Completing your Online Assessment and Scheduling Your HRA Appointment

To complete your Online Assessment and schedule your worksite HRA screening appointment:

2) Click on “Participant Login”
3) Click on the LAST link at the bottom of the page, "Complete Your Online Questionnaire and Schedule Your Worksite HRA Appointment”.

**NOTE: DO NOT CLICK ON ANY OTHER LINKS ON THIS PAGE**
4) Enter the Event ID and Access Code of the location where you want to schedule your HRA screening (see table below).

<table>
<thead>
<tr>
<th>Screening Dates</th>
<th>HRA Screening Site</th>
<th>Event ID</th>
<th>Access Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays (between Sept. 15-24)</td>
<td>Buchanan Kiewit Wellness Center - Multi Purpose Room</td>
<td>200013</td>
<td>LawrenceU</td>
</tr>
<tr>
<td>Saturdays (Sept. 19 and 26)</td>
<td>Brokaw Hall</td>
<td>200013</td>
<td>LawrenceBH</td>
</tr>
<tr>
<td>Tuesday, Sept. 29</td>
<td>Bjorklunden</td>
<td>200013</td>
<td>LawBaileys</td>
</tr>
</tbody>
</table>

5) Click “Login”.
6) You will need to agree to two separate consent forms to proceed. You will have the option to print copies of these consent forms at the end of the questionnaire.
7) For eligibility verification, enter your personal identification information and click “Next”
   - **If you are an employee**, you will be asked if you have a spouse/domestic partner that will be taking the HRA. After answering the question, click “Continue”, and if appropriate, you will be asked to provide your spouse/domestic partner’s information.
   - **If you are the spouse/domestic partner** of an employee, please choose this option, and you will then be asked to enter additional information about yourself and your employee counterpart’s last name, date of birth, and the last four digits of their Social Security Number, then Click “OK”
8) Complete your information and click “Next”
9) Complete the Online Questionnaire. At the completion of the questionnaire, you may review your information and make any corrections.

**IMPORTANT: do not use your browser’s back/forward function; please use the Previous and Next buttons on the questionnaire pages**

10) Click submit questionnaire button.
11) You will be prompted with a link to schedule your screening appointment. Underneath this link is a second link to print a copy of your consent forms and questionnaire if you would like a copy for your records.
12) Click the link to schedule an assessment
13) Select an available appointment time from the drop down list. Click “Continue”.
14) Print your appointment confirmation or make note of this information for your records.
15) Click “Log off” in the bottom, left corner.
   - The cut-off time to sign-up for or change your appointment time is 24 hours prior to when the screening session begins.
   - If you need to look up your appointment time or change it, repeat steps 1 - 4. Click “Login” and select your preferred option. Complete the information requested.
   - If you need to cancel your appointment or if you have any questions or need further information, contact Erin Punzenberger at (920) 832-6564 or Patty Leiker at (920) 832-6543, in Human Resources.