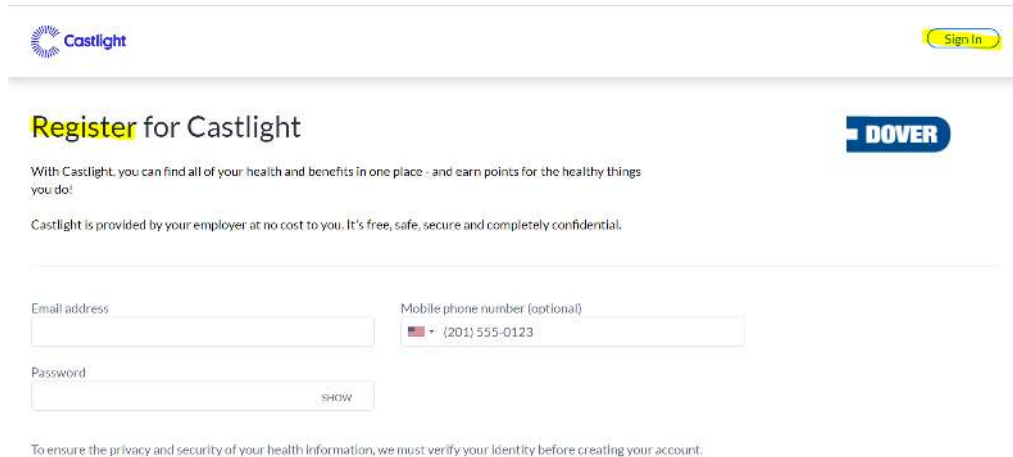


HOW TO:

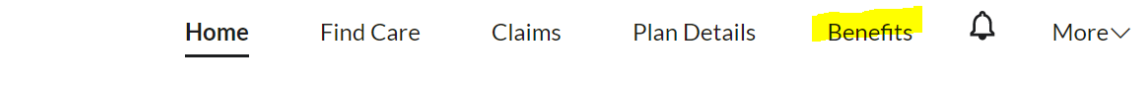
Access Your Health Assessment and Tobacco Certification Online

1. Go to: www.mycastlight.com/dover
2. Register for a new account or sign-in to existing account,
 - a. **You and your spouse/partner must each have a separate account.**



The screenshot shows the Castlight registration page for Dover. At the top left is the Castlight logo, and at the top right is a yellow "Sign In" button. The main heading is "Register for Castlight" with a "DOVER" logo to the right. Below the heading is a paragraph: "With Castlight, you can find all of your health and benefits in one place - and earn points for the healthy things you do!" followed by "Castlight is provided by your employer at no cost to you. It's free, safe, secure and completely confidential." Below this is a registration form with three input fields: "Email address", "Mobile phone number (optional)" (with a dropdown menu showing "(201) 555-0123"), and "Password" (with a "SHOW" button). At the bottom of the form, it says "To ensure the privacy and security of your health information, we must verify your identity before creating your account."

3. Once logged in, click on Benefits.



4. Select "Health Assessment".



5. Begin your Health Assessment on this page.



Health Assessment



Ready to get rewarded?
[See Ways to Earn](#)

AT A GLANCE

We ask you a series of questions to better understand your overall health and wellbeing.

- Your responses will be used to make personalized recommendations.
- It takes approximately 5 - 10 minutes to complete the health assessment.
- Your employer will not have access to your personal information.

[Read More](#)

6. Once completed, select Benefits.

Home

Find Care

Claims

Plan Details

Benefits



More

7. On the left-hand side, scroll down until you see "Tobacco Certification".



Tobacco Certification
Tobacco Self-attestation

8. Begin your Tobacco Certification on this page.



Tobacco Certification

[More Info](#)



Ready to get rewarded?
[See Ways to Earn](#)

AT A GLANCE

- Complete the tobacco certification no later than 7/31/20.
- Reduce your supplemental life premium for 2021.
 - Tobacco users can complete the Tobacco Coaching Program free of cost
 - Please contact support with questions.

[Read More](#)

9. Once you have completed each activity, you should take a photo or screen image capture (“screen shot”), or print this and save on your phone, computer, or file for your records. The green check mark next to each task means this task has been completed.

ACTIVITIES

[See history](#)

ONE-TIME ACTIVITY

~~Are you a tobacco user?~~

Self-attest that you have/ or have not smoked, chewed, vaped or used any tobacco products in the last 12 months.

