Navigating the Member Website

Odyssey House

HealthAdvocate Solutions

west

Visit the member website

Go to HealthAdvocate.com/members

 Type the name of your organization, select it from the drop down box and click Continue

3	Welcome to your Health Advocate
	To get started, please enter your organization:
Dr.	Continue
Download our FREE Available in the App Store	and Google Play
west We're not provider,	t an insurance company. West's Health Advocate Solutions is not a direct healthcare and is not affiliated with any insurance company or third party provider.

Get started

• Log on with your username and password or register if you're a first time user



How to register

Enter your personal information, then click Save and Continue



How to register

(Continued)

- Create a unique username and password
- Provide an active email address
- Select security questions, then click Save and Continue

Username and	I Password		
Create your user	name:		-
Create your pass	word:		
Confirm your pas	sword:		
Password must be	at least 6 characters	in length.	
Email You'll need a valid	email address to com	plete your registration.	
Email			-
Confirm Email		13	

How to register

(Continued)

- Read Privacy Statement and Terms and Conditions
- Place a check mark in the box indicating the terms have been accepted
- Click Register



 You will receive a message, congratulating you and advising you to sign in by clicking on **Continue**



Sign into the member site

• Enter your **Username** and **Password**, then click **Sign In**

W	elcome to Health Advocate
	Not My Organization
100	Enter your username and password:
No.	Username
	Password
	Remember Me?
	Sign In
	Forgot your username? Forgot your password?
	REGISTER NOW
Salata -	Contact an Advocate

Accessing the Wellness Features

To do list

You can quickly and easily access many of the features of the **Wellness Program** from your to do list on the home page on the upper right side of the page

To Do List Attend an Onsite Health Screening Event Schedule Today Workshop: Understanding Tobacco Complete Chapter 1 Challenge: Walk at Work Challenge: 5 Mile Challenge: 5 Mile SEE ALL

Accessing wellness features



- Hover over Well-being
- Select Wellness Programs to access all of the features at one time

Wellness Programs Page

Well-being > Wellness I	Programs	
Tour Personal Health Profile	Last Health Profile Score	Contact your coach
Create, update, or view your Personal Health Profile to get a snapshot of your current health status and discover your risk for disease.	BESULTS FROM MARCH 15, 2017	We're here to help. Call your coach >
GET STARTED	Take the time to review your personal report for ideas on how you can begin to make changes in your daily habits that will have a positive impact on your health.	Message your coach >
Biometric Screening Options	VIEW REPORT	(j) Browse Topics
Schedule an appointment, view results, or download forms for your Biometric Screening program.	Health Trackers	Assessments > Discount Gym Memberships >
VIEW NOW	Use a variety of health trackers to keep tabs on your progress.	Eat Ways to Cut Calories
Wellness Challenges	Connect a tracking device Link your Hills, Apple Watch, and other biometric > tracking devices to log your activity externatically.	Fruits and Vegetables
Use a variety of health challenges to stay active.	Fruits & Vegetables >	Get Started with Exercise
Walk at Work Fitting exercise in can be a challenge when you're working and balancing your home life. If you find it hand	Sleep > Weight >	Health Advocate Member Newsletter
to 54 exartsas in balone or allar work, you may be interested in this chalange that encourage you to squaeeze in more steps at work! Track your steps on your wellness welcale.	Water > Resilience >	Health Videos
5 Mile Walking is an excellent activity for improving your health, increasing your fitness, and managing stress. 10,000 steps is the recommended amount to achieve duly-that >	Planks > Time Exercised >	Explained Manage Your Stress
equates to fore miss. We challenge you to walk free miles and wije of the next fore one weeks and track your steps on your wellness website!	Cholesterol HDL > Cholesterol LDL >	Read Health Articles > Start Walking >
	Cholesterol Total > Steps >	
Wellness Workshops Take a wellness workshop to learn how to lose weight, eat better, start an exercise routine, improve your financial wellness, and more.	SEE ALL Quit Smoking	
GET STARTED	Quitting tobacco benefits your health in so many ways. You don't have to do it alone— we're here to help.	
	GET STARTED	

Complete Your Personal Health Profile (PHP)

Complete your PHP

- On the Wellness Programs page, click Get Started to access the Personal Health Profile
- You can also access your Personal Health Profile from your To Do list and the Well-being drop down menu



Complete your PHP (Continued)

- Indicate your Gender, enter your Date of Birth, and click Start a New PHP
- You must read and answer **ALL of the questions** in the survey to complete
- Click Continue to go to the next section of questions
- If you want to exit the survey and finish at a later time, complete all questions on the page and click Save and Exit

Health > Personal Hea	th Profile	Español
Personal Health Profile		
Get started with your PH The Personal Health Profile will give you: • A Wellness Score • A Health Profile Report • Knowledge of your top health risks • Recommended goals that will help you low levels • Learn more about the Personal Health Pro	P Start Here Gender Male Female Date of Birth March • 3 • 1965 • Start a New PHP View Previous Results	

Viewing your PHP report

 At the end of the survey, after you have completed all the questions, click Finish and Generate Report to generate your report

Health > Persona	al Health Prot	file		Español
Results Summary Biometric	Personal Health I	Profile Result	s From: 19/22/2017	
Physical Activity Nutrition Emotional Well-being Cardiometabolic Cancer	High R (0-50 Congratulations on completing your F your health and well-being. This pers relevant information about your own H Take the time to review your persona that will have a positive impact on you great, habits that might need attention detailed information about how your if the benefits of better health and qualit	isk (51-75) versonal Health Profile! You have taken the onal report has been created specifically for reath. I report for ideas on how you can begin to r in health. The information below summarize , and where you need to take immediate at festyle habits can impact your health and w y of life.	Low Risk (78-100) first step towards taking charge of by you and is meant to provide make changes in your daily habits es the areas where you are doing tion. The pages that follow provide what changes you can make to reap	
	AREAS TO TAKE ACTION NOW	Time to	Learn More	
	YOU'RE DOING OK But There's Heart Disease	Room for Improvement	Learn More	
	Nutrition	Needs Attention	Learn More	

Viewing your PHP report (Continued)

View more detailed information about your report by clicking Learn More



Saving/printing your PHP Report

- To save or print your report, click **PDF** on the right of the screen
- After completing your PHP, you will receive an email confirmation, which you should keep for your records



Health Trackers

Track healthy behaviors

- Click on the health tracker of your choice or See All to visit the tracker dashboard
- In this section you also have the option to connect a tracking device to automatically log your activity



Our Tracker Library

Select the trackers you would like to use from the **Tracker Library**. You will then be able to view a list of your specific trackers and add your activity



Create your own tracker

- Choose Create Your Own Tracker to create your own trackers.
 - Step 1: What are you tracking?
 - Step 2: Choose your color
 - Step 3: How you'll track
- Click Save



Sync Your Fitness Device

Sync your fitness device

There are two ways you can sync your device

- Choose Connect a Tracking Device from the health tracker menu
- Or you can manage your device from your **Preferences**

Health Trackers	
Use a variety of health trackers to keep on your progress.	tabs
Connect a tracking device Link your FitBit, Apple Watch, and other biometri tracking devices to log your activity automatically.	>
Fruits & Vegetables	>
Distance Exercised	>
Sleep	>
Weight	>



Sync your fitness device (Continued)

You can sync your fitness device (100+ devices/apps available) to track steps, time/distance exercised, water intake and more!

- Scroll through the list to find your device
- Click the device, and then Add Device
- Enter the required username/password and click Allow



Connecting with a Wellness Coach

Connect with a Wellness Coach

Click Request a Wellness Coach

- A Wellness Coach will be assigned to you
- When a Wellness Coach is assigned you can contact them by phone or secure web message



Online Workshops & Programs

Completing a workshop of program

Click **Get Started** to access a library of workshops

Wellness Workshops

Take a wellness workshop to learn how to lose weight, eat better, start an exercise routine, improve your financial wellness, and more.



Starting a workshop

- To participate in a workshop, click
 Add To Queue in the Library
- When you are ready to begin a workshop, click Start in the queue
- Each workshop takes 6 weeks to complete. Each week you will complete one chapter. You are able to go through 1 workshop at a time



Challenge Portal

Participating in a challenge

- Click on See All to access the challenge page
- Create a profile name, set a picture and share your wellness goals by creating a Challenge profile (optional)



Challenge portal

- If your company is running a challenge, you will see the invitation listed in your Challenge Dashboard. Click
 Join to participate
- You can also decline an invite by clicking
 Decline this Invite under the Join button
- Keep motivated and connected with your co-workers by posting on the Community Noteboard



Challenge details

Once you join a challenge, you will have access to Leaderboard Rankings, Helpful Tips, Activity Tracking, and much more!



Challenge details

(Continued)

- Log your steps from the challenge page, or use the tracker page and your activity will be linked back to the challenge
- Read Helpful Tips to assist you with your goals for the challenge

nallenges • Walk at V	Nork			
Welcome to the Walk at Work Challenge! Fitting exercise in can be a challenge when you're working and balancing your home life. If you find it hard to fit exercise in before or after work, you may be interested in this challenge that encourages you to squeeze in more steps at work! Track your steps on your wellmess website.				
Con Million	Challenge	Dates: 9/5/2016 - 3/5/201	7 1874 - 1874 - 1874 - 1874 - 1874 - 1874 - 1874 - 1874 - 1874 - 1874 - 1874 - 1874 - 1874 - 1874 - 1874 - 1874	
			Remove Myself from Challeng	e
- Today's Steps	for this challen	nge	293,765 My Team Avg Steps	
88 days completed	S Invit Ask off	te hers to	94 days to finish	
Helpful Tips About the Challenge				
Track your pro	gress			
Today		Steps	steps	
12/1	Steps StepS			
11/30	Steps Steps			
			Save All	
Got	o My Trackers to add	all of the 70 day(s) you've	e missed tracking	

Member specific challenges

- You can also start your own challenges, and choose from a list of options
- You can invite coworkers to participate with you, or just challenge yourself
- These member specific challenges will not earn wellness points, but are a great tool to keep yourself motivated and on track!



Understanding Your Incentive

Your wellness incentive

- You can easily view your incentive points from the homepage
- Click on Get Details to learn more about your incentive requirements, see your point accumulation and activities that you've completed

NEWS	The	he 5 Mile Challenge is starting May 1st! Stay tuned for more details.				
Incentive Poi 77 points toward your inc goal of 200	ints	Notice You have 10 cases pending. Click to get status updates, details, and more.	Advice Have you had your Hepatitis C Screening yet? Keep up to date with your preventive care. It is recommended that everyone born in the years 1945 through 1965 should get a one-time Hepatitis C Screening to stay healthy. We can help you take action today!	Advice Take action today! You have 2 more personalized actions to take that can help you stay healthy, improve your health and well-being, and save money.		
GET D	ETAILS	GET DETAILS	LEARN MORE	VIEW ALL		

Your wellness incentive

(Continued)



Logging Out

Logging out



- To protect your personal health information, it's important to log out of the member site when you are finished
- Hover your arrow over Preferences (⁽)) on the top right of the page
- Select Sign Out from the drop down box