

Biometric Screening Scheduling Instructions



GETTING STARTED – CREATE YOUR MYHEALICS DASHBOARD ACCOUNT

For best results - Google Chrome is recommended.

1. Go to <https://www.myhealics.com/healthcare/healics/login/signup> to create your account.
2. Review and agree to the Notice of Privacy Practices.
3. Enter Company ID: **ShortEII**
4. User Name/Participant ID: Create a unique User Name and complete and click 'Check Availability'.

Secure Signup

Enter the Company ID provided to you by your Employer and a User Name/Participant ID of your choice. To better protect your privacy, the User Name/Participant ID must be made up of at least 8 letters and numbers only (no symbols) and include at least 1 number. The User Name/Participant ID cannot begin with a zero.

Company ID:

User Name/Participant ID:

[Check Availability](#)

5. Enter additional information and click Register.
6. Complete the profile security information and click Save. When completed, your MyHealics Dashboard will appear.

IMPORTANT: You only need to complete the secure sign-up process **ONE** time. For future logins, go to www.myhealics.com and enter your participant login information.

Each participant will have their own dashboard and login. If your spouse/domestic partner participates in the health screening, he/she will need to log into their MyHealics Dashboard to complete the questionnaire and sign-up for their appointment. Please do not schedule anyone's appointment when logged into your dashboard.

NEED ASSISTANCE? Email Healics at receptionist@healics.com

DEADLINE

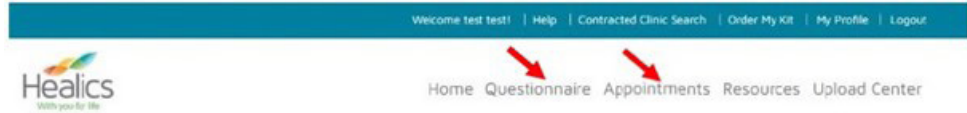
Employees and spouses/
domestic partners
must sign up by July 22
for a guaranteed
appointment time.

REMINDER

If you are unable to make your scheduled appointment, please contact Caytla Eckert (ceckert@sehinc.com or 651.414.5187) before July 22 to discuss the kit option. If you do not complete the process you will not be eligible for the Wellness Credit in 2023.



MYHEALICS HEALTH ASSESSMENT AND BIOSCREEN



1. Once logged into your MyHealics dashboard, click Questionnaire to complete your Online Health Assessment Questionnaire and Consent/Authorization. Enter the Access Code for your location (refer to table).
2. Return to the MyHealics dashboard screen at www.myhealics.com. Click Appointments, then select Create New Appointment. Enter the Access Code for the location where you want to schedule your MyHealics BioScreen appointment (refer to table).
 - Select an available appointment time from the drop-down list and click Continue.
 - Check the Participation Agreement box and click Continue.
 - Print your Appointment Confirmation.
 - Click Log off (bottom, left corner).

Biometric Screening Location	Access Code
Short Elliott Hendrickson-Bismarck, ND	SEHBIS
Short Elliott Hendrickson-Cheyenne, WY	SEHLARAMIE
Short Elliott Hendrickson-Chippewa Falls, WI	SEHCFALLS
Short Elliott Hendrickson-Delafield, WI	SEHMKE
Short Elliott Hendrickson-Denver, CO	SEHDENVER
Short Elliott Hendrickson-Des Moines, IA	SEHDESM
Short Elliott Hendrickson-Duluth, MN	SEHDULUTH
Short Elliott Hendrickson-Durango CO	SEHDurango
Short Elliott Hendrickson-Grand Rapids, MN	SEHGRRAP
Short Elliott Hendrickson-Hutchinson, MN	SEHHUTCH
Short Elliott Hendrickson-Indianapolis, IN	SEHIndy
Short Elliott Hendrickson-La Crosse, WI	SEHLAX
Short Elliott Hendrickson-Madison, WI	SEHMADISON
Short Elliott Hendrickson-Mankato, MN	SEHMANKATO
Short Elliott Hendrickson-Mason City, IA	SEHMASON
Short Elliott Hendrickson-Milwaukee WI	SEHMILW
Short Elliott Hendrickson-Minnetonka, MN	SEHMINN
Short Elliott Hendrickson-Munster, IN	SEHLAKE
Short Elliott Hendrickson-New Richmond, WI	SEHNEWRICH
Short Elliott Hendrickson-Pueblo, CO	SEHPUEBLO
Short Elliott Hendrickson-Rice Lake, WI	SEHRICE
Short Elliott Hendrickson-Rochester, MN	SEHROCH
Short Elliott Hendrickson-Sheboygan, WI	SEHSHEB
Short Elliott Hendrickson-Sioux Falls, SD	SEHSIOUX
Short Elliott Hendrickson-St. Cloud, MN	SEHSTCLOUD
Short Elliott Hendrickson-St. Paul, MN	SEHSTPAUL
Short Elliott Hendrickson-Virginia, MN	SEHVirg

If you have any questions or need further information, contact [Caytla Eckert](#) or [Healics](#).



ADDITIONAL INFORMATION

- If you need to cancel your appointment or have trouble locating your appointment information, contact Caytla Eckert (ceckert@sehinc.com or 651.414.5187) before July 22.
- You will receive the necessary forms for the biometric screening from your SEH Site Coordinator on the day of the screening.
- Approximately 2 to 3 weeks after your screening date, you will receive an email notifying you that your Individual Health Profile is available.
- To view your results from the health screening, login to your MyHealics Dashboard and click Reports.
- Employees and spouses/domestic partners must sign up by July 22 for a guaranteed appointment.
- Employees and spouses/domestic partners who do not sign up by July 22 can participate in the day of the screenings if there is an open appointment. Appointments will not be added. Employees who cannot complete the biometric screening at an office location must contact Caytla Eckert (ceckert@sehinc.com or 651.414.5187) by July 22 to discuss the Wellness kit option.
- Employees and spouses/domestic partners on the SEH health plan will receive a \$60 monthly Wellness Credit if they participate in the biometric screening; achieve a score of 71 or above, or improve their score by five points over the previous year.
- Spouses/domestic partners on the health plan must meet the same qualifications for the employee to receive the Wellness Credit.

Please refer to the [COVID-19 Field Precautionary Measures document located on Connect](#) to learn more about additional requirements to the screening process.

If you have any questions or need further information, contact [Caytla Eckert](#) or [Healics](#).

SEH and your health plan are committed to helping you achieve your best health status. Rewards for participating in a biometric screening are available to all employees. If you think you might be unable to meet a standard for a reward under this program, you may qualify for an opportunity to earn the same reward by different means. Contact Caytla Eckert (ceckert@sehinc.com) or [Healics](#) and we will work with you to find a wellness program with the same reward that is right for you based on your health status.

