Health Assessment Completion Instructions

Step 1: Visit www.shpnc.org and click My Personal Health Portal.

- If you have logged in before and don’t remember your password, click “Retrieve User Name and Reset Password.”
- If you have never logged in before, you will be asked to register. Follow the steps to set up an account.

Step 2: Once you are logged in, select “My Health” then select the blue button “Take the Health Assessment.”

Step 3: Select “Work On It” or “Update” for each section to answer or update your responses.

Remember that the tobacco question in the Health Assessment does not count towards the tobacco attestation wellness premium credit.

Step 4: Once each section is marked as “Completed,” select “Submit Now.”

Step 6: Verify that all information you have entered into the Health Assessment is accurate by selecting “Yes.”