

How to Complete Your Well Being Assessment (WBA)



Instructions for Employee

Things you need to know:

- Completion of the WBA is one of the three steps of the Wellness Incentive.
- Leaving sections unanswered will result in an incomplete assessment.
- Responses to the Tobacco and Smoking questions will determine your eligibility to the Tobacco Free Incentive.
- The WBA must be completed by August 31, 2011.

Things you need to do:

- Go to <http://takecharge.embrace.healthways.com> to access the Healthways Member Portal.
- Complete all sections of the WBA.
- Print a copy of your completion screen for your records.
- Print a copy of your WBA Profile Report for your records.

Resources:

- Enrollment Guide – Incentives Page
- Checklist
- Healthways Website: <http://takecharge.embrace.healthways.com>
- Healthways Phone: (877) 773-5669