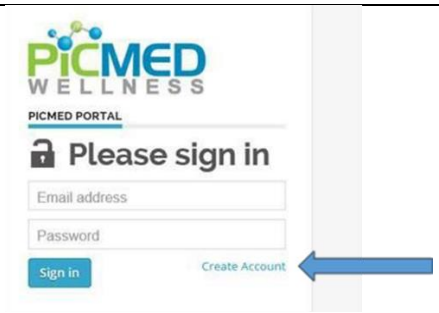
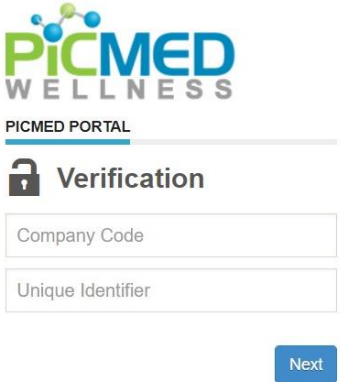
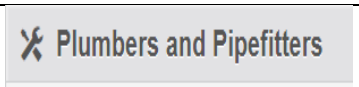
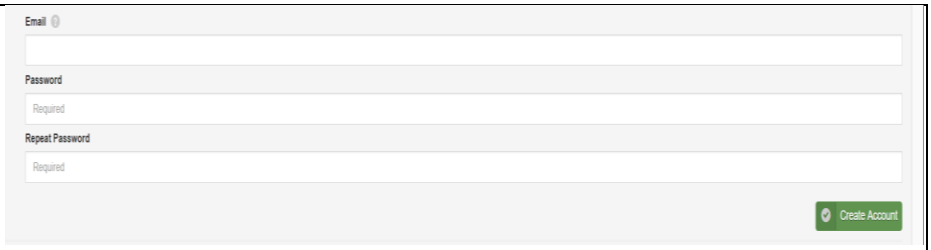
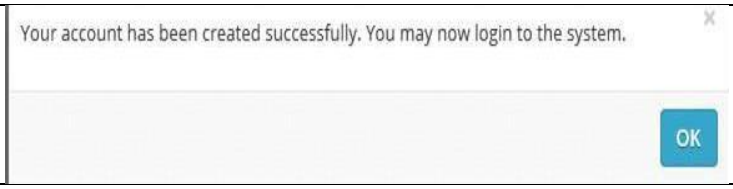
PRA Instructions

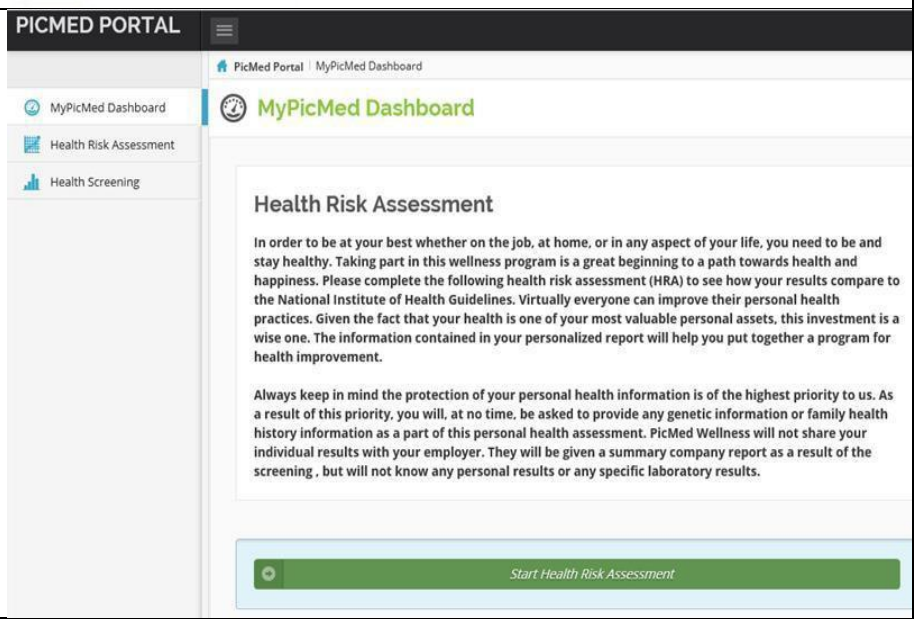
To Create Account

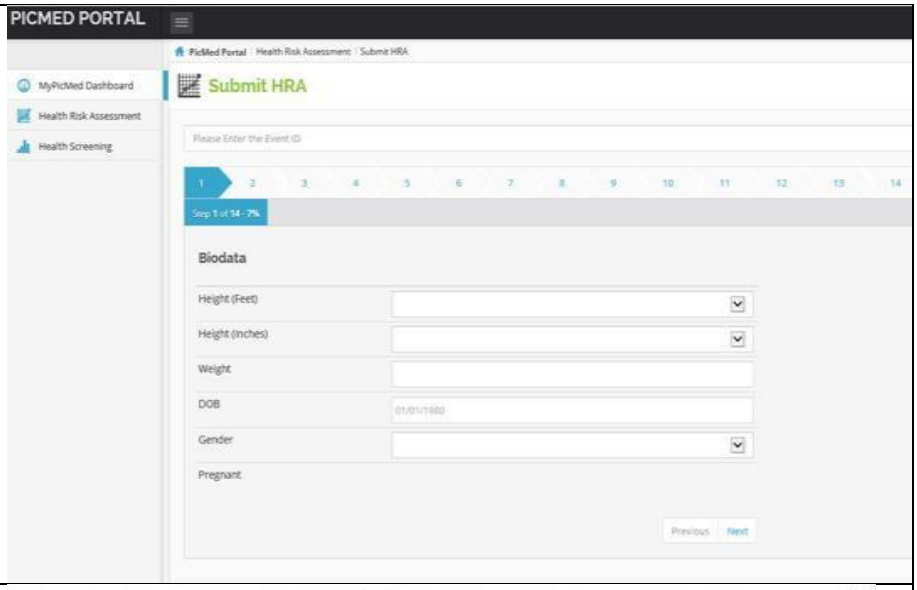
Using internet: 1. Navigate to PicMed's PRA site, www.mypicmed.com. **NOTE**: This site works best on tablet or PC using web browsers of: Google Chrome, Firefox, Safari, or most recent version of Internet Explorer browser. **NOTE**: If this is your first time going to this site, you need to create user account 2. Click "**Create Account**" noted by blue arrow	
On Verification Page: 3. Enter Company Code = PP344 4. Enter Unique Identifier = PP + last four of social + full Date of Birth **NOTE**: Example for member with 1234 as last four of social and date of birth of Jan 1st 1985. Enter PP123401011985 **Spouse Instructions**: Use yor spouse's last four of social but YOUR Date of birth. Example for spouse of member with 1234 as last four of social security number and you were born on of Jan 1st 1985: Enter PP123401011985.	
On Account Creation Page: 5. Verify personal information in top left hand corner for accuracy	

6. Enter email address in **Email** field (If you don't have an email, use an easy to remember, unique username, like your phone # and input it in email field) 7. Enter preferred password in **Password** field 8. Reenter same password in **Repeat Password** field NOTE: Password must be 6 characters long and should include at least one number. Ensure password is unique but easy to remember. 9. Click **Create Account** in lower right corner	
10. Click **OK** to navigate back to login screen	

Login to complete Health Assessment

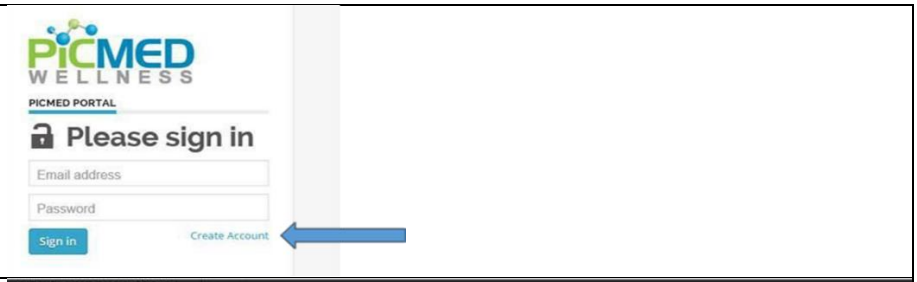
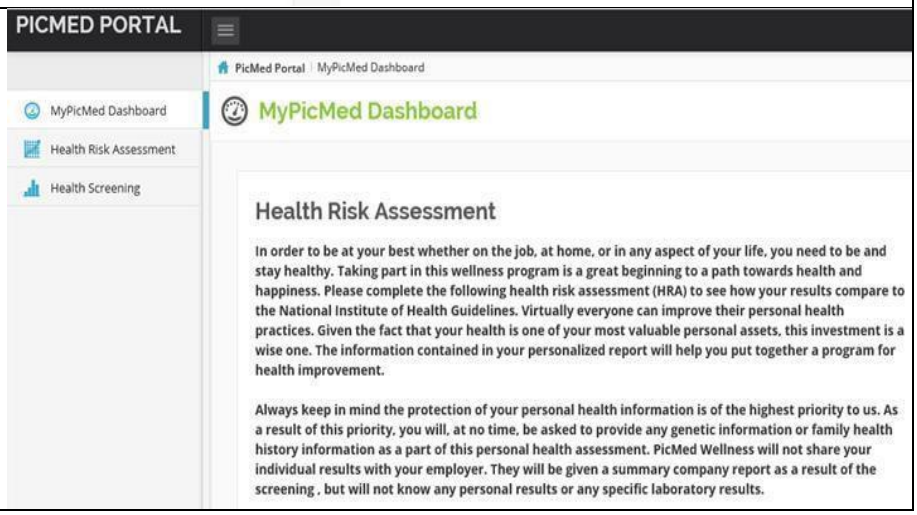
Once account is created, you are ready to log in using email and password just created.

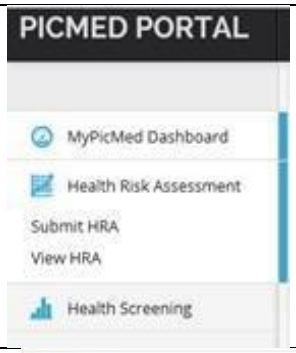
1. Enter Email Address (or unique user name) 2. Enter Password 3. Click **Sign In**	
4. Review text 5. Click **Start Health Risk Assessment** 6. you will be taken to the first page of the HRA	

7. Enter Event ID = **417** (Entering this number correctly is very important) 8. Complete remaining questions NOTE: Although there are 14 steps noted in graphics, some pages are only 1 question and most pages will only take a few seconds to complete. 9. Click **Next** to continue or **Previous** to go back to previous page 10. Click **Finish** once all information is entered	
11. Click OK **NOTE**: Your portion of Health Risk Assessment is complete	

Login to view Personal Risk Assessment

The Personal Risk Assessment will be available to view or print after completion of both the screening and assessment.

Using internet: 1. Navigate to PicMed's PRA site, www.mypicmed.com. 2. Enter Email Address (or unique user name) 3. Enter Password 4. Click **Sign In**	
5. Click **Health Risk Assessment**	

6. From dropdown, select **View HRA**	
7. Click **View** (right side, looks like an eye) 8. Personal Health Risk Assessment opens **NOTE**: pop-up blockers must be disabled and Adobe installed to properly view results	