



## How to Access Your WebMD Wellness Portal

Go to <https://www.henryford.com/its-your-life/companies/maci> and click the "Enroll" button. Once submitted, you will be provided a link to proceed to our wellness portal to complete your WebMD Health Assessment. If you need to come back to the health assessment, you can directly access it here: <https://www.webmdhealth.com/hap/>.

### If you participated in *It's Your Life* last year:

A screenshot of the WebMD sign-in page. On the left is a photo of a family walking in a field. On the right is a "Sign in" form with fields for "Username" and "Password", a "SIGN IN" button, and a link for "Forgot username or password?". At the bottom, there is a "Don't have an account yet?" link and a "CREATE ACCOUNT" button. A blue circle highlights the "Forgot username or password?" link, with an arrow pointing to the instructions on the right.

Enter the username and password that you created, then click on "Sign in".

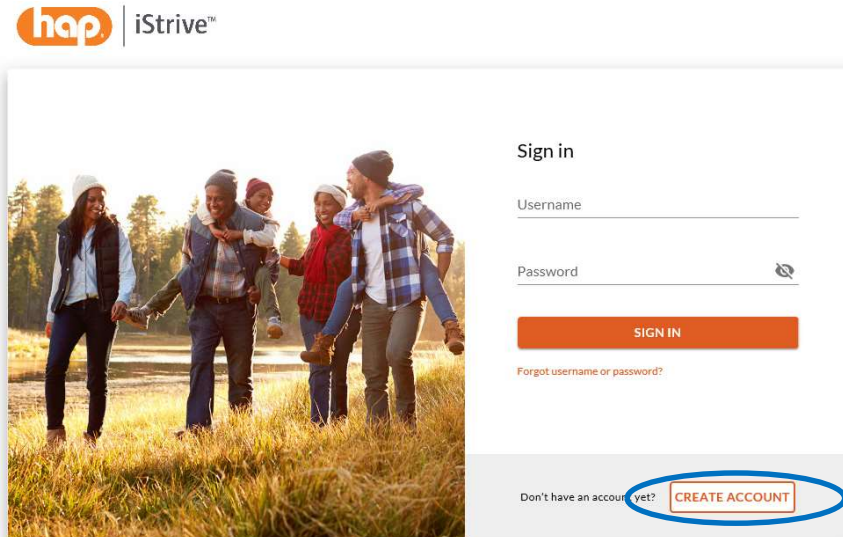
#### If you can't remember your username and or password:

- Click on **"Forgot username or password"**
- Enter the required validation information and click "Get Info"
- Your information will be sent to the email that you provided to WebMD at your initial registration.
- Use the link to reset your password
- Your new password must meet the minimum requirements of 9 characters and must be considered "strong" (turns green) in order to be accepted.
- Once your password has been reset, log in at: [www.webmdhealth.com/HAP/](https://www.webmdhealth.com/HAP/)

A screenshot of the "Forgot your username or password?" page. It includes instructions to provide information for sending details, a note about registering as a new user, a dropdown menu labeled "I forgot my...", and a "GET INFO" button. A blue circular icon with a person and a lock is on the right. An arrow points from the "Forgot username or password?" link in the sign-in page to this page.

If you have log in issues because reset links are **being sent to an email that is no longer active**, please call WebMD Customer Service at 1-866-302-6783. Press 2 for assistance then press 1 or remain on the line to speak to a representative.

## If this is your first year participating in the *It's Your Life* program or if your name changed since last year



Click on **“Create Account”** to register.

Your **Registration ID** is your full first and last name, plus your 8-digit date of birth. This is the name provided by your human resources department and is likely your legal name and/or the name that appears on your pay stub.

Do not include Jr, Sr, II or III.

Example: JosephSample02031982

### Authentication and Security Information

Registration ID -

Your Registration ID is your First Name + your Last Name + your Date of Birth in mmddyyyy format. (i.e. John Doe with a birthdate of January 2, 1970 would input "JohnDoe01021970").

Username -

(6 or more letters or numbers; special characters allowed; no spaces)

Password -

Create a “Username” and “Password” and then keep it in a safe place so you’ll have it for future entry into this wellness portal.

Your password must meet the minimum requirements of 9 characters and **must be considered “strong” (turns green)** in order to be accepted.

If you have any questions, please contact your health coach:

Mike Lackman: (517) 740-2605 or [jlackma1@hfhs.org](mailto:jlackma1@hfhs.org) (day/blue shift)

Ellen Gillespie: (517) 740-3956 or [egilles1@hfhs.org](mailto:egilles1@hfhs.org) (day/blue shift)

Keila Kilgore: (517) 740-4995 or [kkilgor2@hfhs.org](mailto:kkilgor2@hfhs.org) (night/green and red shift)

## Physician Results Form

### MACI

Print Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

MACI Associate # \_\_\_\_\_

☐ MACI Associate

☐ MACI Spouse

MACI is offering the *It's Your Life* Health Management Program to associates and spouses. Those who wish to complete the health screen at their physician's office may submit this form to fulfill their health screen requirements. Completed forms can be placed in the *It's Your Life* drop box in MACI's Corporate Services or faxed to the number at the bottom of the page. Please keep a copy for yourself. **Deadline to submit this form is December 18, 2021.**

Lab values (cholesterol, triglycerides and glucose), height, weight and blood pressure measurements must be completed **January 1, 2020** or later to qualify.

***Please have your physician's office indicate the value and date of service below.***

	Result	Date of Service must be January 1, 2020 or later
<b>Blood Pressure</b>		
Systolic		
Diastolic		
<b>Height and Weight (without shoes)</b>		
Height		
Weight		
<b>FASTING Labs</b>		
Total Cholesterol		
HDL Cholesterol		
LDL Cholesterol		
Triglycerides		
Glucose		

\*Your physician's office may require you to sign a waiver releasing information to Henry Ford Allegiance Health Department of Prevention and Community Health. All personal health information provided will remain confidential and secure. Also, employees/spouses are responsible for any co-pays, etc. associated with completing screens at physician offices.

Physician name \_\_\_\_\_

Physician Signature \_\_\_\_\_

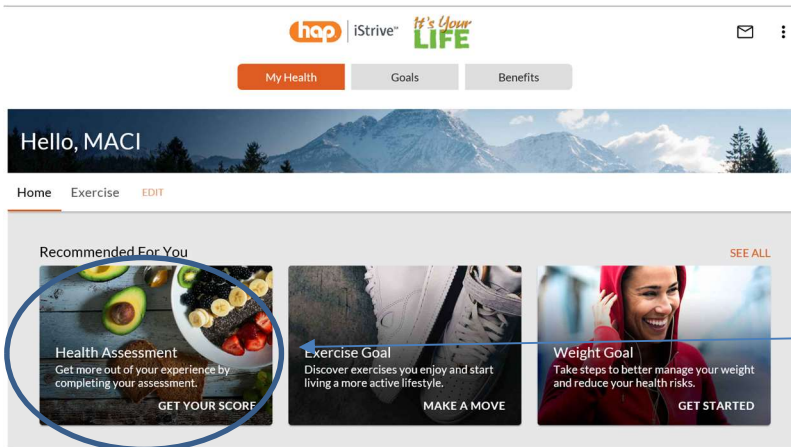
Completed forms may be returned by fax or mail to:

**Henry Ford Allegiance Prevention and Community Health**  
One Jackson Square, 9<sup>th</sup> floor  
Jackson, MI 49201  
Phone: (517) 205-7495, Fax: (517) 205-5941

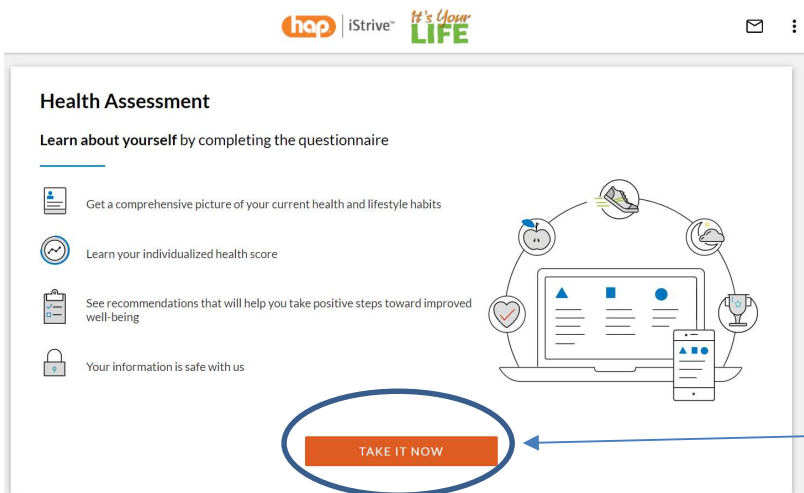


## How to Complete Your WebMD Personal Health Assessment Questionnaire

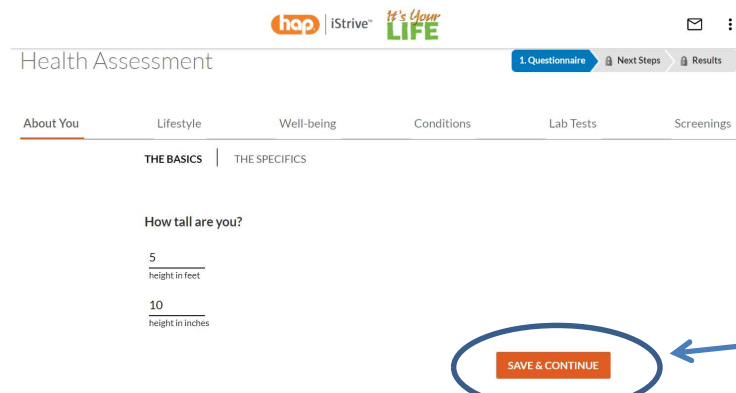
Go to <https://www.henryford.com/its-your-life/companies/mac> and click the “Enroll” button. Once submitted, you will be provided a link to proceed to our wellness portal to complete your WebMD Health Assessment. If you need to come back to the health assessment, you can directly access it here: <https://www.webmdhealth.com/hap/>.



Click on “Health Assessment”



Click on “Take It Now”



After answering each page of questions, click “Save & Continue”

Health Assessment

1. Questionnaire 2. Next Steps 3. Results

About You ☒ Lifestyle ☒ Well-being ☒ Conditions ☒ Lab Tests ☒ Screenings ☒

THE BASICS | THE SPECIFICS

How tall are you?

5 height in feet

10 height in inches

SAVE & FINALIZE SAVE & CONTINUE

After you have answered questions within each section, an orange check mark will be given for that section. Once all questions are answered, click on "Save & Finalize"

Health Assessment

1. Questionnaire 2. Next Steps 3. Results

Healthy Changes > Results

Now it's time to think about healthy changes that could make your life better. You don't have to approach these all at once, but this can help you decide where you'd like to start.

How ready are you to make the healthy changes below?

Manage your weight better

☐ I have no need to

☐ I have been more than 6 months

After you have answered the next set of questions click "Finish"

Health Assessment

1. Questionnaire 2. Next Steps 3. Results

How confident are you that you can make healthy changes?

☐ Extremely confident

☒ Very confident

☐ Confident

☐ Somewhat confident

☐ Not at all confident

FINISH

MACI's Health Assessment Results

1. Questionnaire 2. Next Steps 3. Results

63

Learn more about your score

TAKE IT AGAIN

Your lowest risks are...

Nutrition Influenza Productivity

You sh...

Stress

Your Score Went Up!

The Average Score Is 56

Health Assessment

Health Record

Resources

Sync Devices & Apps

Policies

Settings

Sign Out

Contact Us

Your score will be calculated. To log out, hover over the three vertical dots in the right-hand corner and select "Sign Out".

You can log in to this portal anytime view your Health Assessment, as well as use the tools and information found within it.

### If you have any questions, please contact your health coach:

Mike Lackman: (517) 740-2605 or [jlackma1@hfhs.org](mailto:jlackma1@hfhs.org) (day/blue shift)

Ellen Gillespie: (517) 740-3956 or [egilles1@hfhs.org](mailto:egilles1@hfhs.org) (day/blue shift)

Keila Kilgore: (517) 740-4995 or [kkilgor2@hfhs.org](mailto:kkilgor2@hfhs.org) (night/ green and red shift)

Username/Password Reset instructions: Go to: <https://www.webmdhealth.com/HAP/>



Sign in

Username

Password

SIGN IN

[Forgot username or password?](#)

Don't have an account yet? [CREATE ACCOUNT](#)

Click on "Forgot username or password?"



Forgot your username or password?

Please provide the following so we can send your information. If this is your first time here, **register** as a new user.

☐ username

☐ password

☐ username and password

Select what you forgot – username, password or both.



Forgot your username or password?

Please provide the following so we can send your information. If this is your first time here, **register** as a new user.

I forgot my...

Username

Last Name

Zip Code

Birthday  
MM/DD/YYYY

[GET INFO](#)

Fill in your **Username, Last Name, Zip Code and Date of Birth** (08/12/1974), then click **GET INFO**.

## We need more information

Unfortunately, we were unable to find your account. Please answer a few more questions to help us find a match.

First Name

Email Address

Phone Number

If you forgot your username, you may have to provide your **First Name, Email Address** and **Phone Number**. If you don't remember your email address or it needs to be updated, call WebMD Customer Service at 1-866-302-6783.



## Account Found

An email containing a link to reset your password has been sent to j\*\*\*\*\*@hfhs.org.

If you don't receive an email shortly or this email address is no longer valid, please contact Customer Support.

RETURN HOME

The email address where username and password information will be sent.

## YOUR ACCOUNT INFORMATION

Dear Jennifer,

Can't remember your account details? We understand, we're all forgetful sometimes.

Your username is: jlnoble.

To reset your password and continue working toward better health, just [click here](#).

Act soon! The password reset link will expire at 08:44 PM on Wednesday, January 29 (PST).

Your Partner in Health,  
WebMD

**Have questions?** Email us at [WebMD Customer Support <customersupport@webmd.net>](mailto:customersupport@webmd.net) or call Customer Service at 1-866-302-6783.

This is the email you will get with the link to reset your password. Click the words **click here**. If you forgot your username, it will also be in this email.



### Create a new password

You have either requested a new password, or your password has expired. Please reset your password below.

[Tips & Safety](#)

CHANGE PASSWORD

Make up a new **password** and type it on the line. Type it again on the line that says **Verify password**. Click **Change Password**.

Your password must be 9 characters and must be considered “strong” in order to be accepted.

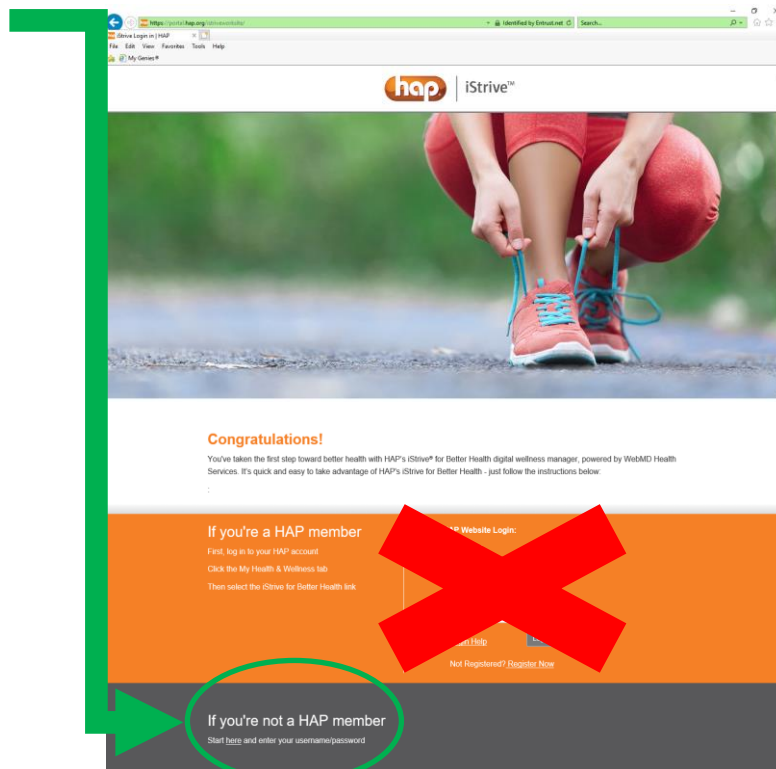
### Password Updated

Your password has been successfully changed! You can now sign in with your new password.

SIGN IN

Click **Sign In** to get back to the log-in page.

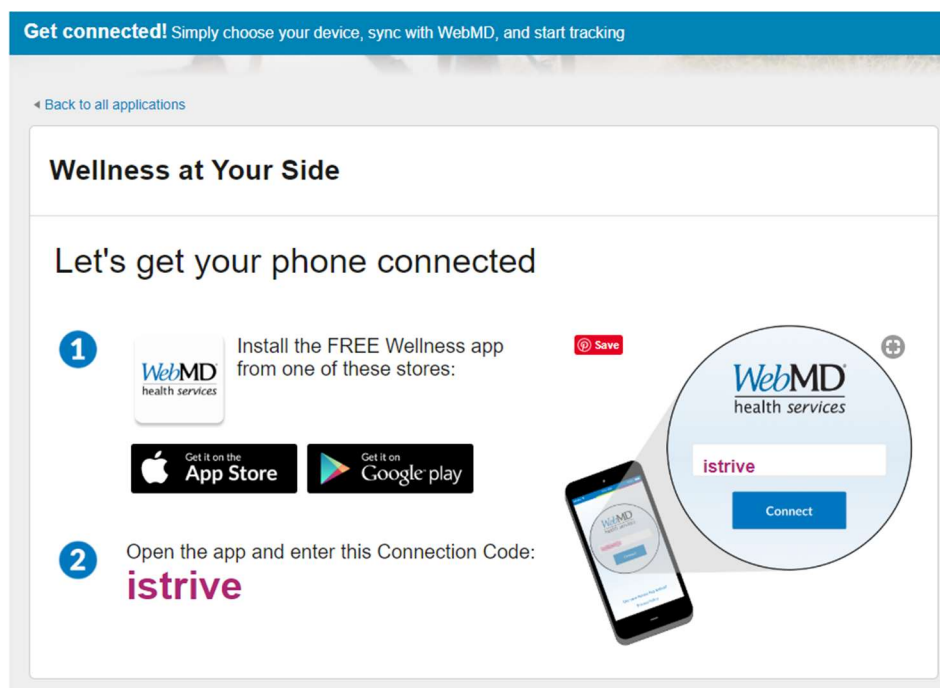
Please notice **this is a different log-in page**. You **MUST** use the link at the bottom of the page under “If you’re not a HAP member”. Click **here**.





# How to Download the WebMD App

You must be registered first. If you are not, visit <https://www.webmdhealth.com/HAP/> and click on “Create an Account” and follow the directions. Once registered, follow these instructions:



1. From the Google Play or Apple App Store, install the free WebMD Health Services app titled “Wellness At Your Side”.
2. Enter “istrive” in the connection code field. Sign in with your WebMD username and password. There is a link to use if you forgot your password.