

## Biometric Screening On-line Registration Website Guide for Participants

This guide will take you through the biometric screening registration process step by step. Simply follow along with the text and pictures.

### Step 1:

Click on this link here: <https://www.hsscreeningreg.com/login.php>

You can also go to the website directly at [www.hsscreeningreg.com](http://www.hsscreeningreg.com). The above link or website will take you to the on-line registration portal homepage where you will register an account and then create, modify, or cancel your appointment.

Enter the Account login and password exactly how it appears below, and click “Login.”

**Login: scantic**

**Password: healthy**

**Interactive HEALTH** Home Online Scheduling

### Online Scheduling

To schedule, cancel or modify an appointment, please enter your user name and password provided from your company communications.

Login:

Password:

**Login**

[Read Our Privacy Policy](#)

If you are not sure of your user name and password, please call Interactive Health at (800) 711-8656 or contact your Company Representative.

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## Step 2:

The next screen will look similar to the one below. Read through the information to learn more about the biometric screening registration process.

Once you have finished, scroll to the bottom and click on the “Create a New Account” button at the lower left of the screen.



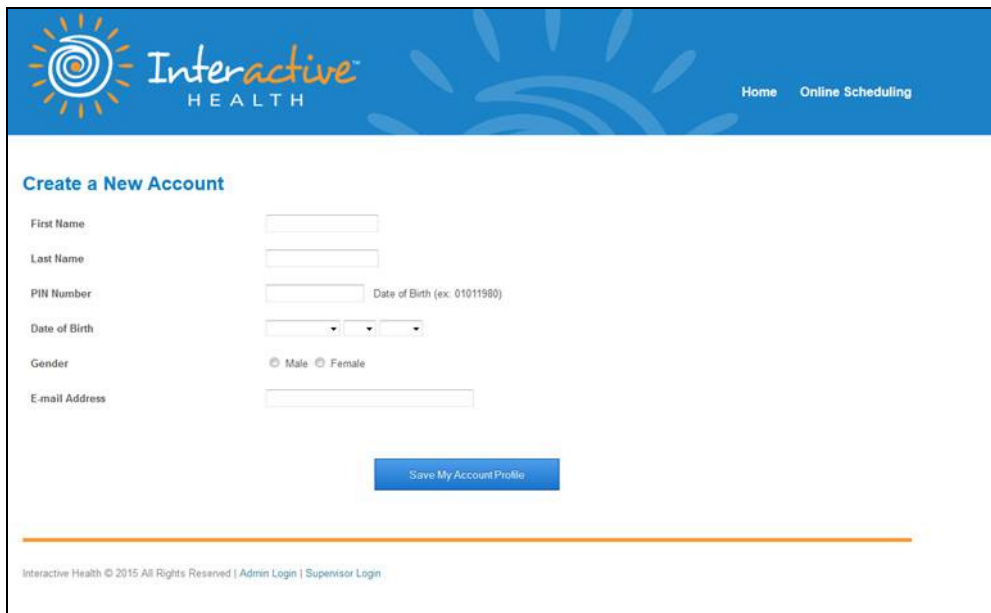
### Welcome to the Blue Cross Blue Shield of Massachusetts Biometric Screening on-line registration website!

*For instructions on how to use this website, refer to your User Guide.*

The screenshot shows a user interface with two main sections. The left section is titled "New Customer Account Creation" and contains a sub-header "(create a new account by clicking on the button below to set up your first appointment with us)" and a button labeled "Create a New Account". A large red arrow points to this button. The right section is titled "Existing Customer Sign In" and contains a sub-header "(sign in to cancel, change or create an additional appointment)". It includes input fields for "Email address:", "PIN Number:", and "Date of Birth (ex: 01011980)". There is a link "Forgot Pin" next to the PIN field and a button "Sign In To My Account". At the bottom right of the right section is a "Sign Off" button. At the bottom left of the entire form area is the text "Interactive Health © 2015 All Rights Reserved".

### Step 3:

The next screen will look similar to the one below. This is where you will need to create your Personal Account. All fields must be completed. Once all fields are completed, click the “Save My Account Profile” button.



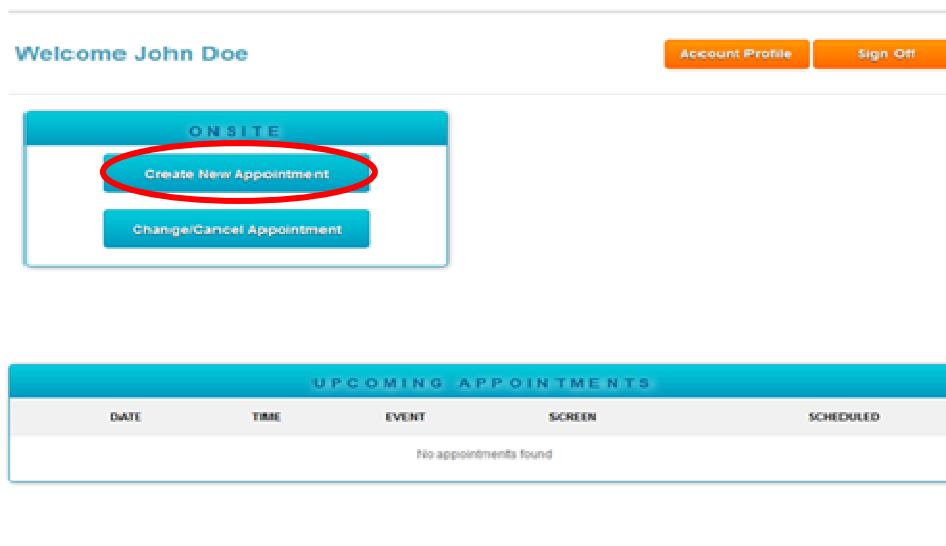
The screenshot shows the 'Create a New Account' form on the Interactive Health website. The form includes the following fields and options:

- First Name:
- Last Name:
- PIN Number:  Date of Birth (ex: 01011980):
- Date of Birth:
- Gender:  Male  Female
- E-mail Address:

A blue button labeled 'Save My Account Profile' is located below the form fields. At the bottom of the page, there is a copyright notice: 'Interactive Health © 2015 All Rights Reserved | Admin Login | Supentor Login'.

### Step 4:

The next screen will look similar to the one below. Since this is your first time logging in, click on the “Create New Appointment” button.



The screenshot shows the user dashboard for 'John Doe'. At the top, there is a 'Welcome John Doe' message and two buttons: 'Account Profile' and 'Sign Off'. Below this, there is a section titled 'ONSITE' with two buttons: 'Create New Appointment' (circled in red) and 'Change/Cancel Appointment'. Below the 'ONSITE' section, there is a section titled 'UPCOMING APPOINTMENTS' with a table header: DATE, TIME, EVENT, SCREEN, SCHEDULED. The table content shows 'No appointments found'.

## Step 5:

The next screen will look similar to the one below. The available events and locations where you can make an appointment will be listed.

Choose your location by selecting the corresponding button on the right side column of the table. Then click the “Create a New Appointment” button at the lower left of the screen.

**Demo Event Screening Events**

Choose locations by state: **Show All**

You may sort by date or event by clicking on column headers.

DATE	EVENT	LOCATION	ADDRESS	SCREENS AVAILABLE (select 1)
01000015	Demo Event	Demo Room	123 Main Street, Owings Mills, Maryland 21117	0 Biometric Screening

[Create a New Appointment](#) [Return to Home Page](#)

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## Step 6:

The next screen will look similar to the one below. Confirm that the screening date and personal information on the screen are correct.

Select the time you wish to attend the screening from the drop down menu that appears to the right of "Appointment Times." Then click "Save New Appointment."

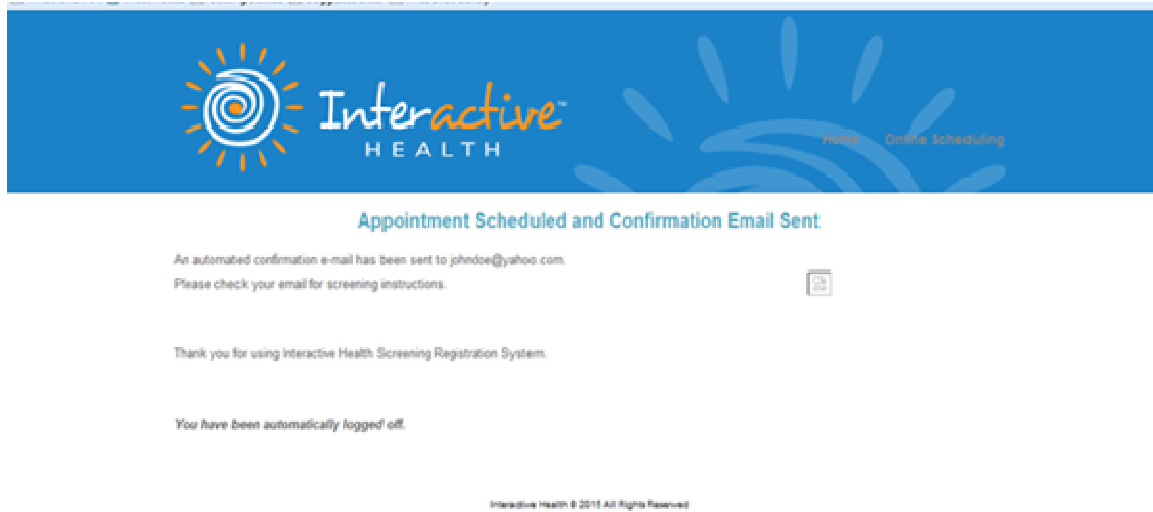
### 01/20/2015, Owings Mills, MD - Biometric Screening Appointment

First Name: John  
Last Name: Doe  
Email: johndoe@yahoo.com  
Phone:  
Appointment Times: Select...

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## Step 7:

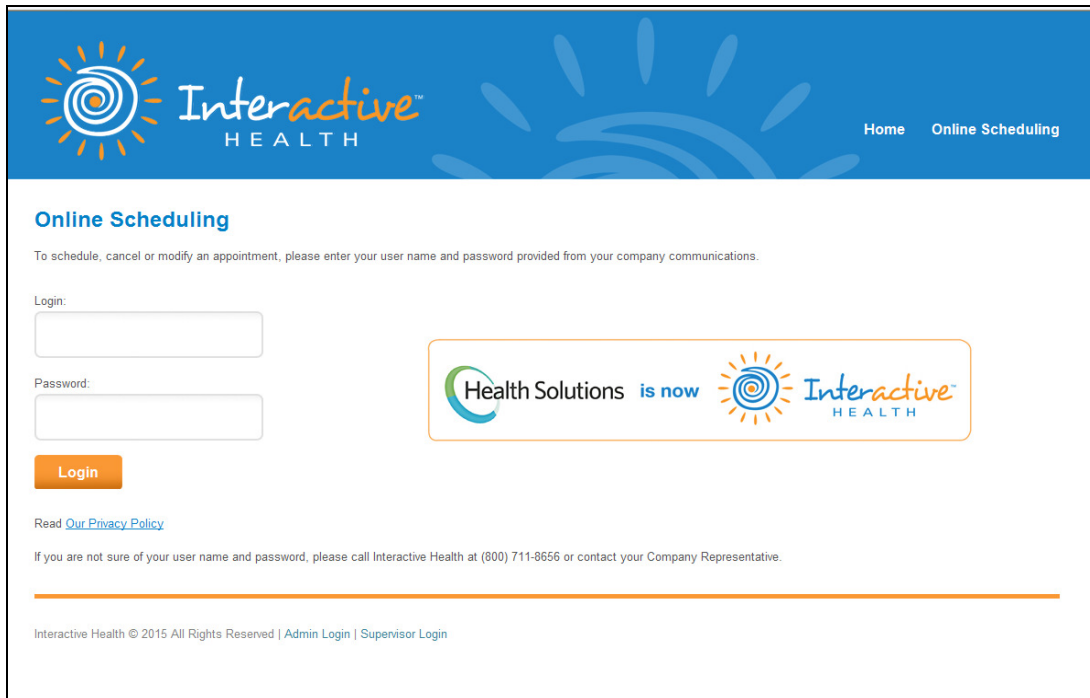
The next screen will look similar to the one below.



## To Modify or Cancel Your Appointment:

### Step A:

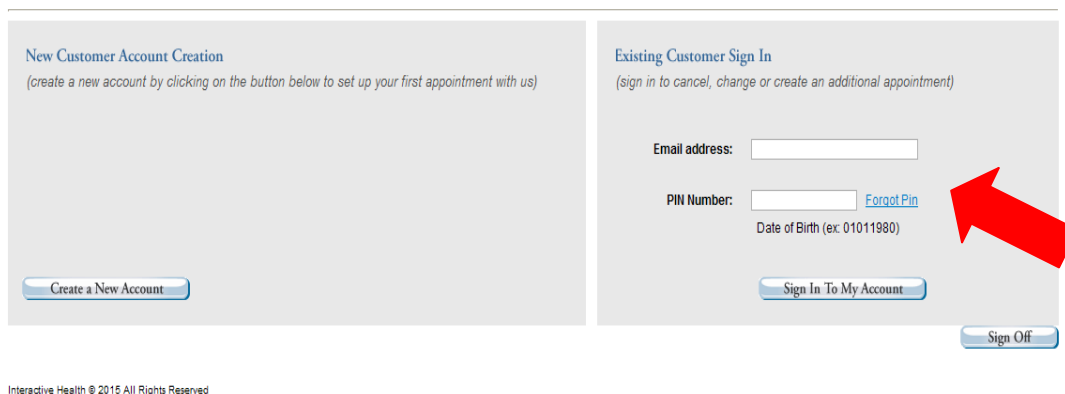
Click on the Biometric Screening Form link in Step 1 or go to the website directly at [www.hsscreeningreg.com](http://www.hsscreeningreg.com). The link or website will take you to the on-line registration portal homepage. Enter the Account login and password from Step 1.



The screenshot shows the 'Interactive HEALTH' logo at the top left, with 'Home' and 'Online Scheduling' links at the top right. The main heading is 'Online Scheduling'. Below it, a message reads: 'To schedule, cancel or modify an appointment, please enter your user name and password provided from your company communications.' There are two input fields for 'Login:' and 'Password:', followed by an orange 'Login' button. To the right of the login fields is a logo for 'Health Solutions is now Interactive HEALTH'. Below the login fields is a link to 'Read Our Privacy Policy' and a note: 'If you are not sure of your user name and password, please call Interactive Health at (800) 711-8656 or contact your Company Representative.' At the bottom, there is a footer with 'Interactive Health © 2015 All Rights Reserved | Admin Login | Supervisor Login'.

### Step B:

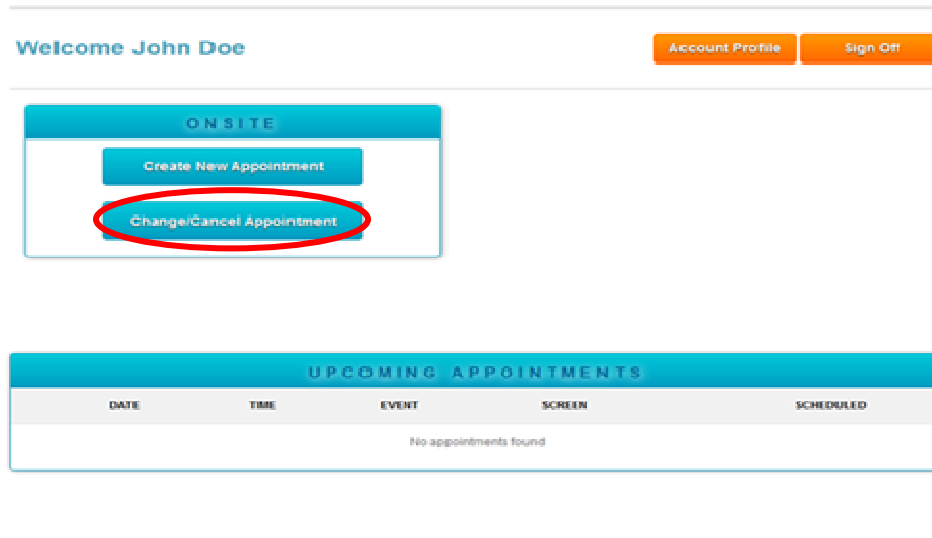
Log in to your Existing Customer account using your email address and PIN.



The screenshot shows two columns of forms. The left column is titled 'New Customer Account Creation' with a subtext '(create a new account by clicking on the button below to set up your first appointment with us)' and a 'Create a New Account' button. The right column is titled 'Existing Customer Sign In' with a subtext '(sign in to cancel, change or create an additional appointment)'. It contains three input fields: 'Email address:', 'PIN Number:' (with a 'Forgot Pin' link), and 'Date of Birth (ex: 01011980)'. Below these fields is a 'Sign In To My Account' button. A red arrow points to the 'PIN Number' field. At the bottom right, there is a 'Sign Off' button. The footer reads 'Interactive Health © 2015 All Rights Reserved'.

## Step C:

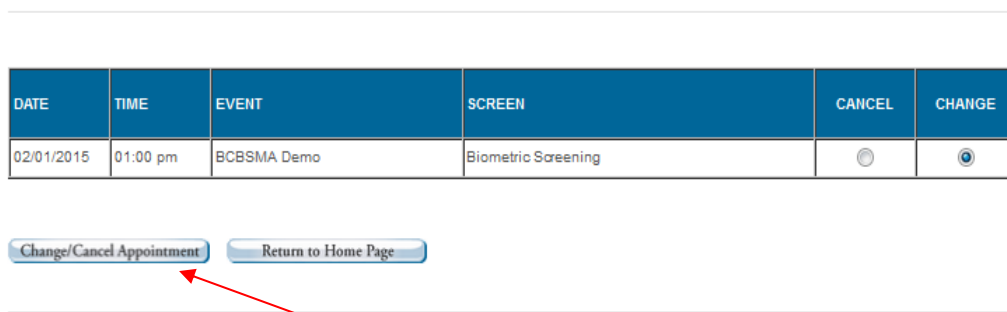
The next screen will look similar to the following. Click on the “Change/Cancel appointment” button.



## Step D:

The next screen will look similar to the one shown below. If you would like to change your appointment, on the right side of the screen, select the “Change” option. If you would like to cancel your appointment, on the right side of the screen, select the “Cancel” option.

Once you have made your selection, click the “Change/Cancel Appointment” button at the bottom of the screen to continue.





**Step E:**

Follow steps 5 – 7 as outlined above.

**Step F:**

Once you submit your change request or cancellation request you will receive a confirmation email.

