

NALC Health Benefit Plan for Employees and Staff

How to Access the Health Assessment

1. Open a web browser and 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 to the CareAllies website.
3. If you have not previously registered, select the 'REGISTER NOW' button. **If you have previously registered, skip this step and go directly to step 9.**
4. Enter your personal information as required: First Name, Last Name, Date of Birth, and Address. Select 'NEXT'.
5. 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'.
6. Create a User ID and Password. (Please keep the User ID and Password in a safe place.) A valid email address is required. Select and answer the two Security Questions. Select 'NEXT'.
7. The User Agreement page will display, to continue, select the 'I AGREE' button.
8. The Cigna Product Notifications page will display. If you would like Cigna to contact you by email regarding Cigna tools, products and services, check the box. If not, leave blank. Your contact email address can also be changed on this page. Once a review of this page is complete, select the 'FINISH' button.
9. Login. Enter your Username and Password.
10. Select the 'Take my assessment' on the My Plans page or select the 'My Health' tab near the top of the page and look for the health assessment link.
11. Please read and follow the instructions as prompted. The process will take approximately 15 to 20 minutes to complete.

