

a general agency of The United Methodist Church

## HQ How-To: Step-by-Step Look at Completing the HealthQuotient (HQ)

### Step 2 of HealthFlex “Steps to Wellness”

Complete the HQ from a computer, smartphone or tablet.

- Start at the Wespath Benefits and Investments (Wespath) website: [www.wespath.org](http://www.wespath.org), and then “**Wespath Benefits and Investments (Participants and Plan Sponsors)**.”
- Select “**Account Login**” in the top corner and then “**HealthFlex/WebMD.**”



### If You Already Have a WebMD Username/Password

- Enter your WebMD username and password.  
*If you forgot your username or password and cannot retrieve it online, contact WebMD Customer Service at 1-866-302-5742.*

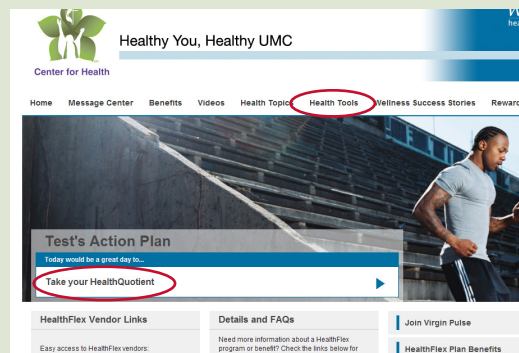
### If You Are New to WebMD

- Click “**First Time Here? Register.**” (Please note: Spouses in HealthFlex must create their own username/password to take the HQ and qualify for HealthFlex incentives.)
- Enter the required information on the HealthFlex/WebMD site. The website is secure. **Your personal health information will not be shared** with your annual conference, employer, insurance carrier or HealthFlex. We value your privacy.

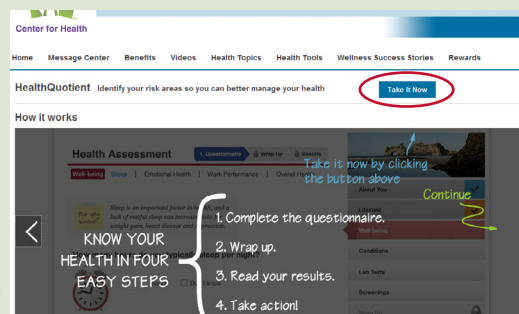
### Taking the HQ (After You Log In)

1. Select “**Take your HealthQuotient**” under your **Action Plan** (center of web page). Or go to **Health Tools** and select “**HealthQuotient**” under **Assess My Health**.
2. Complete the brief tutorial by selecting the right arrow. Or you can skip the tutorial and go right to the blue “**Take It Now**” link.
3. Begin the HQ. Fill in as much information as possible on each page. [If you took the Blueprint for Wellness earlier this year, some health details (for example, blood pressure and cholesterol levels) will be pre-populated into the questionnaire.]

(continued)



1.



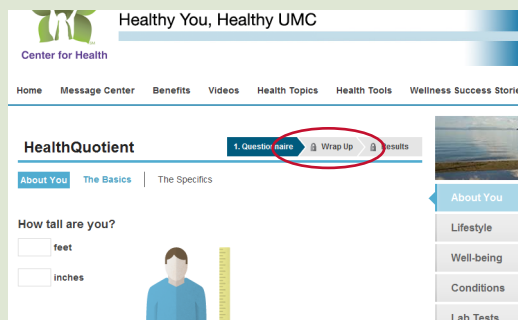
2.

## HQ How-To (continued)

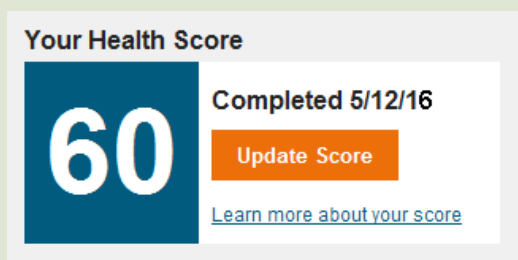
- When you complete the questionnaire, the **Wrap Up** session will unlock.
  - Review your answers.
  - Continue to the last few questions in the Wrap Up.
- Select **“Finish.”**
- Congratulations! You’ve completed the HQ. Check your score and see how risks and your lifestyle may impact your health. You also will be notified if you are eligible for health coaching through WebMD.

**Please note:** Your HQ score includes both modifiable and non-modifiable factors. Higher scores indicate better overall health. If your HQ score isn’t as high as you would like, improvement is also important. You can raise your score by adopting health-focused habits. WebMD offers suggestions of ways to improve your health through lifestyle changes. Recommendations from the HQ follow evidence-based guidelines for the general population. Individuals with specific dietary, activity or health needs should discuss WebMD’s recommendations with their health care provider before making a change.

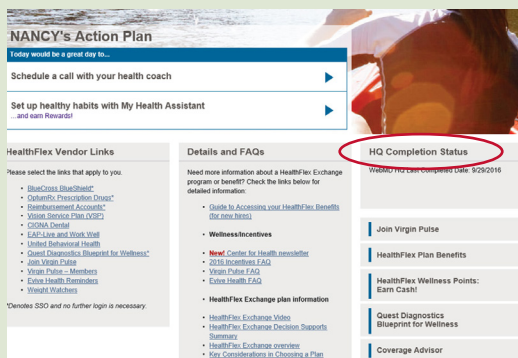
- Double-check your **HQ Completion Status** on your WebMD page to make sure your most recent HQ completion date is correct.



4.



6.



7.

You must complete the HQ **between August 1 and September 30** to avoid paying a higher deductible next year (\$250 or \$500 extra). If you have a spouse in HealthFlex, he or she also must complete the HQ in August–September to avoid the higher family deductible next year.

## Health Coaching

You must complete the HealthQuotient to qualify for health coaching. WebMD health coaches can help you make healthy choices. Health coaching is confidential and offered at no cost to participants and spouses in HealthFlex active plans.



Call **1-866-302-5742** or read about the Health Coaching program on the HealthFlex/WebMD website (under **Health Tools**, select **“Health Coach Program”**).

**Please note:** You can take the HQ any time to qualify for health coaching. But if you take it before or after the August-September incentive period, you must complete the HQ again **between August 1 and September 30** to avoid paying the higher deductible next year.