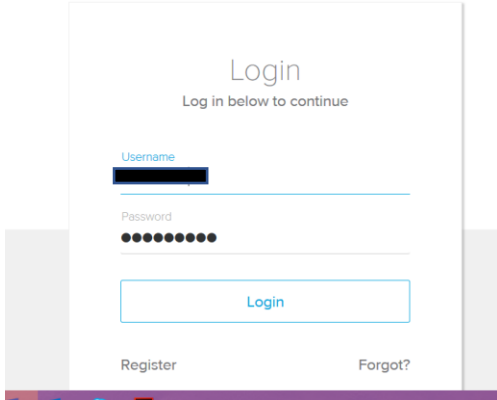


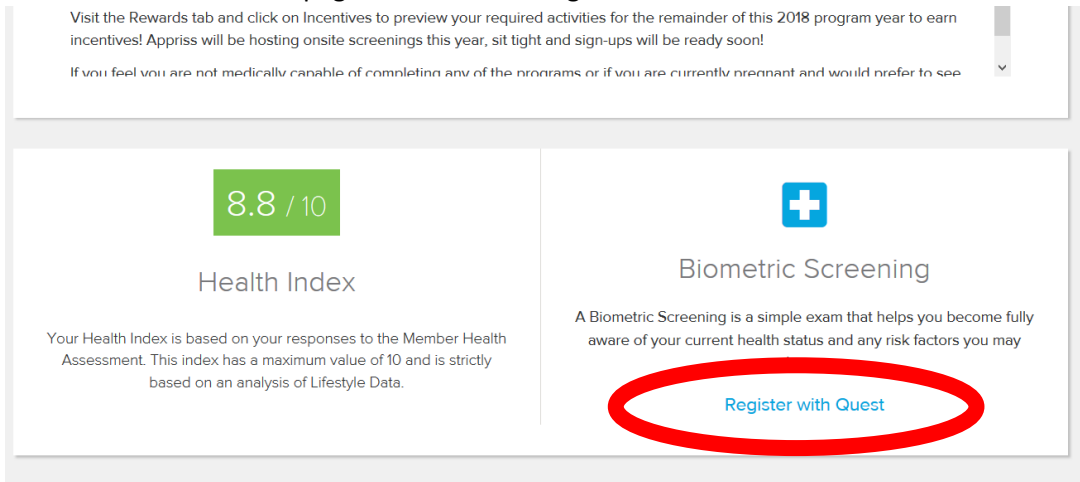
Signing Up for Biometric

Both Employee and Spouse will need to sign up for their Biometric option through their portal! Please note dates within the Quest portal do not reflect your Wellness Program dates all Biometrics need to be submitted based on your program dates within SimplyWell. For more information on Biometrics visit our Wellness Intranet page.

1. Log into connect.simplywell.com. (First time user? See instructions on the intranet for logging in the first time)



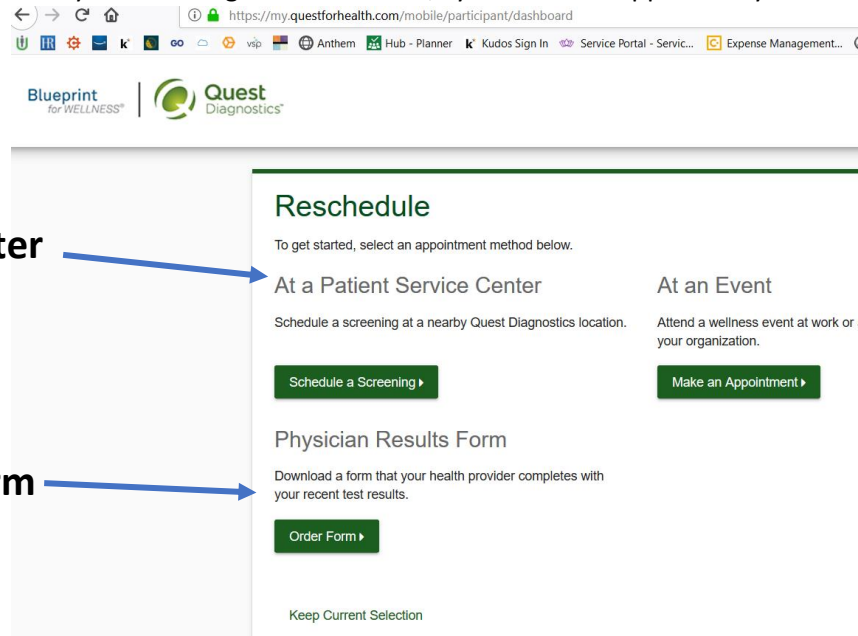
2. Scroll down on the homepage and click the "Register with Quest" button.



Biometrics can also be found in SimplyWell following these paths:

- Log in Click "Profile">"Resources">"Screenings">"Quest Screenings"

3. Once you click "Register with Quest," you will be dropped into your Quest Portal.

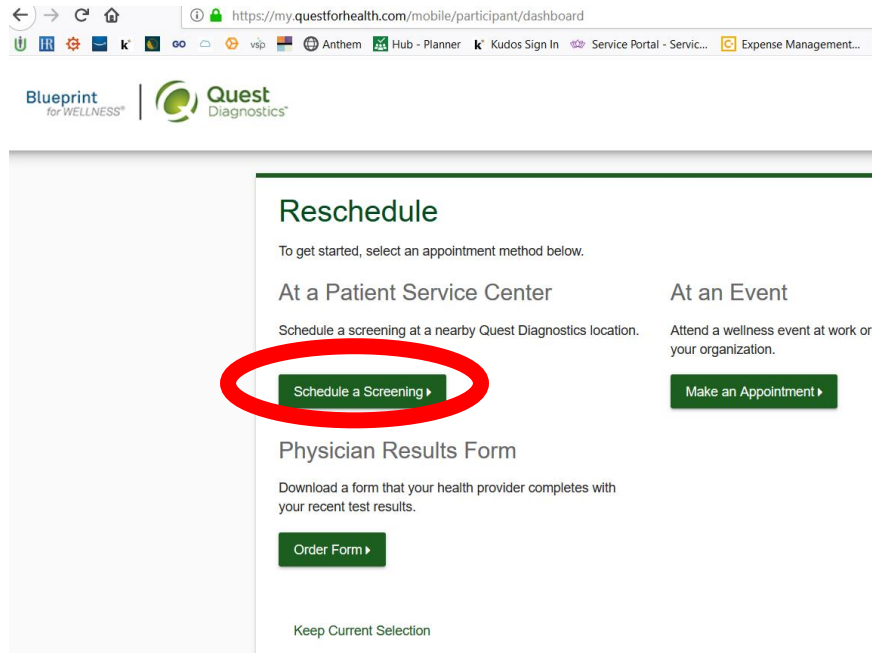


See next page.

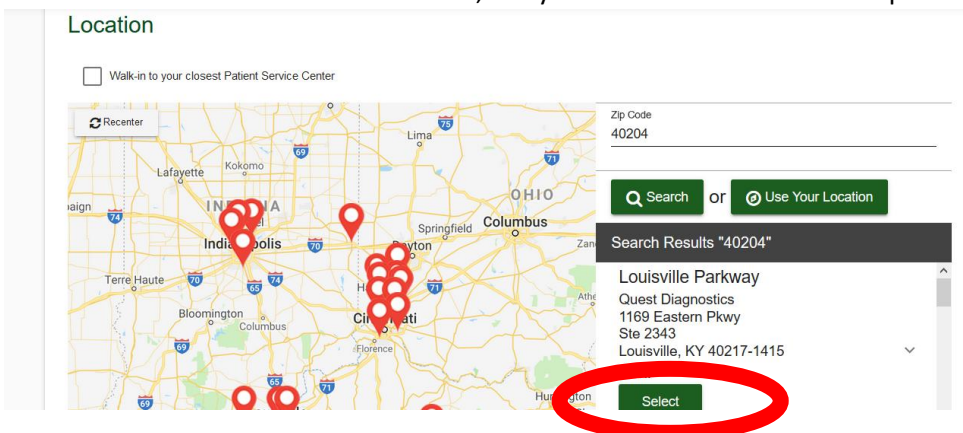
4. Click on the option that best fits your schedule.
 - Quest Center – This is your secondary option, if your schedule does not allow you to attend an event or you are remote.
 - Physician Form – This is your last option. If you are unable to find a Quest center in your area or prefer this option, do note insurance cost associated with the visit will not be reimbursed by Appriss AND you must submit the form into the quest portal.

2. Signing Up for Quest Center (Preferred Option)

1. Click “Schedule a Screening,” under “At a Patient Service Center.”



2. Search for locations in your area, once you find a location you'd like to visit click “Select,” under that location.
 - a. NOTE: you can do walk ins by clicking the walk-in button on the top left, but you will have extended waits potentially.



3. Select a time and date, then click "Continue".

Date & Time

Choose a date *
09/19/2018 Select the calendar to see other appointment dates available

Example: 01/25/1980

Choose a time *
4:00 PM

Continue **Back**

4. Click "Confirm." Once you confirm, you will receive the confirmation below.

Review & Confirm

By confirming, you are agreeing to confirm

Confirm **Cancel**

Your appointment is not scheduled until

At a Patient Service Center

Quest Diagnostics
Louisville Parkway
1169 Eastern Pkwy
Ste 2343
Louisville, KY 40217-1415

Wednesday, Sep 19, 2018
4:00 PM

More Location Information

Located one block east of the intersection of Eastern Pkwy and Poplar Level Rd..

[Print Order Requisition](#)

Prepare For Your Appointment



Drink plenty of water prior to your appointment



Continue to take all medications as prescribed by your healthcare provider



Do not eat or drink anything, except water, for 9-12 hours prior to the blood test

For questions, contact the Health & Wellness Service Center: **855.623.9355**

You will also receive a confirmation email, ensure this does not go to junk as they will send a reminder the day before. Please be sure to add the event to your calendar.

Sat 9/17/2018 3:36 AM
 noreply@questdiagnostics.com
Quest Health & Wellness Appointment Confirmation
To: Ashley Presnell

Dear Ashley

You are scheduled for a screening at the following time and location:

Thursday, October 25, 2018 11:45 AM
Appriss - 9901 Linn Station Rd

9901 Linn Station Rd

Louisville KY 40223

As a reminder to your specific wellness program communications and guidance:

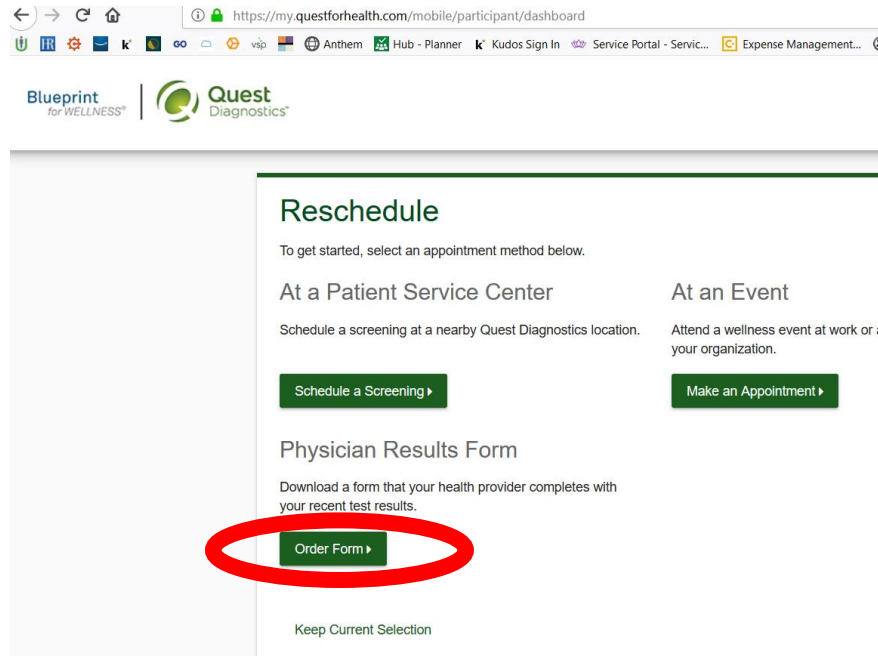
Most programs require fasting for 9-12 hours prior to the screening. If you are fasting, please guidance as provided by your physician, and drink plenty of water.

A reminder will be emailed to you the day before this event. If you need to change or cancel you and make the changes there. If you have questions regarding this appointment or the fasting re 1.855.623.9355.

See Next Page.

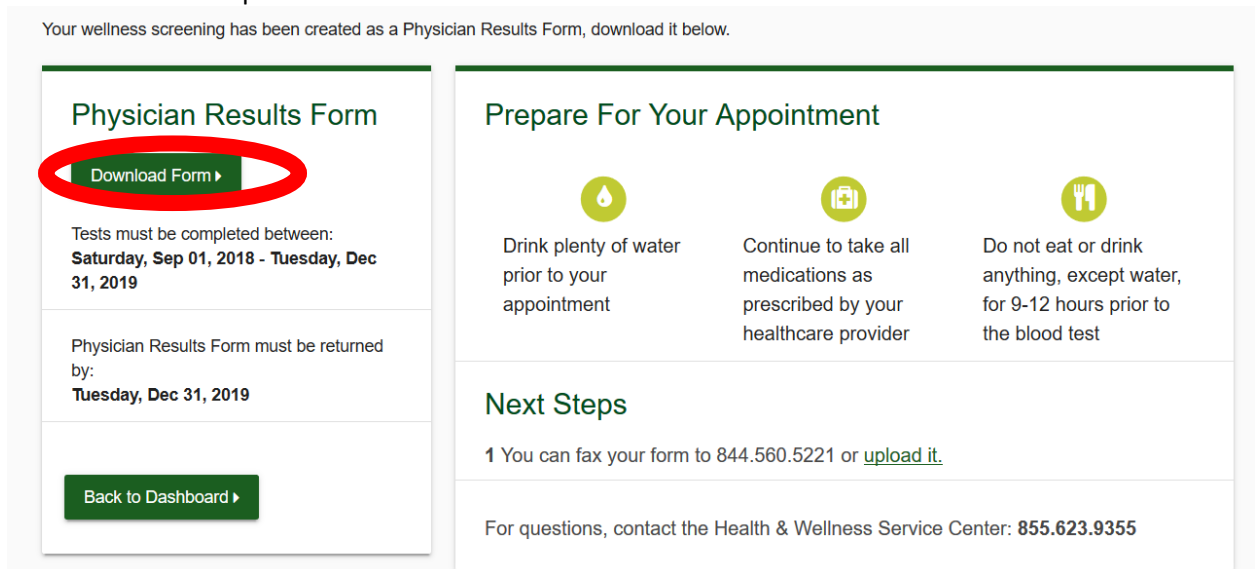
3. Signing Up for Physician Form

1. Click "Order Form," under "Physician Results Form."



2. Click "Download Form."

NOTE: Form must be submitted by End of Program date within your SimplyWell portal.



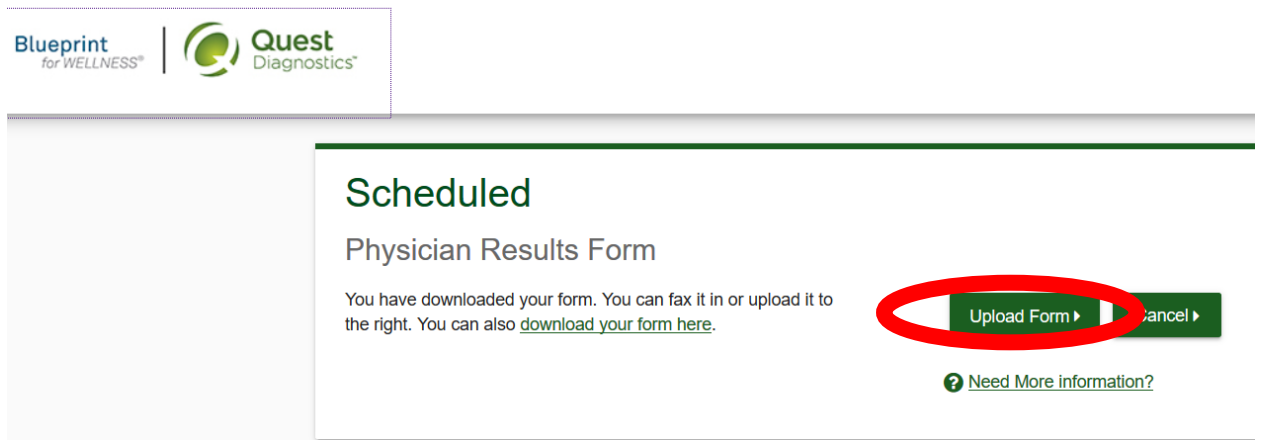
3. The form you download will look like this. Note each form is unique to each employee and spouse you must use the form from your portal! Please ensure all required fields are filled out or it will not be accepted and you be required to reprocess.

Physician Results Form Instructions



To complete your biometric wellness screening, provide the enclosed Physician Results Form to your...
See Next Page.

- Once the form has been filled out by a physician, you will submit via the Quest Portal. You will access the portal again through SimplyWell. When entering you will see the screen below. Click "Upload Form."



- After attaching a document, you will be moved to the input screen.

The screenshot shows the 'Input your results' form. At the top, it says 'Uploaded File' and shows a PDF icon with the Adobe logo. Below the icon is a 'Change Form' button. The form has four input fields, each with a red asterisk and the word 'Required' below it: 'Date Test(s) Performed', 'Height (feet)', 'Height (inches)', and 'Weight (lbs)'. Each field has a small calendar icon to its right.

- After completing you will click "Submit" at the bottom of the page. You will receive confirmation of the upload. Please be sure to monitor your email if information is missing Quest will reach out as your Biometric is not complete without all info and you will not receive your incentive. Once your Biometric is accepted you will see the 50 points within SimplyWell.

