



On-line Registration Website Guide

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

Step 1:

Enter the following web address to get to below screen: <https://www.hsscreeningreg.com>

Interactive HEALTH Home Online Scheduling

Online Scheduling

To schedule, cancel or modify an appointment, please enter your user name and password provided from your company communications.

Login:

Password:

Login

Read [Our Privacy Policy](#)

If you are not sure of your user name and password, please call Interactive Health at (800) 711-8656 or contact your Company Representative.

Health Solutions is now **Interactive HEALTH**

Interactive Health © 2015 All Rights Reserved | [Admin Login](#) | [Supervisor Login](#)

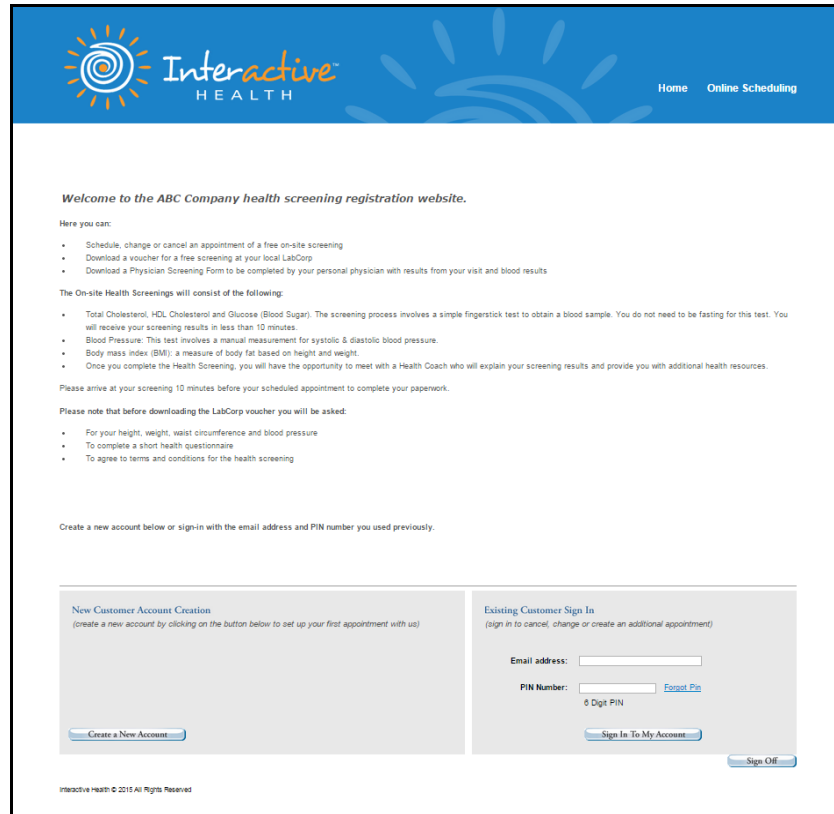
Step 2:

Please enter the login and password exactly how it appears below, and hit “Login”.

Login: **aoc**

Password: **healthy**

This will bring up a screen similar to the following:



The screenshot shows the 'Interactive HEALTH' website. The header includes the logo and navigation links for 'Home' and 'Online Scheduling'. The main content area contains a welcome message, instructions on what users can do (schedule, download vouchers, download forms), details about on-site health screenings (Total Cholesterol, Blood Pressure, BMI), and a sign-in/sign-up section. The sign-in section has fields for 'Email address' and 'PIN Number' (0 Digit PIN), with a 'Sign In To My Account' button. The sign-up section has a 'Create a New Account' button. A 'Sign Out' button is located at the bottom right of the form area. The footer contains the text 'Interactive Health © 2015 All Rights Reserved'.

Step 3:

Read through the information to learn more about the biometric screening 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.

This will bring up the following screen:

Create a New Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
PIN Number	<input type="text"/> 6 Digit PIN
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female
Address	<input type="text"/> Street Address
	<input type="text"/>
	<input type="text"/> City <input type="text"/> Zip Code
Phone Number	<input type="text"/> 000-000-0000
E-mail Address	<input type="text"/>

Save My Account Profile

Step 4:

Creating an account is easy! Simply provide the following information in the appropriate fields and click “Save My Account Profile”.

First Name:

Last Name:

PIN: 6 Digit (Numerical Only)

Gender:

Address:

E-mail Address:

This will bring up the following screen:

Step 5:

Since this is your first time logging in, select the “Create New Appointment” button. This will bring up a screen that lists the available events and looks similar to this:

DATE	EVENT	LOCATION	ADDRESS	SCREENS AVAILABLE (select 1)
09/21/2013	Owings Mills - 09/21/2013	Industrial Park	123 Wellness Way Owings Mills, Maryland 21117	<input type="radio"/> Biometric Health Screening

Step 6:

Choose your location by selecting the corresponding radio button on the right side column of the table. Then click the “Create a New Appointment” button at the lower left of the screen. You will now see the following screen:



The screenshot displays the Interactive Health online scheduling interface. At the top, there is a blue header with the Interactive Health logo on the left and navigation links for "Home" and "Online Scheduling" on the right. Below the header, the main content area features a title "09/21/2013, Owings Mills, MD - Biometric Health Screening Appointment" followed by a horizontal line. Underneath, the appointment details are listed: "First Name: Johnathon", "Last Name: Dough", "Email: jdough@healthsolutions.com", and "Phone:". Below these details is a dropdown menu for "Appointment Times" currently set to "02:20 am". At the bottom of the form area, there are two buttons: "Save New Appointment" and "Return to Home Page". A footer at the very bottom of the page reads "Health Solutions © 2013 All Rights Reserved | Admin Login | Supervisor Login".

Step 7:

Confirm that the screening date and personal information on the screen are correct and select the time you wish to attend the screening from the drop down menu that appears to the right of “Appointment Times”. Now click “Save New Appointment”.

Now you will see the following screen:

Appointment Scheduled and Confirmation Email Sent

An automated confirmation e-mail has been sent to jdough@healthsolutions.com.

Please check your email for screening instructions.

Thank you for using Health Solutions Screening Registration System.

You have been automatically logged off.

Step 8:

You're done!

This screen is confirmation you have scheduled a time for a biometric screening. You are automatically logged out of the registration site and may close your browser if you choose. Within a few minutes you will receive an email confirmation of your appointment date and time.