



Online Instructions to Complete Personal Wellness Profile Health Risk Assessment (HRA)

REQUIRED for Wellness Program Insurance Rates

To sign-up for the “Wellness Points” insurance rates, one requirement is to complete a “Personal Wellness Profile” questionnaire. **You must have recent results of your blood pressure, total cholesterol, HDL, glucose (blood sugar) and triglycerides.** You may use the results of blood work done during the annual ACC blood draw/wellness screening or results from your physician, if done in the past 6 months.

Online: You may complete the questionnaire online from any computer, please go to <https://wellsuite.com/coclarkega/pwp/> and follow the login instructions. You will need to create or utilize your own user name and password. Be sure to write down your personal login information for future reference.

- After you have agreed to the “Terms of Use”, click on “New User” underneath the Login button.
- Select Group ID number: If you have HMO insurance, select 22679003. If you have PPO insurance, select 22679000. Or you may select the “Opt Out” group if you do not have health insurance with ACC.
- Enter a User ID. This will be the User ID you will use to login to the system. It is suggested that you use your employee ID number. If you choose to use text instead, please note that it is case sensitive.
- Set your password that you will use to login to the system. Password should at least 4 characters long and can consist of numbers, letters, characters or a combination. Passwords are also case sensitive.
- Enter your first name, last name, home address, e-mail address, department name, gender, birth date, race and work phone number.
- Answer **all** questions to the best of your ability.
- Please type in your most recent results for blood pressure, Total Cholesterol, HDL cholesterol, LDL cholesterol, triglycerides, and glucose (blood sugar).
NOTE: “Systolic” blood pressure means the top number. “Diastolic” blood pressure is the bottom number. For example, if your blood pressure is 125/80, the systolic number is 125. The diastolic number is 80.
- Enter Waist Girth, Hip Girth, Body Composition Test, Sum of Skinfolds, and Known % fat, if known. Otherwise, you may skip these questions.
- Click FINISH when you have completed entering your information.
- You may print your results for your records. We do not keep copies in the Wellness Office.