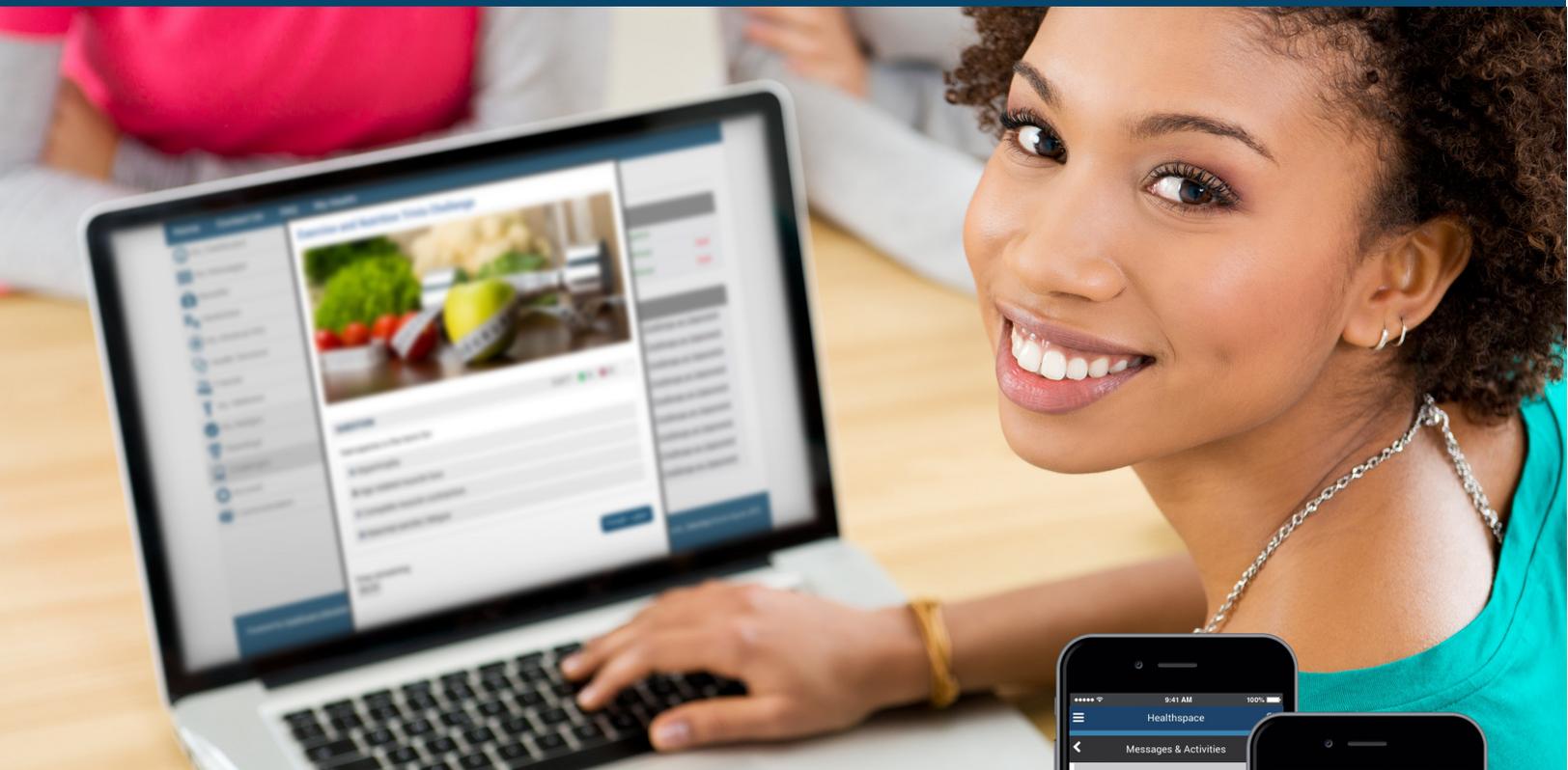


# Member Portal Quick Start Guide



## Member Portal Access Instructions

### Registration

1. Visit your Member Portal at <https://hci.healthspace.net>.
2. In the upper right corner of the Member Portal home screen, click **Register Now**.

**Register Now**

3. Fill out the Registration Form and click **Submit**. Your **ID Number** is printed on your enclosed Welcome Letter or you may click on the **Request ID Number** link if you can't find it.

### Logging In

Once you have registered for the Member Portal, you may use your username and password to log in. The **Login** button is in the upper right corner of the Member Portal home screen.

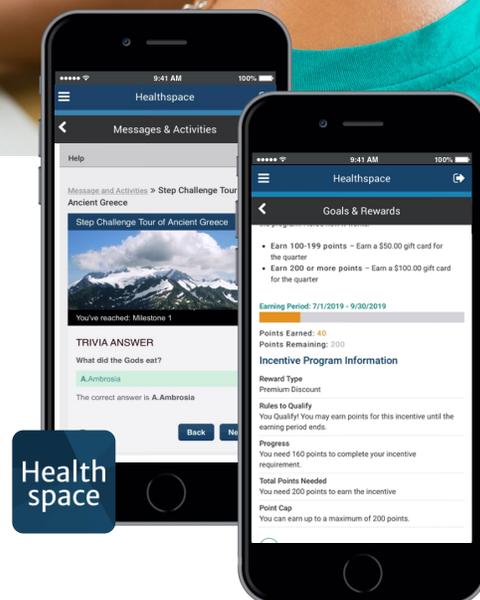
**Account Access**

User Name\* ⓘ

Password\*

[Forgot password?](#)

**Login**



### Mobile App: Healthspace Health & Fitness

Use your mobile device to access the same great health plan and wellness features of your Member Portal! Look for the **Healthspace** mobile app in the Apple App Store and Google Play

Access Your Member Portal at [hci.healthspace.net](https://hci.healthspace.net) or download the **Healthspace** mobile app.



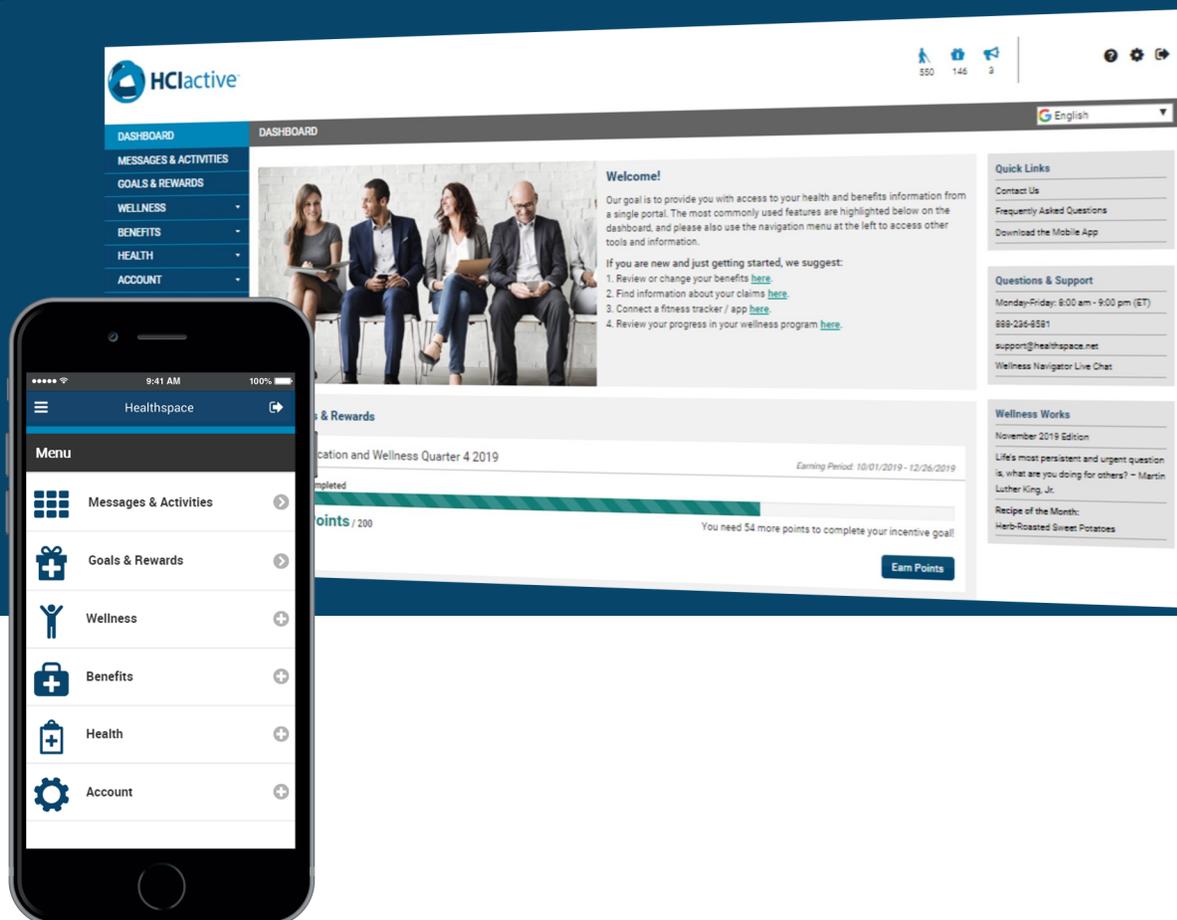
For plan questions and technical support, contact a Wellness Navigator at 888-236-8581 or [support@healthspace.net](mailto:support@healthspace.net).

# Welcome to Your Member Portal!

Conveniently access your program information in one secure, online portal. Enjoy these easy-to-use features!



When logging in on your desktop browser, a quick overview of your wellness program will show on your **Dashboard**.



## Goals & Rewards

Participate in your company's wellness program:

- View rewards requirements and important deadlines
- Review earned and available incentive points
- New opportunities added throughout the year



## Messages & Activities

View your current program activities and reports:

- Take your Health Risk Assessment (HRA)
- Record your primary care physician
- Sign up for challenges and activities



## Wellness

Reach your goals through engaging participation:

- Track your food and exercise for program feedback
- Work through Online Education Modules
- Participate in wellness challenges



## Health

Track your health and plan metrics:

- View your medical and Rx claims
- See listings of your current and past medications
- Print extra copies of your ID card
- View your biometric and lab results

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