

Wellness Portal User Guide

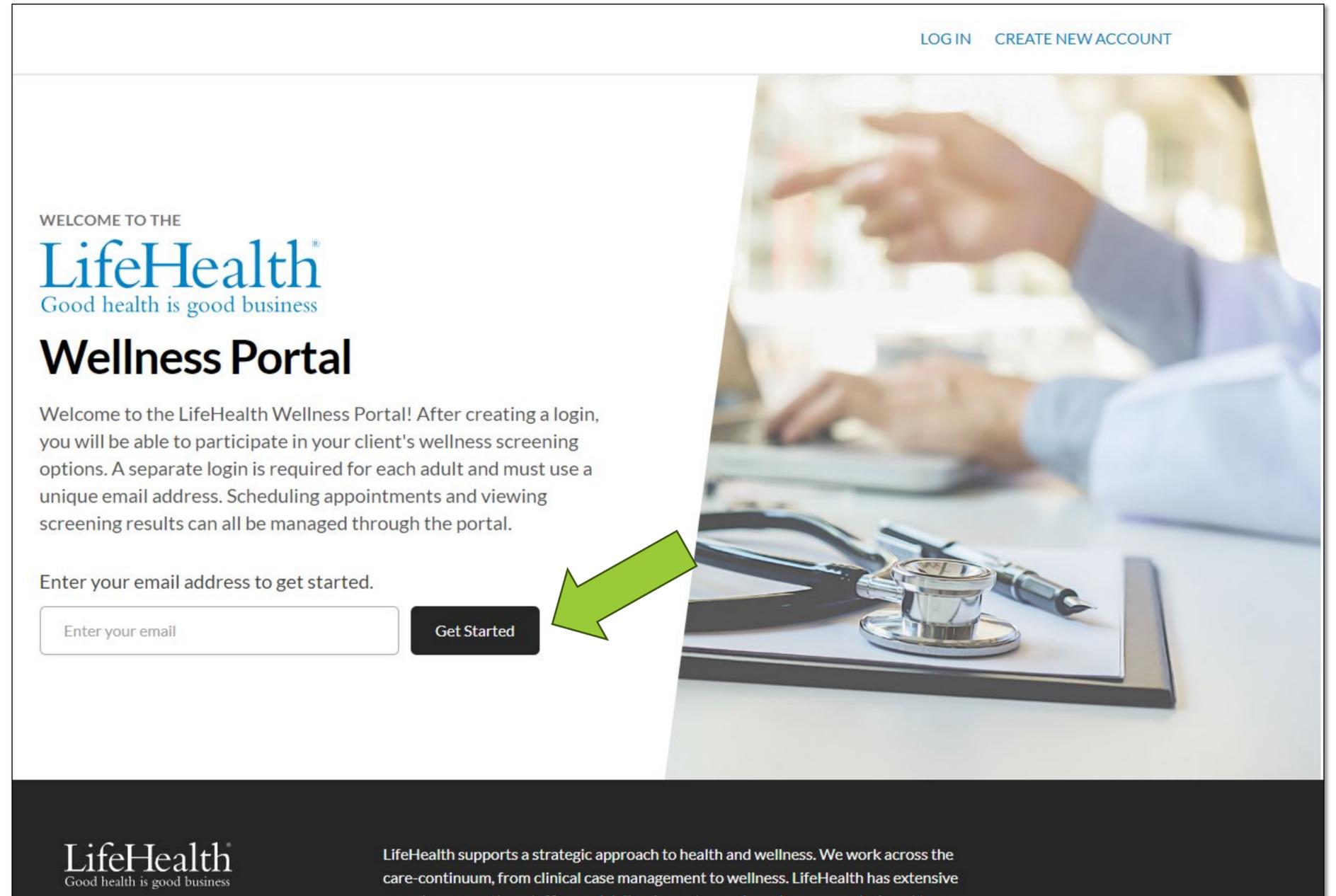
How to Register for Wellness Services

STEP 1:

Go to the LifeHealth Wellness Portal

<https://signup.lifehealthevents.com>

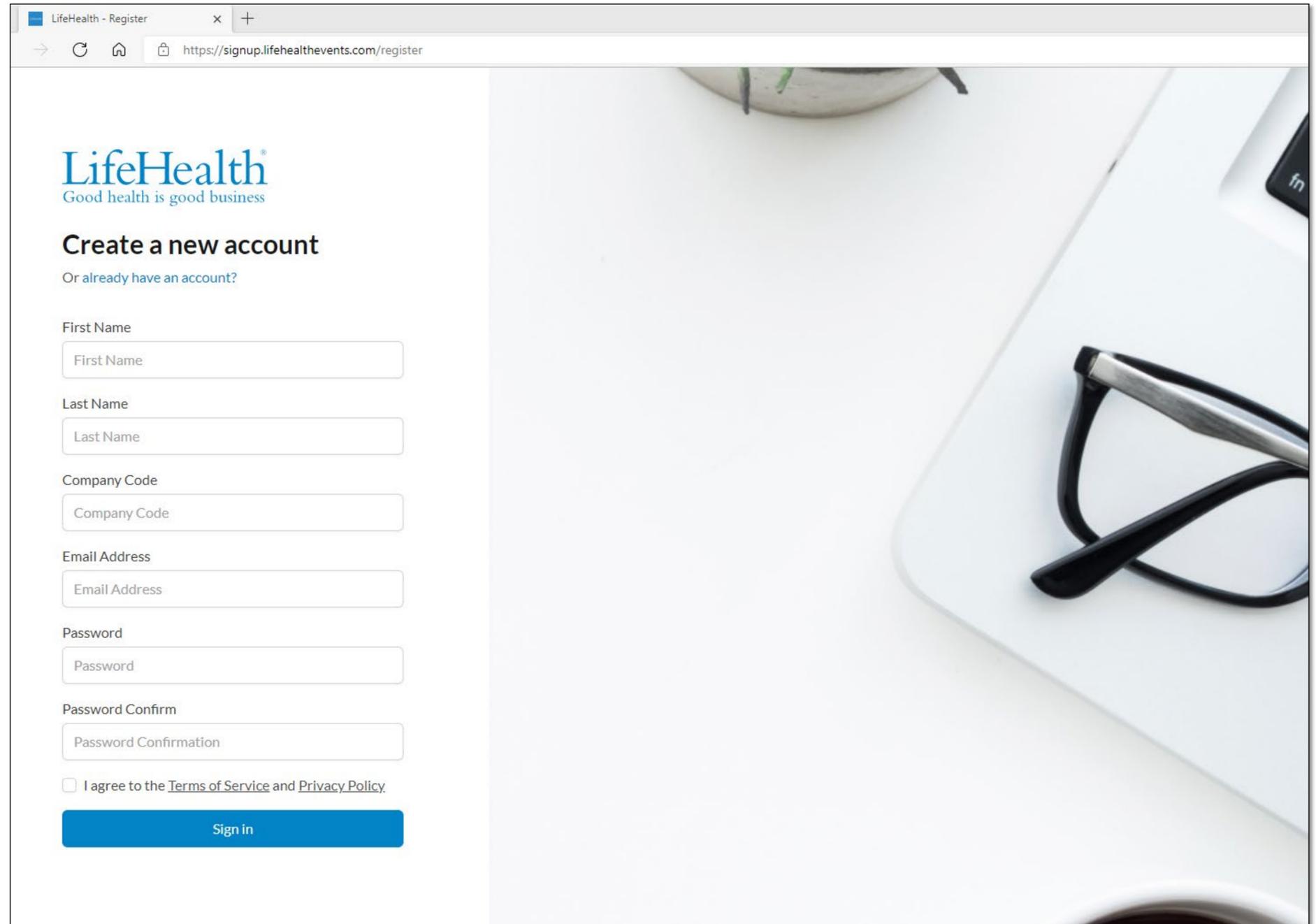
- If this is your first time using the portal, enter your preferred email and click “**Get Started**”.
- If you already have an account or have attended a LifeHealth Wellness event, enter the same email used previously.
- If you're unsure you already have a LifeHealth portal log-in, please contact LifeHealth at 303-730-1902 and ask for Worksite Wellness or email wellness@lifehealthcorp.com.



STEP 2 – New Users

Create an account.

- To create your LifeHealth account, enter your login information, company code, accept the terms and conditions, and click “Sign in.”
- **Note:** The email you provide will be used for all event notifications, such as appointment confirmations, results uploads, cancellations, and updates. Each account is linked to a single email. If multiple household members are creating accounts, each must use a different email address.



The screenshot shows a web browser window with the URL <https://signup.lifehealthevents.com/register>. The page features the LifeHealth logo with the tagline "Good health is good business". Below the logo, the heading "Create a new account" is displayed, followed by a link "Or already have an account?". The registration form includes the following fields: "First Name", "Last Name", "Company Code", "Email Address", "Password", and "Password Confirm". At the bottom of the form, there is a checkbox labeled "I agree to the [Terms of Service](#) and [Privacy Policy](#)". A blue "Sign in" button is positioned at the bottom of the form. The background of the page is a light blue and white image of a desk with a laptop and glasses.

STEP 2 – Returning Users

Sign-In.

- Enter the email and password you have on file for your LifeHealth account and click “Sign in”.
- If you forgot your password, click the “Forgot your password?” option above the Sign In. You will be prompted to re-enter your email for a reset password link.

LifeHealth
Good health is good business

Sign in to your account
Or need to create an account?

Email Address
erin.shipton@lifehealthcorp.com

Password
.....

[Forgot your password?](#)

Sign in

STEP 3 – Dashboard

Wellness Service Selection

- View available Wellness Services Options that your company is offering from your Dashboard.
- To view Onsite Services select "Events" in the sidebar navigation pane.
- You can also access these events by selecting the "Explore Wellness Options" button.

The screenshot displays the LifeHealth dashboard interface. On the left is a blue sidebar navigation menu with the following items: Home, My Appointments (0), Results, Events, My Education, FAQs, Edit Profile, and Privacy Policy. A green arrow points from the 'Events' menu item to the 'Explore Wellness Options' button in the main content area. The main content area features a header with the text 'Welcome, Wellness Participant!' and 'Dashboard'. Below this is a row of four blue buttons: '0 Upcoming Appointments', 'Explore Wellness Options', 'My Results', and 'My Profile'. A green arrow points down to the 'Explore Wellness Options' button. Below the buttons is a section titled 'LifeHealth is Partnering with Your Organization!' with a paragraph of text and a list of partner types. At the bottom is a section titled 'Your upcoming appointment details' with the text 'You have no upcoming appointments.'

STEP 3 – Wellness Services

Available options under
“Explore Wellness Options”

- Service options that are available through your employer will be listed here. You may have the option to participate at an Event or via a remote screening service, such as a Lab Voucher.
- You will not be able to register for both an onsite event and a remote service option.
- If you need to switch to a different service delivery, you need to cancel your current selection.

Wellness Options

[Dashboard](#) > [Wellness Options](#)

🏠 On-site Options

Schedule an in-person health screening or vaccination at an on-site event.

[Find an Event](#) [Browse Services](#)

📄 Voucher (LabCorp)

The pre-paid voucher authorizes LabCorp staff to perform your biometric screening. After you order your voucher, click "download your form here" for further instructions.

[Order a Voucher](#)

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Voucher participants skip to page 12.

STEP 4 – Events

Event Selection

- Select “Find an Event” to browse scheduled events.
- Select the event you would like to attend by selecting "Details"
- Please note: you will be unable to register for an event if Registration is Closed, or the Event is Full

The screenshot shows the LifeHealth Events page. The left sidebar contains navigation links: Home, My Appointments (0), Results, Events (selected), My Education, FAQs, Edit Profile, and Privacy Policy. The main content area is titled 'Events' and includes a breadcrumb 'Dashboard > Events'. A progress bar at the top indicates four steps: 1. CHOOSE AN EVENT (active), 2. SELECT SERVICES, 3. SCHEDULE, and 4. CONFIRM APPOINTMENT. Below the progress bar is a search bar and a dropdown menu set to '10'. Three event cards are displayed, each for the 'Main Office' at 5951 S Middlefield Rd, Littleton, CO. The first event is on Monday, 07/25/2022, with services: Biometric Screening (Fingerstick), Skin Cancer Screening, and Flu Vaccination. A green arrow points to its 'Details' button. The second event is on Monday, 08/29/2022, with service: Skin Cancer Screening. The third event is on Thursday, 09/01/2022, with services: Flu Vaccination, Skin Cancer Screening, and Biometric Screening (Venipuncture); its 'Registration Closed' button is highlighted in red. The page footer shows 'Showing 3 results'.

STEP 5 - Event Details

Confirm Event Selection

- Select the services you would like to register for by clicking the “+”.
- Click “Next” to confirm your selection.

The screenshot displays the 'Event Details' page in a web browser. The browser's address bar shows the URL: <https://signup.lifehealthevents.com/profiles/c3fa3c8c-b78c-414d-9c89-f3df9237e455/events/0265dc64-2afa-43cc-b8c6-e2aa7cbd3ef1>. The page features a blue sidebar with navigation links: Home, My Appointments (0), Results, Events, My Education, FAQs, Edit Profile, and Privacy Policy. The main content area is titled 'Event Details' and includes a breadcrumb trail: Dashboard > Events > Event Details. A progress bar at the top indicates four steps: 1. CHOOSE AN EVENT (completed), 2. SELECT SERVICES (current step), 3. SCHEDULE, and 4. CONFIRM APPOINTMENT. Below the progress bar, event details are listed: 'Event Details', 'Date/Time' (Mon, 08/29/2022, 10:00AM - 6:00PM), and 'Location' (Main Office, 5951 S Middlefield Rd, Littleton, CO 80123). A search bar is present above a list of services. Two services are displayed: 'Biometric - Venipuncture Expanded + A1c' (with a description: 'Screening includes full lipid panel, glucose, hemoglobin A1c, body composition, and vitals.') and 'Flu Vaccination' (with a note: 'Appointment Required.'). Both services have a blue '+' button. A large green arrow points to the 'Next' button at the bottom right of the page. The footer of the page shows 'Showing 1 to 2 of 2 results' and a 'Next' button.

STEP 6 – Schedule Time

Appointment Selection

- Select your preferred wellness screening appointment time from the drop-down menu.
- Enter and or confirm all profile details. Please note: all required fields are noted with an *.
- Select "Next" at the bottom of the screen.

LifeHealth - Schedule Appointment

https://signup.lifehealthevents.com/c3fa3c8c-b78c-414d-9c89-f3df9237e455/events/0265dc64-2afa-43cc-b8c6-e2aa7cbd3ef1/schedule

Schedule Appointment

Dashboard > Events > Event Details > Schedule Appointment

✓ CHOOSE AN EVENT ✓ SELECT SERVICES **3** SCHEDULE 4 CONFIRM APPOINTMENT

Appointment Details

Date	Monday, 08/29/2022	Room	Butternut Room
Location	Main Office	Service(s)	Skin Cancer Screening

Select Time

Skin Cancer Screening

10:00 AM

Personal Details

First Name*	Middle Name	Last Name*
Wellness Participant		Demo
Nickname	Birthdate*	Last 4 of your SSN*
	10/29/1992	0000
Sex*		
Female		

STEP 7 – Confirm

Review Appointment Selection

- Confirm all profile and appointment details look correct.
- Select "Schedule my Appointment"

LifeHealth - Confirm Appointment

https://signup.lifehealthevents.com/c3fa3c8c-b78c-414d-9c89-f3df9237e455/events/0265dc64-2afa-43cc-b8c6-e2aa7cbd3ef1/schedule/confirm

Please review your appointment details below and schedule before time runs out. Your appointment is not scheduled until you click "schedule my appointment."

Appointment Details	
Date	Monday, 08/29/2022
Time(s)	10:00 AM Skin Cancer Screening
Location	Main Office 5951 S Middlefield Rd Littleton, CO 80123
Room	Butternut Room

Personal Details			
First Name	Wellness Participant	Middle Name	
Last Name	Demo	Birthdate	10/29/1992
Nickname		SSN	***-**-0000
Sex	F		

Contact Information			
Email	keri.kopchik@gmail.com	Phone	3039081383
Address	7579 W Portland Ave Littleton, CO 80128		

Employment Details	
What best describes you?	Employee

Schedule my Appointment

You are Scheduled!

Confirmed appointments

- You will receive this screen when your appointment is scheduled.
- To view your appointment, go to "My Appointments" in the navigation pane.
- To cancel your appointment, select the "Cancel" button.
- To reschedule your appointment, cancel your confirmed appointment, and return to the "Events" page to select an available appointment time.

The screenshot shows a web browser window with the URL <https://signup.lifehealthevents.com/profiles/c3fa3c8c-b78c-414d-9c89-f3df9237e455/appointments>. The page title is "Wellness Participant Demo's Appointments". The navigation pane on the left includes: Home, My Appointments (1), Results, Events, My Education, FAQs, Edit Profile, and Privacy Policy. The main content area shows "You have 1 upcoming appointment" with the following details:

DATE/TIME	SERVICE(S)	LOCATION
9/26/2022 2:00 PM	Skin Cancer Screening	Main Office 5951 S Middlefield Rd Littleton, CO 80123 Room: Butternut Room

A red "Cancel" button is located to the right of the appointment details. Below this, the "Past Appointments" section states "There are no past appointments." The footer contains the text "© 2022 LifeHealth LLC. All rights reserved. CONFIDENTIAL AND PROPRIETARY".

STEP 3 – Wellness Services

Available options under
“Explore Wellness Options”

- To order a Voucher, please select the Order a Voucher option.
- You may not see any available On-site Options, depending on the services available in your program.

Wellness Options

[Dashboard](#) > [Wellness Options](#)

🏠 On-site Options

Schedule an in-person health screening or vaccination at an on-site event.

[Find an Event](#) [Browse Services](#)

📄 Voucher (LabCorp)

The pre-paid voucher authorizes LabCorp staff to perform your biometric screening. After you order your voucher, click "download your form here" for further instructions.

[Order a Voucher](#) ←

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STEP 4 – Order a Voucher

Complete your profile information.

- Complete your profile information and make sure everything is correct.
- Click “Submit Order” to finalize your voucher order.

LifeHealth

Dashboard > Wellness Options > Order Wellness Form

Order Biometric Screening (Remote) Voucher

Confirm Personal Details

Legal First Name*	Middle Name	Legal Last Name*
WTO		Demo
Birthdate*	Last 4 of your SSN*	Sex*
01/01/2000	0126	Female

Contact Information

Email	Phone*	
demowto@lifehealthcorp.com	1234567890	
Address Line 1*	Address Line 2	City*
5951 S Middlefield Rd		Littleton
State*	Postal Code, only first 5 digits*	
Colorado	80123	

Submit Order

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STEP 5 – Questions

Answer the Personal Health Questions and download your form.

- You do not need to bring a physical voucher with you to your appointment at LabCorp. However, you may download a physical copy of the voucher to print if you prefer.
- Please take a moment to answer the personal health questions. These will never be shared with your employer.
- Click “Submit” when you are finished.

The screenshot shows the LifeHealth user interface. On the left is a blue sidebar with navigation links: Dashboard, My Appointments (0), Results, Events, My Education, FAQs, Edit Profile, and Privacy Policy. The main content area is titled 'Order Biometric Screening (Remote) Voucher' and includes a breadcrumb trail: Dashboard > Wellness Options > Order Wellness Form. A white notification box at the top of the main area says 'Thank you for your order.' and 'You may download your form here.' with a green arrow pointing to the link. Below this are three question sections: 'Medical History' with radio button options for No Answer, Diabetes, High Blood Pressure, High Triglycerides, Asthma, Depression, None, Congestive Heart Failure, High Cholesterol (Lipid Lowering), Low Back Pain, and Stress and Anxiety; 'Tobacco Use' with radio button options for No Answer, Cigarettes, Pipes, None, Cigar, and Smokeless (i.e. chewing tobacco and snuff); and a partially visible section for 'Are you currently taking medications for the any of the following?' with radio button options for No Answer and None.

STEP 6 – Final Steps

Schedule a biometric appointment with LabCorp.

- You must schedule a biometric screening with LabCorp to use your voucher.
- Step 1: Find a LabCorp by visiting <https://www.labcorp.com/labs-and-appointments>
 - Make sure to select “Employee Wellness with Body Measurement”
 - You can schedule your appointment once you’ve chosen a location that works for you.
- Step 2: Bring a photo ID to your appointment.
 - Fasting is recommended

My Order

[Dashboard](#) > [Wellness Options](#) > My Biometric Screening (Remote) Voucher

BIOMETRIC SCREENING VOUCHER PROGRAM

[Manage](#)

Thank you for participating in the 2024 Biometric Screening program!

Your venipuncture blood draw and biometric screening will be collected at a LabCorp location. After your sample is processed, your screening results will be uploaded to the LifeHealth Wellness portal. You will be notified via email that your results are available for review and download.

Your pre-paid voucher instructs and authorizes LabCorp staff to perform your biometric screening. No payment is required, and you will not be asked for payment. The voucher is not transferable. You do not need to bring a printed copy of your voucher, just a photo ID with you to your appointment. LifeHealth will submit your voucher inquiry to LabCorp within 1 business day of your request.

HOW TO USE YOUR VOUCHER

STEP 1:

Find the nearest LabCorp location to your residence by visiting the LabCorp 'Labs and Appointments' Website address: <https://www.labcorp.com/labs-and-appointments>

IMPORTANT: On the 'Find a lab Near You' form, enter the address (home or work) you wish to locate the nearest lab facility. In the **Select Service** option, choose "Employee Wellness with Body Measurement".

The "Employee Wellness with Body Measurement" service is required to complete your screening. While most do, not all LabCorp locations offer this option. If there are no locations near you, please contact us to change your method of screening.

Once you locate a convenient location, you will be given the option to make an appointment. Appointments are not required but are strongly encouraged.

STEP 2:

The day of your visit or appointment:

IMPORTANT: You do not need to bring a printed copy of your voucher. Please just bring your photo ID.

Fasting is recommended 8-10 hours prior to your appointment for the best results; however, fasting is not required. Drink plenty of water and continue taking any prescribed medications. Black coffee without cream or sugar is OK.

Please call or email if you have any questions or would like some assistance!

Be Well,
Worksite Wellness Services Management Team
O: 303-730-1902
E: wellness@LifeHealthCorp.com

Voucher Results

View in the Wellness Portal.

- Your results will be available in the LifeHealth Wellness Portal within 1 – 3 business days after your completed screening.
- LabCorp will collect your blood sample and your biometric measurements, but all results are handled by LifeHealth.
- You will receive an email from wellness@lifehealthcorp.com notifying you that new results are available to view.

The screenshot displays the LifeHealth Wellness Portal interface. On the left is a blue sidebar with navigation options: Dashboard, My Appointments (with a '2' notification badge), Results (highlighted with a green arrow), Events, My Education, FAQs, Edit Profile, and Privacy Policy. The main content area is titled 'Results' and includes a breadcrumb 'Dashboard > Results'. Below this is a search bar and a table with the following data:

UPLOAD DATE	COLLECTION DATE	SERVICE(S)	
10/02/2023	09/26/2023	Biometric - Venipuncture Expanded + A1c	View Results

Below the table, it states 'Showing 1 to 1 of 1 results'.

CONTACT US

Address:

5951 S Middlefield Rd, Suite 102
Littleton, CO 80123

Phone Number:

(303) 730 -1902 – Ask for Worksite Wellness

E-Mail:

wellness@lifehealthcorp.com

Website:

<https://www.lifehealthcorp.com>

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