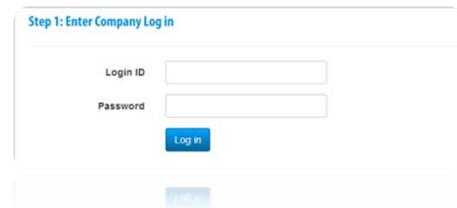# HealthCheck 360°
PARTICIPANT GUIDE

Scheduling Your Biometric Screening

To schedule your biometric screening with HealthCheck360⁰, please follow the instructions below. **DEADLINE** for scheduling your screening is October 1st, 2015

1. Click or enter the link below into your web browser:
    https://secure.healthcheck360.com

    Step 1: Enter Company Log in

    Login ID

    Password

    Log in

2. Enter the company ID and password provided below:
    - Login ID: **LEECH**
    - Password: **2BHealthy!**

3. Select the "Screening" button, fill in your personal information and click "Next"
    Legal First Name | Legal Last Name | Last 4 digits of SSN
    Date of Birth | Callback Number | Email Address

4. Select your location and a preferred date and time, and click "Submit"

5. If you would like a calendar reminder, click "Add to Calendar"*
    *The calendar reminder will show in the same time zone as your computer or device settings

FAQ:

What if I need to reschedule or cancel my appointment?
Repeat steps 1-3 to delete your current appointment. If rescheduling, choose a new time slot after deleting your previous appointment.

What if I can't log in?
Please confirm the deadline has not passed. Make sure that your login ID and password are entered as seen above. If you have three unsuccessful attempts, please close the browser and reopen the scheduling website.

If you have any questions about the program email us at support@healthcheck360.com, call 1.866.511.0360, or access more information at www.myhealthcheck360.com

myHealthCheck360°.com