#### **Instructions for Accessing PHMC Emails**

#### Directions

We use a secure messaging system to deliver emails to you. Please follow the instructions below to set up an account in our secure messaging system so you can view emails sent by our coaches.

#### Step 1

Open email from "Message Center" with title "Welcome to Optum Messenger." The email comes from "no-reply@optummessenger.com."



In the new page that opens, click "**Register And "Activate**" under "Let's Claim your mailbox – I don't have an OneHealthCare ID."

# Welcome to Messenger Let's claim your mailbox I don't have an OneHealthCare ID Begister And Activate

Fill out all "**Profile Information**" and "**Sign In Information**." Save this information in a secure location. Then, click "**I Agree**" box at the bottom of the page.

Create One Healthcare ID			
One Healthcare ID securely manages your account so that you can use one One Healthcare ID and password to sign in to all integrated applications.			
Already have One Healthcare ID? Sign in now			
Profile Information			
First name			
Last name			
Vear of hirth			
Sign In Information			
Your email address			
Create One Healthcare ID			
0			
Your One Healthcare ID must have:			
6 to 50 characters			
At least one letter			
No spaces			
No letters with accents			
None of these Symbols: % + * & [ \ ] ^ ' {   } <> # , / ; ( ) : * =			
~ Create password			
Your password must have:			
Between 8 and 100 characters			
At least 1 uppercase letter			
At least 1 lowercase letter			
At least 1 number			
No spaces and no & symbol			
Type password again			
•			
You must agree to the Terms of Use and Website Privacy Policy to use the One Healthcare ID service. If you do not agree, click Cancel and do not use any aspect of the One Healthcare ID service.			
I Agree Cancel			

Follow the prompt to check your email inbox and click on the activation link provided. The email will come from "**One Healthcare ID-NoReply**" with title "**Confirm your One Healthcare ID email address**."

# Next Step: Verify Your Email Address

- 1. Check your email inbox (ale\*\*\*\*47@gmail.com) for a message from One Healthcare ID (noreply@onehealthcareid.com).
- 2. Click on the activation link in the email or enter the 10-digit activation code.

Still waiting for your activation code? Resend email or update email address

If you don't see it, check your junk or spam folders. You may need to resend the message or add our address to your approved senders.

If you'd like assistance, contact support at 1-855-819-5909 or optumsupport@optum.com

Email One Healthcare ID-NoReply <noreply@onehealthcareid.com> to me •

7:36 PM (O minutes ago) 🛛 🛧 🗧 🗧

One Healthcare D

### Your One Healthcare ID

Activate my One Healthcare ID

If you prefer, copy this 10-digit code 0843454234 and paste it into the box for the activation code on the Activate Your One Healthcare ID page.

If you did not request an activation link or code, or if you have questions about setting up an One Healthcare ID, contact us at 1-855-819-5909 or <u>optumsupport@optum.com</u>.

Thank you,

One Healthcare ID

Click the "Continue" tab in the new page that pops up entitled "Email Address Verified."

Email Address Verified	
Your One Healthcare ID is ready to use. Click the Continue button below to finish.	
Continue	_

#### Step 7

Click "I Agree" button on the following page.

# Share My One Healthcare ID

Using your One Healthcare ID to sign in to Optum Messenger means that Optum Messenger uses your One Healthcare ID account information to verify your access. We share this information with Optum Messenger :

- One Healthcare ID
- Name
- Email address

By clicking I Agree,

- You give One Healthcare ID permission to share your account information with Optum Messenger;
- You acknowledge that your account information is being provided to Optum Messenger and it is subject to the Optum Messenger privacy policy; and
- You acknowledge that the Optum Messenger privacy policy may be different from the One Healthcare ID privacy policy.

I Agree Decline

This will open your secure messaging inbox where you can view the emails.

		C Refresh	Inbox	Search	Q
PERSONAL H Message Cente	<b>IEALTH</b> er	Test			7:35 pm
Account	•	Test Questions? Call 1-833-MYV	ATLC (1-833-698-2852) or visit https://www.prevention.va.gov	/Т	
💟 Inbox					
I Sent					
Drafts					
📩 Archive					
+ New Folder					

#### Troubleshooting

#### If Inbox Does Not Open

After completing steps 1-7, your Inbox may not open and will look like this instead:

#### Manage Your One Healthcare ID

Keep your profile up-to-date, change your One Healthcare ID or password, and manage the options for verifying your identity.

Update Profile	Sign In Info	Verification Options	
First name			
Middle name (o	ptional)		
Last name			
Suffix (optional)	)		
Prefix (optional)	)		
Date of birth (or	otional)		
mm-dd-yyyy			
Home address (	optional)		
City (optional)			
State (optional)	_		
Select	\$		
ZIP code (option	nal)		
Notificati	on Optior	ıs	
Select the notific added a phone n	ations you want t umber to your ac	o receive at your primary count.	email address and by text if you
Failed Login	🗆 Text Messag	je	
Successful Log	in 		
Account Recover	erv Attempt	le	
Email	Text Message	je	
Locked Accoun	t Trut Marrie		
Email	T lext messag	le	
Save	Cancel		

#### If you cannot access your inbox, complete the following steps:

#### Step 1

Go back to your email address and click the "Activate Now" button.

Why did I receive this email?

In follow-up to your most recent discussion with your Health-Support Representative, you have been sent more information. This information was sent to you through a secure email account. You will need to create a password to keep this message private and seen only by you.

How do I access my secure message?

Click on the **ACTIVATE NOW** link below to learn more about the Personal Health Message Center. This is where you set up and activate your secure account and password. Once your account is activated, you can use your password to log-in and read your message.

We hope you find the information we've sent helpful.



Please note that you are able to log in to your account using an existing One Healthcare ID if you already have one from another source. If you have questions or believe you've received this email in error, please email the Optum Messenger Support Team at <a href="mailto:optumsupport@optum.com">optumsupport@optum.com</a>.

Optum does not recommend or endorse any treatment or medications, specific or otherwise. The information provided is for educational purposes only and is not meant to provide medical advice or otherwise replace professional advice. Consult with your clinician, physician or mental health care provider for specific health care needs, treatment or medications. Certain treatments may not be included in your insurance benefits. Check your health plan regarding your coverage of services. If you are experiencing thoughts of suicide

In the page that pops up, click the button that says "Login and Claim Your Mailbox" under "I have an OneHealthCare ID."

PERSONAL HEALTH Message Center Seamless Communication. Improving lives.

Please note we are currently unable to support Healthsafe ID at this time. If you need access to secure messaging, please log in or create an OneHealthCareID. The Optum Messenger team is working with Healthsafe ID to provide support again soon.

# Welcome to Messenger



Benefits of Reaisterina

#### Step 3

Sign in with the credentials you have created.

Sign In With Your One Hea	lth	care ID
One Healthcare ID or email address		Additional options:
		Create One Healthcare ID
Password		Manage your One Healthcare ID
	•	What is One Healthcare ID?
Sign In	]	
Forgot One Healthcare ID Forgot Password		
Chat with support Note: This feature is not advisable for persons with audible support.	visual	impairments and/or who may require

This step should load your mailbox so that you can view emails.

		🔿 Refresh	Inbox	Search	Q
PERSONAL HEALT Message Center	н	Test			7:35 pm
Account	•	Test Questions? Call 1-833-M	YVATLC (1-833-698-2852) or visit https://www.prevention.va.gov	/ <b>Т</b>	
🖂 Inbox					
I Sent					
🗁 Drafts					
r Archive					
+ New Folder					

#### If Password Reset Option is Not Working

If you log in from the following web URL, you may get an error message about your ID or password: <u>https://identity.onehealthcareid.com/app/index.html</u>.

Sign In With Your One Healthcare ID				
The One Healthcare ID or password that you entered is incorrect.				
One Healthcare ID or email address Password	¢	Additional options: Create One Healthcare ID Manage your One Healthcare ID What is One Healthcare ID?		
Sign In				
Forgot One Healthcare ID       Forgot Password         Image: Chat with support       Note: This feature is not advisable for persons with audible support.	visual i	mpairments and/or who may require		

When you try to reset your password, you may receive the following error message:

You haven't yet verified a method for recovering access to your account. Please contact us at 1-855-819-5909 or <u>optumsupport@optum.com</u> to verify your identity and recover your password.

Return to sign in

#### If this happens, follow these steps:

Log in with the following URL: <u>https://www.personalhealthmessagecenter.com</u>. Click "Sign in With OneHealthCare ID" tab.

PERSONAL HEALTH Message Center Seamless Communication. Improving lives.

Please note we are currently unable to support Healthsafe ID at this time. If you need access to secure messaging, please log in or create an OneHealthCareID. The Optum Messenger team is working with Healthsafe ID to provide support again soon.

Sign In With OneHealthCare ID

# Secure Messaging Lightweight

Secure Messaging Supported by SM API

If you put in the correct email address or ID and password, you will receive the following prompt:

# Sign in: Verify Your Identity This application requires additional information for secure access Primary Email: Send an email with access code to ale\*\*\*\*\*t0@gmail.com. Text message: Text an access code to \*\*\*\*\*\*6683. You are opting to receive a text message with a one-time access code from One Healthcare ID. Message and data rates may apply. Call Me: Call me with an access code at \*\*\*\*\*\*6683. This feature requires entering an access code into the phone and is not advisable for a person with disabilities. This option is not recommended if you are using assistive or adaptive technology. You will be required to verify your identity every time you log in with this option. If you want to skip this step in the future, please choose a different verification

Next Cancel

option.



#### Chat with support

Note: This feature is not advisable for persons with visual impairments and/or who may require audible support. If your password does not work, click "Forgot Password" below the Sign In button.

# Sign In With Your One Healthcare ID

One Healthcare ID or email address	
Password	0
Sign In	Ĩ
Sign in	

Additional options:

Create One Healthcare ID Manage your One Healthcare ID What is One Healthcare ID?

Forgot One Healthcare ID Forgot Password



#### Chat with support

Note: This feature is not advisable for persons with visual impairments and/or who may require audible support.

Enter your email address or One Healthcare ID.

# Forgot Password

With a little information we can help you reset your password.

#### Enter your email address or One Healthcare ID

Next Cancel



Chat with support

Note: This feature is not advisable for persons with visual impairments and/or who may require audible support.

This will send a reset password link to your email or phone.

# Reset Password: Verify Your Identity

We want to be sure only you can make changes to your account. First, select an option to verify your identity below. If your input or email corresponds to an active account, then you will receive your verification by your selected option. After verifying, you can reset your password.

Email: Send a verification link to my account's primary email.

#### Text message: Text a verification code to my account's phone number.

You are opting to receive a text message with a one-time verification code from One Healthcare ID. Message and data rates may apply.

Next

Cancel



#### Chat with support

Note: This feature is not advisable for persons with visual impairments and/or who may require audible support.

# Reset Password: Verification Link



We have received your information! If your email (or account id) corresponds to an active One Healthcare ID account, we have sent you an email with a verification link to your **primary email**. Click the link in that message to verify your identity and reset your password.

Still waiting for your verification link? Resend email

Check your email for a message from One Healthcare ID (noreply@onehealthcareid.com). If you don't see it, check your junk or spam folders. You may need to resend the message or add our address to your approved senders.

Want to try something else? Return to verify identity options



#### Chat with support

Note: This feature is not advisable for persons with visual impairments and/or who may require audible support.

Check your email to reset your password.

If you are still having trouble accessing your account, click "Chat with support," call 1-855-819-5909, or email <u>optumsupport@optum.com</u> to reset your password.