



Fond du Lac
Steps for Completing your Health Risk Assessment
(Personal Wellness Profile™)

1. To access the Personal Wellness Profile™, log into:
<https://wellsuite.com/ah/ws/default.aspx?grid=e7b61d392b81>
2. **If you completed the Personal Wellness Profile with AdvantageHealth in previous years**, log in with the User Name and password that you created previously. If you cannot remember your password, click the **Reset it** link on the login page of the assessment to have a new password emailed to you. Please note that for the password reset to work, you must have entered a valid email address into your Personal Wellness Profile account previously. You must also answer your security question correctly.
3. If you cannot remember your User Name and/or password, you can also contact AdvantageHealth at admin@advantagehealth.com or 612.823.4470 (select option "1") to request this information.
4. **If you are a new participant to the Personal Wellness Profile**, click on **Sign Up** on the login page of the assessment to get started. You will be taken to a self-registration page where you will enter in your contact information, plus create a User Name and password. Use any combination of numbers/letters for your User Name; however, we suggest that you create a User Name that is unique to you and easy for you to remember. Then, you will create your password. You can choose any password that you wish and can be any combination of numbers/letters (minimum length of 6 characters, maximum length of 12 characters). Password must contain both numerals and letters and no special characters (i.e. @, *, /, etc.). Your password IS case-sensitive!
5. Next, you will need to read and agree to the **Consent and Notice to End Users** to gain access to the Personal Wellness Profile. After you agree to this, you will then be taken directly to the Personal Wellness Profile questions. You will have 20 minutes to complete each section before you will be automatically logged out. You can reset the timer on the lower left hand side of the screen at any time if more time is needed. If you do not have time to complete the entire assessment, you can log back in at a later date and click on **Edit an Assessment** on the main Personal Wellness Profile page to finish it up.
6. Once you have completed all the questions, you will be asked to save your Personal Wellness Profile™ under a title of your choice. You can then view your personal report, or print it.
7. The Personal Wellness Profile™ is open **October 17th – November 21st, 2018**.



Common Questions & Answers for the Health Risk Assessment (Personal Wellness Profile™)

What is a Health Risk Assessment (Personal Wellness Profile)?

A Health Risk Assessment provides a complete health and lifestyle assessment based on the most current scientific guidelines for optimal health and provides you with an easy-to-read, comprehensive report on your results.

Why would I want to fill out the Personal Wellness Profile?

Assessing your health is an important first step in taking responsibility for your own health and well-being. The assessment will help you identify health risks. It will also suggest what preventive actions you can take to achieve and maintain optimum health.

What type of information will I receive from filling out the Personal Wellness Profile?

You will receive a personalized report immediately online detailing your health profile. This includes a wellness score and detailed information on individual health risks (i.e. coronary risk, cancer risk, nutrition status). You will also be given feedback regarding “next steps” to take to improve your health risk areas.

Where do I type in my biometric screening data?

Type your biometric screening data (i.e. cholesterol, glucose, blood pressure) in the Health Tests section of the Personal Wellness Profile.

Is the Health Risk Assessment confidential?

Yes, your information is kept confidential. No private health information will be shared with your employer by AdvantageHealth. Only group (de-identified) data will be shared. Your first name, last name and unique identifier will be shared with your employer if you completed the Personal Wellness Profile™ for incentive purposes. In addition, your current and previous biometric screening results may be used by your health plan in conjunction with any of the health plan’s disease management and wellness programs that you may be eligible to participate in.

Who do I contact if I have any questions?

For any questions regarding the Personal Wellness Profile™, please contact AdvantageHealth at 612.823.4470 (select option “1”) or email admin@advantagehealth.com.

For any questions regarding the incentive for completing the Personal Wellness Profile™, or the Fond du Lac employee wellness program, please contact XXX at XXX or email XXX .

Before you begin any program to improve your health, you should review your medical situation and plan for improvement with your physician.