

Dear Elmbrook Schools Wellness Event Participant,

It's that time of year to complete your health risk assessment for this year's wellness event. To save time, this year you will be able to access the Health and Wellness Questionnaire and schedule your appointment online from 9am September 15<sup>th</sup> through 5pm November 17<sup>th</sup>. Please follow the instructions below to login and get started.



## Participant Instructions to Access and Complete the Survey and Schedule your Appointment:

### STEP 1: Complete the Survey

1. Log on to [www.healthstathra.info](http://www.healthstathra.info) through your web browser
2. Enter the Company ID **385**
3. Click on Submit
4. On the next page, click on the Register link.
5. Enter the Member ID - this is the last 6 digits of your social security number. Spouses should use the last 6 digits of the employee's social security number plus a -1
  - For example, if the employee's SSN is 123-45-6789, the employee would use 456789 and their spouse would use 456789-1
6. Select your date of birth
7. Enter your e-mail address (Required. If you do not have an email account you can obtain one at [www.gmail.com](http://www.gmail.com))
8. Create your password (6-20 characters).
9. Confirm your password
10. Click on Submit. If your registration is successful, you'll be taken to the main page. If not, you'll be given an error message with applicable instructions
11. On the main page, choose Take HRA Online Survey
12. Complete the survey questions and click the forward arrow on top of each page to advance to next page
13. Read the Legal Disclaimer at the end of survey, check the box and click on Commit to save survey

### Step 2: Schedule your Appointment

1. After completing your survey, click on Schedule your HRA Screening Appointment
2. Select the location and day you want to schedule.
3. Select an available time slot
4. Verify your appointment. (Write it down so you don't forget)

#### IT'S THAT EASY!

After you complete the process you will receive an email notification of your appointment with the ability to cancel and reschedule. You can also log back in anytime during the time frame listed here (9am September 15<sup>th</sup> through 5pm November 17<sup>th</sup>) and verify that you have completed your survey and scheduled your appointment. **You may call the Healthstat Help Desk with any technical issues: 888-613-3036 Monday-Friday 7am-7pm CT.** (You may need to leave a message, including your phone number and email address. Calls will be returned within 24 hours.)

#### DON'T FORGET!

- Do not eat anything for 8 hours prior to your appointment
- Drink plenty of water
- Please take your medications as prescribed by your health care provider
- Please arrive on time for your appointment
- All information is collected by Healthstat and is strictly confidential

Go to: [www.healthstathra.info](http://www.healthstathra.info)

September 15-November 17, 2017