



## Registration and Navigation Instructions:

### To Register:

Go to [www.MyActiveHealth.com/makinglifehealthy](https://www.MyActiveHealth.com/makinglifehealthy)

1. Click "Create an Account"
2. Enter your First Name, Last Name and Date of Birth.
3. Select Gender and enter your Zip Code.
4. Click "Continue" (see screenshot below)

A screenshot of a web browser showing the registration page for 'MAKING LIFE Healthy'. The browser's address bar shows the URL 'https://preprod.myactivehealth.com/Portal/Registration/RegistrationStep1'. The page features the 'MAKING LIFE Healthy' logo in the top left and 'Back to login | Register' links in the top right. The main heading is 'Discover a Healthier You!' with a sub-heading 'Begin Your Registration Below'. Below this is a progress indicator with three steps: 'Step 1' (highlighted in green), 'Step 2', and 'Step 3'. The form includes a note: '\*Required Field' and 'Please enter your first and last name exactly as they appear on your medical insurance ID card.' The form fields are: 'First Name\*' (containing 'TQAUSER2E-15463'), 'Last Name\*' (containing '2E1-15463'), 'Date of Birth\* mm/dd/yyyy' (containing '09/19/1962'), 'Gender\*' (with radio buttons for 'Male' and 'Female', where 'Male' is selected), and 'ZIP Code/Postal Code\*' (containing '15463'). Below the fields are 'Back' and 'Continue' buttons, and a 'Cancel' link at the bottom left.

5. Then select and enter a User Name, and Password, as seen in screenshot below:
  - a. Record your user name and PW for future reference
6. Enter or update the email address you wish to use for this account, and select a Secret Question and Answer (See screenshot below)

Secure | <https://preprod.myactivehealth.com/Portal/Registration/RegistrationStep2>

MAKING LIFE Healthier

Back to login | Logout

## Discover a Healthier You!

Inside you'll find all the resources, guidance and support you need to reach your wellness goals! Change doesn't happen overnight but we'll help you start down the path to a healthier lifestyle today.

### Begin Your Registration Below

Step 1 Step 2 Step 3

\*Required Field

Password must be between 6-20 characters, contain 1 upper case, 1 lower case and 1 number.  
Password is case sensitive, cannot contain spaces and must be different from user name and your secret answer.

User Name*	Password*	Confirm Password*
<input type="text" value="MainLine_eel"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
Email Address*	Secret Question*	Secret Answer*
<input type="text" value="abc@gmail.com"/>	<input type="text" value="The city I was born in"/>	<input type="text" value="ASD"/>

[Cancel](#)

7. Review or update your Contact Information
8. **NOTE:** If your mailing address is incorrect, please update here and in MLH Employee Self Service

Secure | <https://preprod.myactivehealth.com/Portal/Registration/RegistrationStep3>

## Discover a Healthier You!

Inside you'll find all the resources, guidance and support you need to reach your wellness goals! Change doesn't happen overnight but we'll help you start down the path to a healthier lifestyle today.

### Registration: Contact Information

Step 1 Step 2 **Step 3**

\*Required Field

#### Address

Select Preferred  
Primary

Primary  
13860 BALLANTYNE CORP PLACE  
CHARLOTTE  
NC 28463

#### Phone Number

Select Preferred  
Secondary

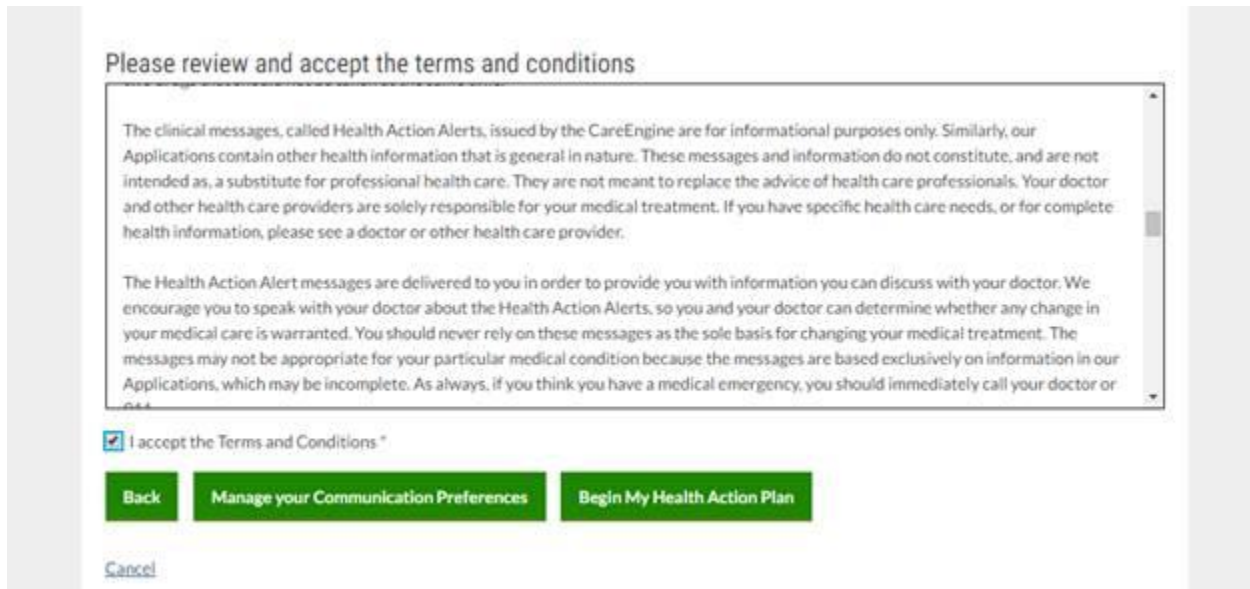
**Primary**  
We do not have a phone number on file for you. Please use the Secondary field to enter your phone number.

**Secondary**  
If for some reason your primary phone number is incorrect or not your primary way of contact, please provide a secondary phone number below.

Phone Number (###) ###-####

This is my cell phone number

9. Review and Accept the Terms and Conditions
10. Click “Begin My Health Action Plan” to proceed to the home page.



If questions or need help with Registration, call ActiveHealth customer service at 855-202-3999

### To record a PCP visit:

1. Click on the Rewards icon (image of trophy) in the upper right hand corner of the home page
2. Under Required Activities, scroll down to the activity card labeled “Complete a Preventive Care Visit with your Primary Care Physician”
3. Click “Work on it”
4. Enter the name of your primary care physician and the date of your most recent visit since 10/1/17.
5. Click “Save”

## **To view your biometric screening results:**

1. Click on the Rewards icon (image of trophy) in the upper right hand corner of the home page
2. Under Required Activities, scroll down to the activity card labeled “Biometric Ranges – 2019 Program Year”
3. Scroll down and you will see a table displaying your results, and whether you met the Healthy Ranges.

**NOTE:** For the 2019 program year, the Total Cholesterol/HDL ratio will not be used as one of the required metrics that must be met for Rewards. You should still include cholesterol when you complete your biometrics for your own information and for comparison in future years.

## **Completing a Healthy Activity:**

If you don't meet the Healthy Range for blood pressure, glucose, and BMI or waist circumference, you must complete a Healthy Activity to be eligible for rewards.

1. Scroll down the page on the Rewards Center, and choose the Healthy Activity card you want to complete or record.
2. Click “Work on It”
3. Follow the prompts to complete the activity
4. Remember to click “Save”.

**If need further assistance, call ActiveHealth at 855-202-3999**