

**Exclusively** for Health Advocate Members

# Sign Up for Your Health Screening

## Navigating Your Wellness Website

Your health is important—that's why Health Advocate provides you with essential wellness tools, including a comprehensive Wellness website and health screenings, to help you reach your full health potential. Register for your Wellness website to get started today.



### Registering for the Wellness Website

- Visit [HealthAdvocate.com/members](http://HealthAdvocate.com/members)
- Type the name of your organization, select it from the drop down box and click "Submit"
- Enter your personal information
- Select your user name, password and security questions
- Read and accept Terms and Conditions, then click "Register"
- Verify your account through your email

### Log on to your Health Advocate Website

If you're planning to sign up for an onsite screening event, you can register from the home page.

- You should see a button that says "Schedule your Biometric Screening Click Here."
- Click and follow the prompts to schedule your screening
  1. Select the event location
  2. Select the date
  3. Select times for both the screening
  4. Choose how you would like to be notified of your appointment and click "submit" to finalize.
- You'll receive an email to confirm your appointment and add it to your calendar.

### Review Your Screening Options

If you'd like to review your other screening options, you can do so through the Wellness website.

- Click on the "Wellness" icon on the home page.
- Once you're on the Wellness website, you should see "My To-Dos."
- There you should see a task to "Complete Your Health Screening."
- Click "View Options" to choose how you would like to complete your screening. There are three options:
  1. Schedule an onsite screening at your workplace.
  2. Print a form to take to your doctor.
  3. Download a lab voucher to take to a local lab.

### Schedule an Onsite Screening

- Click "Schedule"
- Select the site, service, date and time you'd like to have your screening.
- Click "Submit" to finalize your selection.
- You'll receive a confirmation email to confirm your appointment and add it to your calendar.

### Download a Physician Form

- Click "Download"
- The form should open as a PDF.
- Print and take to your physician for completion.
- Your physician will send the completed form to Health Advocate.

### Download a Lab Voucher

- Click "Find Location"
- Click on "Print Voucher" in the upper right-hand corner to print your pre-populated voucher
- Follow the instructions to find a participating LabCorp location.
- Schedule an appointment
- Take your voucher with you to your appointment along with your photo ID.

### Next Steps

Attend your appointment!

### Need further assistance?

Call our screening line for help: **800.970.1263**

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