

# How to Register Your Covered Dependent for Access to *my health assessment*

*As a subscriber, you will need to register your dependent (spouse or adult child) for my health & wellness center. Only SHBP covered employees and spouses (18 years and older) are eligible for incentives.*

*Your dependent needs independent access to my health & wellness center in order to complete his/her own health assessment. You must first set this up on behalf of your dependent:*

1. Start by navigating to **www.myCIGNA.com** log in using your User ID and Password, and then select "Go." If you are not yet registered for myCIGNA.com, you will need to do that first:
  - a. On the **www.myCIGNA.com** log-in page, in the bottom left-hand menu, select "Register."
  - b. Follow the registration instructions and enter the required information. When finished, you will be asked to log in using your new User ID and Password.
2. Once logged in, click on the RED apple on the right side of the home page. Select the link that says "Take *my health assessment now.*" Please note: You must follow steps 3 - 6 in order to register to take your health assessment.
3. On the next page, select the dependent's name that you wish to register. A new window will open to the **my health & wellness center** log-in page.
4. On the log-in page, under "New Users," select "**Register for my health & wellness center.**"
5. Follow the registration instructions and complete all required fields **on behalf** of your dependent.
6. When registration is complete, print out the instruction form when you are asked to do so. You will need to give this form to your dependent, as it provides them with his/her own access to **my health & wellness center.**
7. After you give your dependent the instruction form, your dependent will have the internet link, Username and Password to access his/her own **my health & wellness center**, which includes the health assessment and online health coaching programs.

**Please note:** Your dependent's health assessment registration process provided above is only required the first time your dependent needs to access his/her health assessment. In the future, after your dependent accesses his/her health assessment for the first time, your dependent will only need to visit the link provided on the printed instructions (step 6) and log in using his/her Username and Password.

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