

# How to access *my health assessment*



1. Navigate to <https://staff.nalchbp.org/>. At the top of the page, select 'Network Providers'.
2. Under 'Cigna Healthcare', select 'Cigna Resources' link. A new window will open for the "MyCareAllies" website.
3. Under 'quick links', select the 'Take your health assessment' link.
4. Select the 'I need to register' link.
5. Enter your personal information as required: First Name, Last Name, Date of Birth, and Address. Select 'NEXT'.
6. Select the 'Option 1: Enter the NALC Member ID' radio button and enter the member identification number as shown on the member's card. (Spouse or dependents should enter the **member's** zip code in the box provided.) Select 'NEXT'.
7. Create a User ID and Password. (Please keep the User ID and Password in a safe place.) Providing an email address is optional. Select and answer the two Security Questions. Select 'NEXT'.
8. If the information shown is correct, select 'SUBMIT'. You will be redirected back to the log in page.
9. Enter your User ID and Password and select 'sign in'.
10. Under 'quick links', select the 'Take your health assessment' link.
11. The Account Name should display as NALC – National Association of Letter Carriers Health Benefit Plan. Select the 'Yes' radio button and select 'Continue'.
12. Since you have already registered, answer 'Yes' and select 'Continue'.
13. You will be directed to the CareAllies 'my health and wellness center' page. **This page may be bookmarked for future access.** Re-enter your User ID and Password. Select 'Go'. Please read and follow the instructions as prompted. The process will take approximately 15 minutes to complete.