How to Create a Healthy Choice Portal Account

1. Go to [www.clevelandclinic.org/healthplan](http://www.clevelandclinic.org/healthplan) and click on orange “Healthy Choice Portal” button and then click on “Don’t have an account? Create one here” to access the Activate Account page.

2. Enter your **Health Plan ID** (or **UMR**) number and your **Date of Birth**: Your health plan number is found on the top of your Health Plan ID card (example: “EHP12345678”). UMR members should enter the 8 digit Member ID plan number plus the two digit suffix (example: “1234567800”). Please do not enter the group number. Also, please don’t create an account for your spouse; he or she should create his or her own Healthy Choice Portal account – they have their own EHP number.

3. Create a user name and password. These can be whatever you want – just make sure to follow the guidelines for passwords of at least 6 characters and must be letters and numbers.

4. Enter your email address for special program announcements and in case you need to have your password reset. NOTE: the email cannot be the same as your spouse for their portal and is a required field.

5. Enter your time zone and demographic information for accuracy of your device data.

6. Agree to the terms of use and privacy policy and then click on the “Submit” button. This will create your account so you can link your current device or order a new device. (For security purposes you will be directed to login to the portal with new account user name and password)

7. EHP members will need to confirm or update your Primary Care Provider (PCP) after you first log on to the portal for you and any dependent children. Your spouse will confirm their own PCP on their portal account. If you do not have a PCP or if you PCP is not part of the Cleveland Clinic Quality Alliance then choose those options.

**Questions?** Call the ONE HR Service Center at 216.448.2247 (toll-free at 877.688.2247) and follow the “Health Plan” and “Healthy Choice” prompts.