Registration Instructions for the CDC Worksite Health ScoreCard

1. Register by visiting the **CDC Worksite Health ScoreCard**. Click on "Get started" to create an employer administrator account, then follow the steps as shown on the screenshots below.

New User? Register Today

Create a CDC Worksite Health ScoreCard account to assess and build health promotion programs offered to employees, save your information electronically, access reports, and monitor progress over time.

To participate in the CDC Worksite Health ScoreCard, each employer must register two types of accounts:

- **One employer administrator account** for users who maintain employer-level information or who review or complete scorecards for multiple worksite accounts
- **One or more worksite accounts** (one for each worksite) for users who maintain worksite-level information and complete scorecards for individual worksites

Note: *An employer administrator account must be created before you can register a worksite and complete a CDC Worksite Health ScoreCard.*

Get Started   ⓘ See FAQs for more information

Register

Step 1 - Enter Employer ID

An Employer ID is used to verify if your employer is already associated with a CDC Worksite Health ScoreCard account. You may have received this ID in an email.

Do you have an Employer ID?

○ Yes, I have an Employer ID: [   ]

○ No, I do not have an Employer ID

Continue

Register

Step 2 - Would you like to register a new employer?

An Employer ID was not provided.

An employer administrator account must be created before you can register a worksite and complete a CDC Worksite Health ScoreCard.

Yes   **No**   ⓘ Why register an employer?

2. Add an Employer Administrator:

* Employer Administrators

An Employer Administrator can manage CDC Worksite Health ScoreCards for their worksites. To complete employer registration, add a least one Administrator. A "welcome" email with log-in information will automatically be sent to each new Employer Administrator.
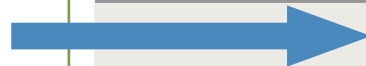
⊕ Add an Employer Administrator ⓘ

3. Complete the "required" portions of the registration page along with the "optional" questions if applicable, to your organization. Then click "register employer" at either the top or bottom of the page.

Add an Employer Administrator   X

Please note that contact information is used only to facilitate the management of your CDC Worksite Health ScoreCard (CDC-HSC) account. No contact information is shared with other employers.

* First Name

* Last Name

* Email Address

Phone Number
(optional)   Ext

* Job Type   Choose the option that best describes this Employer Administrator's primary job responsibilities.

○ Health Promotion Wellness Program Staff or Volunteer
○ HR/Benefits Personnel
○ Management (e.g., CEO)
○ Medical Personnel (e.g., RN)
○ Occupational Health and Safety
○ Other

* ScoreCard
Completion   Will this Employer Administrator be directly involved in ScoreCard completion?

○ Yes   ○ No

* Point of Contact   Will this Employer Administrator be the point of contact with CDC?

○ Yes   ○ No

OK   Cancel

Register Employer   Cancel

4. An email will then be sent to the registered employer administrator with an "employer/worksite log-in code." This code is needed to take the online version of the CDC ScoreCard.

If you would like SelectHealth to prepopulate some of the answers to the ScoreCard before your onsite meeting, please provide this code to your wellness consultant. Several of the ScoreCard questions are about what resources are provided by your health plan, so we can answer these questions for you if desired.