

# Kaiser Permanente

Employee must have user ID and password to start Health Assessment

## Instructions to set up your user ID and password

To set up user ID and password go to [www.kp.org/register](http://www.kp.org/register)

Under the heading:

**“Made up your mind?”**

Click: [Register Now](#)

### Complete Steps 1 - 6

#### **1 “Enter your member information”**

- Have your Health Record number ready (Kaiser member ID number)

#### **2 “Please agree to our Terms and Conditions”**

#### **3 “Sign up for Kaiser Permanente e-mail”**

#### **4 “Create your new user ID”**

#### **5 “Confirm your mailing address”**

#### **6 “Confirm your identity”**

You will have 60 seconds to answer the questions and get a temporary password.

Once you receive your temporary password in the mail, go to [www.kp.org](http://www.kp.org) as soon as possible and enter your user ID and temporary password.

Change your temporary password to one of your own. You will be logged in and can click on “Health and Wellness” at the top of the page. Then follow the instructions to complete the total health assessment.

(\*kp.org help line: 1-800-556-7677)

To set up a free e-mail account go to:

<http://www.gmail.com>

<http://www.hotmail.com>

Follow the prompts.

## Instructions to complete your Health Assessment

Once you have set up your user ID and password you can access and complete the total health assessment

Between *Now and August 31st* log on to [kp.org/succeed](http://kp.org/succeed). Have your 4 Key “Health Numbers” available (if possible)

1. Click on "Start Succeed now".
2. Sign on with “User ID and Password”
3. Click "Continue on to use healthy life-styles programs” (on bottom of page).
4. Click on "take the HealthMedia Succeed Total Health Assessment”
5. Start questionnaire.
6. Complete the assessment – but don’t forget...
  - ◇ When asked if you’d like to share “**your name**” with your employer, employee must say “**yes**” in order to qualify for the Wellness Incentive Program. No individual information or results will be shared with the City, only your name and that you completed the survey.

(\*\* HealthMedia help line: 1-866-433-9284)

**To complete Kaiser’s Health Assessment, log on to [www.kp.org/succeed](http://www.kp.org/succeed)**

**Members are able to update their prior Health Assessment every 6 months**