

Participant Login and Scheduling Instructions

CITY OF DE PERE WELLNESS PROGRAM 2020



Getting Started

Login to your MyHealics Dashboard - go to www.myhealics.com and enter your participant login information.

PARTICIPANT ID/USER NAME (not case sensitive, no space between first and last name):

Employees – your legal first and last name (i.e. JohnSmith).

Spouses – your legal first and last name (i.e. MarySmith).

You can use your email as your participant ID/user name after your first login.

NEED HELP? If you need assistance accessing your account, email our team at receptionist@healics.com and we will be happy to assist you!

PASSWORD (case sensitive):

- **New Users:** **wellness** (this is the password for first time login only, you will be directed to change your password at your first login).
 - Once you have entered your log-in credentials, you will be asked to confirm your time zone and update your email address (if you don't have one on file). You will then be asked to create a 4-digit pin code and choose 3 security questions and answers (this will allow for you to reset your password if needed). This is a one-time set-up process.
- **Returning Users:** if you have previously logged into the MyHealics Dashboard and created a password, you will enter that password instead of wellness.

COMPANY ID: **CityDePere**

Each participant has their own dashboard and login. If your spouse is participating in the health screening, they will need to log into their MyHealics Dashboard to complete the questionnaire and sign up for their appointment. Do NOT schedule anyone's appointment but your own when logged into your dashboard.

MyHealics Health Assessment

1. Click **Questionnaire** in the top menu bar on the dashboard to complete your Consent and Authorization and MyHealics Health Assessment.
 - Enter the Access Code **CDePere**
 - Click on "Exit" (below the photo header) when you get to the "Your questionnaire has already been successfully submitted" screen.
2. Click **Appointments** and enter the Access Code for the location where you want to schedule your MyHealics BioScreen appointment (see table below).

| Biometric Screening Location | Access Code |
|--|-------------|
| City of De Pere City Hall (2nd floor)– 335 S. Broadway De Pere, WI | CDePere |
| City of De Pere Community Center (Lower Level) - 600 Grant St. De Pere, WI | CDePere6St |
| SPOUSES ONLY (Oct. 19 th): Bellin HRA Clinic – 2020 S. Webster Ave. Green Bay, WI | CDPBellin |
| Bellin Health HA Clinic - Bellin HRA Clinic – 2020 S. Webster Ave. Green Bay, WI | BellinWeb |

Additional Information

- **COVID-19 notice:** Participants are required to wear a mask or face covering during their biometric screening. Screeners will be sanitizing all materials/equipment used in the process after each participant is screened.
- Participants are encouraged to bring their own pen to their appointment to complete any necessary paperwork.
- The cut-off time to sign-up for or change your appointment time is **48 hours** prior to when the screening session begins.
- If you need to cancel your appointment or are having trouble locating your appointment information, contact Ashley Heimat 920-436-8673 or Ashley.heim@bellin.org.

You will receive an email (if you provide a valid email address in the **Profile** section of your MyHealics Dashboard) when your Individual Health Profile is available (approximately 2-3 weeks after your screening date). Login to your MyHealics Dashboard and click **Reports** to view your results from the health screening.