

User's Guide November 26, 2020



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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**".







Google play

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**



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



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



4) Provide your new password and click SAVE





How to enter ?

1) Tab on BillingsApp Icon



3) Click in Login



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





How to create a new cycle?

1) Click on the top left menu icon.

	November 2020										
Month											
WeekDay	Т	W	Т	F	S	S	P				
Date	10	11	12	13	14	15	1				
Cycle Day	1	2	3	4	5	6					
Messages											
Notes											
Color or Symbol				:•							
SENSATION (WHAT I FEEL)	Wet	Wet	Wet	Dry	Dry	Dry					
APPEARANCE (WHAT1 SEE)	Blood	Blood	Blood	Spotting							
						6	3				

3) Click on the "+" button

≡		My Cycles	$\overline{}$
Nov	ember 202	20	
Start	Nov 10, 2020	Entries 6	Days
End	In Progress	Duration In	Progress
	DELETE	EDIT	SEE CHART
Jun	e 2020		
Start	Jun 24, 2020	Entries 19	9 Days
End	Jul 31, 2020	Duration 37	7 Days
	DELETE	EDIT	SEE CHART

2) Click on "My Cycles"



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.

	Nov	/ember 2	020	-]	Ø	
Month							
WeekDay	Т	W	т	F	S	S	P
Date	10	11	12	13	14	15	1
Cycle Day	1	2	3	4	5	6	
Messages							
Notes							
Color or Symbol				:•			
SENSATION (WHAT I FEEL)	Wet	Wet	Wet	Dry	Dry	Dry	
APPEARANCE (WHAT I SEE)	Blood	Blood	Blood	Spotting			
						(•

3) Click EDIT of the cycle you want to change

=		My Cycles	+
Nov Start End	Nov 10, 2020	Entries Duration	6 Days In Progress
	DELETE	EDIT	SEE CHART
Jun	e 2020		
Start	Jun 24, 2020	Entries	19 Days
End	Jul 31, 2020	Duration	37 Days
	DELETE	EDIT	HART

2) Click on "My Cycles"



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.



3) Select the Stamp or Symbol



2) Enter the Sensation and Appearance



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

=	(Novem	ber 2020			\mathbf{i}	S
Month							
WeekDay		W	т	F	S	S	М
Date	þ	11	12	13	14	15	16
Cycle Day		2	3	4	5	6	7
Messages							
Notes							
Color or Symbol				:•			
SENSATION (WHAT I FEEL)	4 9 9	Wet	Wet	Dry	Dry	Dry	
APPEARANCE (WHAT1 SEE)	1	Blood	Blood	Spotting			
							0

3) Click on SEND



2) Click on I want to learn



4) Check your inbox





How to request an Accredited Teacher contact me?

1) Click on the top right menu

	(Ζ	
=		Novem	ber 2020				
Month							
WeekDay		W	т	F	S	S	М
Date	þ	11	12	13	14	15	16
Cycle Day		2	3	4	5	6	7
Messages							
Notes							
Color or Symbol				:•			
SENSATION (WHAT I FEEL)		Wet	Wet	Dry	Dry	Dry	
APPEARANCE (WHAT I SEE)		Blood	Blood	Spotting			
				-	-		0

3) Click on SEND

≡	[Novem	ber 2020		•	(Ċ
Month							
WeekDay		W	T	F	S	S	М
Date		11	12	13	14	15	16
Cycle Day		2	3	4	5	6	7
Messages							
						×	
e Our review quest If you to th count Accre	aci win tior 1 cl ne try edit	credited g your is you n ick con WOON and ed Tead	t teaci chart nay hav tinue, v 1B rep we wi cher co	ners c and a re. ve will resenta Il requ ntacts	an he insweri send a ative in uest th you.	ip you ng any n emai n you nat ar	
			SEN	۱D	\leq		
APPE				0,		1	
							0

2) Click on Request a Teacher



4) Check your inbox





How to share my chart with an Accredited Teacher?

1) Click on the top right menu

	ſ					$\overline{}$	
=	l	Novem	ber 2020		1		S.
Month							
WeekDay		W	Т	F	S	S	М
Date	þ	11	12	13	14	15	16
Cycle Day		2	3	4	5	6	7
Messages							
Notes							
Color or Symbol				:•			
SENSATION (WHAT I FEEL)		Wet	Wet	Dry	Dry	Dry	
APPEARANCE (WHAT1 SEE)		Blood	Blood	Spotting			
							0

3) Provide your teacher's email and click NEXT

≡	(Novem	ber 2020		•	(Ċ		
Month									
WeekDay		W	Т	F	S	S	М		
Date	p	11	12	13	14	15	16		
Cycle Day		2	3	4	5	6	7		
Message		Shar	e with	n Teac	her:	×			
Find world	yo I	ur WO	OMB	Teache	r acro	ss the			
Teacher teacher@us.com									
API		* you (can sea	arch by <mark>2</mark>		NEXT)		
							0		

2) Click on Share with Teacher



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
 - Ċ November 2020 Month 12 13 14 15 Date 11 16 Cycle Day 4 Messag Notes Color •• Symbol SENSATION (WHAT I FEEL) Wet Wet Ň Dry Dry APPEARANCE (WHAT I SEE) Spotting Blood Blood -

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

=	(Novem	ber 2020			$\overline{}$	
						ν	
Month							
WeekDay		W	T	F	S	S	м
Date	P	11	12	13	14	15	16
Cycle Day		2	3	4	5	6	7
Messages							
Notes							
Color or Symbol				:•			
SENSATION (WHAT I FEEL)		Wet	Wet	Dry	Dry	Dry	
APPEARANCE (WHAT1 SEE)	1	Blood	Blood	Spotting			
							0

3) Provide your new password twice



2) Click on Change Password



4) Click OK





How to switch between Stamps or Symbols?

1) Click on the bottom right icon

=		Novem	ber 2020		•	(Ċ,
Month							-
WeekDay		W	т	F	s	S	М
Date	þ	11	12	13	14	15	16
Cycle Day		2	3	4	5	6	7
Messages							
Notes							
Color or Symbol				:•			
SENSATION (WHAT I FEEL)		Wet	Wet	Dry	Dry	Dry	
APPEARANCE (WHAT1 SEE)		Blood	Blood	Spotting			
							1

3) You chart will automatically reload with the selected option

=	Nov	vember 2	020	-)	1¢	1	
Month								
WeekDay	т	W	Т	F	S	S	1	
Date	10	11	12	13	14	15	1	
Cycle Day	1	2	3	4	5	6		
Messages								
Notes								
Color or Symbol	•	•	•	:•	I			
SENSATION (WHAT I FEEL)	Wet	Wet	Wet	Dry	Dry	Dry		
APPEARANCE (WHAT I SEE)	Blood	Blood	Blood	Spotting				
C Sym	Symbols 🕒 Diligence 🗙							

2) Toggle the swtich for symbols



4) Click the X button to hide the toolbar

=	November 2020 🔹							
Month								
WeekDay	т	W	Т	F	S	S		
Date	10	11	12	13	14	15		
Cycle Day	1	2	3	4	5	6		
Messages								
Notes								
Color or Symbol	•	•	•	:•	I	I		
SENSATION (WHAT I FEEL)	Wet	Wet	Wet	Dry	Dry	Dry		
APPEARANCE (WHAT I SEE)	Blood	Blood	Blood	Spotting				
Symbols Diligenc								



How to contact support?

1) Click on the top left menu icon.

	November 2020 -							
Month								
WeekDay	Т	W	Т	F	S	S	N	
Date	10	11	12	13	14	15	1	
Cycle Day	1	2	3	4	5	6		
Messages								
Notes								
Color or Symbol				:•				
SENSATION (WHATI FEEL)	Wet	Wet	Wet	Dry	Dry	Dry		
APPEARANCE (WHAT I SEE)	Blood	Blood	Blood	Spotting				
						6		

3) Provide title and message



2) Click on Help -> Contact Support



4) Click on SEND





How to reset my account?

1) Click on the top left menu icon.

	Nov	vember 2	020	Ŧ)	Ø	7
Month							
WeekDay	Т	W	Т	F	S	S	N
Date	10	11	12	13	14	15	1
Cycle Day	1	2	3	4	5	6	
Messages							
Notes							
Color or Symbol				:•			
SENSATION (WHAT I FEEL)	Wet	Wet	Wet	Dry	Dry	Dry	
APPEARANCE (WHAT I SEE)	Blood	Blood	Blood	Spotting			
						6	•

2) Click on Help -> Reset Account



3) Click CONTINUE

← Menu								
Ay Profile								
H My Health								
My Chart								
Confirm								
Usually resetting your account fixes link or syn problems, however if you have data that has been saved could be lost.	Usually resetting your account fixes link or sync problems, however if you have data that hasn't been saved could be lost.							
Be sure you don't have pending data to save and that you are online.								
CANCEL								



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.

	Nov	vember 2	.020	•)	Vê	1
Month							
WeekDay	Т	W	Т	F	S	S	ħ
Date	10	11	12	13	14	15	1
Cycle Day	1	2	3	4	5	6	
Messages							
Notes							
Color or Symbol				:•			
SENSATION (WHAT I FEEL)	Wet	Wet	Wet	Dry	Dry	Dry	
APPEARANCE (WHAT I SEE)	Blood	Blood	Blood	Spotting			
						6	•

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



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



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



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

≡	Nov	vember 2	2020	-		Ø	
Month							
WeekDay	Т	W	Т	F	S	S	2
Date	10	11	12	13	14	15	1
с м М	essag	es				×	
6	Laura	l ha	ve a qu	estion f	Nov 26, 1	14:51 day?	E.L.
e.							2
							Celolor
							110010
Write yo	ur comn	nent or q	uestion			?	
							2

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



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



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



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.

November 2020								
Month								
WeekDay	Т	W	Т	F	S	S	N	
Date	10	11	12	13	14	15	1	
Cycle Day	1	2	3	4	5	6		
Messages								
Notes								
Color or Symbol				:•			Contra	
SENSATION (WHAT I FEEL)	Wet	Wet	Wet	Dry	Dry	Dry	Celolor	
APPEARANCE (WHAT1 SEE)	Blood	Blood	Blood	Spotting			110 to 0	
						(

3) Enable the Reminder

	≡	Rem	ninder	
<	Enable			
	Daily			
	Hour		Minutes	
	10	Ŧ	0	
	AM/PM		Reminder	
	AM	~	Reminder	
	Message			
	Time to do yo	u Billing	gs Chart!	

2) Click on My Premium -> Alarm



4) Set the configuration and click SAVE





How to change the color palette of my App?

1) Click on the top left menu icon.

	Nov	vember 2	020	•		Ø	1
Month							
WeekDay	Т	W	Т	F	S	S	N
Date	10	11	12	13	14	15	1
Cycle Day	1	2	3	4	5	6	
Messages							
Notes							
Color or Symbol				:•			Color
SENSATION (WHAT I FEEL)	Wet	Wet	Wet	Dry	Dry	Dry	Celolor
APPEARANCE (WHAT I SEE)	Blood	Blood	Blood	Spotting			110010
						(

3) Click on one of the available theme colors

	Select one theme								
	O Default		Teal						
	O Theme 1	Teal	Yellow						
	O Theme 2	Purple	Lime						
	O Theme 3	Orange	Blue						
	O Theme 4	Pink	Light						
<	Theme 5	Cyan	Yellow						
	O Theme 6	Teal	Orange						
	O Theme 7	Purple	Amber						
	O Theme 8	Green	Red						
	O Theme 9	Indigo	Yellow						
	O Theme 10	Indigo	Green						

2) Click on My Premium -> Change 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.

	Nov	vember 2	020	•		Ø	2
Month							
WeekDay	Т	W	Т	F	S	S	N
Date	10	11	12	13	14	15	1
Cycle Day	1	2	3	4	5	6	
Messages							
Notes							
Color or Symbol				:•			0-2-C
SENSATION (WHAT I FEEL)	Wet	Wet	Wet	Dry	Dry	Dry	Ceinlor
APPEARANCE (WHAT1 SEE)	Blood	Blood	Blood	Spotting			110,000
						(•

3) Select the cycle(s) and click SEND

Select one or more cycles								
	Select All 🗾							
November 2020								
June 2020								
2 Selected Cycles								
SEND	2							

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



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





How to print my charts?

1) Click on the top left menu icon.

	November 2020 -							
Month								
WeekDay	т	W	Т	F	S	S	N	
Date	10	11	12	13	14	15	1	
Cycle Day	1	2	3	4	5	6		
Messages								
Notes								
Color or Symbol				:•			Con Chan	
SENSATION (WHATIFEEL)	Wet	Wet	Wet	Dry	Dry	Dry	Ceiolor	
APPEARANCE (WHAT I SEE)	Blood	Blood	Blood	Spotting			11finite.	
0								

3) Select the cycle(s) and click PRINT



2) Click on My Premium -> Print Charts



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 stablished 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.

