

USER ID : 012345678910
NAME : Shakespeare, William
GROUP : Stratford-On-Avon

Dear **InCheck™** PWP (Personal Wellness Profile) Participant:

In the interest of confidentiality, there are no names in the **InCheck™** database, so there is no way of linking data on the **InCheck™** system to a named individual. You are known to the system simply as a number, that number being your confidential USER ID. Your USER ID is the 12-digit number above, and the default password is “allied”, lower case - without the quotation marks.

To go to the **InCheck™** online platform to complete your personal health assessment please do the following:

1. Connect to the Internet. Type the following link into the browser bar – <http://www.youraib.com>.
2. Press the “Enter” key. The *new* Allied Insurance Brokers web site Home Page will appear. Place your cursor over “Services” in the drop down menu at the top of the page and a list of services will be displayed immediately. Click on **InCheck™** and the screen immediately changes. Click on the orange button labeled “Click here to Log In to **InCheck**.”
3. The **InCheck™** “Terms of Use” screen will appear. Click on “I Agree”. The next screen is the Log In screen.
4. Enter your USER ID (the 12-digit number) and the default password “allied”. You will be prompted by the next screen to change your password – create a new one: please do so. Your password can be 4 to 12 characters in length - alpha, alphanumeric, symbols plus alpha/alphanumeric ... whatever you wish.
5. The next screen is the **InCheck™** Main Menu. Click on **Personal Wellness Profile**, from the menu list.
6. The next screen offers 3 options – “View a Report”, “Update a Questionnaire” or “Fill Out a New Questionnaire”. **Choose “Fill Out a New Questionnaire”**. Previous users will see a box labeled “View a Report” containing ALL previous reports just in case they are interested in their screening history and wish to make comparisons between sets of reports over a period.

“Update a Questionnaire” will allow updated data to be added to the most recent questionnaire on the system.
7. In **Question 40**, where the blood test results are to be filled in, the *default* values for cholesterol, fasting glucose (FBS) and triglycerides are “mg/DL”. **Please change them to “mmol/L” or “mm/L”** by clicking on the appropriate button. Otherwise you will get very odd (and very untrue) results and comments in your report: its conclusions will also be affected.

Very Important:

The responsibility to act on any adverse result of your blood test, if such is ever the case, is solely yours – not the responsibility of the laboratory or your employer. **If the laboratory detects an unfavorable aspect of some element of your blood test a notification to that effect will be included in the sealed envelope containing your test results. YOU must act upon it – refer it to your physician. Only you can do that, because due to the confidential nature of the exercise, and the care taken to protect your privacy, ONLY YOU will be aware that there is a notification in the envelope related to any aspect of your test.**

Best regards

Norman J. Williams
Consultant – Employee Benefits

