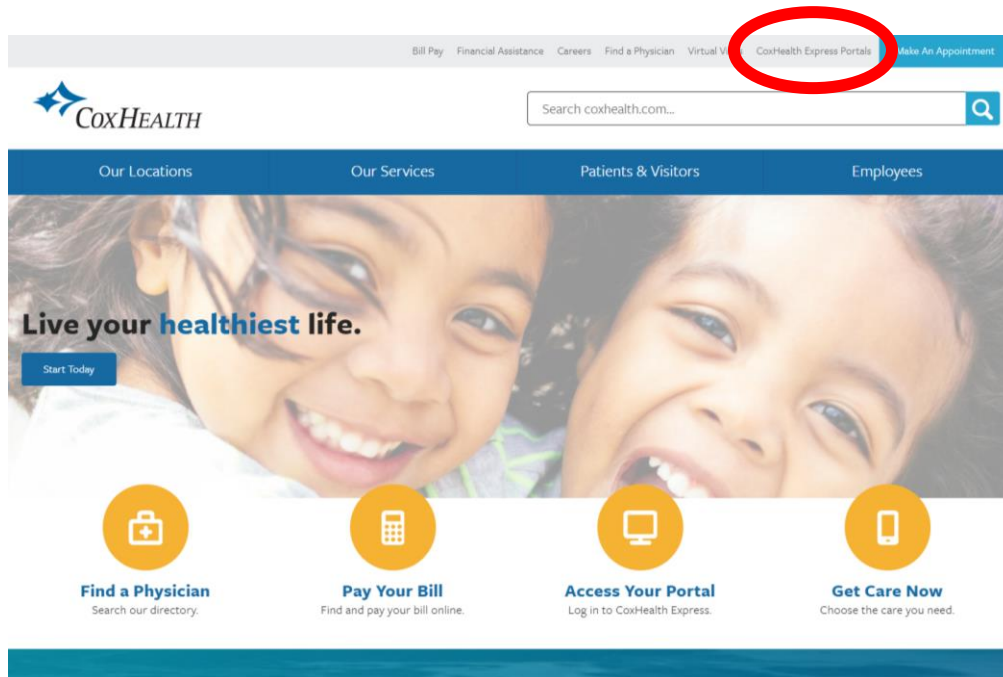


First time User Login Instructions

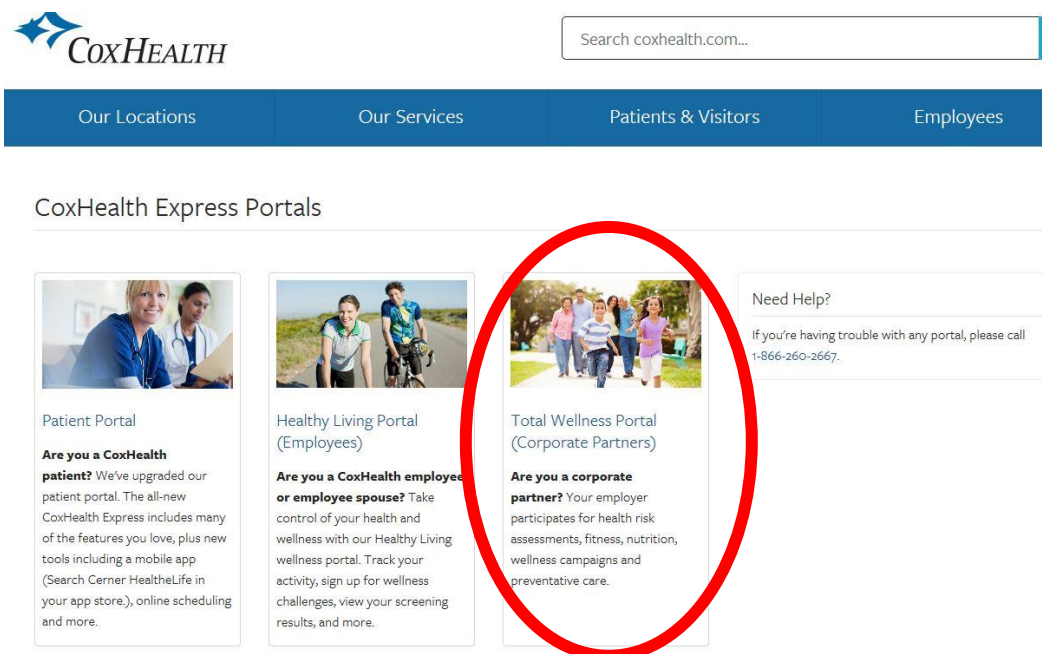
Step 1

Go to www.coxhealth.com and select the “CoxHealth Express Portal” link on the top right side of the page.



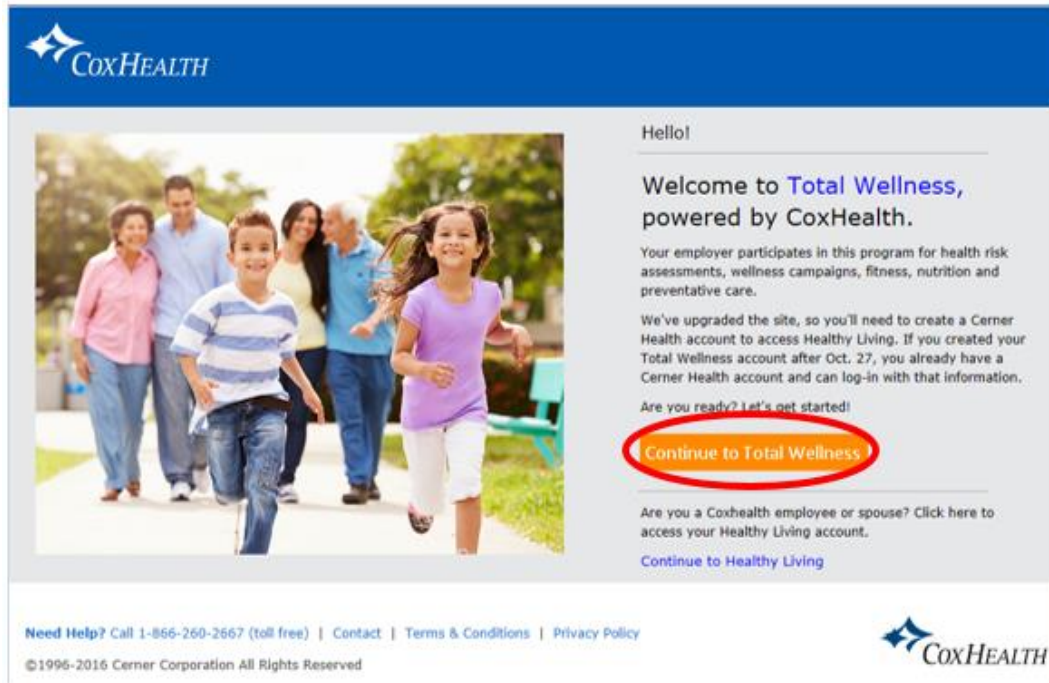
Step 2

Select the far right box below labeled, “Total Wellness Portal (Corporate Partners)” to access the wellness portal.



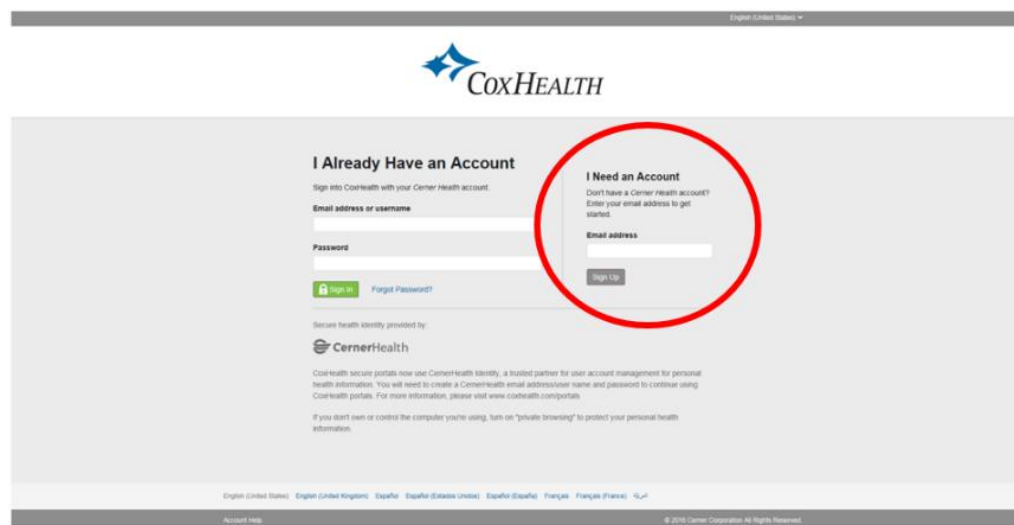
Step 3

Click the **orange** “Continue to Total Wellness” button.



Step 4

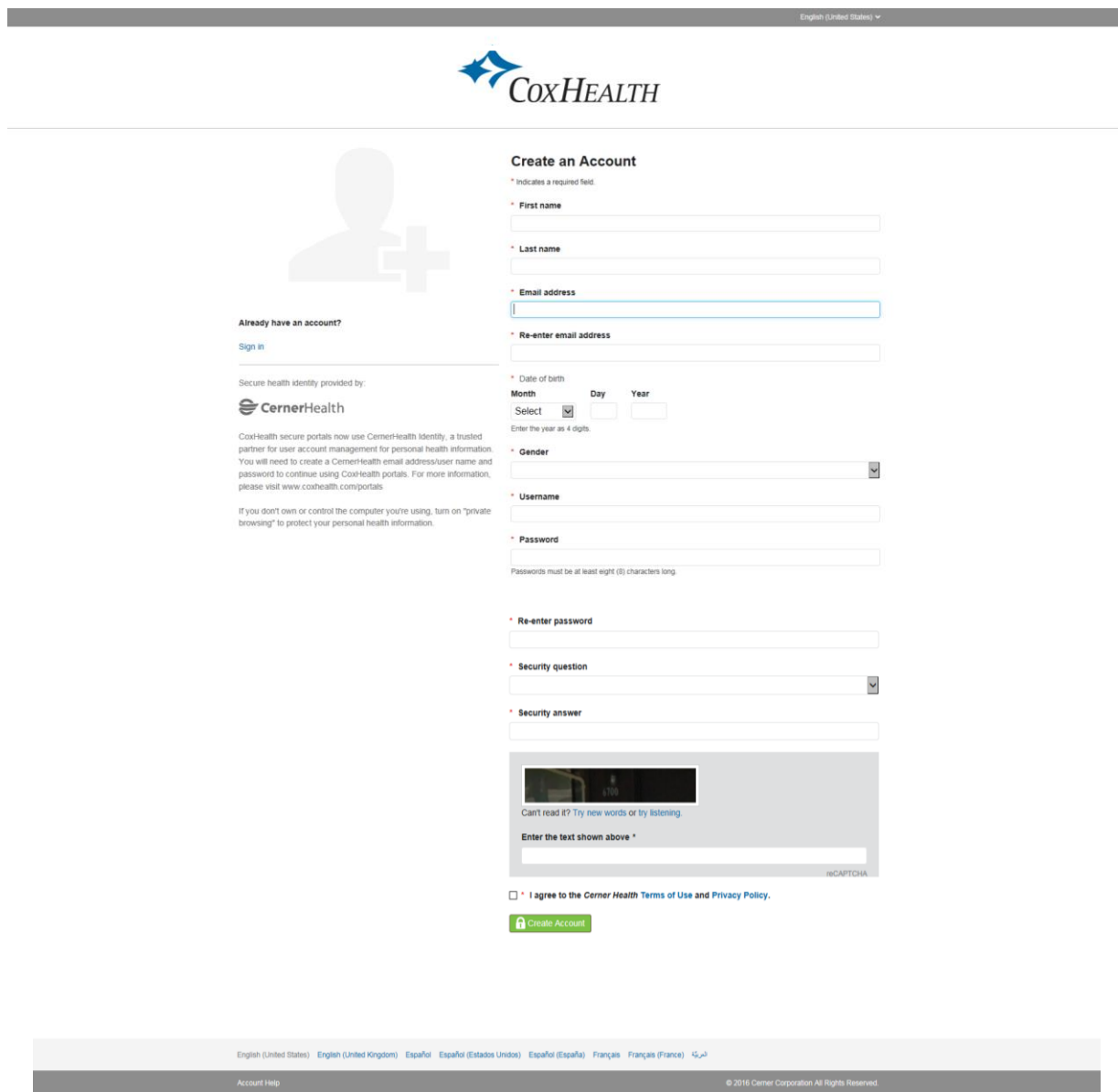
All users will need to create a new Cerner Health account upon the first visit to the Wellness website. Enter in your email and click “Sign Up”.





Step 5

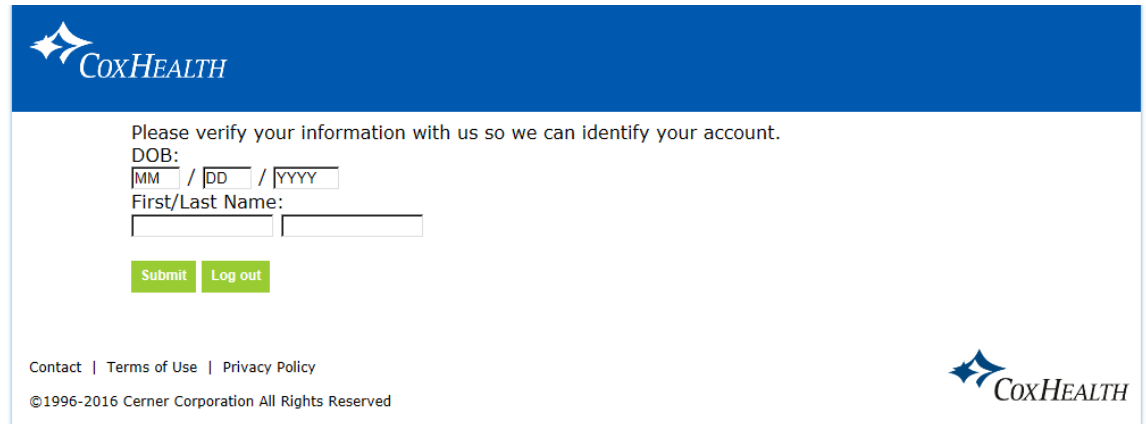
Complete the required fields. You will need to create a unique username and password. The username and password will be used for all CoxHealth portals. Once completed; click **“Create Account.”**




The screenshot shows the 'Create an Account' page on the CoxHealth website. At the top, there is a language selector for 'English (United States)'. The CoxHealth logo is centered. On the left, there is a user icon and a link for 'Already have an account? Sign in'. Below that, it mentions 'Secure health identity provided by: CernerHealth' and provides information about CernerHealth identity and a link to 'www.coxhealth.com/portals'. A note about browser privacy settings is also present. The main form area is titled 'Create an Account' and includes a legend for required fields. The form fields are: First name, Last name, Email address, Re-enter email address, Date of birth (Month, Day, Year), Gender, Username, Password (with a note: 'Passwords must be at least eight (8) characters long'), Re-enter password, Security question, and Security answer. A reCAPTCHA image is shown with the instruction 'Can't read it? Try new words or try listening' and a field to 'Enter the text shown above'. At the bottom of the form, there is a checkbox for 'I agree to the Cerner Health Terms of Use and Privacy Policy.' and a green 'Create Account' button. The footer contains language options, 'Account Help', and '© 2016 Cerner Corporation All Rights Reserved.'

Step 6

Enter in your date of birth, first name and last name to access your wellness dashboard.






Please verify your information with us so we can identify your account.

DOB:
 / /

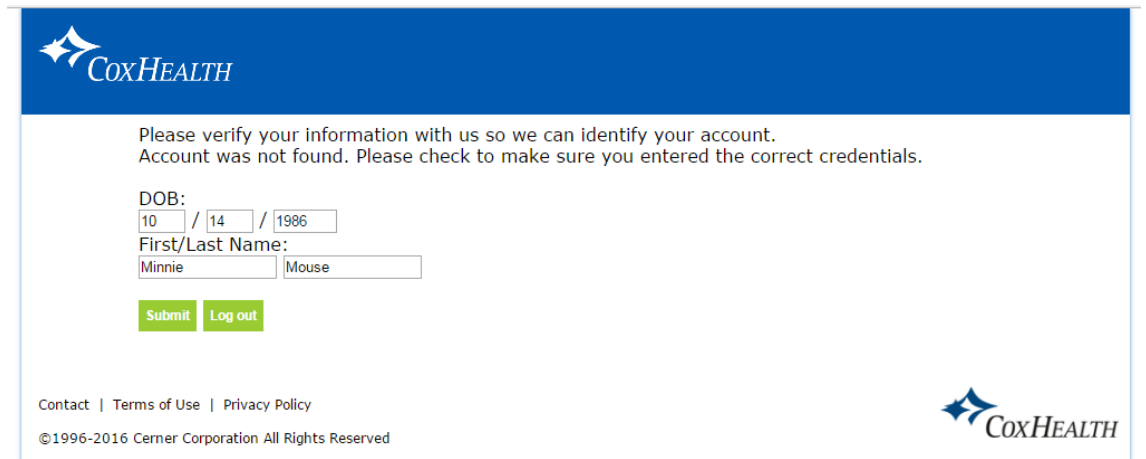
First/Last Name:


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If Your **“Account was not found”** please verify your demographics and try again. If you need additional help please call the Cerner help line: 1-888-252-8150.






Please verify your information with us so we can identify your account.
Account was not found. Please check to make sure you entered the correct credentials.

DOB:
 / /

First/Last Name:

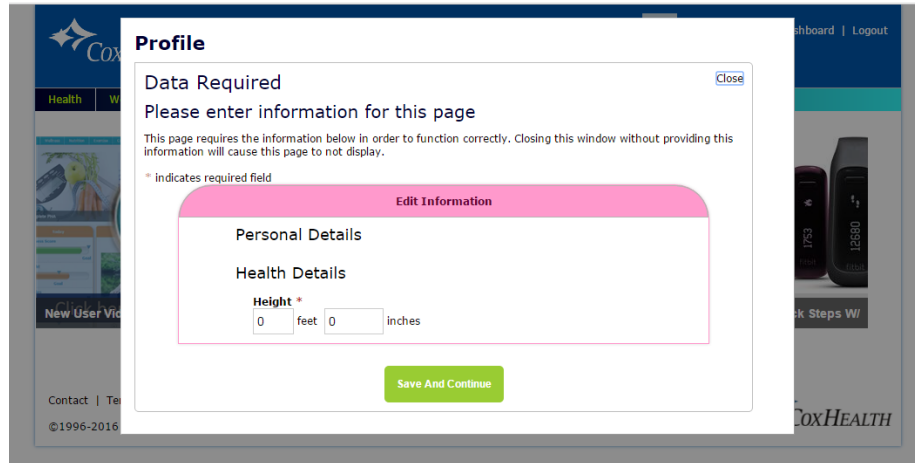
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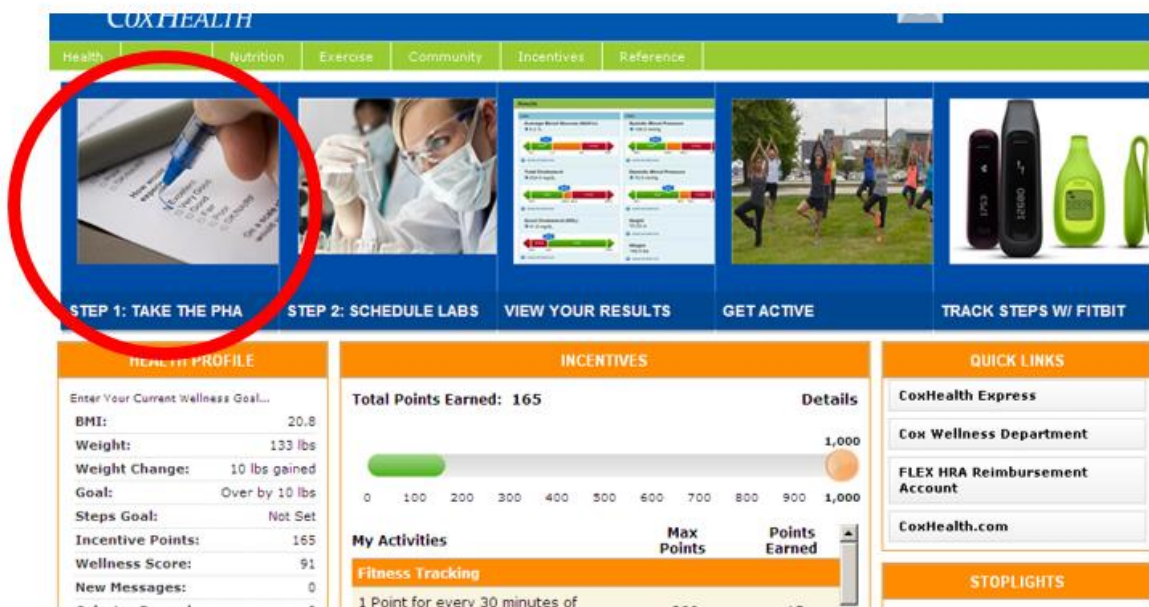




You are now logged into your Wellness account. You may be asked to complete your profile information.

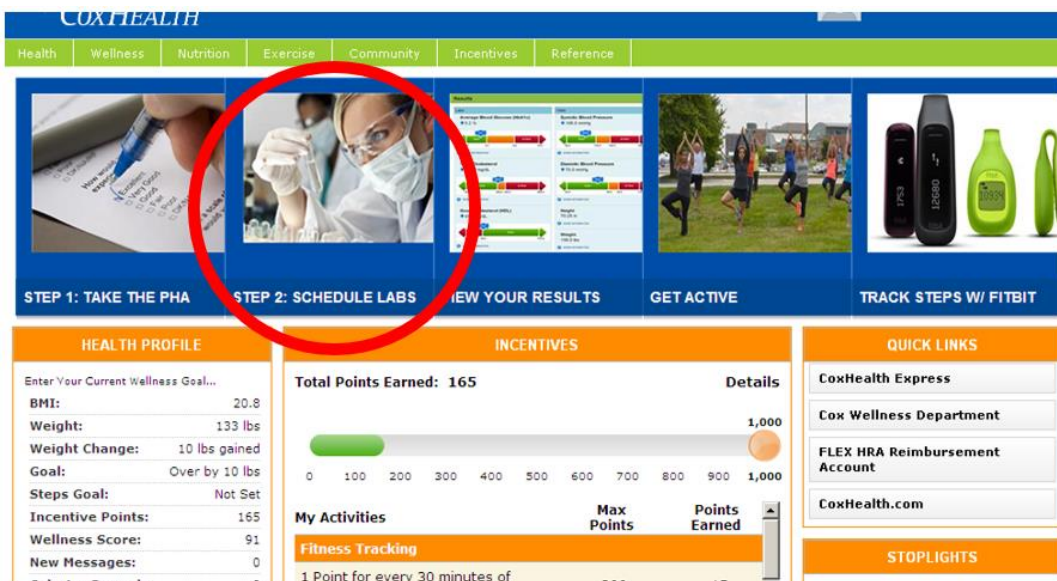


Click on **“Step 1: Complete Your Personal Health Assessment.”**



Step 9

Click on **“Step 2: Schedule Lab and Biometrics.”**



The screenshot shows the CoxHealth dashboard with a navigation bar at the top containing: Health, Wellness, Nutrition, Exercise, Community, Incentives, Reference. Below the navigation bar are five main tiles: STEP 1: TAKE THE PHA, STEP 2: SCHEDULE LABS (circled in red), VIEW YOUR RESULTS, GET ACTIVE, and TRACK STEPS W/ FITBIT. Below these tiles are three columns: HEALTH PROFILE, INCENTIVES, and QUICK LINKS. The HEALTH PROFILE section shows: Enter Your Current Wellness Goal..., BMI: 20.8, Weight: 133 lbs, Weight Change: 10 lbs gained, Goal: Over by 10 lbs, Steps Goal: Not Set, Incentive Points: 165, Wellness Score: 91, New Messages: 0. The INCENTIVES section shows: Total Points Earned: 165, a progress bar from 0 to 1,000, and a table for My Activities with columns for Max Points and Points Earned. The QUICK LINKS section includes: CoxHealth Express, Cox Wellness Department, FLEX HRA Reimbursement Account, and CoxHealth.com.

Step 10

On the calendar, use the arrows in the top left to advance the months and look for blue boxes to schedule your date.

Step 11

Select a **time** to register for the Lab/Biometric session.

****If you enter in the incorrect username or password or you get locked out of CoxHealth Express, please call the CoxHealth Express 24/7 helpline [1-888-252-8150](tel:1-888-252-8150); if you have questions regarding the wellness program, please call [417-269-9170](tel:417-269-9170) or email Zachary.Starnes@coxhealth.com ****

