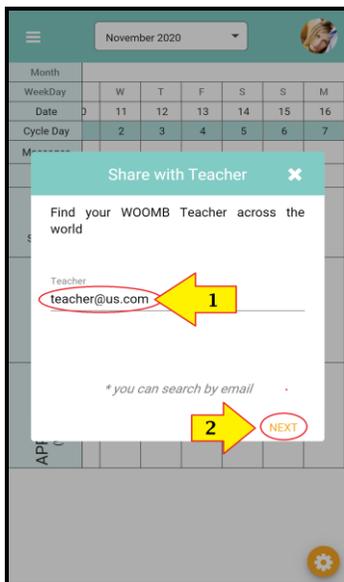
1) Click on the top right menu



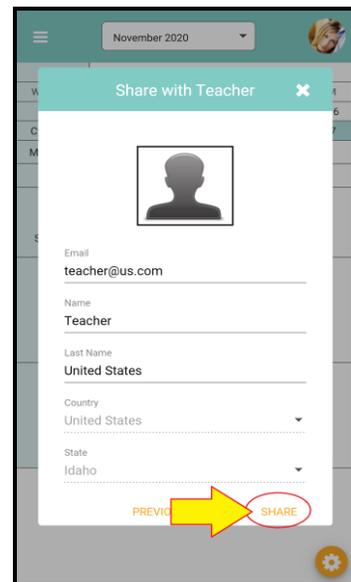
2) Click on Share with Teacher



3) Provide your teacher's email and click NEXT



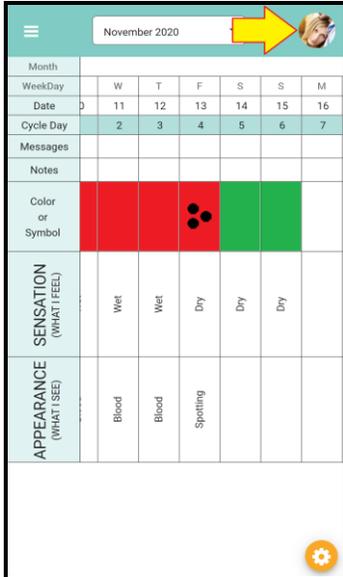
4) Verify the information and click SHARE



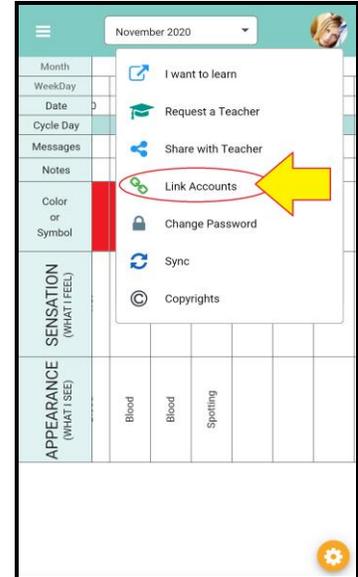
# How to link my account with my spouse/partner?

**Important:** the spouse/partner needs to create his account first. (see page 5)

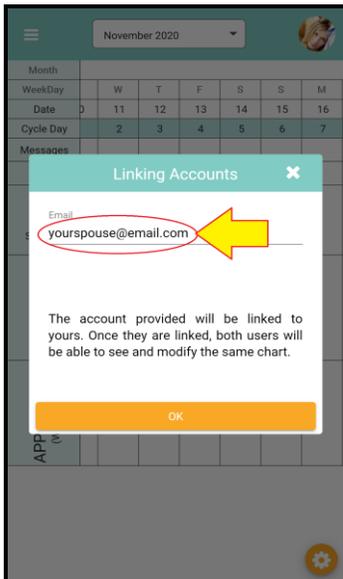
1) Click on the top right menu



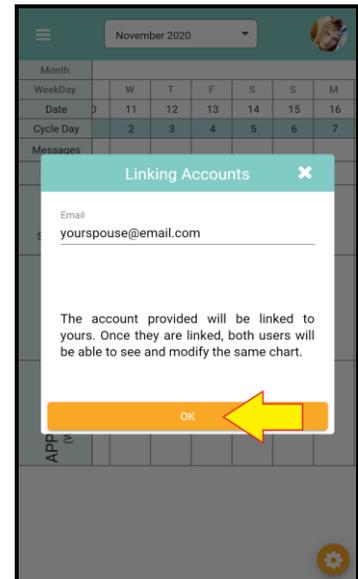
2) Click on Link Accounts



3) Provide your spouse/partner email

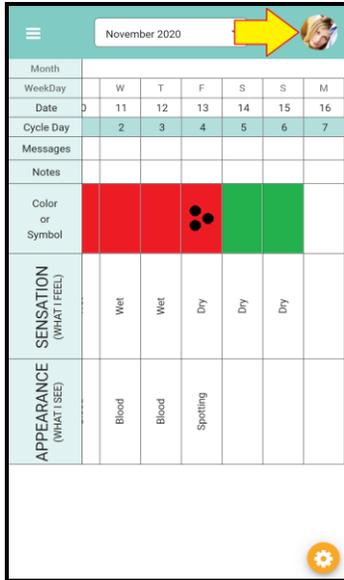


4) Click OK

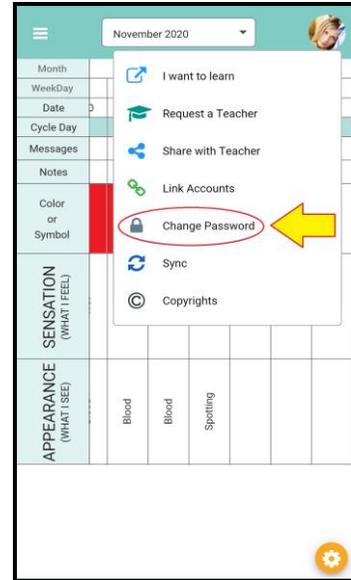


# How to change my password?

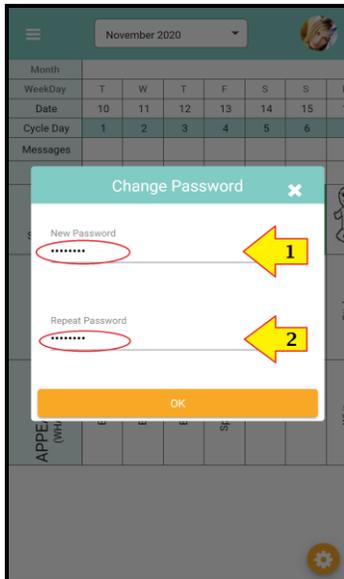
1) Click on the top right menu



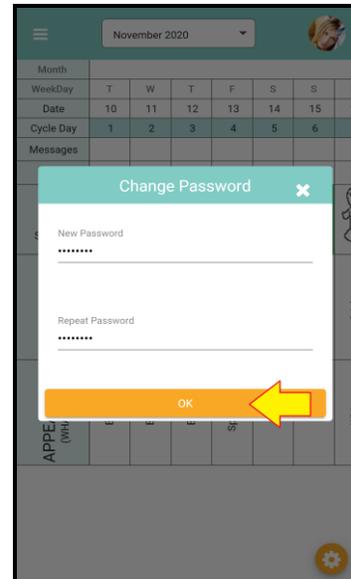
2) Click on Change Password



3) Provide your new password twice

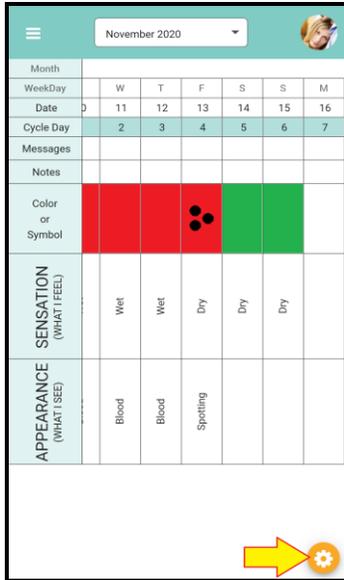


4) Click OK

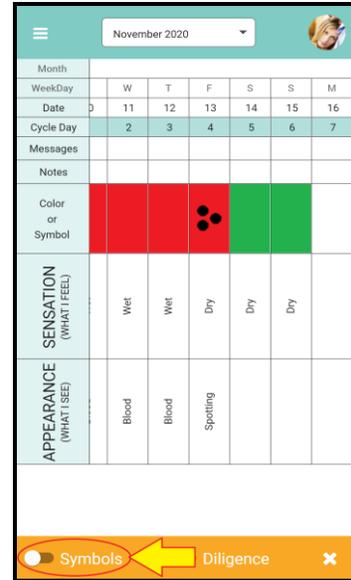


# How to switch between Stamps or Symbols?

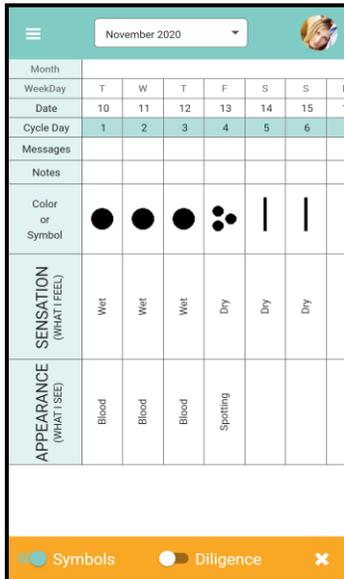
1) Click on the bottom right icon



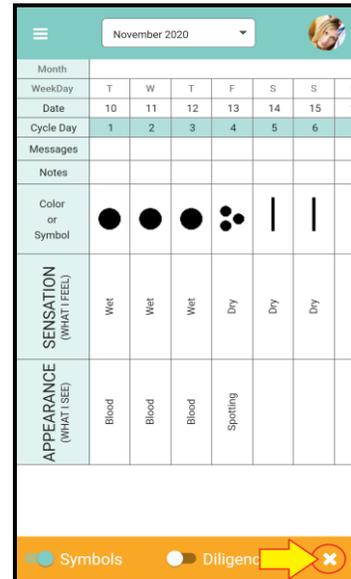
2) Toggle the switch for symbols



3) Your chart will automatically reload with the selected option

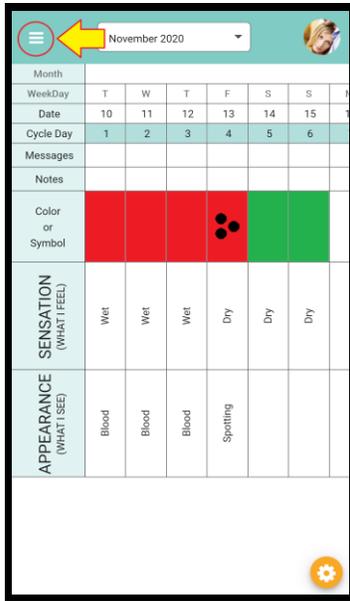


4) Click the X button to hide the toolbar

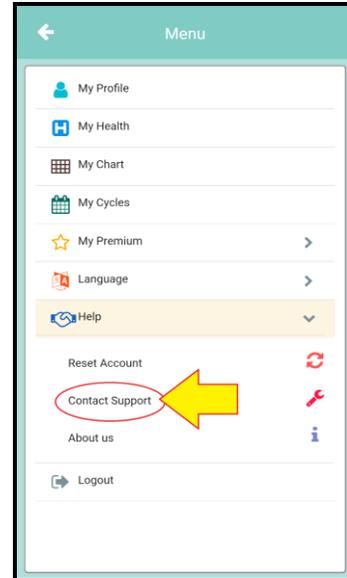


# How to contact support?

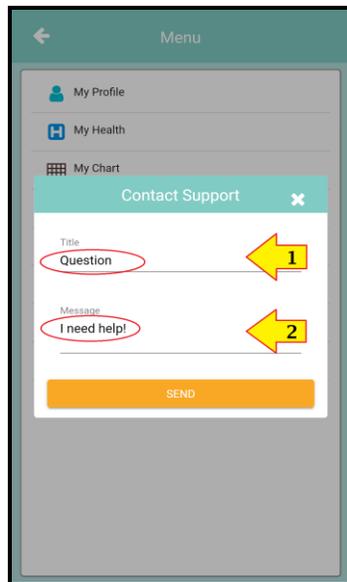
1) Click on the top left menu icon.



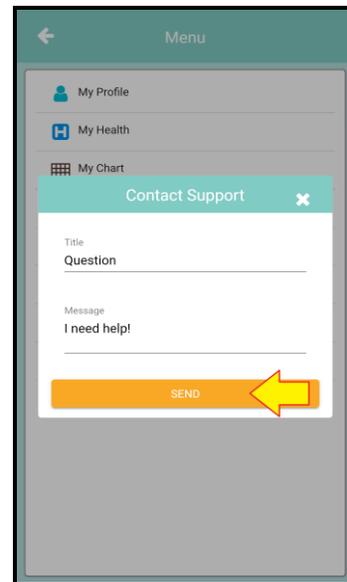
2) Click on Help -> Contact Support



3) Provide title and message

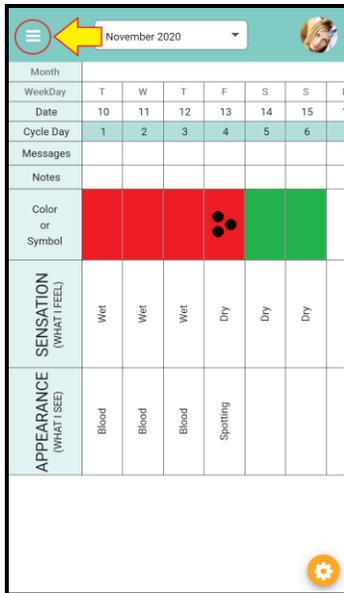


4) Click on SEND

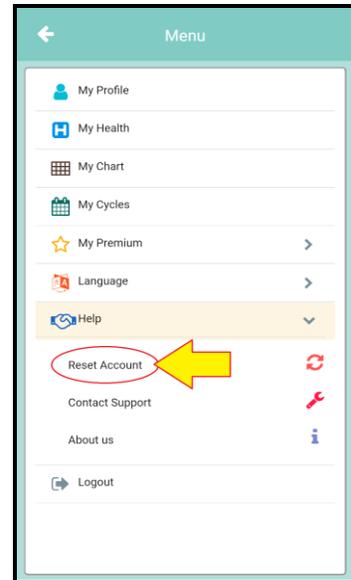


# How to reset my account?

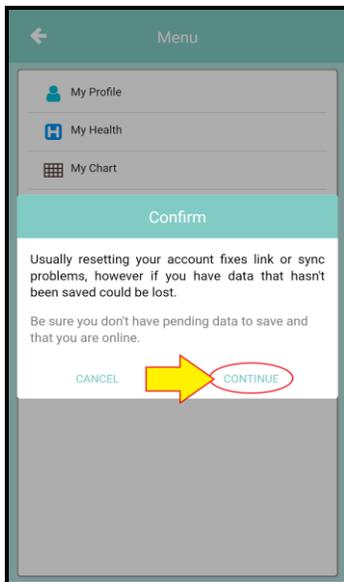
1) Click on the top left menu icon.



2) Click on Help -> Reset Account



3) Click CONTINUE



# What is the PREMIUM Subscription?

BillingsApp offers a PREMIUM subscription and the user can select a 1 year or 5 years duration with an optional of renewal at the end. The cost is approximately 10 USD for 1 year or 25 USD for 5 years. (Prices may vary on each country).

The functionalities that are obtained acquiring the PREMIUM version are:

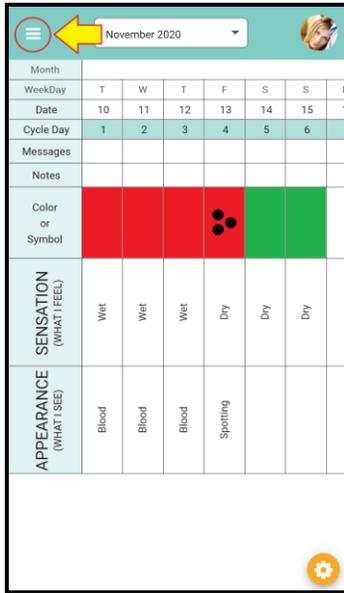
- a) Review all observations from your teacher directly in the app
- b) Exchange messages between the user and the Accredited Teacher
- c) Print your charts directly from your mobile device
- d) Send you charts by email on PDF format
- e) Set an Alarm/Reminder on your device
- f) Select different theme colors

From the profits obtained 1/3 will be donated to WOOMB Intl and another 1/3 will be donated to WOOMB in your country. In this way, when you subscribe to the premium version you don't only get the extra functionalities mentioned before but also helps and provides supports to WOOMB organization across the entire world so we can keep promoting and teaching the authentic Billings Ovulation Method®.

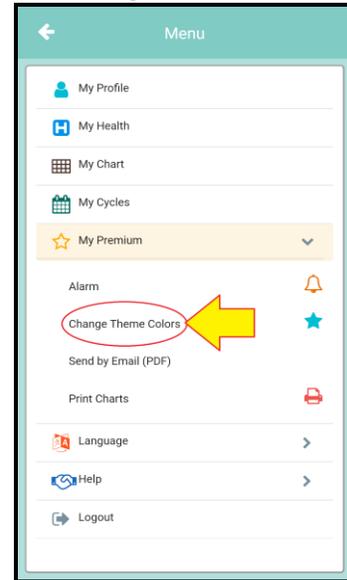
*¡Thank you for helping us to help others!*

# How to obtain the PREMIUM version?

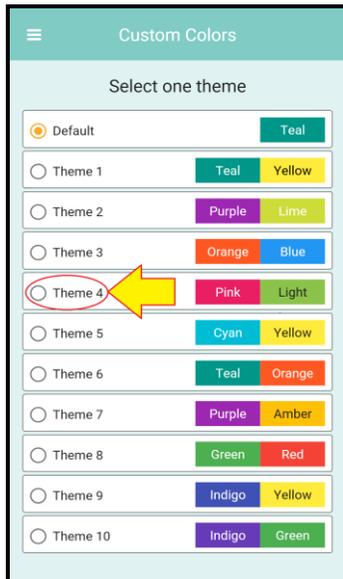
1) Click on the top left menu icon.



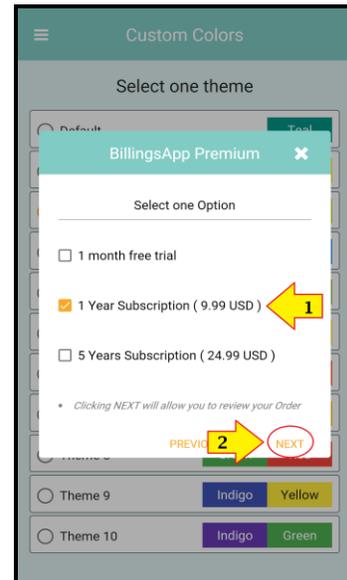
2) Go to My Premium and select any option such as Change Theme Colors



3) Click on any Theme Color and a Dialog will show up

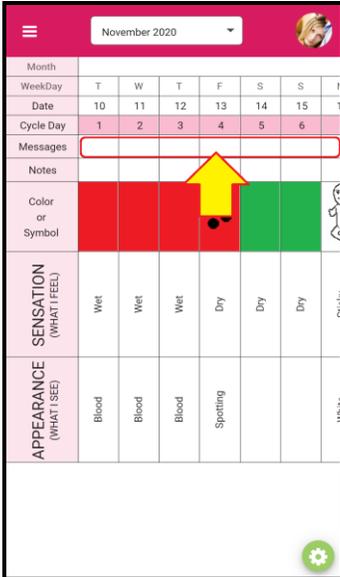


4) Follow the instructions, select the subscription and at the end click CONFIRM

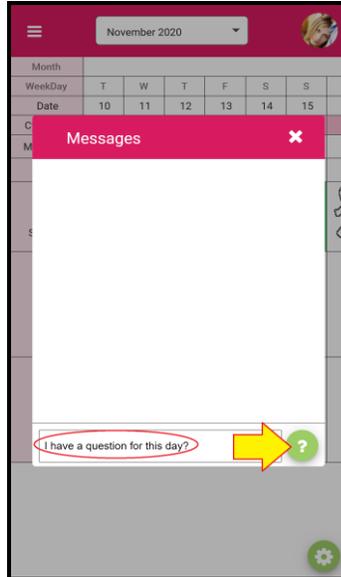


# How to send a question to my Accredited Teacher?

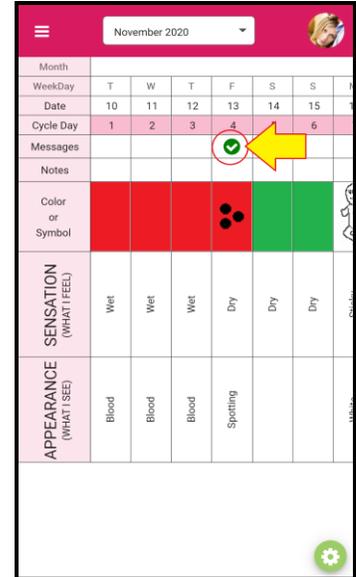
1) Click on any day on the Message Row



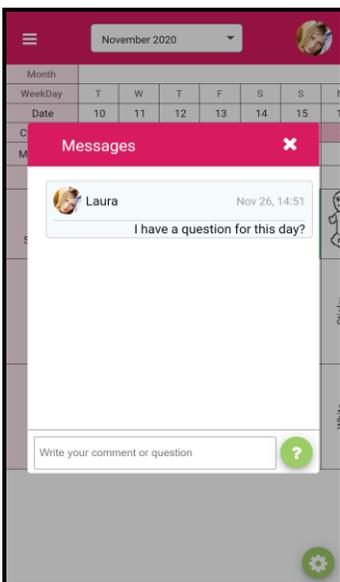
2) Enter your question or comment and click in the icon



3) The following symbol indicates that you have message on this day



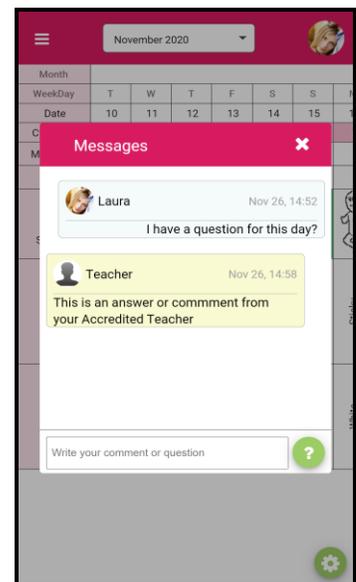
4) You can always click again to review all the messages



5) When you have a response, you will see the following icon



6) If you click on the symbol, you will be able to see the response(s)

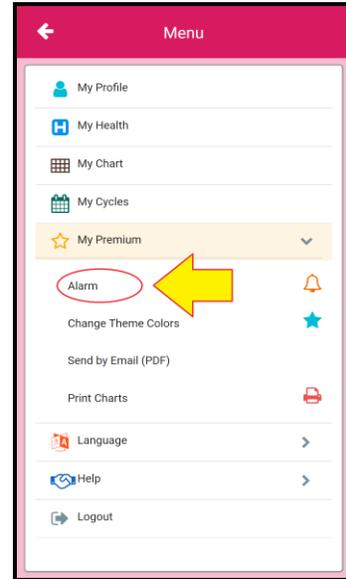


# How to set an Alarm?

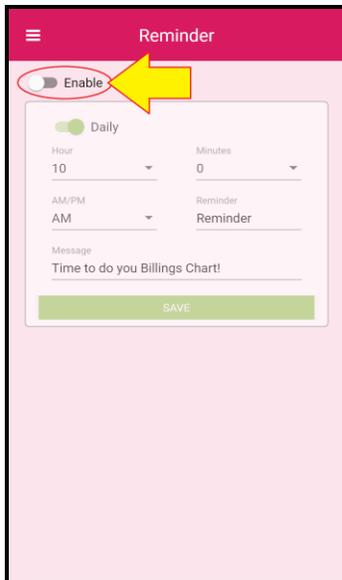
1) Click on the top left menu icon.



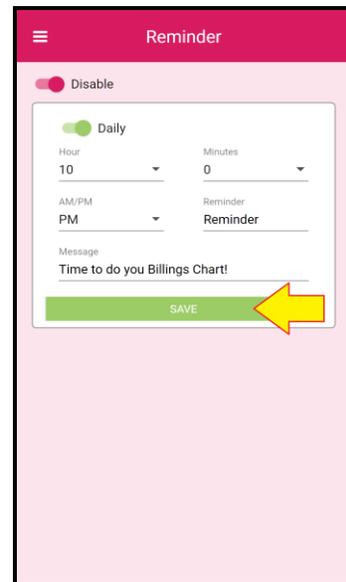
2) Click on My Premium -> Alarm



3) Enable the Reminder



4) Set the configuration and click SAVE

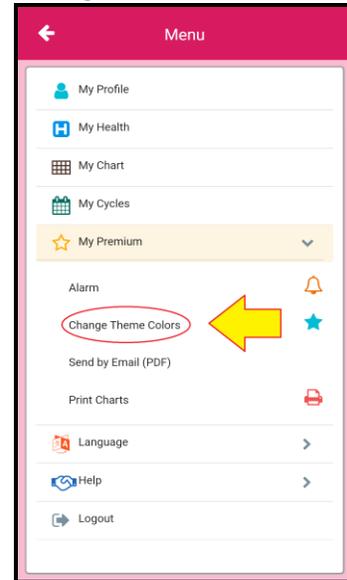


# How to change the color palette of my App?

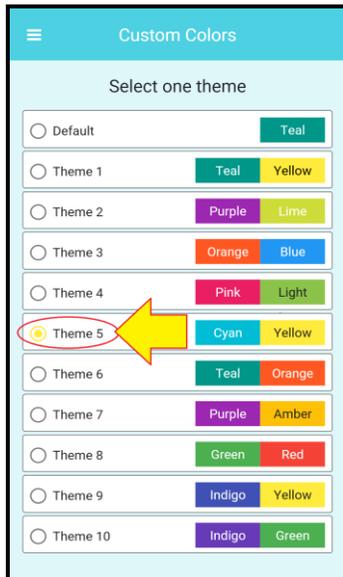
1) Click on the top left menu icon.



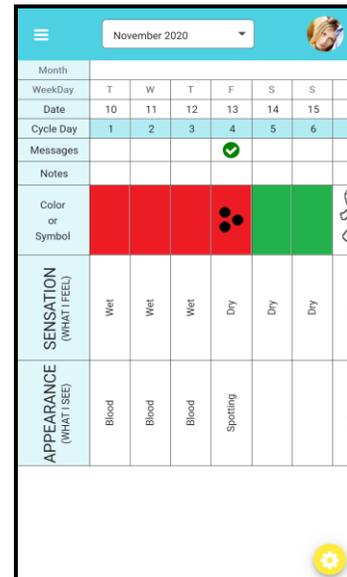
2) Click on My Premium -> Change Theme Colors



3) Click on one of the available theme colors



4) The new color is applied automatically across all the app

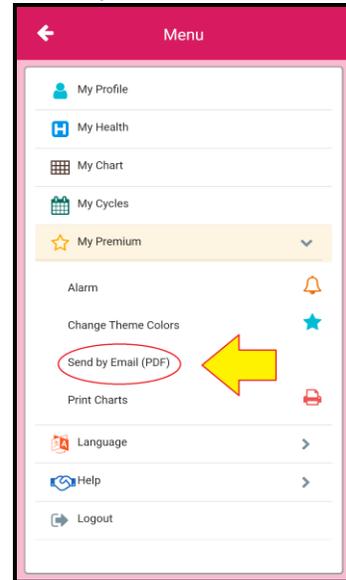


# How to send my charts by email?

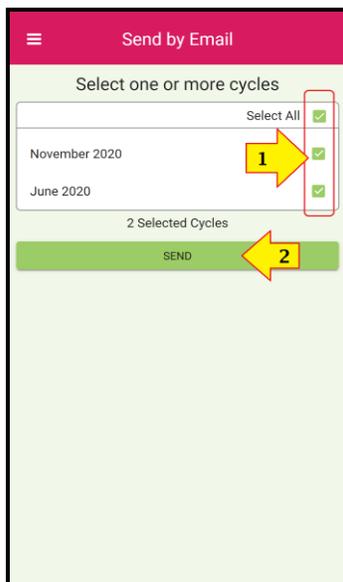
1) Click on the top left menu icon.



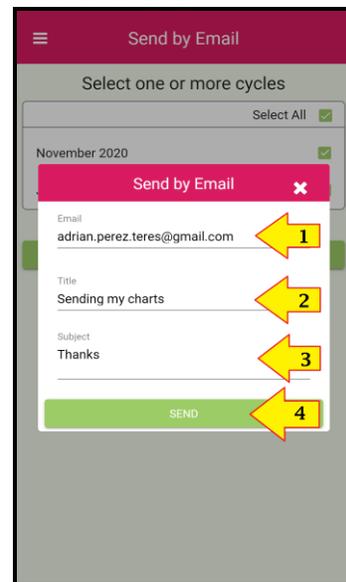
2) Click on My Premium -> Send by Email (PDF)



3) Select the cycle(s) and click SEND



4) Provide the email, title and message and click SEND

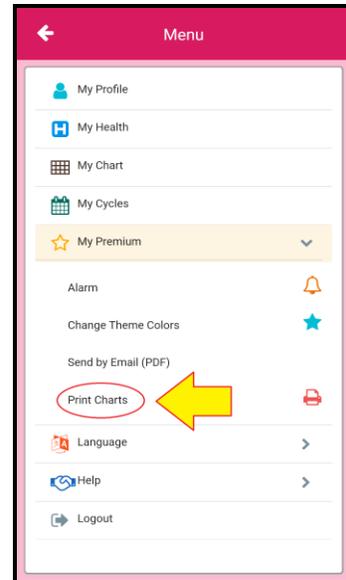


# How to print my charts?

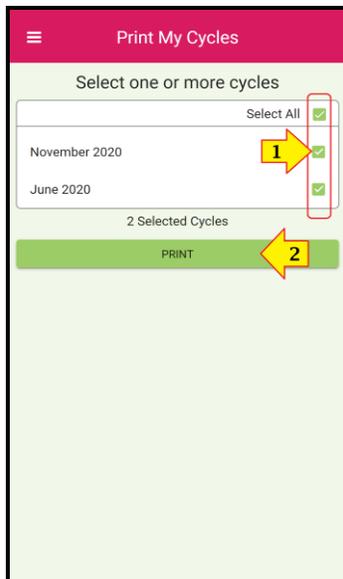
1) Click on the top left menu icon.



2) Click on My Premium -> Print Charts



3) Select the cycle(s) and click PRINT



4) Follow the instructions.

**Note:** Depending on your printer you may need to take some extra steps to configure the printer correctly. Please read your printer's manual

# Is my information secure?

The security and safety of your information is our priority, for this reason we have established the following security measures to guarantee the integrity of your information.

## Encrypted Communication

All the information sent between the server and the mobile application is encrypted which depending on your device could be 128bits or more. Our web page contains as well a certificate of authenticity (SSL) which allows to authenticate the requests.

## OAuth 2.0

BillingsApp™ contains measures with the highest security standards such as OAuth 2.0 which forces that every single exchange of information requires a secret token to be provided which improves the security on every single exchange between the server and the mobile application.

## Daily Backups

We also make daily backups for all your information in our server. This way, if you lose your mobile device or your mobile device stop working, you can relax knowing that we store a secure backup of all your charts in our servers.

## ARCO Rights

ARCO Rights are defined as right of access, rectification, cancellation and opposition of the holders on their personal data. This means that you are covered with these rights and you can contact us anytime to make any corrections or even remove all your data if you decide to do that.

# How can I restore my charts?

## **I lost or change my mobile device, what would happen with my information?**

If you lost your mobile device or change it, the only thing you need to do is to install BillingsApp™ on your new device. When entering, if you provide the same email and password you had before, the app will request to the server all your charts and information and upload it in your new device. You can then keep making your daily registrations as usual.

## **¿How and where my information is stored?**

BillingsApp™ recognizes the importance of keeping your charts safe, for these reasons we provide the following methods to guarantee, in the best of our abilities, we don't lose any of your charts or information.

### **1) Local Save**

On your mobile device there is always a local copy stored. This gives you a local copy on every mobile device where you have installed the application.

### **2) Save in the Server**

When your device is connected to the internet, BillingsApp™ will save automatically all your information in the server. This way, you have a second location where your information is stored in a secure and safe environment.

### **3) Automatic Backups**

Every day, all the databases are stored in a third server which maintains an extra copy of your information. This guarantees that in case of a failure of the main server we will be able to restore your information with this backup.

### **4) Print and email your Charts**

If you are subscribed to the premium version, you have the option to send all your charts by email or even print them directly from your cell phone. This is an alternative way of keeping a copy of your charts in a secure place like your inbox or a hard copy as well.