

Information needed before beginning Assessment:

- Height
- Weight
- Waist measurement
- Cholesterol or Glucose levels (if you don't know, you will have an option to select 'I don't know')

Important: For the 80/20 Plan or Consumer Directed Health Plan (CDHP), the Health Assessment needs to be re-submitted if previously completed prior to 11/1/13 to obtain or maintain the assessment wellness credit.

Accessing the Health Assessment

1) Visit the BEACON portal at:

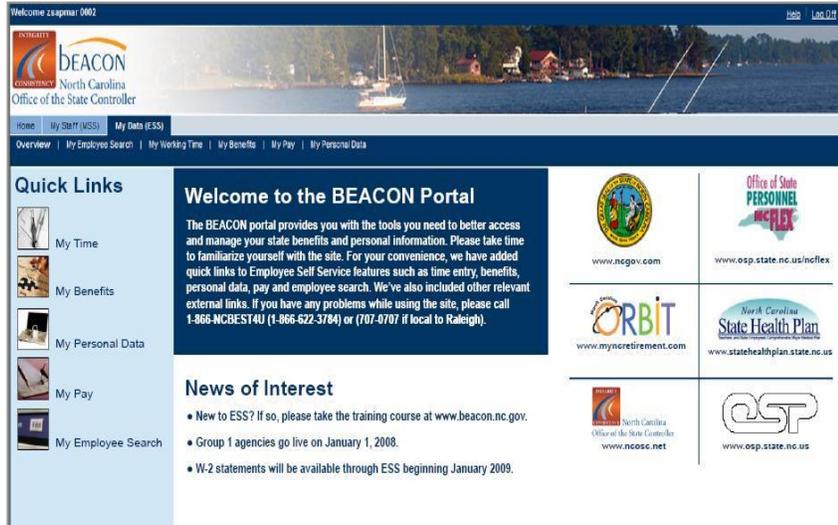
<https://mybeacon.nc.gov>

To login, use your NCID and password.

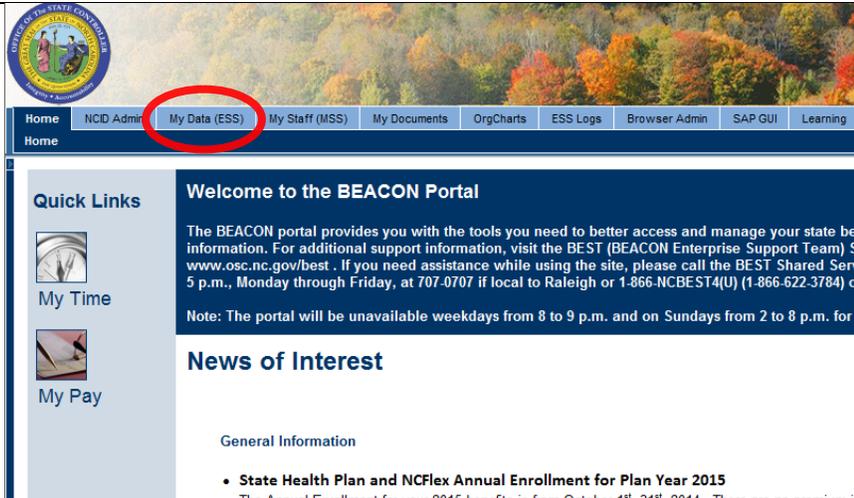
You will receive your NCID from your agency.

A page similar to the right is displayed.

Note: For NCID assistance, contact your agency NCID administrator or to reset your NCID password, visit <https://ncid.nc.gov>.



Click on the 'My Data (ESS)' tab



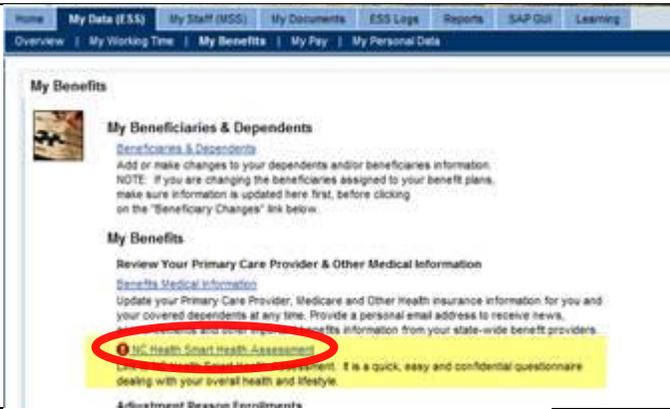
Click on the 'My Benefits' icon/link



My Benefits

Display the plans in which you are currently enrolled; enroll in new benefit annual enrollment periods; access State Health Plan forms.

Click on the 'NC Health Smart Health Assessment' link

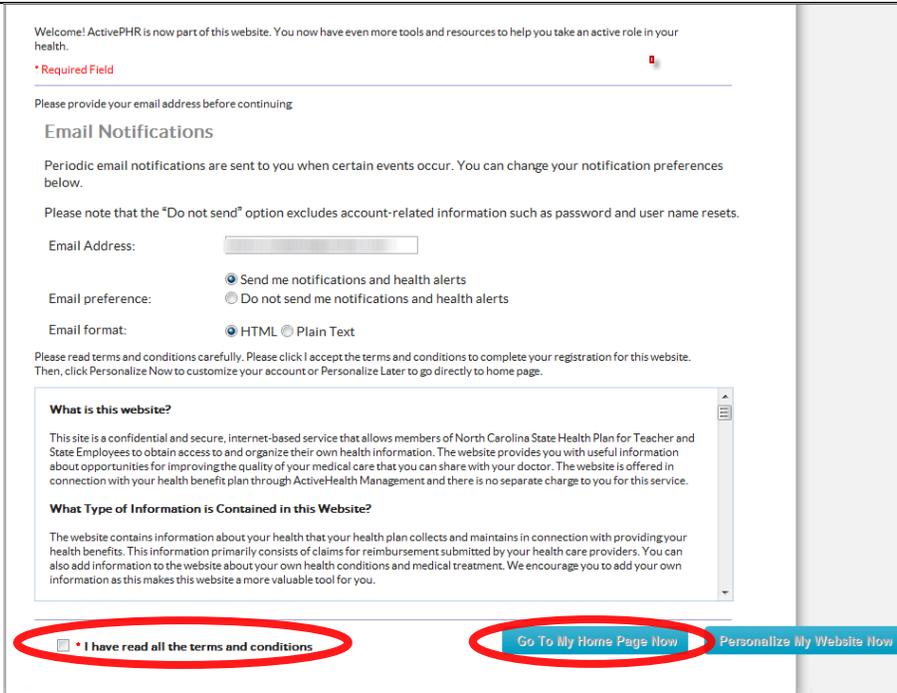


This will open up the website for Active Health (vendor for the Health Assessment).

Click on 'Submit' to access the assessment.



For employees logging in for the 1st time to complete the assessment, clicking 'Submit' should log the employee directly into the health assessment start screen. Employees can add an email address to receive wellness tips or select the email preference for 'Do not send' notifications. To continue to the assessment, employees need to click the box confirming 'terms & conditions' and click 'Go To My Home Page'.



NOTE: Issues have been identified that certain versions of **Internet Explorer** are not compatible with the Health Assessment website. Computers being used with these versions may receive the following error

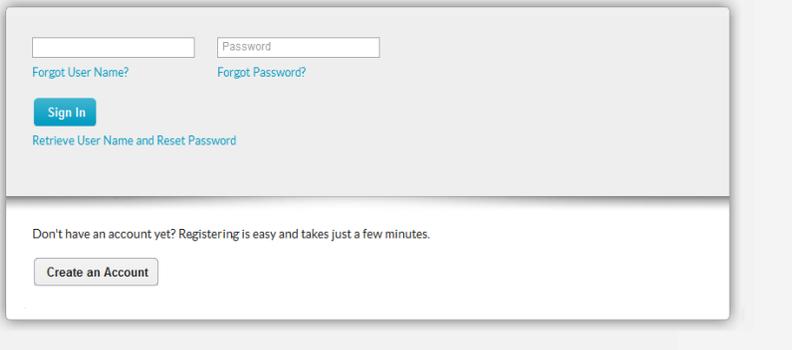


screen directing employees to **'click here'** to create an account and password for logging into the site.

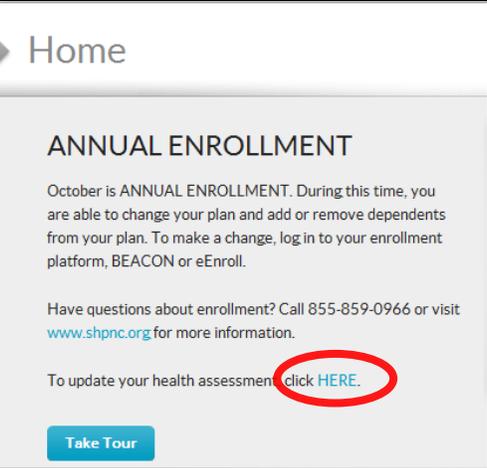
A prompt will appear for previous users to sign in with their user name/password.

- OR -

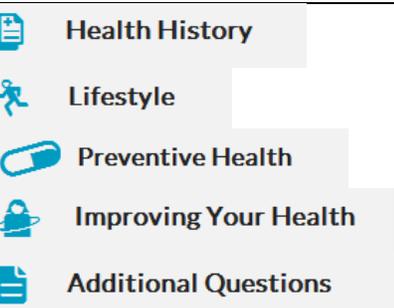
A prompt for **'Create Account'** will appear to create a username & password for first time users.



Once logged in, an Annual Enrollment message will appear with a link to click **'HERE'** to access the health assessment questions.

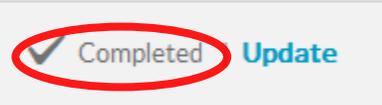
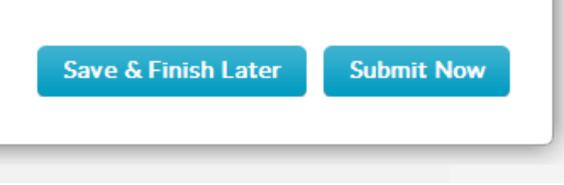
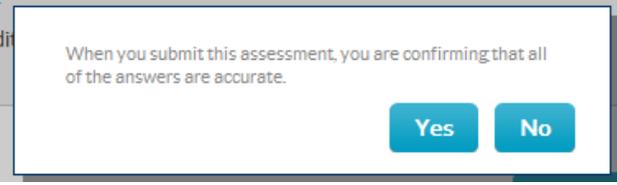
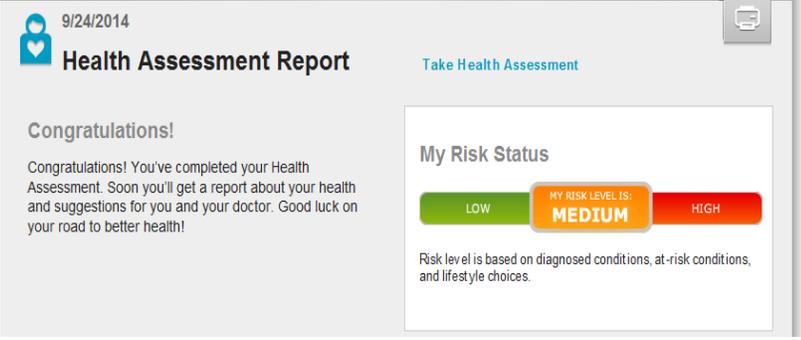


Be sure to click on the following icons to complete ALL sections of the assessment:



For first time users, an icon for **'Work On It'** will appear. Employees can click on that to begin answering the health assessment questions. For employee who have previously completed the assessment, and icon for **'Update'** will appear.



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| <p>Once completed the section will show:</p> |  |
| <p>Icons will be available to save your responses as 'Save & Finish Later' or if fully completed, to 'Submit Now'.</p> |  |
| <p>Before completion of the assessment, a screen will appear to verify the accuracy of the answers given.</p> |  |
| <p>Upon confirming accuracy of the responses provided, a screen will appear to congratulate you on completion of the assessment and provide a health risk status based on question responses.</p> |  |

IMPORTANT NOTES:

- The Health Assessment will NOT show on the employee’s Benefit Confirmation statement until 2-3 days after completion of the assessment.
- Responses to the health assessment are kept confidential and will not be used to approve or deny coverage.
- If a benefits email has been provided in BEACON, the health assessment may generate emails sent to the employee to provide wellness tips based on information and the health risk status provided in the assessment.
- To access the NC HEALTH Smart Website – you must have the following trusted site listed: *.myactivehealth.com