QUICK GUIDE

Wholeness Health Plan

STEP 1: Visit livingwhole.llu.edu

- Click on Wholeness Health Plan Requirements.

STEP 2: HRA

STEP 2A: EMPLOYEES ONLY

If you are an LLUH employee but you are covered as a spouse, please use the spouse process below in step 2B.

- Go to section A-Assessment and Account. Click on the "Complete HRA" button.
- Use the following login information:
  - User Name: This is your 8-digit EID # located on your employee badge.
  - Password: wholeness (lowercase).
- Change your password as prompted and **record** your new password for future reference.
- Complete registration by entering your data in the required fields.
- Under "My Health Tools" menu on the left, click on "Health Risk Assessment."
- Complete the "My Health Stats" section and click "Submit."
- Click "OK" to proceed to the HRA.
- Read the Terms of Use and click "Agree" at the bottom of the page.
- Click "Start New Assessment," complete questions and click "Finish" on the last page.

STEP 2B: COVERED SPOUSES ONLY

- Go to section A-Assessment and Account. Click on "Complete HRA" tab.
- Use the following login information
  - User Name: This is your spouse's 8-digit EID # located on their employee badge plus the letters "sp." (Example: 19896756sp).
  - Password: spwholeness (lowercase).
- Change your password as prompted and **record** your new password for future reference.
- Complete registration by entering your data in the required fields.
- Under "My Health Tools" menu on the left, click on "Health Risk Assessment."
- Complete the "My Health Stats" section and click "Submit."
- Click "OK" to proceed to the HRA.
- Read the Terms of Use and click "Agree" at the bottom of the page.
- Click "Start New Assessment," complete questions and click "Finish" on the last page.

Please note, new hires and their spouses have 90 days from their health plan effective date to complete the HRA and biometric screening.

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STEP 3: REGISTER FOR MYCHART

- Go to section A-Assessment and Account on the website. If you do not have your MyChart code that you received in your Health Plan enrollment letter, please call 1-877-558-0090 to receive your code. Please skip Step #3 if you already have a MyChart Account.
- Click on the "Create MyChart account" button. Once opened, go to New User and click on "Sign Up Now."
- Enter your activation code, ZIP code and date of birth (mm/dd/yyyy) as indicated and click "Next" to be taken to the next sign-up page.
- Create a username. This cannot be changed, so think of one that is secure and easy to remember.
- Create a password. You can change your password at any time.
- Enter your Password Reset Question and Answer and click "Next".
- Select your communication preference and enter your email address.
- Click "Sign In".

STEP 4: SCHEDULE A BIOMETRIC SCREENING APPOINTMENT

- Go to section B-Biometric Screening and click on the "Make Appointment" button.
- Use the following login information:
  - ° Login: lluh (lowercase).
  - ° Password: wholeness (lowercase).
- Click "Create a New Account."
- Fill in Create New Account Information and click "Save My Account Profile."
- Click "Create New Appointment."
- Click the circle next to the words "Biometric Health Screening" (far right column) next to the event or location of your choice, scroll to the bottom of the page and click "Create New Appointment."
- Select your appointment time from the drop down menu and click "Save New Appointment" (you will receive a confirmation email shortly after saving your appointment).

STEP 5: REVIEW YOUR PERSONALIZED WELLNESS REPORT

- 14 days after you completed your biometric screening, visit the HRA homepage and log into your account.
- Click the green box stating "View Your Latest Report."
- Click "View PDF Report."

The "C-Care Management" section of the web page is ONLY for individuals who received care management notices in the mail.