To: HRA Participant  
Re: Scheduling Your HRA and Report Delivery appointment

To schedule your worksite HRA screening and Report Delivery appointment:

2) Click on “Participant Login”.
3) Click on "Schedule Your Worksite HRA Appointment".
4) Type in the access code of the location where you want to schedule your HRA screening/Report Delivery (see table below).

<table>
<thead>
<tr>
<th>HRA Screening Site</th>
<th>Access Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPTC – Beaver Dam</td>
<td>MPTCBEAVER</td>
</tr>
<tr>
<td>MPTC – Fond du Lac</td>
<td>MPTCFONDDU</td>
</tr>
<tr>
<td>MPTC – West Bend</td>
<td>MPTCWESTBE</td>
</tr>
</tbody>
</table>

5) Click “Login”. Select “Create New Appointment” from the “Exam Scheduling Menu”.
6) Select the HRA screening session you will be attending.
7) Select an available appointment time from the drop down list. Click “Continue”.
8) Select the Report Delivery session you will be attending.
9) Select an available appointment time from the drop down list. Click “Continue”.
10) Complete the requested information (name, date of birth, etc.). Click “Continue”.
11) Print your appointment confirmation.
12) Click “Add Next Appt/Spouse Appointment” to schedule an appointment for your spouse or click “Log off” in the bottom, left corner if you are finished.

- The cut-off time to sign-up for or change your appointment time is 48 hours prior to when the screening session begins.
- If you need to look up your appointment time or change it, repeat steps 1 – 4, but in. Click “Login” and select your preferred option. Complete the information requested.
- If you are having trouble locating your appointment information, contact Lori Schrage.
- If you need to cancel your appointment, contact Lori Schrage.

- If you have any questions or need further information, contact Lori Schrage, Benefits Coordinator at (920) 924-3226 or lschrage@morainepark.edu.