

On-line Registration Website Guide for Participants

This guide will take you through the biometric screening registration process step by step. Simply follow along with the text and pictures.

Step 1:

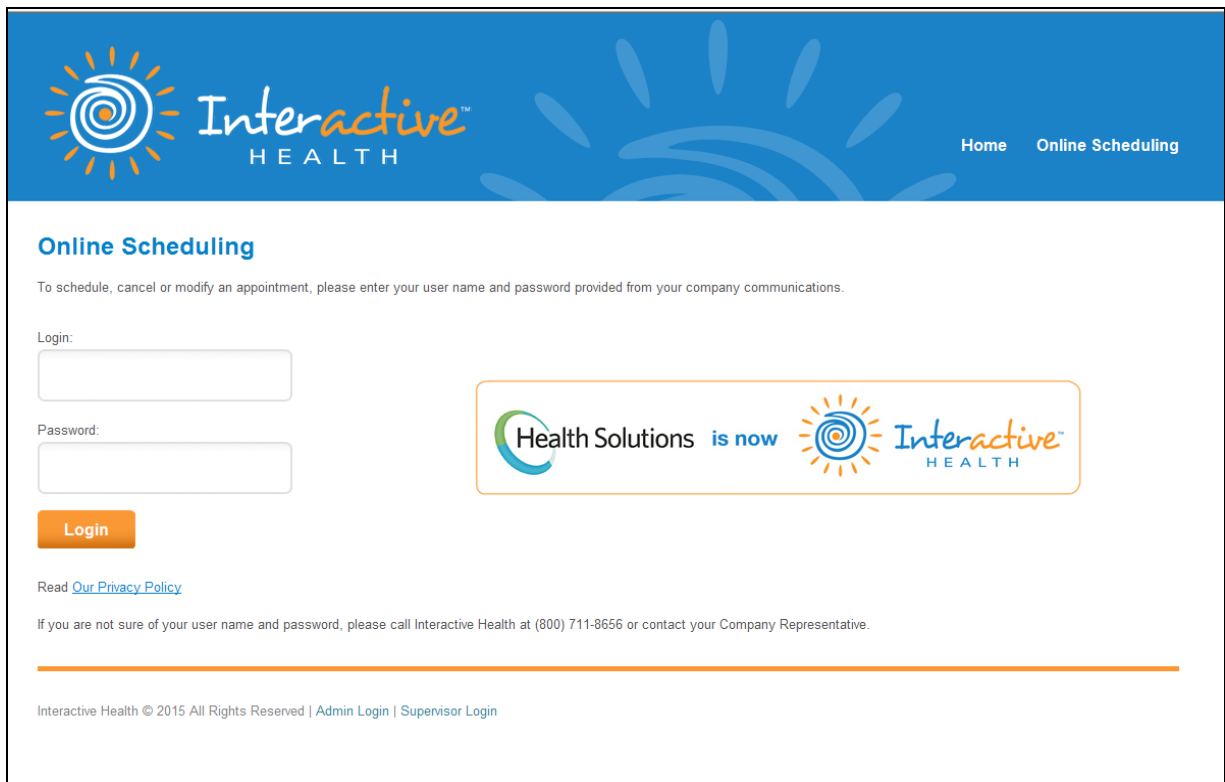
Click on this link here: [Participant Site](#)

You can also go to the website directly at www.hsscreeningreg.com. The above link or website will take you to the on-line registration portal homepage where you will register an account and then create, modify, or cancel your appointment.

Enter the Account login and password exactly how it appears below, and click “Login.”

Login: hanover

Password: healthy



The screenshot shows the 'Online Scheduling' page of the Interactive Health website. The header is blue with the Interactive Health logo on the left and 'Home' and 'Online Scheduling' links on the right. The main content area is white and contains the following elements:

- Online Scheduling** heading.
- Instructional text: "To schedule, cancel or modify an appointment, please enter your user name and password provided from your company communications."
- Login fields: A 'Login:' label followed by a text input box, and a 'Password:' label followed by a text input box.
- Login button: An orange button labeled 'Login'.
- Privacy Policy link: A blue link labeled 'Read Our Privacy Policy'.
- Support text: "If you are not sure of your user name and password, please call Interactive Health at (800) 711-8656 or contact your Company Representative."
- Footer: A horizontal orange line followed by the text "Interactive Health © 2015 All Rights Reserved | [Admin Login](#) | [Supervisor Login](#)".

On the right side of the login fields, there is a logo for 'Health Solutions is now Interactive HEALTH'.

Step 2:

The next screen will look similar to the one below. Read through the information to learn more about the biometric screening registration process.

Once you have finished, scroll to the bottom and click on the “Create a New Account” button at the lower left of the screen.



Welcome to the Blue Cross Blue Shield of Massachusetts Biometric Screening on-line registration website!

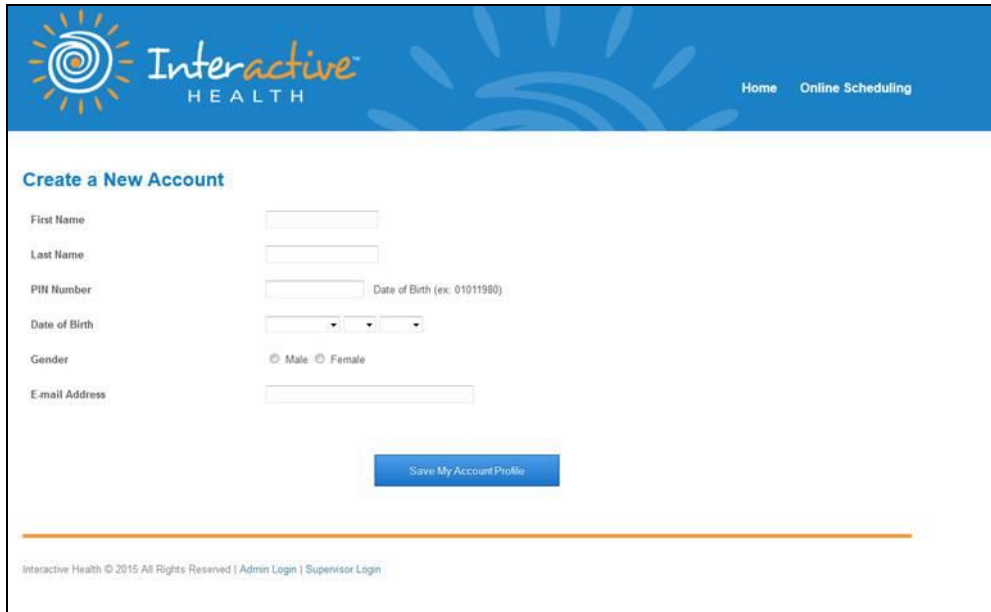
For instructions on how to use this website, refer to your User Guide.

<p>New Customer Account Creation <i>(create a new account by clicking on the button below to set up your first appointment with us)</i></p> <p>Create a New Account</p>	<p>Existing Customer Sign In <i>(sign in to cancel, change or create an additional appointment)</i></p> <p>Email address: <input type="text"/></p> <p>PIN Number: <input type="text"/> Forgot Pin</p> <p>Date of Birth (ex: 01011980)</p> <p>Sign In To My Account</p>
<p>Sign Off</p>	

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Step 3:

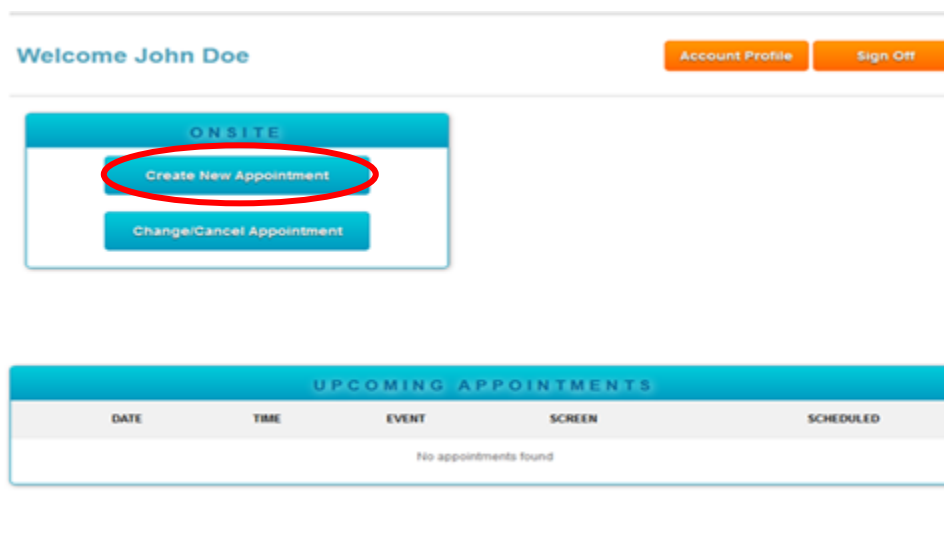
The next screen will look similar to the one below. This is where you will need to create your Personal Account. All fields must be completed. Once all fields are completed, click the “Save My Account Profile” button.



The screenshot shows the 'Interactive HEALTH' logo at the top left and navigation links 'Home' and 'Online Scheduling' at the top right. The main heading is 'Create a New Account'. Below it are several input fields: 'First Name', 'Last Name', 'PIN Number', 'Date of Birth' (with a dropdown menu), 'Gender' (with radio buttons for 'Male' and 'Female'), and 'E-mail Address'. A blue button labeled 'Save My Account Profile' is positioned below the fields. At the bottom, there is a footer with the text 'Interactive Health © 2015 All Rights Reserved | Admin Login | Supervisor Login'.

Step 4:

The next screen will look similar to the one below. Since this is your first time logging in, click on the “Create New Appointment” button.



The screenshot shows a user dashboard for 'John Doe'. At the top, there is a 'Welcome John Doe' message and two orange buttons: 'Account Profile' and 'Sign Off'. Below this is a section titled 'ONSITE' with two buttons: 'Create New Appointment' (which is circled in red) and 'Change/Cancel Appointment'. At the bottom, there is a section titled 'UPCOMING APPOINTMENTS' with a table header: 'DATE', 'TIME', 'EVENT', 'SCREEN', and 'SCHEDULED'. The table body contains the text 'No appointments found'.

Step 5:

The next screen will look similar to the one below. The available events and locations where you can make an appointment will be listed.

Choose your location by selecting the corresponding button on the right side column of the table. Then click the “Create a New Appointment” button at the lower left of the screen.

Interactive HEALTH

Demo Event Screening Events

Browse locations by state: **Show All**

You may sort by date or event by clicking on column headers.

DATE	EVENT	LOCATION	ADDRESS	SCREENS AVAILABLE (select 1)
1/10/2015	Demo Event	Demo Room	123 Main Street Owings Mills, Maryland 21117	<input type="checkbox"/> Biometric Screening

[Create a New Appointment](#) [Return to Home Page](#)

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Step 6:

The next screen will look similar to the one below. Confirm that the screening date and personal information on the screen are correct.

Select the time you wish to attend the screening from the drop down menu that appears to the right of “Appointment Times.” Then click “Save New Appointment.”

01/20/2015, Owings Mills, MD - Biometric Screening Appointment

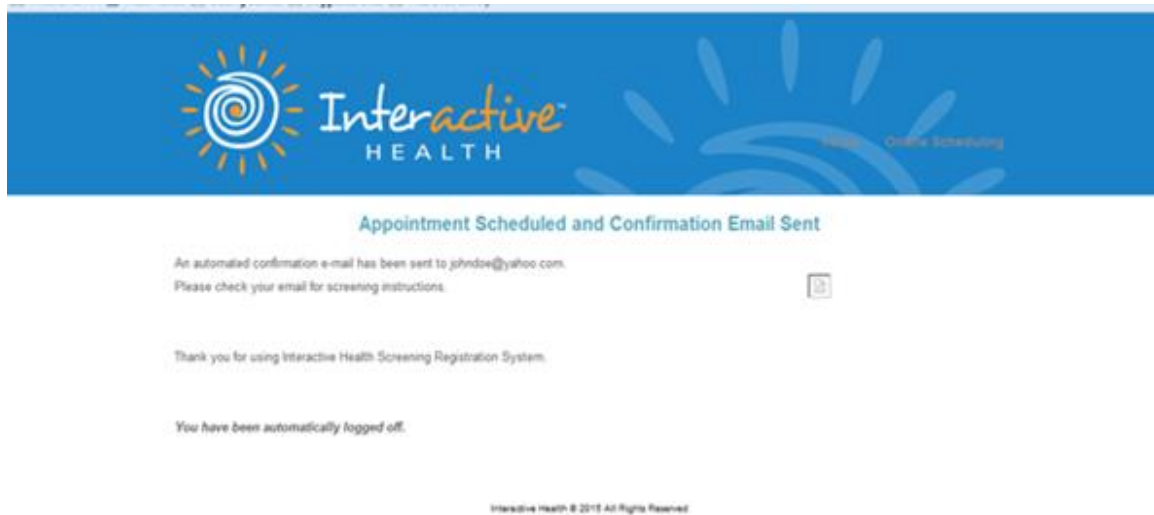
First Name: John
 Last Name: Doe
 Email: johndoe@yahoo.com
 Phone:
 Appointment Times: Select... ▼

Save New Appointment Return to Home Page

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Step 7:

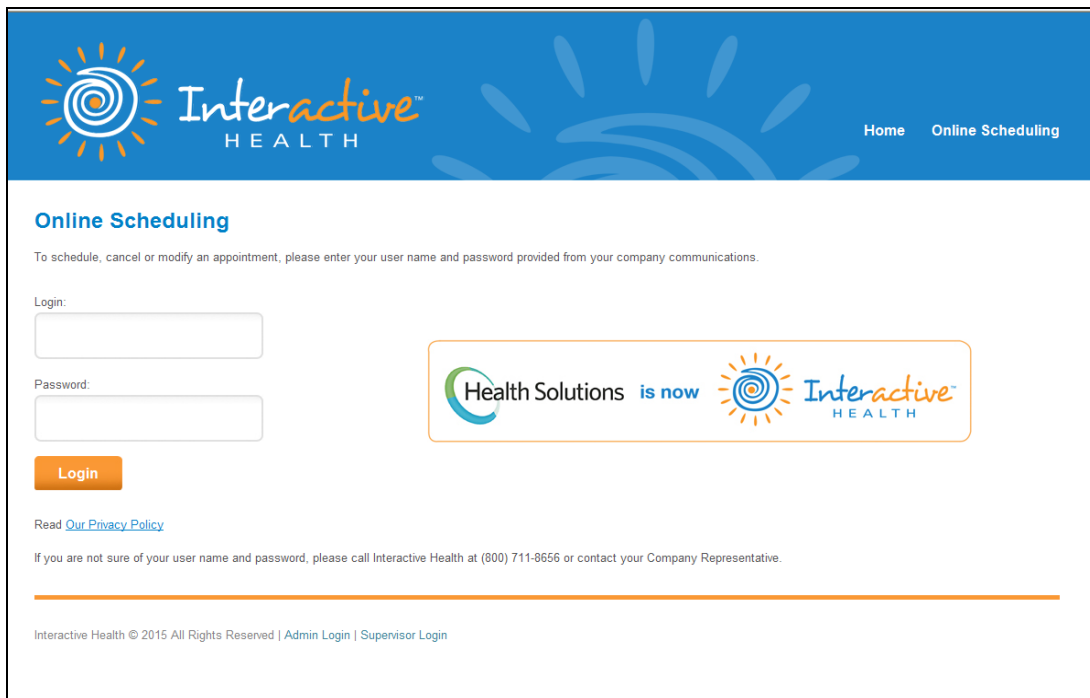
The next screen will look similar to the one below.



To Modify or Cancel Your Appointment:

Step A:

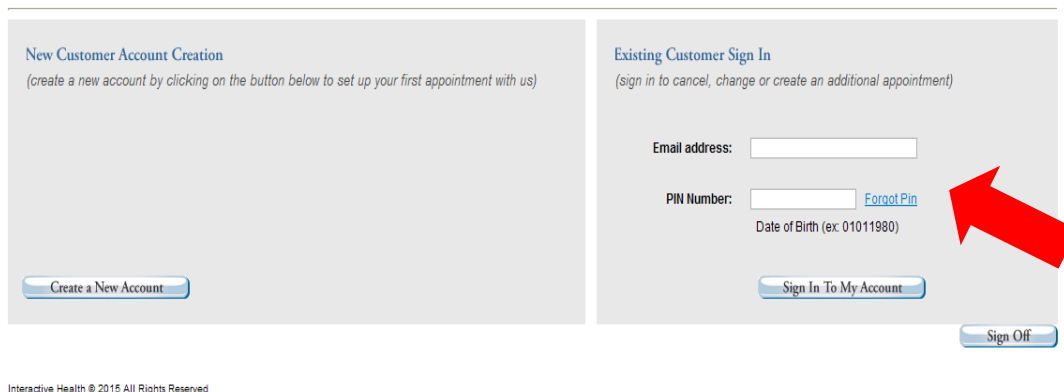
Click on the Biometric Screening Form link in Step 1 or go to the website directly at www.hsscreeningreg.com. The link or website will take you to the on-line registration portal homepage. Enter the Account login and password from Step 1.



The screenshot shows the 'Interactive HEALTH' logo at the top left, with 'Home' and 'Online Scheduling' links at the top right. The main heading is 'Online Scheduling'. Below it, a message states: 'To schedule, cancel or modify an appointment, please enter your user name and password provided from your company communications.' There are two input fields: 'Login:' and 'Password:'. Below the password field is an orange 'Login' button. To the right of the login fields is a banner that says 'Health Solutions is now Interactive HEALTH' with the Interactive Health logo. Below the login fields, there is a link to 'Read Our Privacy Policy' and a note: 'If you are not sure of your user name and password, please call Interactive Health at (800) 711-8656 or contact your Company Representative.' At the bottom, there is a footer with the text: 'Interactive Health © 2015 All Rights Reserved | Admin Login | Supervisor Login'.

Step B:

Log in to your Existing Customer account using your email address and PIN.



The screenshot shows two main sections. The left section is titled 'New Customer Account Creation' with the subtext '(create a new account by clicking on the button below to set up your first appointment with us)'. It contains a button labeled 'Create a New Account'. The right section is titled 'Existing Customer Sign In' with the subtext '(sign in to cancel, change or create an additional appointment)'. It contains three input fields: 'Email address:', 'PIN Number:', and 'Date of Birth (ex: 01011980)'. There is a link 'Forgot Pin' next to the PIN field. Below these fields are two buttons: 'Sign In To My Account' and 'Sign Off'. A large red arrow points to the 'Sign In To My Account' button. At the bottom left, there is a footer with the text: 'Interactive Health © 2015 All Rights Reserved'.

Step C:

The next screen will look similar to the following. Click on the “Change/Cancel appointment” button.

Welcome John Doe Account Profile Sign Off

ON SITE

[Create New Appointment](#)

[Change/Cancel Appointment](#)

UPCOMING APPOINTMENTS

DATE	TIME	EVENT	SCREEN	SCHEDULED
No appointments found				

Step D:

The next screen will look similar to the one shown below. If you would like to change your appointment, on the right side of the screen, select the “Change” option. If you would like to cancel your appointment, on the right side of the screen, select the “Cancel” option.

Once you have made your selection, click the “Change/Cancel Appointment” button at the bottom of the screen to continue.

DATE	TIME	EVENT	SCREEN	CANCEL	CHANGE
02/01/2015	01:00 pm	BCBSMA Demo	Biometric Screening	<input type="radio"/>	<input checked="" type="radio"/>

[Change/Cancel Appointment](#) [Return to Home Page](#)

Step E:

Follow steps 5 – 7 as outlined above.

Step F:

Once you submit your change request or cancellation request you will receive a confirmation email.