

On-line Registration Website Guide for Participants

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

Step 1:

Click on this link here: [Participant Site](#)

You can also go to the website directly at www.hsscreeningreg.com. The above link or website will take you to the on-line registration portal homepage where you will register an account and then create, modify, or cancel your appointment.

Enter the Account login and password exactly how it appears below, and click “Login.”

Login: woods.hole

Password: healthy

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:

[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**

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Step 2:

The next screen will look similar to the one below. Read through the information to learn more about the biometric screening registration 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.



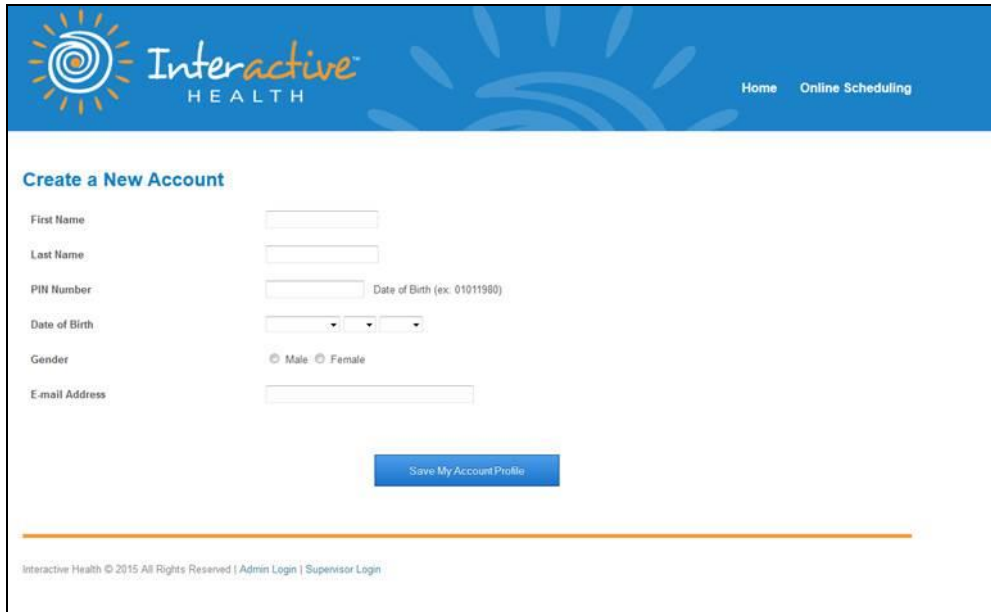
Welcome to the Blue Cross Blue Shield of Massachusetts Biometric Screening on-line registration website!

For instructions on how to use this website, refer to your User Guide.

The image shows a web interface with two main sections. The left section is titled "New Customer Account Creation" and contains a button labeled "Create a New Account". A large red arrow points to this button. The right section is titled "Existing Customer Sign In" and contains input fields for "Email address:", "PIN Number:", and "Date of Birth (ex: 01011980)". There is a "Forgot Pin" link next to the PIN field and a "Sign In To My Account" button at the bottom of the section. A "Sign Off" button is located at the bottom right of the entire interface. At the bottom left, there is a copyright notice: "Interactive Health © 2015 All Rights Reserved".

Step 3:

The next screen will look similar to the one below. This is where you will need to create your Personal Account. All fields must be completed. Once all fields are completed, click the “Save My Account Profile” button.



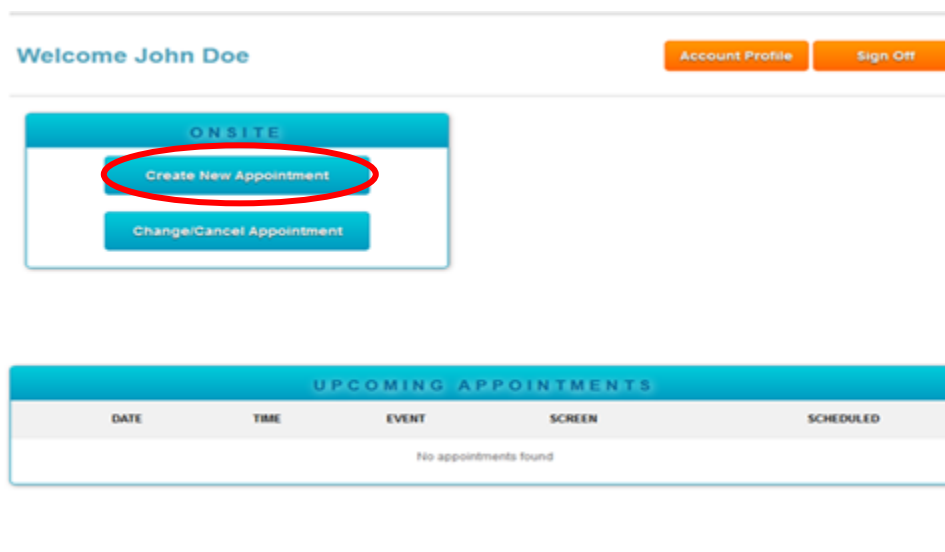
The screenshot shows the 'Create a New Account' form on the Interactive Health website. The form includes the following fields and options:

- First Name:
- Last Name:
- PIN Number: Date of Birth (ex: 01011980):
- Date of Birth:
- Gender: Male Female
- E-mail Address:

Below the form is a blue button labeled 'Save My Account Profile'. At the bottom of the page, there is a footer: 'Interactive Health © 2015 All Rights Reserved | Admin Login | Supervisor Login'.

Step 4:

The next screen will look similar to the one below. Since this is your first time logging in, click on the “Create New Appointment” button.



The screenshot shows the user dashboard for 'John Doe'. At the top, it says 'Welcome John Doe' and has two buttons: 'Account Profile' and 'Sign Off'. Below this is a section titled 'ONSITE' with two buttons: 'Create New Appointment' (circled in red) and 'Change/Cancel Appointment'. Below that is a section titled 'UPCOMING APPOINTMENTS' with a table header: DATE, TIME, EVENT, SCREEN, SCHEDULED. The table content shows 'No appointments found'.

Step 5:

The next screen will look similar to the one below. The available events and locations where you can make an appointment will be listed.

Choose your location by selecting the corresponding button on the right side column of the table. Then click the “Create a New Appointment” button at the lower left of the screen.

Demo Event Screening Events

Browse locations by state: **Show All**

You may sort by date or event by clicking on column headers.

DATE	EVENT	LOCATION	ADDRESS	SCREENS AVAILABLE (select 1)
1/10/2016	Demo Event	Demo Room	123 Main Street Owings Mills, Maryland 21117	<input checked="" type="radio"/> Biometric Screening

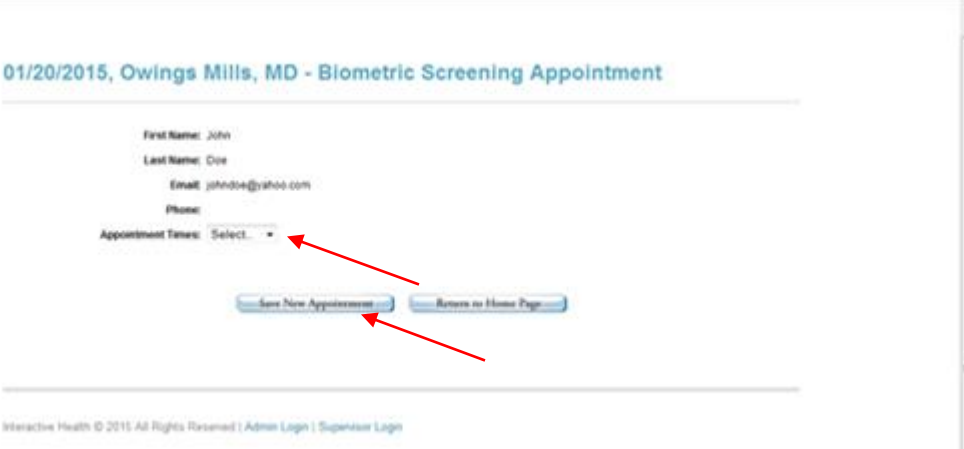
[Create a New Appointment](#) [Return to Home Page](#)

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Step 6:

The next screen will look similar to the one below. Confirm that the screening date and personal information on the screen are correct.

Select the time you wish to attend the screening from the drop down menu that appears to the right of "Appointment Times." Then click "Save New Appointment."



The screenshot shows a web form titled "01/20/2015, Owings Mills, MD - Biometric Screening Appointment". The form contains the following fields and buttons:

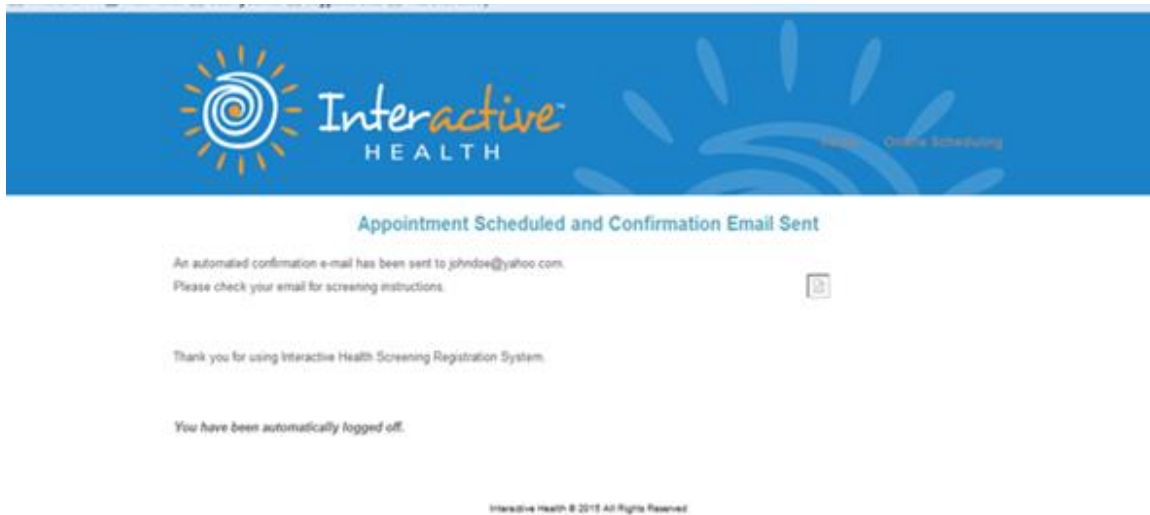
- First Name: John
- Last Name: Doe
- Email: johndoe@yahoo.com
- Phone: (empty field)
- Appointment Times: Select... (dropdown menu)
- Save New Appointment (button)
- Return to Home Page (button)

Two red arrows point to the "Appointment Times" dropdown menu and the "Save New Appointment" button.

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Step 7:

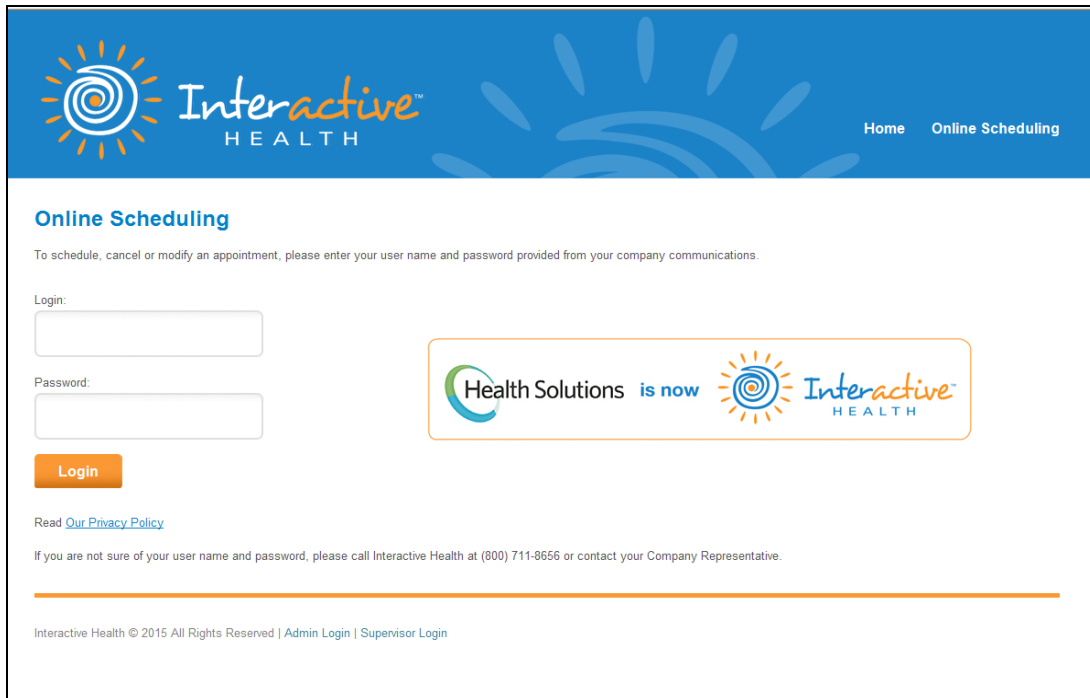
The next screen will look similar to the one below.



To Modify or Cancel Your Appointment:

Step A:

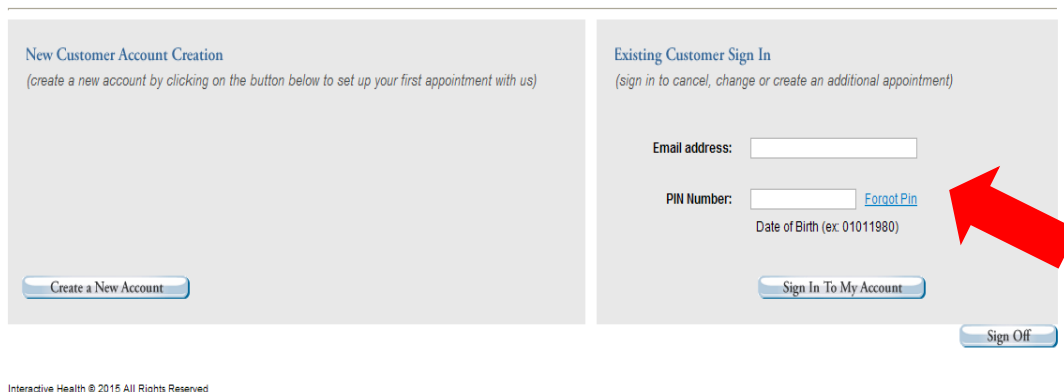
Click on the Biometric Screening Form link in Step 1 or go to the website directly at www.hsscreeningreg.com. The link or website will take you to the on-line registration portal homepage. Enter the Account login and password from Step 1.



The screenshot shows the 'Interactive HEALTH' logo at the top left, with 'Home' and 'Online Scheduling' links at the top right. The main heading is 'Online Scheduling'. Below it, a message reads: 'To schedule, cancel or modify an appointment, please enter your user name and password provided from your company communications.' There are two input fields for 'Login:' and 'Password:', followed by an orange 'Login' button. To the right of the login fields is a logo for 'Health Solutions is now Interactive HEALTH'. Below the login fields, there is a link to 'Read Our Privacy Policy' and a note: 'If you are not sure of your user name and password, please call Interactive Health at (800) 711-8656 or contact your Company Representative.' At the bottom, there is a footer with 'Interactive Health © 2015 All Rights Reserved | Admin Login | Supervisor Login'.

Step B:

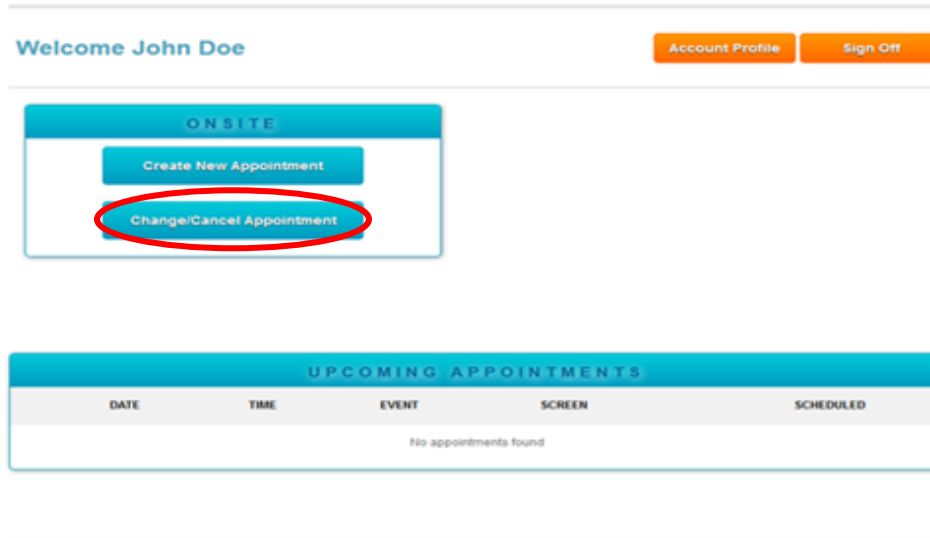
Log in to your Existing Customer account using your email address and PIN.



The screenshot shows two main sections: 'New Customer Account Creation' and 'Existing Customer Sign In'. The 'Existing Customer Sign In' section has three input fields: 'Email address:', 'PIN Number:', and 'Date of Birth (ex: 01011980)'. A red arrow points to the 'PIN Number' field. There is a 'Forgot Pin' link next to the PIN field. Below the input fields are buttons for 'Create a New Account', 'Sign In To My Account', and 'Sign Off'. At the bottom left, there is a footer: 'Interactive Health © 2015 All Rights Reserved'.

Step C:

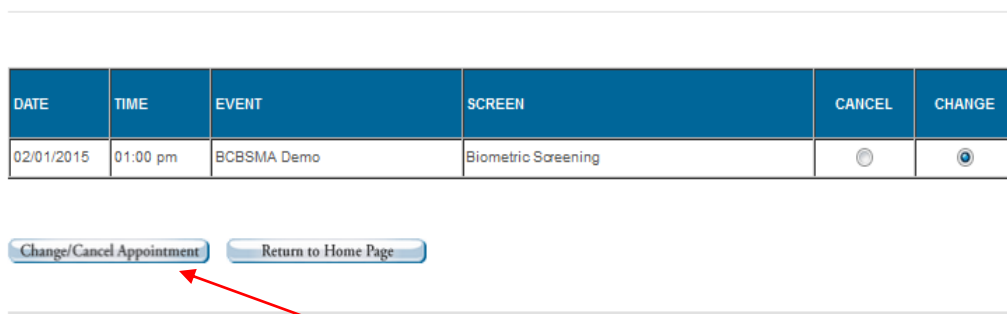
The next screen will look similar to the following. Click on the “Change/Cancel appointment” button.



Step D:

The next screen will look similar to the one shown below. If you would like to change your appointment, on the right side of the screen, select the “Change” option. If you would like to cancel your appointment, on the right side of the screen, select the “Cancel” option.

Once you have made your selection, click the “Change/Cancel Appointment” button at the bottom of the screen to continue.



Step E:

Follow steps 5 – 7 as outlined above.

Step F:

Once you submit your change request or cancellation request you will receive a confirmation email.

