



Follow these easy steps to complete your Health Risk Assessment (HRA).

- 1. Log into the OurHealth Portal at https://portal.ourhealth.org
- 2. Type your username and password.

Note: If you forget your password, click on the <u>Forgot your password?</u> link and type your email address. You'll receive an email with instructions for resetting your password. If you need assistance logging in, please contact OurHealth at 866-434-3255.



3. Inside the portal, you'll see two buttons (see below) that will each take you to the HealthMedia website to complete your HRA. Click on either one to get started.



The notice and button shown above appear in the top portion of the main section of your home screen or dashboard



The notice and button shown above appear in the left hand column of every page inside the portal.



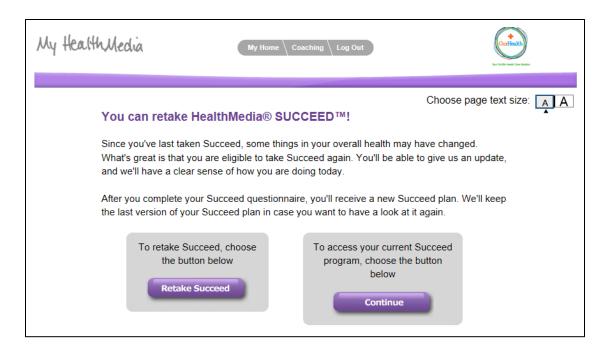




4. After you've clicked on one of the buttons in Step 3, a message appears and notifies you that you're leaving the OurHealth portal. At this point, you won't be able to click your browser's back button to re-enter the portal.



5. If you've previously completed a HealthMedia Succeed HRA (first available for incentive year 2012), you'll be asked if you'd like to retake the assessment or access your current one. To receive credit for completing your HRA for the new incentive year, you must click on the Retake Succeed button.









If you haven't completed a HealthMedia Succeed HRA in the past, click on the **Get Started** button.



6. You'll arrive at a page that explains how the HRA works. Click on the **Start Your Questionnaire** button to get started.



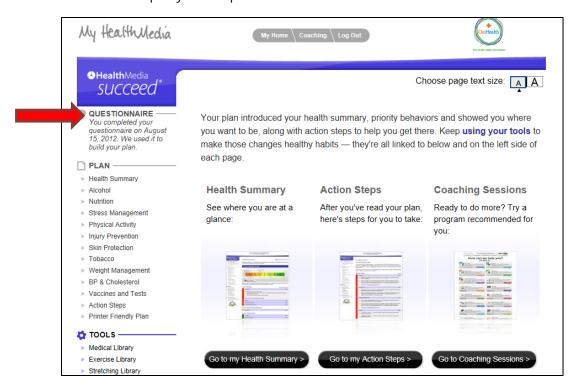






BENEFITS

7. Follow the instructions and submit your questionnaire responses. When you've completed the HRA, a results page will appear that provides links to a summary of your results as well as personalized action steps and access to online health programs, which are recommended based on your responses. The appearance of this page confirms that you've completed the HRA, and HealthMedia will report your completion to OurHealth.



Note: Your HRA activity completion and incentive will be updated on the My Dashboard screen within 48 hours. At that time, the HRA message that appears on the top of your home screen and dashboard will also be removed.