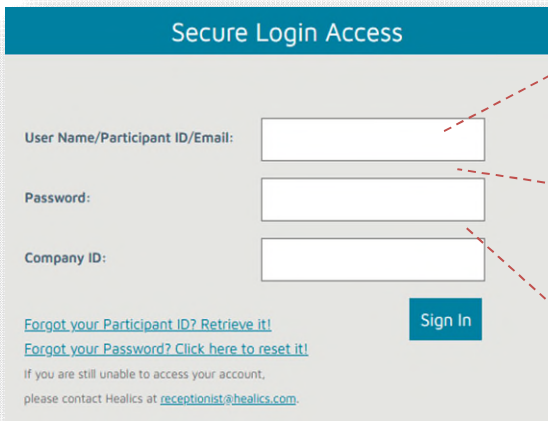


## 2022 Participant Login and Scheduling Instructions

Jackson Energy Authority is offering a voluntary health screening as part of an employer sponsored wellness program. Take an active role in your health and experience the benefits of wellness!

### Getting Started

Login to your MyHealics Dashboard - Go to [www.myhealics.com](http://www.myhealics.com) and enter your participant login information. Using Google Chrome or FireFox is recommended for best results.



The image shows a 'Secure Login Access' form with three input fields: 'User Name/Participant ID/Email', 'Password', and 'Company ID'. Below the fields are links for 'Forgot your Participant ID? Retrieve it!', 'Forgot your Password? Click here to reset it!', and a note to contact Healics at [receptionist@healics.com](mailto:receptionist@healics.com) if unable to access the account. A 'Sign In' button is located to the right of the fields.

**User Name/Participant ID/Email** (not case-sensitive):

First two letters of first name + first two letters of last name + birth year (ex: John Smith: JoSm1975)

You can use your email address as your User Name after your first login.

**Password** (case-sensitive):

**First time users:** *wellness*

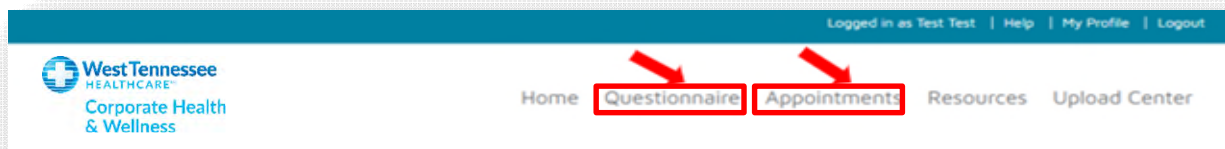
**Returning users:** If you have previously logged into the MyHealics Dashboard, enter that password instead of *wellness*.

**Company ID:** *JaxEnergy*

**Need Help?** If you need assistance accessing your account, email our team at [receptionist@healics.com](mailto:receptionist@healics.com) and we will be happy to assist you!

**Each participant has their own dashboard and login.** If your spouse is participating in the health screening, they will need to log into their MyHealics Dashboard to complete the questionnaire and sign up for their appointment. Do NOT schedule anyone's appointment but your own when logged into your dashboard.

### MyHealics Health Questionnaire & Appointment (Dashboard Homepage)



1. Click **Questionnaire** in the top menu bar to complete your Consent/Authorization and MyHealics Health Questionnaire. Enter the **Access Code:** *JaxEnergy* to complete the questionnaire
2. Click **Appointments** & enter the **Access Code:** *JaxEnergy* to schedule your appointment.  
*By providing your email, you will receive immediate confirmation of your screening date, time, & location as well as reminders 96 and 24 hours prior to your screening date.*

(Continued on next page)

## Additional Information

- **COVID-19 notice:** Please follow your company, local, and state mask and social distancing guidelines during your screening. We recommend masks when in close contact with individuals of unknown immune status (from prior infection or immunization).
- Participants are encouraged to bring their own pen to their appointment to complete any necessary paperwork.
- The cut-off time to sign-up for or change your appointment time is 48 hours prior to when the screening session begins.
- If you need to cancel your appointment or are having trouble locating your appointment information, contact your Site Coordinator.
- You will receive any necessary forms for the health screening from your Site Coordinator. If you have any questions or need further information, contact your Site Coordinator.

The **Program Documents** section of your MyHealics Dashboard contains the Healics Health Screening FAQ and the booklet “Your Guide to a Healthier, More Vibrant Life”.

You will receive an email (if you provide a valid email address in the **Profile** section of your MyHealics Dashboard) when your Individual Health Profile is available (approximately 2-3 weeks after your screening date). Login to your MyHealics Dashboard and click **Reports** to view your results from the health screening.

