


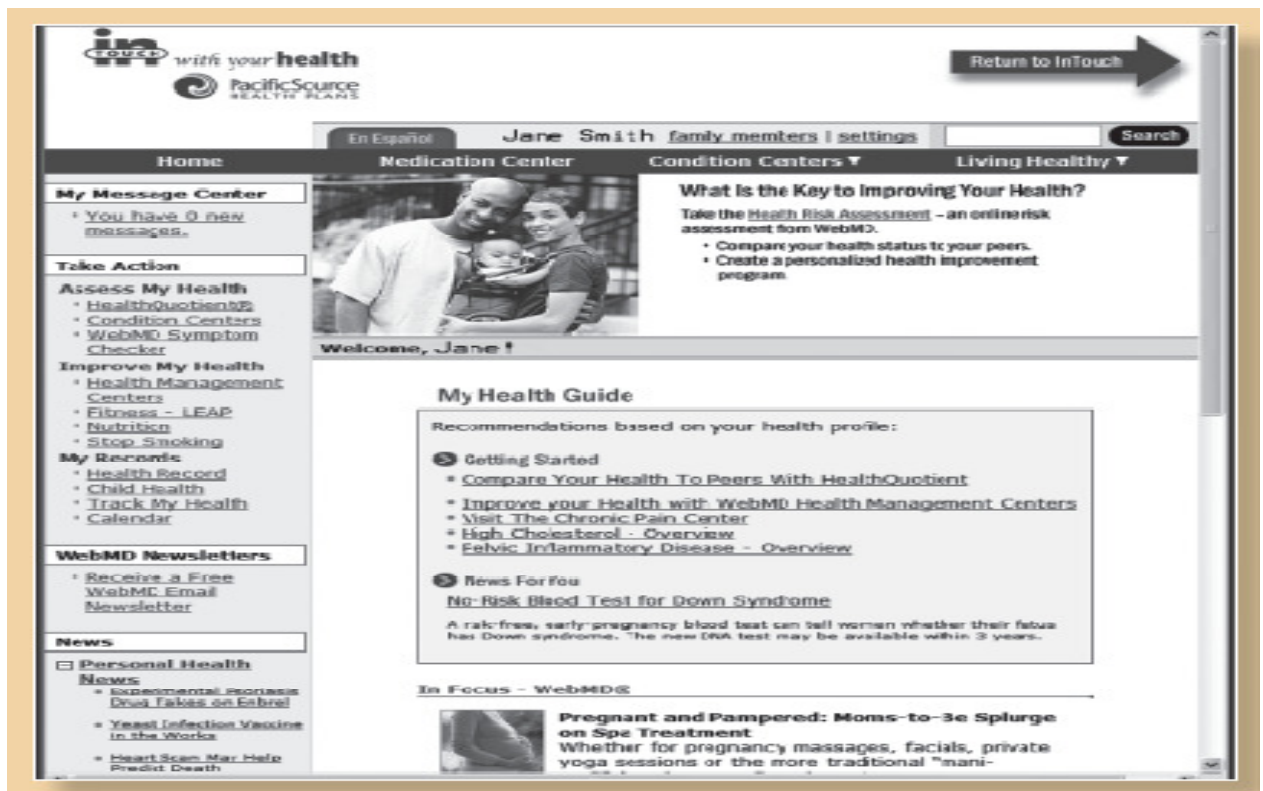
How to Complete Your Health Risk Assessment

Completing the Health Risk Assessment on-line:

- 1) But...before you begin, you will need your [PacificSource Insurance Card](#).
- 2) Go to PacificSource website- <http://www.pacificsource.com/>
- 3) Click on “For Members”
- 4) Two ways to get in-
 - a. Click on bar at top labeled “In touch for Members”
 - b. Click icon at bottom of  page
- 5) Read through paragraph. If you are a new to InTouch, go to the register Now box and click on, “I am a “member.” If you are already registered with InTouch, skip to #9 below.
- 6) Agree to the terms of use of this website.
- 7) You will need your PacificSource insurance card to register. Included with this e-mail is a brochure titled, “Online Access to Your Information.” The last page of this brochure shows pictures of your PacificSource ID card that will assist you in understanding what numbers you need for your Member ID and Group ID. (For your member ID you must add the two digit number next to your name to the end of the larger member ID number listed above. This clarifies which family member you are.)
- 8) Now create your “User ID” and “Password.” (Write these down for future use.)
Fyi- User ID can be anything with the exception of special characters.
- 9) Once registered, you want to log-in using the User ID and Password you just created. Once logged in you should be at this page-



- 10) Click on “Health Manager”
- 11) Complete -
 - a. My Information fields
 - b. Agreement- check box to agree to terms and conditions and privacy policy
- 12) Topics of Interest- Choose or leave blank and click on continue at bottom of page
- 13) Newsletters (If you get this screen)- choose or leave blank and click continue
- 14) If you are requested to select - Select Internet Explorer 7 (to left of screen)
- 15) Click on “Continue without enabling popups by [clicking here](#).”
- 16) You then should arrive at this page: (see picture on top of next page)



- 18) Click on “settings” on the top bar. Click on the “messaging” tab. Confirm that you have checked the box next to **“PacificSource Secure Health Mail: Personalized health news, events, offers, and information from PacificSource”**. Then click on “save.” Next close this window.
- 19) To begin health risk assessment you can now-
 - a) Select the link “Health Risk Assessment” in the middle of the page or
 - b) One the left side of the page under “Take Action” click on “HealthQuotient,” and under “My Assessment” on the left side of the page, select “Take Assessment” to begin your health risk assessment questionnaire.
- 20) Once you have completed the health risk assessment questionnaire, you will get feedback for your use on your health risks and actions you can take.

You will receive an e-mail confirmation from PacificSource at the e-mail address you listed when you were registering. The e-mail confirms that you completed the health risk assessment. To receive the wellness benefit reduction in premium contribution, you must forward this e-mail to “Wellness – HRA.” This e-mail group is available on your global address listing in Outlook or the e-mail address is wellness-hra.cityofalbany.net. This e-mail must be received by 5:00 p.m. on the 20th of the month that the reduced payroll deduction is to take effect.

Questions? Please contact Danette DeSaulnier by e-mail- danette.desaulnier@cityofalbany.net.

Don't Forget!

- 1) **You must forward the confirmation e-mail** you receive from PacificSource to the “Wellness-HRA” group in your Outlook Global address listing or to wellness-hra.cityofalbany.net.

- 2) The confirmation e-mail must be received no later than 5:00 p.m. on the 20th day of the month that the wellness premium deduction is to take effect.