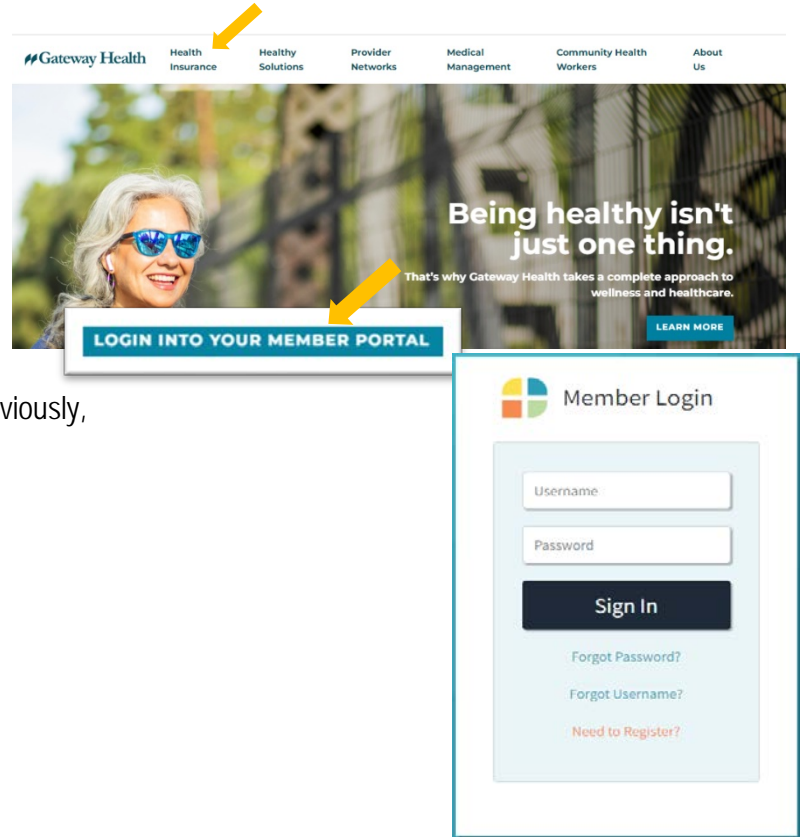


Instructions for completing your online Health Risk Assessment Form

Instructions:

1. Go to the Gateway Health website: www.gatewayhealth.com
2. Hold cursor over "Health Insurance" tab and click "Member Services".
3. Click "Log into your Member Portal" and Enter your email username and password.
4. If you have not used Healthgram or registered previously, click the "Need to Register?" link to sign-in. *Complete the required information.*
5. **Please ALWAYS use your legal name for registration purposes.**
6. To change your user name and password select the "Account Information" tab in "My Account".

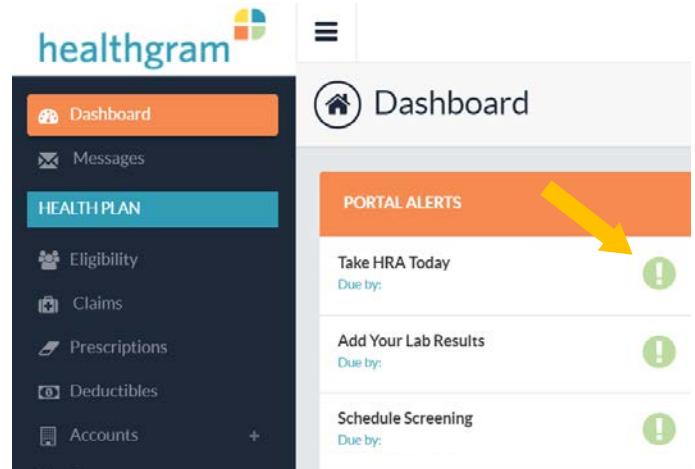


Once you log-in...

Step ONE:

Take your online Health Risk Assessment (HRA).

1. Click the icon to take the online HRA.
2. Answer the questions. The online HRA should take 10-15 minutes to complete.
3. The results from your online HRA will be compiled with your Health Screening results to create your Personal Health Record.



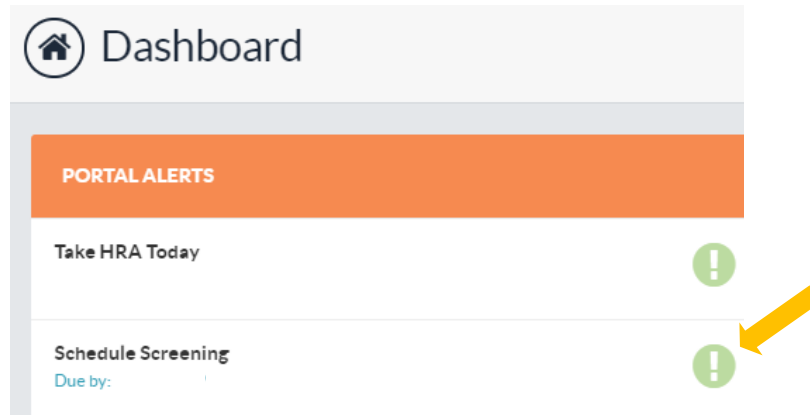
Please note: Your information is completely confidential. No one from your company will be able to view your results.

Questions? Contact Customer Service at 844-284-2836

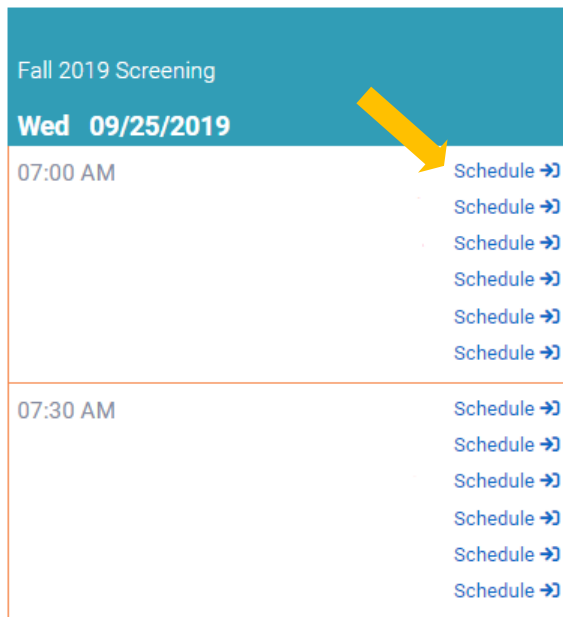
Instructions for scheduling your On-Site Health Screenings

Step TWO: Schedule your Health Screening

1. Once you have completely finished and submitted your HRA and viewed your 'Report Card' (comes up immediately upon completion of your HRA), go back to your 'Dashboard' in your Personal Health Record and click to schedule your screening appointment.



2. Select your company/location from the drop down screen.
3. Choose the date and time that best suits your schedule.
4. Click [Schedule →](#) to reserve your spot.



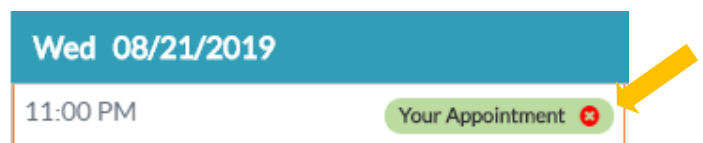
5. Your personal information is automatically added to your appointment
6. Please be sure your email address is correct as you will receive a confirmation email after registering.

Screening Scheduled

Appointment: 08/21/2019 @ 11:00 PM



7. If you need to change your appointment, you can return to the calendar and click [Your Appointment ✖](#) to cancel/reschedule appointment.



IMPORTANT: You must fast at least 8 hours before your appointment. You may drink water and black coffee. Continue to take your prescription medication as directed. If you are a diabetic, please contact your physician before fasting.