



WebMD Health Assessment Instructions

You can find the WebMD Health Assessment at www.itsyourlife.info/RW Mercer. Click on the link “Click here to Begin”, fill out the enrollment form, then click on the link “Proceed to the Health Assessment”.

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



Enter the username and password that you created, then click on “Sign in” to take your health assessment.

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

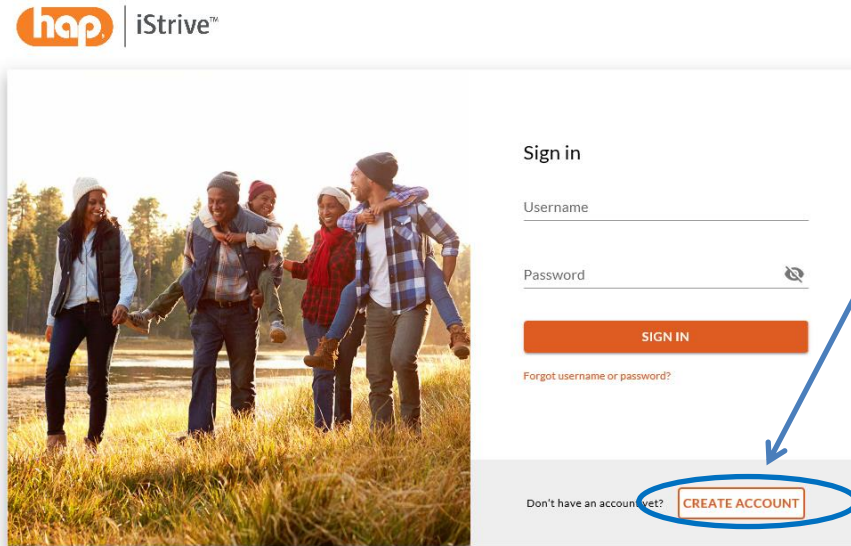
- Click on “**Forgot username or password**”
- Enter the required validation information and click “Submit”
- Your information will be sent to the email that you provided to WebMD at your initial registration.
- Use the link to reset your password
- Your new password must meet the minimum requirements of 9 characters and must be considered “strong” (**turns green**) in order to be accepted.
- Once you reset your password, be sure to log in at this website:

www.webmdhealth.com/HAP/

If you continue to have log in issues because reset links are being sent to an email that is no longer active, please call WebMD Customer Service at 1-866-302-6783.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:

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Click on "**Create Account**" and follow the instructions to register.

The **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.**

You can log in to this portal all year to view your HA, as well as use the tools and information found within it. Simply log on to www.webmdhealth.com/HAP/ and enter your username and password.

If you have any questions, please contact:

It's Your Life office (517) 205-7495 hfahitsyourlife@hfhs.org