

DOWNLOADING HEALTH REPORT INSTRUCTIONS

Overview

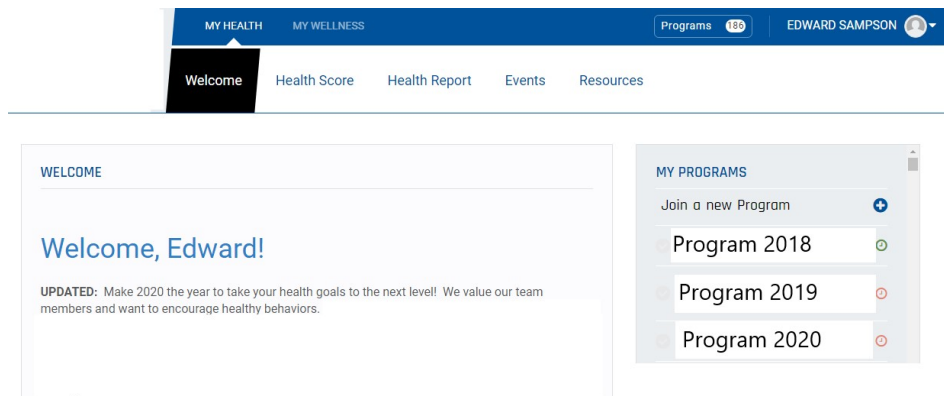
The goal of this document is to inform users of how to download their historical Health Reports from OneCommunity prior to launching new programs on Navigate.

Steps

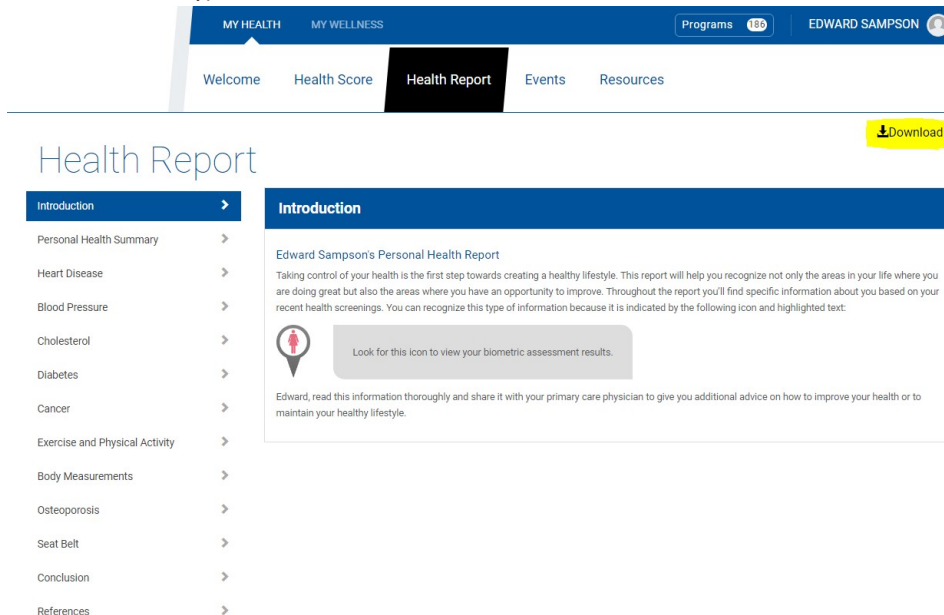
Downloading Health Reports

Note: A Health Report will only be available to you if you have completed your health survey and biometric health screening for the program

1. Go to onecommunity.com and login
2. If you have completed your health survey and biometric screening, your home page should appear as follows:



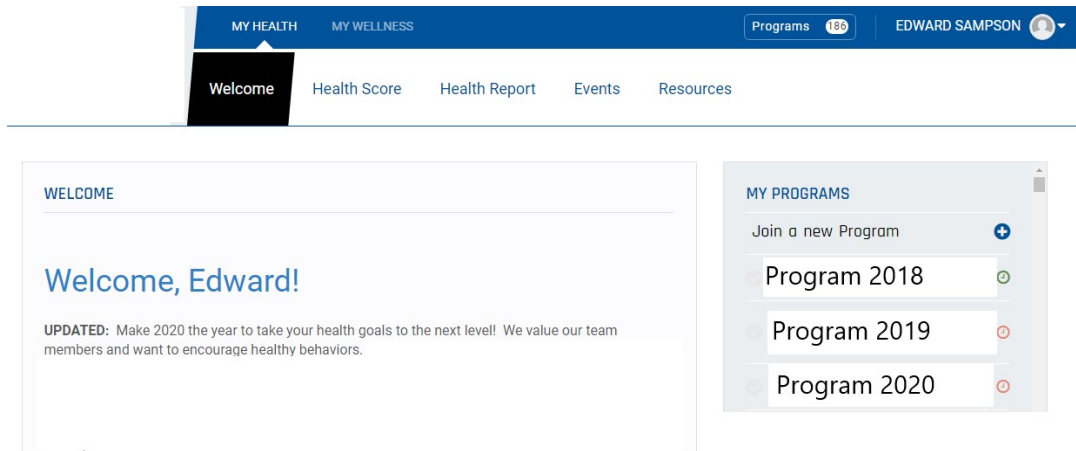
3. Select "Health Report" from the options ribbon
4. The "Health Report" screen should look like the image below. In the top right corner, select "Download" (highlighted below for clarity)



5. Open the downloaded file to find a PDF version of your Health Report

Finding Health Reports from Different Years

1. Go to onecommunity.com and login
2. On the right side of the screen, you will see all of the programs in which you have previously enrolled



3. Select the program for which you would like to see your Health Report from the list on the right side of the screen
4. Selecting a specific program will give you the opportunity to follow the “Downloading Health Reports” steps to obtain that program’s Health Report