Overview: *Ascension Associate and Occupational Health Services are Paperless! Complete Your Health Assessment Paperwork Online. If you need assistance,* **contact Associate and Occupational Health at (833) 982-0510, option 2.**

Step	Description
1	Click the link provided within the email you receive from axionhealth.com. Follow the instructions to create a username and password and complete your Health Assessment Surveys. From: <noreply@axionhealth.com> Date: Tue, May 24, 2022, 12:44 PM Subject: Create ReadySet User To: Hello, Welcome to the Ascension ReadySet My Health portal! You are receiving this email because an associate and occupational health record was created for you. This is the first of two email messages you will receive on how to set up your account. Please click here, after receiving information on your Program Type and Population Type. Thank you, and have a great day! Ascension Associate and Occupational Health
2	On the registration page, enter your **Date of Birth** and select your **Program Type** (shown below) then click **Next**. Your Program Type: **A Onboarding** **Register with ReadySet** Step 1 of 4: Please enter your date of birth, and program type. Date of Birth: * [mm/dd/yyyy] Program Type: * [ ] Next Cancel

3	Click **Next** to confirm your information. After confirmation, you will be prompted to create a username and password as well as to set up your security questions.

4	To verify the date/time of your scheduled appointment, click **Appointments** in the left menu then select your upcoming appointment. **Appointment Details** will appear to the right which includes the **Date/Time** and **Location** of your scheduled appointment.

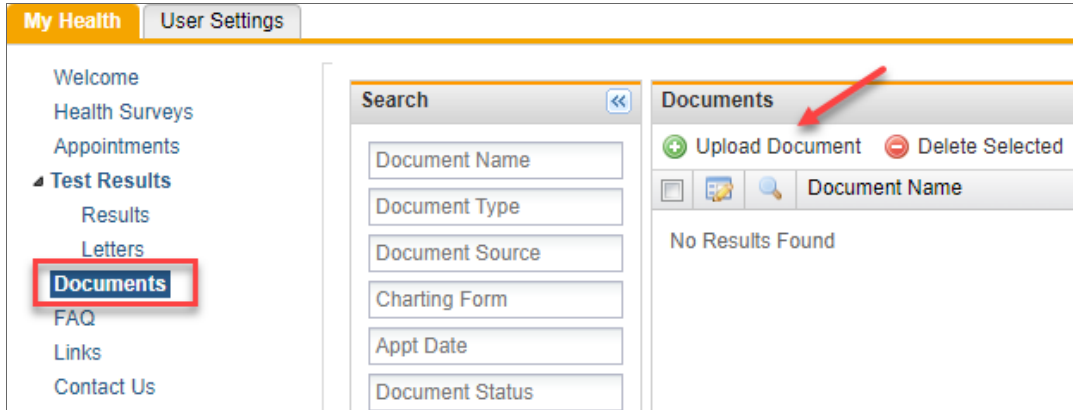| 5	Once logged in, complete all pending Health Assessment Surveys. Under the **My Health** tab, select **Health Surveys** on the left side menu.

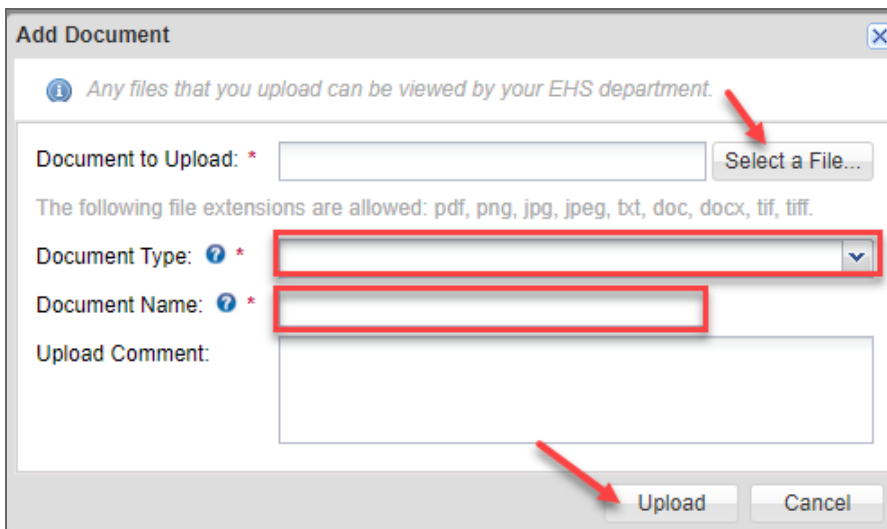|	
	Note: *A green checkmark will appear under Status as each survey is finished.*
6	Upload your Employee Health Documents under the **My Health** tab. - Select the **Documents** option on the left side menu. - Click **Upload Document** to upload your immunizations, (including Flu), TB and other records. *Note:* *If using a mobile device, you can take a photo of a record and upload.*
7	To upload a document: <ol type="A"> - Click the **Select a File** button to navigate to and select the document/picture on your computer or phone. - Select the appropriate **Document Type** from the dropdown menu. - Enter a descriptive name in the **Document Name** field (i.e., JDoe Flu Immunization Record). - Enter a comment in the **Upload Comment** field if needed. - Click the **Upload** button. To delete a document, check the box next to the document to be deleted, then click **Delete Selected**.
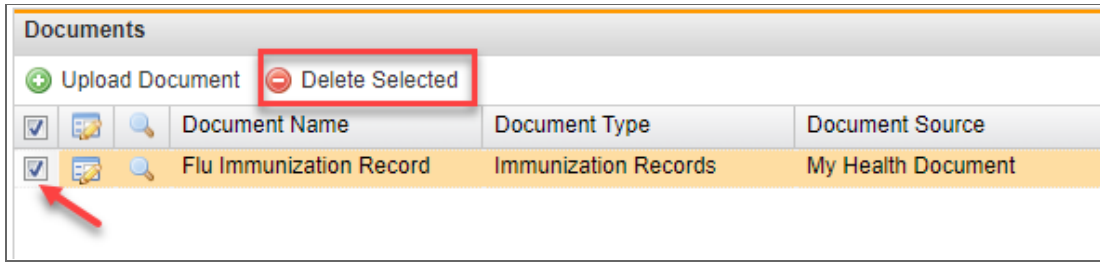
View Document Details by clicking the document with "pencil" icon.
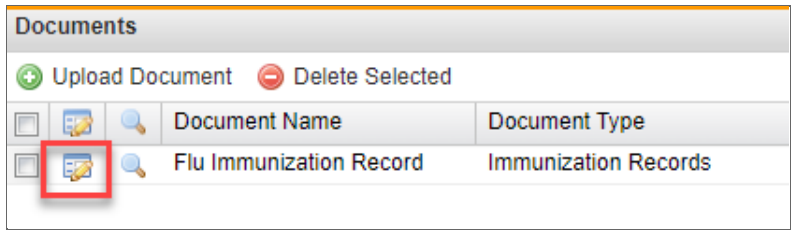
View Document uploaded by clicking the "magnifying glass" icon.
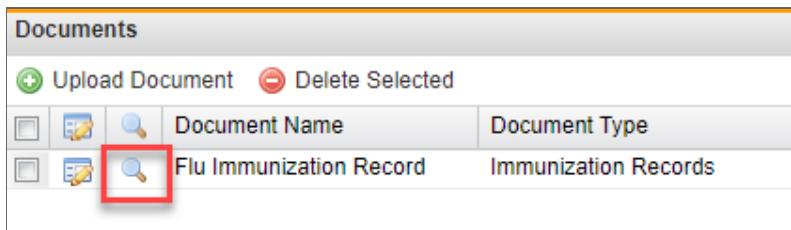
Need Support?

- **Contact Associate and Occupational Health at (833) 982-0510, option 2.**